



MEMBERSHIP POLICY / PROCEDURES

To be read in conjunction with the Constitution and Rules of Kilcock Golf Club May 2024.

Membership Policy and Procedures

General Provisions

1. The Joint Management Committee (JMC) may, in the best interest of Kilcock Golf Club, introduce initiatives to increase and /or manage the membership levels and membership categories at the Club. Any such initiatives shall be documented in this policy, subject to also to the general principles set out in the Club Constitution. This policy may be amended from time to time by the Joint Management Committee and such amendments shall be final, unless otherwise decided by a majority of members voting at a General Meeting.

2. The current membership categories determined by the Joint Management Committee in accordance with Clause 8 of the Club Constitution are as follows:
 - A. Full Ordinary Membership
 - B. Flexible Membership
 - C. Full Ordinary Membership (participants in the Under 40 Membership Initiative)
 - D. Student Membership
 - E. Junior Membership
 - F. Juvenile Membership
 - G. Honorary Membership
 - H. Corporate Membership
 - I. Full / Part Paid Ordinary Membership
 - J. Free Ordinary Life Membership
 - A. Full Ordinary Members shall comprise of persons who have paid their entrance fee, annual subscription, capital levy, all fees / charges applicable to this category.

 - B. Flexible Members shall comprise of persons who pay their entrance fee, annual subscription, capital levy, all fees / charges applicable to this category. These members will be provided with credits to be used for the playing on the course and for entry to competitions. Flexible members can play on the course 7 days a week, subject to sufficient credits in their account and will be charged credits at the rate applicable for the day.

Flexible members can play in all competitions but are not allowed win first prize in any of the Golfer of the Year competitions. Additional credits can be purchased from the Pro Shop when required.

- C. Full Ordinary Membership (participants in the Under 40 Membership Initiative) shall comprise of persons admitted into the under 40 membership initiative on the basis that they were not less than 18 years of age and under the age of 40 on the date of admission. Members in the under 40 membership initiative will be eligible for the initiative's applicable benefits and reduction in annual subscriptions in operation at the time. The terms and conditions of the Full Ordinary Membership (participants in the Under 40 Membership Initiative) will be available in the Pro Shop.
- D. Student Members shall comprise of persons whose age at the date of election / renewal or transfer to the club shall not be less than eighteen years or greater than twenty four years and who are receiving full time education in school, college or third level, or who are articled to any professional body or who are serving their apprenticeship to any recognised trade. Students who take time out from any of these activities may continue, with approval of Joint Management Committee, to play as student members for a maximum of one year.
- E. Junior Members shall comprise of persons whose age at the date of election / renewal or transfer to the club shall not be less than fourteen years and not greater than eighteen years. Persons under the age of fourteen may, in exceptional circumstances, be admitted to Junior Membership. Such decision shall be at the discretion of the Joint Management Committee on recommendation from the Men's or Ladies' Committee as appropriate.
- F. Juvenile Members shall comprise persons whose age at the date of election / renewal / transfer to the club shall not be less than eight years and not greater than thirteen years. A juvenile who has attained the age of fourteen during the club year will be eligible to transfer to Junior Membership subject to the payment of the pro-rata difference of the appropriate fee.
- G. Honorary Members shall comprise persons to either the Men's or the Ladies' Committee wish to acknowledge as having rendered exceptional service to the Club or to the game of golf or whose distinguished position or public service would render their membership of special advantage to the Club. They may be elected for Life or for any defined period but, unless it is otherwise stated in the minutes made on the occasion of their election, that membership shall terminate at the close of the current year. No person shall be admitted to Honorary Membership unless he or she is proposed as such at the respective meeting of the men's or ladies'

committee and approved and elected by the Joint Management Committee at a meeting at which the proposal is considered.

- H. Corporate Members shall comprise of persons who fulfil the terms of the Corporate Membership Policy when developed and implemented.
 - I. Fully Paid or Part Paid Ordinary Life Members shall comprise of persons elected to this category in accordance with Clause 8 of the Club Constitution relating to Ordinary Life Membership. The Joint Management Committee may, from time to time, put in place a scheme or arrangement under which this category of member may be admitted.
 - J. Free Ordinary Life Members shall comprise those six person holding this category of membership at the date of the adoption of the current Club Constitution and any such persons as may be elected to this category of membership in accordance with Clause 8 of the Constitution in relation to Free Ordinary Life Membership and whose name an address shall be maintained in the register of such members.
3. A person shall not be considered a member of the Club until, as applicable, (a) their membership application process has been completed and accepted for membership (b) their annual subscription and all other charges are paid in full or up to date on the club's phased payment scheme (c) in the case of annual renewal of an existing membership, the payments due have been received before 1st March.
 4. The level of Membership Subscription shall be determined by the Joint Management Committee annually and advised to the membership at or prior to the Joint Club AGM, along with levies, insurance, GI and other charges required to be paid in relation to membership.
 5. Membership Subscription (including levies and other charges) are due and payable on or before February 1st of each calendar year.
 6. All categories of member, except Honorary Members , Free Ordinary Life Members and Full Ordinary Life Members, shall be required to pay an Annual Club Membership Subscription.
 7. The Honorary Secretary of the Joint Management Committee shall notify the Honorary Secretary of the Men's Committee and the Ladies' Committee of the names of all Members whose membership subscriptions, on 1st February remain unpaid, or without an agreed phased payment plan in place. The Committee concerned shall not be entitled to allow such members to win a prize in any Club or Open Competition under its control.
 8. Any member whose membership, one month after the date of renewal, is still unpaid or without an agreed phased payment plan in place, shall cease to be a member of the club and shall forfeit any rights s/he may have had.

9. Reduction of Annual Club Membership Subscription and Scheme for Payment of Charges

A. The Joint Management Committee is authorised to provide schemes for reduced annual membership subscriptions (but not other charges) to certain members. At present two such schemes operate whereby full ordinary members who have been members continuously for the previous ten years are entitled to a reduction in their annual club membership subscription. The schemes are for members 75 years and over and for members 80 years and over. Details of the schemes are available in the Pro Shop and on the club's website.

B. The Joint Management Committee shall have the power to provide or arrange a scheme whereby Entrance Fee, Capital levy (if any) and other charges may be paid in one or more instalments. A member or prospective member who wishes to avail of such a scheme shall be bound by such regulations relating to payment as apply from time to time. A member who is in breach of these regulations will cease to be a member of the club and shall forfeit any rights they may have held, including transferable rights.

C. The Joint Management Committee shall have the power to provide or arrange a scheme whereby the Annual Membership Subscription (not including levies / other charges) for members in a particular membership category may be reduced, subject to conditions applied to that category of membership.

10. The Joint Management Committee shall have the power, if it is regarded as being in the best interest of the club, to introduce and set an amount of a Joining Fee, payable by a prospective member on application to join the club on a once off basis, such fee to be in addition to the annual membership subscription , levies and other charges payable in respect of annual membership. The terms of such a Joining Fee regime will be drafted by the Joint Management Committee prior to its introduction and advised to members.

ELECTION OF MEMBERS

The procedure for the election of members, other than Full Ordinary Life Members and Free Ordinary Life members shall be as follows: -

1. A candidate for election shall complete and return to the Pro Shop Staff a form, known as an Application for Membership Form. The application must be accompanied by either (a) the relevant annual membership subscription and any other levies / charges as are in force for that category of membership or (b) full sign up to the club's membership and fees payment plan.

2. The application will be presented to the Membership Sub-Committee appointed by the Joint Management Committee for the purpose of managing, on its behalf, all aspects of the club's Membership Policy/Procedures.
3. The Membership Sub-Committee shall include not less than one member of the Men's and one member of the Ladies' Committee, in addition to three other members appointed by the Joint Management Committee.
4. A decision on admission to membership or otherwise will be made by the Membership Sub-Committee at a meeting at which not less than three members were in attendance.
5. The Membership Sub-Committee may require an applicant for election to membership to attend before it for interview. The Sub-Committee may make such enquiries as it considers appropriate, having regard to the provision of this policy and of the club constitution.
6. The Membership Sub-Committee shall seek to process and complete decision making on each application within one week of receipt of application.
7. Each candidate for election whose candidature has satisfied the requirements in force at the time shall then, if there is a vacancy, be informed of their admission to membership. The Pro shop will inform the Honorary Secretary of the relevant club of the new applicant's election.
8. If there are no vacancies in the relevant class of membership at the time of an application for membership, the candidate will be placed on a waiting list. The Pro Shop Staff will manage and monitor the waiting list.
9. Any material omission from or inaccuracy in the particulars provided by a candidate shall render election voidable at the discretion of the Membership Sub-Committee.
10. If a candidate is not elected to membership and at a later date wishes to make a further application for membership, the same procedure set out above must be followed on any subsequent application.
11. If a candidate is not elected to membership, the candidate shall be advised within 7 days of the decision not to admit to membership and receive without delay a full refund of all payments made.
12. All decisions of the Membership Sub-Committee can be appealed to the Joint Management Committee

PROCEDURE ON ADMISSION OF A MEMBER

1. Having been notified of the successful application for membership, the new Member will then be provided by Pro Shop Staff with a "New Members' Pack". The pack, which may be entirely in electronic format, will contain, the Club Constitution and Rules, Strategic Plan, and other documentation that is appropriate.
2. The club will organise, from time to time, New Members' events and information meetings to which new members will be invited to attend.