

PONTEFRACT AND DISTRICT GOLF CLUB LIMITED

REGULATIONS



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PONTEFRACT AND DISTRICT GOLF CLUB LIMITED

PART 1: SCHEME OF DELEGATION

Regulations relating to Sub-Committees and Sections

A : SUB COMMITTEES

1. The Committee may from time to time appoint sub-committees for any of the following purposes or such other purposes as may be found necessary: -
 - 1.1 To advise the Committee on any matter or make recommendations on any subject which falls within terms of reference.
 - 1.2 To act within established parameters as the major agents for the implementation of policy prepared and approved by the Committee, provided that in exercising any delegated powers no action shall be taken thereon involving expenditure in excess of £1,000 (whether approved or not) without the prior signature of the Finance Director for the purpose of the cash flow controls.
2. The Committee shall have power at its discretion to cancel the appointment of any member to a Sub- Committee and the Committee may subject to the following paragraphs of this Schedule, fill any vacancy on a Sub-Committee that arises for whatever reason.
3. Only Directors of the Club shall be eligible for appointment to or fill a vacancy on a Sub- Committee that shall be appointed to deal with the purchase, sale or supply of intoxicating liquor for and on behalf of the Club.
4. The Captain, Vice-Captain and Immediate Past Captain of the Club shall each be entitled to serve as ex-officio members on two Sub- Committees only.
5. The Committee shall appoint the Chairman and members of each Sub-Committee.
6. The Committee shall, subject to the provisions of this Schedule, have the power to co-opt additional members to each Sub- Committee. In the case of the House Sub-Committee any co-opted members shall be required to withdraw from the meeting when consideration is being given to the purchase, sale or supply of intoxicating liquor for and on behalf of the Club.
7. The number of co-opted members to each Sub-Committee shall be: -
 - 7.1 Competitions - One place each to the Ladies, Rabbits and Junior Sections.
 - 7.2 House - Ladies' Captain plus one further place from the general membership.

- 7.3 Greens - Two places from the general membership and 1 place from the Ladies' Section.
8. The term of office for co-opted members shall be for one year.
 9. The Committee shall appoint an Investigating Sub- Committee consisting of three members from the general membership together with the Manager and they shall be required promptly to investigate all formal complaints and report thereon to the Committee.
 - 10 Any Sub- Committee dealing with the selection or interviewing of any candidate for the post of Caterers of the Club shall a lady appointed by the Ladies Committee.
 - 11 A Social Committee comprised of such number of members of not less than eighteen years of age as the Committee may determine shall be elected at the Annual General Meeting each year and the members shall hold office from the 1st January of the following year for the period of one year. Each member shall be eligible for re-election.
 12. Candidates for election to the Social Committee may be proposed and seconded by members who are not less than eighteen years of age and all such nominations shall be made before the 10th November each year by entering the required details on the relevant form which the Manager shall post on the Club Notice Board not later than the 10th October each year. In the event of their being insufficient nominations the Committee may submit to the Annual General Meeting such further nominations as may be required to make the total number equal to the impending vacancies.
 13. The Club Captain shall be responsible for the organisation and running of the Social Committee and is automatically selected along with the Club vice-Captain, Ladies' Captain and Ladies' vice-Captain. The Social Committee shall elect its own officers.
 14. The duties of the Social Committee shall be to organise and arrange such activities, which shall be subject to the approval of the Committee, as will provide entertainment, recreation or social intercourse for members or will raise funds for the Club or charitable purposes or as may be proposed and required by the Committee. The Club Captain shall report monthly to the Management Committee.
 15. Audited annual accounts of all Sections within the Club must be submitted to the Finance Director for scrutiny within two months of the date on which such accounts have been approved by the Annual General Meetings of the respective Sections.

B : CLUB SECTIONS

1. The following Sections of members may be formed within the Club but shall be subject to general control by the Committee.

- 1.1 Ladies Section.

Membership of this Section shall be open to all lady playing members (including Junior and Juvenile members).

- 1.2 Rabbits Section.

Membership of this Section shall be open to all male playing members who have reached the age of 18 years who have a handicap of not less than 16 and not more than 28.

- 1.3 Junior and Juvenile Section.

Membership of this section shall be open to all Junior and Juvenile members.

- 1.4 Seniors Section

Membership of this Section shall be open to all male playing members who have reached the age of 55 years.

- 1.5 Tigers Section

Membership of this Section shall be open to all male playing members who have reached the age of 18 years and who have a handicap of 15 and below.

2. Each Section shall have power to appoint its own Officers and Committee. Subject to the approval of the Committee it may make its own rules and regulations for the purpose of conducting and regulating its affairs and arrange its own competitions, matches and functions.
3. All appointments made by a Section shall be reported forthwith in writing to the Manager of the Club and all competitions, matches and functions arranged by any Section must be done in consultation with the Manager or such other person as the Committee may direct.

PONTEFRACT AND DISTRICT GOLF CLUB LIMITED

PART 2: MEMBERSHIP REGULATIONS

A : MEMBERSHIP CLASSIFICATIONS AND GENERAL PROVISIONS

1. General provisions

1.1 The Members of the Club, all of whom shall be bound by the Rules of the Club and any regulation by law or order made thereunder, shall be classified as set out in this Schedule. The categories of membership shall be as follows:

- (a) Fully playing Membership; and
- (b) Restricted Access Membership;

2. Membership Matrix

2.1 Members who are admitted to Membership of the Club shall be admitted into one of the following categories of membership and a subsequent class of that category: -

CATEGORY	CONDITIONS TO MEMBERSHIP		CLASSIFICATION	RIGHTS & PRIVILEGES	RESTRICTIONS	VOTING RIGHTS
	AGE	OTHER				
FULL PLAYING	10 – 15 YRS	NONE	JUVENILE	FULL ACCESS TO THE COURSE (AGE 10-12 UNDER SUPERVISION OF PLAYING MEMBER 21 YRS OR OLDER)	MEMBERSHIP CEASES AT AGE 16	NO VOTING RIGHTS
	16 -18 YRS	NONE	JUNIOR	FULL ACCESS TO THE COURSE	MEMBERSHIP CEASES AT AGE 18	NO VOTING RIGHTS
	BETWEEN 18 AND 23 YRS	IN EDUCATION	STUDENT	PAYS JUNIOR SUBSCRIPTION AND HAS FULL ACCESS TO THE COURSE	MEMBERSHIP CEASES AT AGE 23	FULL VOTING RIGHTS
	BETWEEN 18 AND 30 YRS	NONE	INTERMEDIATE	FULL ACCESS TO THE COURSE. AGE RELATED SUBSCRIPTIONS	NONE	FULL VOTING RIGHTS
	30+ YRS	PERSONS WHO, IN THE OPINION OF THE MANAGEMENT COMMITTEE HAVE RENDERED CONSPICUOUS SERVICE TO THE CLUB	HONORARY	FULL ACCESS TO THE COURSE	NO MORE THAN 10 AT ANY TIME	FULL VOTING RIGHTS

CATEGORY	CONDITIONS TO MEMBERSHIP		CLASSIFICATION	RIGHTS & PRIVILEGES	RESTRICTIONS	VOTING RIGHTS
	AGE	OTHER				
FULL PLAYING	30+ YRS	PERSONS WHO HAVE PAID ALL OF THEIR FUTURE SUBSCRIPTIONS IN FULL	LIFE	FULL ACCESS TO THE COURSE	MAY BE REQUIRED TO PAY ANY LEVY IMPOSED BY THE CLUB	FULL VOTING RIGHTS
		UNDERTAKE SPECIFIC TASKS AND DUTIES TOWARDS THE UPKEEP OF THE COURSE AND CLUBHOUSE	ARTISAN	REDUCED LEVEL OF SUBSCRIPTION AS DETERMINED AT THE AGM OF THE CLUB AND FULL ACCESS TO THE COURSE	NO MORE THAN 5 AT ANY TIME. MEMBERSHIP CEASES AFTER 12 MONTHS. RENEWED AT THE DISCRETION OF THE MANAGEMENT COMMITTEE	FULL VOTING RIGHTS
		GIVEN AT THE DISCRETION OF THE MANAGEMENT COMMITTEE	TEMPORARY	NO ACCESS TO THE COURSE	CANNOT HOLD THIS CLASS FOR MORE THAN 2 YEARS IN ANY 3 YEAR PERIOD	NO VOTING RIGHTS
		NONE	FULL PLAYING	FULL ACCESS TO THE COURSE	NONE	FULL VOTING RIGHTS
	75 YRS BEFORE 1/1/15 OR THEREAFTER 80 YRS AFTER 1/1/15	AT LEAST 25 YEARS CONTINUOUS SERVICE	VETERAN	REDUCED LEVEL OF SUBSCRIPTION DETERMINED BY THE AGM. FULL ACCESS TO THE COURSE	NONE	FULL VOTING RIGHTS
	30+ YRS	RESIDES 25+ MILES FROM PDGC	COUNTRY	FULL ACCESS TO THE COURSE	MUST BE A PLAYING MEMBER OF ANOTHER GOLF CLUB	FULL VOTING RIGHTS
RESTRICTED ACCESS	AT LEAST 30 YRS	NONE	5 DAY	USE OF COURSE MON- FRI	5 – DAY MEMBERS MAY ONLY PLAY ON THE COURSE ON SATURDAYS AND SUNDAYS PROVIDED THAT THEY HAVE EITHER: (A) PAID THE GREEN FEE APPLICABLE (B) ENTERED INTO AN OPEN COMPETITION (C) HAD PERMISSION BY THE MANAGEMENT COMMITTEE	FULL VOTING RIGHTS
	18+ YRS	NONE	DRIVING RANGE	USE OF THE DRIVING RANGE, PRACTICE AREA AND THE CLUB FACILITIES	NO ACCESS TO THE COURSE	VOTING RIGHTS AS FOR SOCIAL MEMBERS
	NONE	NONE	SOCIAL	USE OF CLUB FACILITIES	NO ACCESS TO THE COURSE OR THE EQUIPMENT.	LIMITED VOTING RIGHTS. MAY ONLY VOTE ON THE FOLLOWING MATTERS: ELECTION OF PRESIDENT, VICE-PRESIDENT, CAPTAIN, VICE-CAPTAIN, MANAGEMENT COMMITTEE, SOCIAL COMMITTEE AND CLUB BYE-LAWS

CATEGORY	CONDITIONS TO MEMBERSHIP		CLASSIFICATION	RIGHTS & PRIVILEGES	RESTRICTIONS	VOTING RIGHTS
	AGE	OTHER				
RESTRICTED ACCESS	8 -9 YRS	HAS AT LEAST ONE RELATIVE OVER 21 YEARS WHO ARE ALSO MEMBERS	JUVENILE ACADEMY	USE THE COURSE ONLY AFTER: 1830 FRI 1630 SAT, SUN	MEMBERSHIP CEASES AT AGE 10	NO VOTING RIGHTS

- 2.2 Upon application, Membership may be transferred at the discretion of the Management Committee to any other appropriate class or category.

3. Clubhouse

All Members shall have full use of the Clubhouse except during such time as it is closed or its use is restricted at the direction of the Committee or duly authorised Sub-Committee or as otherwise provided by the Club Rules or any Regulation, Bye-law or order made thereunder.

4. Club Competitions

- 4.1 Club Competitions shall be open to all Full Playing Members (other than Temporary Members) and 5-Day Members, who are qualified to play therein.
- 4.2 Country Members may not enter any competition designated as a major competition.
- 4.3 The Club Competition Rules shall govern the eligibility and qualifying criteria of Members to play in major and other competitions.

5. Annual Subscriptions

- 5.1 The scale of subscriptions, locker rents and entrance fees for each class or category of membership shall be proposed by the Management Committee for consideration and determination by those Members with full voting rights at the AGM each year.
- 5.2 The Manager shall not, less than fourteen (14) days before the AGM, send to each Member a notice setting out the proposed rates of subscriptions, locker rents and entrance fees by the prescribed method of communication.
- 5.3 If in the opinion of the Management Committee the financial resources of the Club are at any time insufficient they may call a Special General Meeting under Rule 14 of the Articles of Association for the purpose of considering and making levies or otherwise raising monies for the benefit of the Club.
- 5.4 Payment of any levy or instalment thereof made by any Member shall be due and payable on such date or dates as shall be determined at the meeting at which it is made.
- 5.5 The Manager shall within fourteen days of the rates of any subscription, locker rent, entrance fee or levy being fixed or made send notice to each Member in accordance with clause 18 the amount due from the Member, the date on which it becomes due for payment and the date by which it must be paid. All payments must be made to the Manager or the Club's bankers.

6. Special Rules – C.A.S.C

- 6.1 Any member or prospective member whose financial circumstances do not allow them to pay an annual membership subscription at the level proposed by the Club, and have associated costs of membership of more than £520, may apply to the Management Committee to demonstrate that they would not be able to afford such amounts and that such sums would represent a significant obstacle to his or her admission to membership.
- 6.2 The Management Committee shall consider any such application on its individual merits that, having considered all the circumstances including the means of the applicant may, at their absolute discretion, offer Membership of the Club to the applicant on an alternative fee structure.

7. General Restrictions

Any Member under twelve years of age shall at all times be under the supervision of a Member over 21 years of age for their own safety and enjoyment.

B : GREEN FEES AND GUESTS

8. Green Fees

- 8.1 The rates of green fees required to be paid by non-members for playing on the Course shall from time to time be determined and prescribed by the Committee, provided that the green fee (if any) payable by or in respect of a person who is playing with a playing member as a guest shall, subject to the following paragraphs, be at a concessionary rate of not more than half the normal prescribed rate.
- 8.2 The green fee payable by a Five-Day Member to allow him or her to play on the Course on a Saturday or Sunday when not playing in an Open or Club Competition as provided under Rule 8(d) shall be the same concessionary rate as that payable by a guest playing with a member.
- 8.3 The concessionary rate of green fee shall not apply to any person who is playing with and as a guest of a Five-Day Member on a Saturday or Sunday.
- 8.4 The concessionary rate of green fee shall not be applicable to any non-member who is a member of a visiting party or who is taking part in a match or competition not organized by or on behalf of the Club even though he or she may be playing with a member of the Club.
- 8.5 No guest may play more than ten times, in one year, at the concessionary rate.
- 8.6 All members other than Juvenile Members, Juvenile Academy Members, and Junior Members may introduce guests to the Clubhouse provided that the name and address of each guest together with the member's name is entered in the Visitors Book, which shall in the case of guests who have not paid a green fee be provided for that purpose.

- 8.7 Members introducing guests must accompany their guests during their visit and shall defray any expenses incurred by them in the Clubhouse.
- 8.8 The Committee shall have the right to place restrictions on the admittance of guests.
- 8.9 A member must always play with their guest(s).
- 8.10 A Member can invite up to two guests to play as follows:
 - (a) Weekends after 12:00 noon (Sundays 1st November to 31st March, any time
 - (b) Bank Holiday and Wednesday any time.
 - (c) On all other weekdays, three guests are allowed and they can play at any time.
 - (d) At all times a member is allowed to invite as many different guests as is the want.
- 8.11 Casual visitors can only play at weekends, Wednesdays and Bank Holidays after 15:00 hours.
- 8.12 Visiting Parties are allowed on Sundays after 14:30 and NOT on a Wednesday, Saturday or Bank Holiday. Wherever possible, Visiting Parties will not be allowed if they impact on Major Club competitions.

C: NON-MEMBER PRIVILEGES.

9. Non-Members

- 9.1 Subject to any restrictions or conditions laid down by the Committee the following persons, not being members of the Club, may be allowed to play on the Course and use the facilities of the Club: -
 - (a) Any person who has paid the prescribed green fee for playing on the Course and has entered his or her name and required particulars in the Green Fee Book on the occasion of his or her visit;
 - (b) Any person who has been permitted or invited with the authority of the Committee to play in any golf competition held at the Club on payment of such fee (if any) as may have been required;
 - (c) Any guest of a member of the Club who, under the authority of an Officer of the Club or the Committee, has been granted the courtesy of playing on the Course without payment of a fee.

D: GENERAL PROVISIONS OF MEMBERSHIP.

1. Commencement of Privileges.

On payment of the appropriate entrance fee, subscription, locker rent or other levy or fee due a member shall be entitled to all the rights and privileges of the classification or category of membership to which he or she has been elected or admitted.

2. Resignation of Members.

Any member may resign from membership of the Club, giving notice in writing to that effect to the Manager, but shall be liable to pay any arrears of fees, subscriptions, locker rent or levy due at the date on which his or her resignation takes effect.

3. Lapse of Membership.

If a member fails to pay by the date specified in the notice sent to the member under Rule 30 any fee, subscription, locker rent or levy due, the member's membership shall then be deemed to have lapsed. The member shall thereupon forfeit all rights and privileges of membership but without prejudice to the right of the Committee to demand and require the member to pay the unpaid sum or sums without re-instatement of membership. A member whose membership has lapsed under the provisions of this Rule shall be given written notice thereof.

4. Suspension and Expulsion of Members.

The Committee shall have power to suspend or expel from membership any member who in the opinion of the Committee has either committed a willful and serious breach of the Club Rules or any regulation, by-law or order made thereunder, or whose conduct either on or off the premises of the Club has been prejudicial or injurious to the Club or such as to render him or her unfit for membership of the Club provided that: -

4.1 No term of suspension from membership under this provision shall exceed twelve months.

4.2 No member shall be suspended or expelled from membership unless he or she has been given the opportunity of appearing, with or without representation, before the Committee to hear and answer the complaint(s) made against him or her and for this purpose a special meeting of the Committee shall be convened and the Manager shall give at least fourteen days written notice of the meeting to each member of the Committee and to the member concerned. The notice to the member concerned shall incorporate or be accompanied by a statement giving particulars of the member's alleged misconduct and inform him or her of his or her rights to attend the meeting with or without representation to hear and answer the complaint(s).

4.3 No member shall be suspended or expelled from membership unless at least two-thirds of the Committee members present at the special meeting

convened to consider and deal with the matter are satisfied that the member has been guilty of the alleged misconduct and vote in favour of the member's suspension or expulsion.

- 4.4 A decision of the Committee to suspend or expel a member shall, subject to the provision of the following sub- paragraphs, take effect forthwith unless the Committee for any reason suspends the operation of the decision for such period as it may determine.
- 4.5 A member aggrieved by the decision of the Committee to suspend or expel him or her may within seven days of the decision by written notice require the Committee to call a Special General Meeting for the purpose of considering the matter and the effect of the decision shall be suspended until the meeting has been held and shall be of no effect unless it shall be confirmed by a majority of those attending the meeting and entitled to vote thereat. A member who gives such written notice and thereafter withdraws the same, may be ordered by the Committee to pay all or part of such costs as have been occasioned by the Club in convening the Special General Meeting and in cancelling the same.
- 4.6 The Committee shall have power to order that any member whose suspension or expulsion has been suspended pending the decision of a Special General Meeting shall not during that time be entitled to use any of the facilities of the Club.
- 4.7 On the expulsion of a member becoming effective he or she shall not thereafter be admitted to the Club premises nor be allowed to use the Course as a guest of a member or as a visitor.
- 4.8 On the suspension of a member becoming effective he or she shall not be entitled to any of the privileges of membership or to use the Clubhouse or Course during such period of his or her suspension from membership.
- 4.9 The Manager shall forthwith give notice in writing to the member concerned of any decision of the Committee or Special General Meeting relating to his or her suspension or expulsion from membership.

5. Effect of ceasing to be a member.

- 5.1 Any member, on ceasing for any reason to be a member of the Club, other than through temporary suspension under paragraph 4.4, shall forfeit all right to and claim upon the Club and its property and funds and his or her name shall be deleted from the register of members of the Club. No member shall be entitled to the reimbursement of the whole or any part of any fee, subscription, locker rent or levy which may have been paid in connection with his or her membership.
- 5.2 The Committee, at its discretion, may reimburse part or the whole of any such fee, subscription, locker rent or levy to the estate of a deceased member.

PONTEFRACT AND DISTRICT GOLF CLUB LIMITED

PART THREE : LIQUOR REGULATIONS

Relating to the Purchase and Supply of Intoxicating Liquor

and

The Management of non- members

1. The Clubhouse shall be open to members daily between such hours as the Committee shall from time to time determine; but the Committee may close the Clubhouse for any day or time as they may deem necessary for holidays, cleaning, repairs or other contingencies. Particulars of the opening and closing hours shall be prominently displayed on the Club Notice Board.
2. The permitted hours for the sale or supply of intoxicating liquor in the Clubhouse shall be those which the Committee shall fix or from time to time vary in accordance with the statutory provisions for the time being in force in that behalf and of which written notice as required by the statutory provisions has been given to the Clerk to the Justices for the petty sessional division in which the premises are situated. The permitted hours as fixed or varied by the Committee shall be prominently displayed in the bar of the Club and on the Club Notice Board.
3. The Clubhouse bar shall be open on such days as the Clubhouse is open to members for the sale and supply of intoxicating liquor during the permitted licensing hours as fixed in accordance with the above paragraph and during such other hours as the Committee may authorise for the sale of refreshments and drinks other than intoxicating liquor.
4. The purchase for the Club and the supply by the Club of intoxicating liquor shall be managed by and under the control of a Sub-Committee of not less than four members being members of the Committee appointed by the Committee for that purpose under the provisions of Schedule.
5. No intoxicating liquor shall be sold or supplied by or on behalf of the Club to any member or other person who is under the age of eighteen years.
6. There may be admitted to the Club's registered premises persons who are visiting the Club for the purpose of: -
 - 6.1 Playing golf on the Course and who have: -
 - 6.1.1 paid the appropriate green fee; or

6.1.2 are taking part in a competition or match.

(Such persons are deemed invited "Guests" of either the Club or an individual playing member).

- 6.2 Playing golf on the Course as members of a similar "qualifying Club" and as such are "Associate Members" in accordance with the 2003 Licensing Act.
- 6.3 Attending a function open to non- members which the Committee have permitted to be held on the premises and for which at least 14 days notice in writing has been given to the Licensing Authority in the form of a Special Events Notice provided that not more than 12 such events are held in any calendar year and the numbers attending such an event do not exceed 499 persons. Alcohol may be sold or supplied by or on behalf of the Club to such persons on the premises and not elsewhere on the day of their visit to the Club.
7. Alcohol may also be sold or supplied by or on behalf of the Club to employees of the Club for consumption on the premises and not elsewhere. Alcohol may not be brought onto the premises by members and/or other persons for consumption on the premises. Under special circumstances and with the permission of the Management Committee alcohol brought on to the premises may be consumed but an appropriate corkage fee will be charged.
8. All members other than Juvenile Members may introduce guests to the Clubhouse provided that the name and address of each guest together with the member's name is entered in the Visitors Book which shall in the case of guests who have not paid a green fee be provided for that purpose.
9. Members introducing guests must accompany their guests during their visit and shall defray any expenses incurred by them in the Clubhouse.
10. The Committee shall have the right to place restrictions on the admittance of guests.
11. Subject to any restrictions or conditions laid down by the Committee the following persons not being members of the Club may be allowed to play on the Course and use the facilities of the Club: -
 - 11.1 Any person who has paid the prescribed green fee for playing on the Course and has entered his or her name and required particulars in the Green Fee Book on the occasion of his or her visit.
 - 11.2 Any person who has been permitted or invited with the authority of the Committee to play in any golf competition held at the Club on payment of such fee (if any) as may have been required.

- 11.3 Any guest of a Member of who, under the authority of the Committee, has been granted the courtesy of playing on the Course without payment of a fee.
- 11.4 Any member of a team from another golf club which is playing a match or in competition on the Course against a team of members of the Club provided that the match or competition has been approved by the Committee.
- 11.5 Any person during the time he or she is actually receiving golf tuition from the Club professional.

PONTEFRACT AND DISTRICT GOLF CLUB LIMITED

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PART 4 : DUTIES OF THE MANAGER

A : ADMINISTRATION

It shall be the duty of the Manager to: -

- (a) Keep correct minutes of all meetings of the Club and Committee and produce the minutes at all such meetings.
- (b) Summon the meetings of the Club and Committee.
- (c) Give, send, post, display or as the case may be all notices and perform such other secretarial duties as may be required under the Rules of the Club or by the Committee or a General Meeting.
- (d) Give written notice pursuant to section 48(1) of the Licensing Act 1964, (or the relevant statutory provisions for the time being in force) to the appropriate Chief Officer of Police and the Clerk to the local authority of any alterations made in the Rules of the Club.
- (e) Give written notice pursuant to section 51 (4) of the Licensing Act, 1964, (or the relevant statutory provisions for the time being in force) to the appropriate Clerk to the Justices of any change in the particulars of the Club (including the particulars of the permitted licensing hours as fixed by the Committee) which are required to be contained in the Register of Clubs kept by the Clerk to the Justices.
- (f) To prepare and deposit with the appropriate Clerk to the Justices at such time as may be necessary the application forms and documents required for the registration of the Club under the provisions of the Licensing Act, 1964, (or the relevant statutory provisions for the time being in force) or for the renewal or variation of the Club's registration certificate issued thereunder.
- (g) Keep and maintain the Register of Members
- (h) Keep and maintain a register of formal complaints received and the actions taken thereon

B: FINANCIAL

It shall be the duty of the Manager to: -

- (a) Receive and bank on behalf of the Club all monies due and paid to the Club.
- (b) Arrange for payment of any sums due from and payable by the Club.
- (c) Keep a correct record and account of the Club's financial affairs and all transactions that he or she conducts on behalf of the Club.
- (d) Prepare or arrange for the preparation of a Revenue Account and Balance Sheet each year relating to the Club's financial affairs for the preceding twelve months ended 30th September and for the accounts to be verified by the Reporting Accountant.
- (e) Arrange for a copy of the Revenue Account and Balance Sheet for the year to be sent to each member of the Club not less than ten days before the Annual General Meeting.
- (c) The Manager shall send a copy of the Committee's Annual Report to each member not less than ten days before the Annual General Meeting at which the report is to be considered and at the same time shall post a copy on the Club Notice Board.