



BALBIRNIE PARK GOLF CLUB
Balbirnie Park, Markinch, Fife, KY7 6NR

**2019 ANNUAL REPORT
AND FINANCIAL STATEMENTS**
For the year ended 30 September 2019

OFFICE-BEARERS

CAPTAIN

David Jamieson

VICE –CAPTAIN

Vacant

Management Board as at 30 September 2019

David Jamieson
George Allan
Alan Balfour
Ian Stevenson
Trish Masterton
Roger Falconer
Scott Gillespie
Don Anderson
Robert Gibson

Accountants

Henderson Black & Co
Edenbank House
22 Crossgate
Cupar
Fife
KY15 5HW

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the 2019 ANNUAL GENERAL MEETING of the Club will be held in the Clubhouse of Balbirnie Park Golf Club on Sunday 1st December 2019 at 3.00pm for consideration of the following Business:

1. Captain's Welcome
2. Apologies for Absence
3. Minutes of the Annual General Meeting held on Sunday 2nd December 2018
4. Matters arising from the minutes
5. Captain's Report
6. Convenor Reports
7. Finance Convenor Report and Abstract of Accounts
8. Resolutions
9. Election of Office Bearers
10. Appointment of Accountants
11. Any other Competent Business

Balbirnie Park Golf Club
Markinch

DIANE McCOLM
Club Administrator

THE REPORT OF THE MEMBERS OF THE MANAGEMENT BOARD

The Management Board submits its Annual Report, together with the financial statements for the year ended 30 September 2019

Management Board

David Jamieson	Appointed 2 December 2019
George Allan	Appointed 23 July 2019
Robert Gibson	Appointed 04 December 2016
Malloch Wiseman	Appointed Resigned 28 th February 2019
Trish Masterton	Appointed 27 October 2016
Alan Balfour	Appointed 03 December 2017
Roger Falconer	Appointed 03 December 2017
Scott Gillespie	Appointed 18 September 2018
Don Anderson	Appointed 19 November 2019
Ian Stevenson	Appointed 23 July 2019

Board Meeting Attendance Record

David Jamieson	100%
George Allan	75%
Robert Gibson	100%
Malloch Wiseman	100%
Trish Masterton	100%
Alan Balfour	89%
Roger Falconer	100%
Scott Gillespie	89%
Don Anderson	89%
Ian Stevenson	50%

MINUTES OF THE 2018 ANNUAL GENERAL MEETING SUNDAY 2 DECEMBER 2018 IN THE CLUBHOUSE

The Meeting was called to order at 2pm with 51 members present and the Club Captain, Mr Robert Gibson in the chair.

Captains Welcome

Mr Gibson thanked everyone for coming to this year's annual general meeting.

Apologies for Absence

Kenneth Ward (752)

Graeme Currie (165)

Alan Baker (33)

Bill Carr (115)

Minutes of the last Annual General Meeting

The minutes of the last AGM held on Sunday 3 December 2017 were circulated prior to the meeting in the Secretary's Report. The minutes were proposed by Kevin Williamson (1933) and seconded by Hugh Bowie (74).

Matters arising

No matters raised.

Captain's Report – Mr R Gibson

It is hard to believe that I am very nearly at the end of my two-year period as Club Captain. It has been a tremendous honour and a privilege to serve as Captain of our great golf club. I think as members, we sometimes forget how lucky we are at Balbirnie. From the minute you turn off the main road and drive into the park you can see you are somewhere special. We have a great golf course, an excellent clubhouse & pro shop and possibly the best finishing hole in Fife. Combine this with the dedicated and hardworking staff we have in the office, clubhouse, on the golf course & in the pro shop and you can start to appreciate just how good our golf club is.

2018 Review

2018 will long be remembered as the best summer most of us will have experienced in our lifetimes. I am sure we will all have good memories of these long summer days.

There have been some significant changes at the club in the last year. None more so than the departure of our club professional Craig Donnelly. The strategy working group spent a significant period of time trying to negotiate contract terms during our annual review with Craig.

Despite numerous meetings and protracted discussions, unfortunately we were unable to agree terms with Craig. I would like to thank Craig for the service he provided during his time at the club and wish him well with his other business interests.

Following Craig's departure, we were fortunately able to minimise the disruption in service to our members by obtaining the support of Scott Gillespie and his team; Duncan Marnoch, Fraser McDonald and Emma Gillespie. Scott's team have helped the club during a difficult transition period. I would like to thank all of them for their support during this season.

Following a recruitment process earlier this year, we were delighted to offer Scott the post of Director of Golf on a permanent basis. Scott officially started in his new post yesterday. On behalf of our members, I would like to extend a very warm welcome to Scott and his team.

Earlier this season, Jim Stevenson our club administrator gave notice of his intention to retire at the end of the year. Jim was recruited as club administrator during a very challenging period of time for the club. He has proved to be an exceptional employee. He has worked above and beyond the requirements of his post on an almost daily basis. He has served our club with honesty & integrity and his loyalty & commitment has been exemplary. I would like to formally thank Jim for the service he has provided to our club over the last four and half years. I hope he has a long and enjoyable retirement and I look forward to meeting him on the golf course.

We have recently gone through a process of recruiting Jim's replacement and I am pleased to confirm that Katherine Sinclair started in the post of club administrator on 26th November. Katherine comes with an excellent CV having worked as the PA for the Captain of the R & A and also having worked at the Dukes and the Old Course hotel in St Andrews. I would like to extend a warm welcome to Katherine.

I am also delighted to be able to confirm that Des Kerr will continue in his current role with a slightly increased number of hours.

Scott, Katherine and Des will play a lead role in supporting the management board, green keeper staff and hospitality team as we move into a new and exciting period for the club.

Strategy Working Group

Our management board are very aware of the challenges that face golf clubs across the country. The average age of a golf club member in Scotland is 54. Scottish Golf statistics indicate that the number of golf club members across the country is falling, however the number of people participating in golf is not falling.

The Strategy Working Group will continue next season to develop our plans for the club. It remains our vision to be the best parkland golf course in Fife.

The group will continue to focus on five key areas for the club.

1. The golf course
2. The clubhouse including catering & hospitality
3. The golf professional services
4. The club management
5. Junior golf

Having listened to feedback from our members we want to develop as a family friendly members club. We therefore intend to pro-actively target an increase in junior and lady membership. At the same time, we intend to maintain our reputation as a great club to play competition golf.

Maintaining a steady income stream is crucial to the running of our golf club. Like almost every golf club in the country we have to work hard to retain our existing members. We must also continue to find new and innovative ways to attract new members. Visitor fees are also an essential part of our income generation. We must therefore continue to encourage visitors to play our golf course and make them feel welcome when they are here.

Plea to our Members

Our management board and sub committees continue to work selflessly for the benefit of our members and our golf club. We have some amazingly talented and knowledgeable people on our current board, however as you will see from all the empty seats at the top table, we have a number of vacant convenor posts. Having these vacancies puts additional pressure on the remaining board members and our staff. Can I please ask you to consider whether you have some skills and time to offer to support our golf club? If you are not sure what is involved in the vacant roles then please speak to a member of the board. The more people we have sharing the workload, the easier it becomes for all of us.

As I near the end of my period as Captain it is perhaps appropriate for me to suggest that the membership consider whether board members should receive some form of 'in kind' payment for the time they commit to our club. Without their input we would not be able to survive. This is possibly something to consider at a future AGM!

Captain's Thanks

Firstly, I would like to thank the membership for giving me the opportunity to Captain our great club. I would like to thank Craig Stafford and the green keeper team for the tremendous work they do to maintain our golf course. All of these men are loyal and committed employees who do a great job for our club.

I would also like to thank Heather Gough and her hospitality team for the excellent service they provide for our members, visitors and guests. During my period as Captain Heather has always been helpful and supportive and I very much appreciate her commitment to our club.

Another person I would like to offer a special thanks to is past Captain Andy Reilly. As some of you may know, we own considerable areas of land adjacent to the golf course. We are very fortunate to have Andy, who is a chartered surveyor, to offer us best advice. He has advised management boards for many years about the options available to us regarding the potential sale or further development of land for the benefit of our club. During my time on the board Andy has provided update reports on at least 3 occasions. Andy continues to consult with potential developers on behalf of the club and his continued support is very much appreciated.

I would also like to offer a very special thanks to every board member I have worked with past and present. I can honestly say that I have not met one person who has been on the board for personal gain. I have worked with some amazing people from a variety of backgrounds. This has been a great learning experience for me. I have many positive memories that will hopefully stay with me forever. I also have new friendships that will remain important to me.

I can honestly say that I have received 100% positive support from every member of staff and volunteer I have worked with.

I sincerely thank every one of you for your support during my time as Captain.

I would also like to thank my wife and family for supporting me during some of the more challenging parts of my Captancy. Their support and understanding has been much appreciated.

Finally, I would like to thank our vice-captain, David Jamieson for turning up today!

David and I have worked closely over the last couple of years both on the Strategy Working Group and as Captain and Vice-Captain. I would like to wish David all the very best as he is about to become our new Captain. I am sure he will be a great Captain and he will have my full support at all times.

My Last Task as Captain

I have one final task that I would like to complete as Captain. (Apologies to anyone who was at the presentation of prizes last week as you will have heard some of this before) At the presentation, I introduced Jim Stevenson as our club administrator, secretary, house convenor, Captain's PA, Senior Captain's PA, Ladies Captain PA, members' agony aunt, board members' agony uncle, green keepers' agony cousin, hospitality team's agony brother.

Jim Stevenson really has been the glue that has held the club together for the last four and half years. On a personal note, I cannot thank Jim enough for the support and advice he has given me during my time as Captain. I know that all of the board members have similar appreciation for the support they have received from Jim.

On behalf of the current management board I would like to offer Jim a small token of our appreciation. Thank you for listening.

Robert Gibson

Convenor's Reports

Advertising & Sponsorship

We didn't manage to achieve what we had set out to do at the start of the year due to the changes in personnel who were critical to the implementation of strategies and policies we require to sustain and improve our income from Advertising in Sponsorship and to attracting and retaining members of all categories.

That being said we did manage to hold on to most of our hole sponsors and we were delighted to welcome new sponsors on board so many thanks to the following for their continued and new support and we hope they choose to continue their association with us in 2019.

Hole Sponsors:

- Balbirnie House Hotel
- Crosbie Matthew Funeral Directors
- Alan Steel Asset Management
- Bellhaven
- Steadvale Air Systems
- Liam Baillie Wealth Management
- Balgeddie House Hotel
- EasiTyre
- Turffit
- Premier Engraving
- Clearview Scotland

Diary Sponsors

- Andy's Cabs
- Bellhaven
- Andrew Reilly Associates
- King of the Castle
- Turffit
- Fife Autocentre

Ad in the cup sponsor:

- CS Joiners Fife

Corporate Members:

- Glenrothes Fabrication.

I am also pleased to announce that all visitor income for the year, including guests and open competitions, is on a par with 2017 so we have at least stopped the downward spiral we have seen since 2014.

We piloted a series of initiatives for family and junior members to help attract more lady and junior members and we hope members vote through these proposals at our AGM.

2019 brings a new chapter to Balbirnie Park GC with the introduction of our new Director of Golf, Scott Gillespie, and Scott will play a key role in this area.

Members of all categories are crucial to the success of the club and that is our priority going forward with particular attention given to attracting more lady and junior members.

Get into Golf initiatives have been discussed and we will look to launch a pilot of this early 2019.

We have already started work on strategies to improve visitor numbers, corporate golf income, advertising and sponsorship income with some positive signals so far.

Reciprocal arrangements with other clubs are another area we will be looking at to improve the overall member experience at BPGC and we will also be exploring the Tourism market and possible links with some local hotels.

Many thanks go to Andrew Sim and John Sellars for their contribution as part of the A & S sub committee and whilst it stalled half way through the season I hope they continue with their support in 2019.

Last, but not least, many thanks to Jim Stevenson for his support and advice during my 1st year on board. It was very much appreciated and I wish Jim all the best in his retirement.

David Jamieson
Advertising & Sponsorship Convenor

Greens

Another golfing season has come to a close and we now head into another winter programme. The year started with what was like three January's all at once with extremely cold weather which hampered the greenkeeping staff in their winter work. As the ground was continually frozen the staff directed their work to the trees around the course which were trimmed and some removed to allow the other trees room for continued growth. Several other minor jobs were done in preparation for the new season as we looked forward to a break in the cold weather.

Unfortunately we were the victims of large amounts of snowfall just at the wrong time which made us think that the course would not have had its full preparation but just as quickly as the snow arrived it disappeared for the start of the season. Several tees were eventually lifted and relayed which was overdue and as we had a large amount of turf available to us, this work was done at no additional cost to the club.

In mid-April we took delivery of our Trimax Snake which I hoped would keep the rough in a much better condition and length. This piece of equipment has, in my opinion, become one of the best purchases we have made in quite some time as it has fully done the job we envisaged. No longer are balls lost in the off-fairway rough and it has also helped speed up play. This machine has also come to the fore in Autumn being able to easily mulch the continually falling leaves which was always a back breaking job for our staff.

As the year progressed we were bestowed with incredibly good weather which allowed everyone to enjoy their golf that little bit more than having to play on wet or cold days. However the good weather, with temperatures into the 30's, also brought its problems with areas becoming very dry and fairways beginning to crack which did mean less cutting of fairways etc but a continual battle to have the irrigation working where and when required. Just as we felt we were on top of everything a freak storm erupted on club championship week which brought down several large tree limbs and trees themselves. The worst of this being a very large tree falling and damaging our irrigation tank and pumphouse. Minor repairs were done to the inlet pipe so that we still had water but we had to delay the full repair to the tank, pump house and security fence until the season was over when we had natural rainfall. The repair was subject to a claim to our insurers which has been fully accepted and should be completed once certain pieces of equipment have been sourced by Tank Irrigation Systems.

Several areas of work are planned for the winter programme in preparation for another season which will be with us before we know it. We have also planned to create extensions to our paths which has already started, especially in areas which have a lot of traffic. We also intend to prepare and reintroduce several of the old tees used by the ladies section as we also consider the introduction of gender neutral tees.

Throughout the year I have received many favourable comments as to the condition of the course and it is with this in mind that I must take this opportunity to thank Craig Stafford and his team for their continual hard work and extreme efforts in keeping our course in its pristine condition throughout the year for the pleasure of our members and many visitors.

May I also at this time thank my greens committee of Keith Taylor, Ian Stevenson, Sheila Crawford and Don Anderson for giving up their time, for their help and input which is greatly appreciated throughout the year. Without members volunteering to help we would not have a golf club whatsoever, so thank you once again.

Finally may I express my thanks to Jim Stevenson for his continued support and advice in the many discussions we have had throughout the year, without which I would have had several problems to overcome. As Jim has finally decided to lay up his pen and lift up his golf clubs I wish to extend my good wishes to him in his retirement and trust his successor can assist us all in the manner we have become accustomed to.

I am always open to comments, suggestions and ideas from our members and will continually strive to satisfy your needs, within reason.

Malloch Wiseman

House & Social

No Convenor – No Report

Juniors

No Convenor – No Report

Ladies

Although our section continues to decline in numbers enthusiasm was high throughout the year. Our weekly competitions were closely contested and the increasing popularity of our social golf group ensured we were able to take advantage of the beautiful summer.

Our Ladies Open Greensome was held successfully in April followed by the Mixed Open in May and the very popular Tri-am in August. These events served to highlight visitors what an excellent facility we have here at Balbirnie Park.

Our Club Championship was won by Aileen Penny, with runner up Angela Quinney. Dawn Mackenzie won the Handicap Trophy with a win over Kathleen Norris.

We had a very enjoyable exchange day at Muckhart in July and were unfortunate to play our away day at the Dunblane Tri-am on the very day the rains came after the summer drought.

In our knock out competitions, the Sheila Forrester Trophy was won by Mary Lamont, the Doubles Quaich by Rebecca Smith and Heather Gough, with the Ostrowski Trophy going to Ann Harley and Frank Wilson.

We were unable to form a committee at our AGM in October so have decided to allocate the various tasks necessary to run the section to a small group of volunteers until such times as a committee can be formed.

It is hoped that the recent decision by the Board to undertake the reinstatement of the former Ladies Tees and the consequent re-rating of the course will make the course more attractive to bronze category golfers and beginners so that our numbers will start to increase.

Finally, all the ladies in the section would like to thank Jim Stevenson for his sterling support over the past few years and wish him a long and happy retirement.

Trish Masterton
Captain, Ladies Section

Match & Handicap

The **new fixture list** has been completed for 2019 and whilst many of the competitions remain the same, there are a few changes which have resulted from feedback from our new Professional, Scott Gillespie, as well as members and our Greens staff.

The **Members Day** was a particular success for the Club, designed to give members both a fun day and a decent prize pot to play for, with a great feast laid out by Heather and her staff. We are retaining this event for 2019, and will hopefully build on its success.

In addition, with Scott Gillespie having just officially started his full employment at the club, we have agreed that he should be able to design a Saturday which we have called his **Pro Day**, which event I understand Scott intends to use as a fun event with a view to attracting new members.

Following feedback from members and our new Pro, we are introducing **Friday 9 hole fun & handicap competitions** as from April 2019. The format of these have yet to be fully decided, but will include inviting guests & non-members to come along and play on certain dates, as well as having certain 9 hole events counting for handicap. Keep an eye on the Club website and Facebook next year for further details.

It was disappointing to note that very few members took the opportunity to play in our event in May to qualify for the **national 9 Hole Challenge** – Trish Masterton and I won this year and played the semi-final event at Milnathort Golf Club, but unfortunately failed to reach the final at Carnoustie. This pairs event (where a pair can be any of 2 males, 2 females or a mixed team) is once more scheduled for May 2019, with the winners again qualifying for Milnathort, and the final taking place at the 2019 Open Golf venue, Royal Portrush GC in Northern Ireland, in the days before the big event itself. I hope many more pairs decide to take part next year.

Also, the **Club Mixed Foursomes** near the end of June gives the winners the opportunity to win a place at the Ping sponsored finals event held over the Queens Course, Gleneagles. Having qualified for this event in 2017, I know first-hand that this is a superb day, with Ping and the hotel organising the whole day, with fabulous prizes available. Here again though, you need to take part in the Club Mixed event to have a chance, so I hope there will be a larger turnout for this event in 2019.

As for existing competitions, the **Captains' Rosebowl** will again be over 2 rounds, with the Sunday played as a sweep, as well as counting towards the aggregate result to decide the winner over the two days.

The **Dimple Plate** was played as a Bogey Competition in 2018, but this once more caused some confusion with various members as far as handicap amendments were concerned. It will therefore be played as a stableford competition next year.

The **Strokeplay Championship** will again be played over the season, with the scratch prize determined by the aggregate of your 4 best scores over 6 medal rounds counting towards your final total – the handicap winner will remain as the player with the best 3 scores over the 6 rounds.

We have also retained the **Captains Choice** on the Saturday before the Club Championship Finals, the format to be chosen by the new Club Captain – hopefully the weather will be kinder to us next year! Further details will be made available nearer the time.

Course Maintenance/Preparation

You will be aware that the Club formed a Strategy Working Group (SWG) at the beginning of 2018 to undertake a full review of all aspects of the Golf Club with a view to ensuring the continuation and development of the Club to 2020 and beyond.

Following SWG's discussions with experts from Scottish Golf, the Greens staff, it has been agreed by that the Club will undertake a trial in July 2019 whereby midweek competition days will be changed. We were advised by these parties that allowing the Greens staff to work on the course on a Monday following competitions on Saturday & Sunday would enable the course to be prepared/worked on for an extra 40 hours per week, and that members (and visitors!) would see an appreciable improvement in the overall condition and standard of the course throughout the week as a result.

This obviously means (*but only for July*) moving Seniors' competitions from Monday to Tuesday, and the gents' midweek events from Wednesday to Thursday, although the ladies' events (given the small number of lady members playing) will be retained on Thursday. The Greens staff will then have Friday to prepare the course for the weekend competitions.

All competitions will revert to their usual weekdays from the beginning of August.

The Board appreciate that such a change may upset certain members' routines, whether working or family, but please remember this is simply a trial for July only to understand and to verify whether such action does indeed improve the overall condition of the course for everyone. The Board will be seeking the feedback of all who play in July as regards the course condition, as well as reviewing any impact upon both visitor numbers, and number of members entering such midweek events.

Such feedback will be discussed at Board level following the trial, with the results to be shared with all the membership as soon as possible thereafter.

Other Points to Note:-

Many of you may have noticed or even helped yourself to a copy of the booklet '**Rules of Golf – changes for 2019**' now available in the Pro Shop and from our Secretary. I attended a seminar on the subject held at Glenbervie this week to discuss the impact of such changes – I will circulate an update on the highlights affecting members in the next couple of weeks.

As you're aware, there are a number of **Club Open competitions** throughout the year, and the success of such events relies on having a good number of members I can call on for support and assistance to run the Opens. I would like to thank the small number of volunteers that offered their services to me in 2018, but would obviously like to have a larger group so the work can be shared more equitably. Please therefore contact me if you are willing/able to assist in the organisation/running of such events throughout 2019.

It takes a considerable amount of both time and effort to undertake the role of Match Secretary, and I could not have done it without the support of my loyal team (Hugh, Rick, Alasdair, Gary and Gordon) – thanks very much for your help and support throughout 2018, and I look forward to working with you again in 2019!

I look forward to receiving any constructive comments from members on the Club's competitions, their formats and any related ideas or support that may prove useful to the Club and/or me and my team.

Many thanks, and all the best to everyone for the 2019 season.

Roger Falconer
Match & Handicap Secretary

Seniors

Senior Section Committee and Volunteers.

Can I personally thank all the members of the Senior Section committee for their efforts and support during my second and final year as Seniors Captain. Please be aware that without this support we would not have a Seniors Section.

All of our Monday competitions and the other Seniors fixtures throughout the year don't just happen without the major support of all of the volunteers. Three members of the committee Hugh Wheelan, Lars Christiansen and Bill Marshall have decided to stand down at our AGM. They have all served with distinction and I would like to personally thank them for their efforts and dedication in assisting the section. We have 3 new volunteers to join the committee in 2019; Jim Taylor, Sandy Cook and George Allan. They will be co-opted onto the committee and shadow roles currently occupied as it is expected that current members will leave at the end of next season. However I'm very disappointed that we received no other volunteers from the membership to join the committee. If we don't have volunteers to join the committee then please be clear the section will not continue in the future.

Caledonian League.

In 2019 we will play in section D and well done to everyone who participated in these matches and thanks to Peter Patrick and Tom Sinclair for their organisation and enthusiasm. Section D in 2019 Blairgowrie, Forfar, Leven Golfing Society, Kinross, Braehead and Balbirnie.

Friendly's.

52 different members played at least 1 match throughout the season in our 18 matches and our thanks go to the ongoing support for the Seniors Section. Our thanks go to Jim Bethune for assisting me in managing the friendly matches and he will be taking full control in 2019. Due to the amalgamation of Grange and Broughty Golf Clubs in January 2019 sadly the fixtures with Broughty will not take place due to lack of tee times on Monifieth Links. Also Alyth GC has decided not to continue the friendly fixtures going forward due to distance issues.

Seniors Club Championships 2017.

Congratulations to Tom Sinclair for winning the Scratch section and David Burt the handicap section, with commiserations to runners up Roger Falconer and Jim McDonnell respectively.

Monday Competitions.

We had an average of 65 members playing in our Monday competitions through 2018 although we lost 15 Mondays due to the weather during the long winter period. Our thanks go to the committee members who carry out the starters duties and who give up their game of golf on a Monday so that members can enjoy theirs. It has been agreed with Scott Gillespie that the starter duties will be covered by the Pro Shop in 2019 with an initial trial period in January and February. This will remove the need for committee members to be at the club very early to manage the Monday competitions and allow them to get their game of golf.

Seniors Opens.

We had 3 Opens this year with GIA Business Properties continuing to sponsor our 2 Texas Scrambles in April and October, and Crosbie Matthew continuing to sponsor our Seniors Gents Open. Both events were sell outs and huge thanks go to Bill McLeod for his organisation skills, and to the numerous volunteers that make these Seniors Opens such a success.

The great comments from visitors referring to the welcome and hospitality received at Balbirnie are very heartening and it does make all the effort worthwhile.

Charitable Donations.

£310 was collected at our 2017 Christmas Lunch and the committee matched this. We split the £620 between Rachel House Children's Hospice in Kinross and The Captains Charity Maggie's Fife Centre at the Vic. Your continued support with these donations is very much appreciated by all concerned.

Changes in 2019

The main board have reacted to the Member Survey carried out last August and a request from the Course Manager and Greens Convenor to the board Strategy Working Group regarding maximising the quality of the golf course. The board have agreed to run a trial period where Monday and Wednesday Club Competitions will move forward by one day in July. This means that the Seniors will play on Tuesdays during July and the traditional main club Wednesday competition will move to Thursdays. We are informed by the Greens Convenor that this will allow the green staff extra man hours work on the course and provide a better product for both members and visitors. It is planned that a survey of members will be carried out after the trial to gauge member reaction.

Our Club.

Finally it is important to complement the support given to the Seniors Section by The Main Club Board, and Heather and her hospitality team plus Jim Stevenson our club administrator. The loss of our long term professional in May caused a major issue but I would like to publicly thank Craig Donnelly and his staff for all their help and assistance to the Seniors Section over the years. However we have been very fortunate to gain the services of Scott Gillespie and his team. The work carried out by Scott during the transition period has been excellent and his future plans look great going forward.

Our thanks also go to our excellent green staff led by Craig Stafford with the introduction of The Trimax Snake being a major benefit to the condition of the course.

It is vital not to lose sight that what we are here for is to play a game of golf and enjoy both the company of our friends, and the excellent surroundings of Balbirnie. Maybe sometimes it seems that we do lose sight of this but the loss of close friends should always remind us that we are the lucky ones still able to hit that small white ball.

Thank you

Steve Anderson
Captain, Seniors Section

Captain Robert Gibson asked for questions on the Convenor's reports from the members present. No questions were forthcoming.

Finance

It gives me great pleasure to present this report and Annual Accounts for year 2017-2018 to the members.

The economic climate for private member's golf clubs has not got any easier with the number of people playing golf continuing to decrease in an ever increasing competitive market. The results for the financial year to 30th September 2018 was an annual loss of £3,924. Although our membership income has held up, shortfall in visitor and commercial income has resulted in our income being down versus last year by £5524.

We have managed to keep a tight control on our expenditure with a reduction versus last year of £4620.

More concerning is the outflow of cash during this year which has been £25,125 which includes investment in a new carpet for the club house (£5392), 2 golf carts (£2000), pro shop fittings (£2500). We have also repaid £28,778 of our bank loan which has just over three more years left. We have also invested in a new Trimax mower and a further 4 more golf carts, which have been leased with payments spread over 4/5 years. The other investment has been the upgrade of our IT systems and software with improved connectivity to the internet enabling more efficient and flexible working for the club's staff and Management Board members. This year has been a year of change, with the appointment of a new Professional and more recently a new Administrator and a review of the way the club is run which is currently on-going.

On a personal basis, can I thank all the staff and franchises of the Club but in particular Des Kerr and Jim Stevenson for their help and support during my first year as Finance Convenor.

Budget 2018-2019

It is imperative that as a minimum the club breaks even next year and reduces the cash outflow significantly with the aim of becoming cash positive. As result the Management Committee is recommending that we increase the fees by 1.88% or £10 and would ask the membership to approve this.

We will be budgeting for a circa break even (£985) position with the membership income reflecting the increase in fees while assuming the income on all the other areas remaining static (income of £378,366). With the new Professional in place, income from the golf carts I would hope that we can do better. We will continue to ensure that our costs (£377,351), as a minimum remain in line with budgets, and keep a tight control on cash.

In cash terms if we achieve our budget the cash outflow will reduce to £4807.

Alan Balfour
Finance Convenor

Member Chic Nash (542) sought clarification as to what the expenditure item "Professional Expenses" related to. Alan Balfour replied that this related to the expenses incurred for the services provided by the Club Professional.

Member Chic Nash (542) sought an explanation for the increase in telephone and broadband charges. Alan Balfour replied that these were down to the additional costs incurred in the recent systems upgrades referred to in his report.

Member Chic Nash (542) sought an explanation for the reduction in subscription income. Des Kerr advised that whilst the accounts showed a drop, year on year it should be borne in mind that the period covered in the accounts was for the financial year to 30 September 2018 whereas if looked at from a calendar year perspective, membership numbers had risen during 2018.

2018 AGM Resolutions

The following Resolutions have been submitted in accordance with Section 12.3. of the Club Constitution:

Resolutions 1-8 by Management Board:

AGM RESOLUTION NO. 1

This following membership Category shall be added to Article 2

2.1.13. Family Members

Couples from the same household and their children under 18 years of age can apply to the Management Committee in writing before 31st December to be admitted to this category of membership. Children of the couple aged 18-30 years from the same household will receive a 10% reduction on their annual Intermediate category subscriptions. Intermediate family memberships will be pro-rata the intermediate subscriptions.

AGM RESOLUTION NO. 2

Article 5 Rule 5.2

The MC shall consist of:

- Captain
- Vice-Captain
- Finance Convenor
- Greens Convenor
- Match & Handicap Convenor
- House & Social Convenor
- Junior Convenor
- Advertising & Sponsorship Convenor
- Ladies Captain
- Seniors Captain
- Immediate Past Captain

This shall be amended to

The MC shall consist of:

Captain
Vice-Captain
Finance Convenor
Greens Convenor
Match & Handicap Convenor
Social Convenor
Junior Convenor
Advertising & Sponsorship Convenor
Ladies Captain
Seniors Captain
Immediate Past Captain

AGM RESOLUTION No.3

Article 5. Rule 5.3

The MC will be assisted by the following sub-committees:

Finance
Match & Handicap
House & Social
Greens
Ladies
Seniors
Juniors

This shall be amended to:

The MC will be assisted by the following sub-committees:

Finance
Match & Handicap
Social
Greens
Ladies
Seniors
Juniors
Advertising & Sponsorship

AGM RESOLUTION No.4

Article 6. Rule 6.6

House and Social Convenor

The appointment shall be by election at the Annual General Meeting. The House & Social Convenor shall serve for two years and be eligible for re-election after such time.

This shall be amended to:

Social Convenor

The appointment shall be by election at the Annual General Meeting. The Social Convenor shall serve for two years and be eligible for re-election after such time.

AGM RESOLUTION No.5

Article 9. Rule 9.6

House & Social Convenor

Mandated to help the committee carry out its responsibilities for the upkeep of the premises, and for provision of hospitality at the Club

9.6.1 Chairs the House & Social sub-committee

9.6.2 Prepares and progresses rolling programme for upkeep of the premises

9.6.3 Ensures the ongoing upkeep and maintenance of the club is carried out according to the above plans.

9.6.3 Ensures the Service Level Agreement with the club's hospitality operations team is being met.

9.6.5 Co-ordinates plans for Member social events and reports on each event

This shall be amended to:

Social Convenor

Mandated to help the committee carry out its responsibilities for the provision of hospitality at the Club

9.6.1 Chairs the Social sub-committee

9.6.2 Ensures the Service Level Agreement with the club's hospitality operations team is being met.

9.6.5 Co-ordinates plans for Member social events and reports on each event

AGM RESOLUTION No. 6

Article 19.8

Compliance with rules

Members, on paying their entrance fee and annual subscription, shall be considered to have submitted themselves to the rules of the Club. If the conduct of any member, whilst on Club property or representing the Club elsewhere, is such as appears to the MC to endanger the character, interests, or good order or reputation of the Club, the MC may take whatever action they deem fit, including suspension or expulsion of the offending member, and their decision shall be final.

Complaints, which may require disciplinary action, shall be initially investigated by a committee of past captains chaired by the current Captain (a quorum of four). Their recommendation shall be passed to the MC who shall modify or ratify the decision. Members subject to such disciplinary action shall have the right of audience before the committee prior to the final decision being reached.

This shall be amended to:

Compliance with Rules

Members, on paying their entrance fee and annual subscription, shall be considered to have submitted themselves to the rules of the Club. If the conduct of any member, whilst on Club property or representing the Club elsewhere, is such as appears to the MC to endanger the character, interests, or good order or reputation of the Club or is in breach of the Club's Social Media Policy, the MC may take whatever action they deem fit, including suspension or expulsion of the offending member, and their decision shall be final.

Complaints, which may require disciplinary action, shall be initially investigated by a committee of past captains chaired by the current Captain (a quorum of four). Their recommendation shall be passed to the MC who shall modify or ratify the decision. Members subject to such disciplinary action shall have the right of audience before the committee prior to the final decision being reached.

Resolutions 1 - 6 were put to the vote and carried by a majority.

AGM RESOLUTION No.7

Any full fee-paying member who has reached the age of 90 years or over and has been a full paying member for or in excess of twenty years will receive a discount of 100% of their membership fee in acknowledgement of their commitment to the Club.

Member Jean Bell (49) sought clarification of the term "full paying member". Jim Stevenson clarified by stating that this meant that during the period, the member had paid the appropriate fees for the category they were in.

Des Kerr (361) then proposed that the Resolution be amended as follows:

Any full fee-paying member who has reached the age of 90 years or over and has been a full paying member for or in excess of thirty five years will receive a discount of 100% of their membership fee in acknowledgement of their commitment to the Club.

The amendment was seconded by Keith Taylor (717).

The amendment was put to the vote and carried by a majority.

Members were then asked to vote on the Resolution, as amended which was carried by a majority.

Chic Nash (542), Ian Martin (444) and John Wood (803) then entered into a debate about details of membership names and numbers contained within the Club archives. Member Jim Wilson (788) raised a point of order as to what relevance their debate had to the Resolution. Captain Robert Gibson agreed with Mr Wilson and terminated the debate.

Linda Grant (2246) sought clarification as to whether the thirty five year qualification period had to be consecutive as this would disadvantage members who left to have a family and then re-joined. Jim Stevenson confirmed that the total years membership was cumulative and not consecutive.

AGM RESOLUTION NO.8

Resolution by Board that the Subscriptions for 2019 and future years until amended by Members at a General Meeting, shall be as follows:

			2018	2019
			£	£
Ordinary Members			530	540
Seniors*	7 Day		480	490
	5 Day		455	465
Junior	Under 12		0	0
	12-15 years		35	36
	16-17 years		65	66
Intermediate	18-21 years	Level 1	320	330
	22-24 years	Level 2	370	380
	25-27 years	Level 3	430	440
	28-29 years	Level 4	480	490
Country Members			410	420
Family Membership				1,005
Social			35	36
Entry Fee	Individual		200	200
	Couple		350	350
	Intermediate		100	100
Locker			30	30

The above subscription rates include affiliation fees and personal insurance.

*To qualify for these rates members must be over 65 and a member for at least 15 years.

All members paying 2019 fees by direct debit will be charged a £10 annual administration fee and there will be a £5 charge for each returned direct debit. This does not apply to members paying their subscriptions in advance.

Visitor Fees

		2018	2019
		£	£
Members Guests			
Summer	Monday – Thursday	12	12
	Friday – Sunday	15	15
Winter	Monday – Thursday	10	10
	Friday – Sunday	12	12

The following reductions will be made available to new and existing members. For existing members to qualify they must apply for them in writing before 31 December 2018.

Intermediate

Junior members who have reached the age of 18 years and are transferring to an intermediate membership can apply for a 10% reduction on the annual rate for their category until they reach the age of 30 so long as they maintain continuous membership of the club.

Junior

New and existing junior members, who have a parent who is currently a member of the club, or is joining, will get free membership of the Club until they reach the age of 18 so long as the parent remains a member of the club. New junior members who are proposed by an adult member of the club will receive their first year's subscription free of charge.

Resolution number 8 was put to the vote and carried unanimously.

Election of Office Bearers

Captain Robert Gibson invited Vice Captain David Jamieson to approach the chair and presented him with a Captain's jacket. David Jamieson thanked everyone for their support while he was Vice Captain, expressed his thanks for being elected to the position of Captain and took control of the meeting.

Jim Stevenson advised that the following Management Committee positions were unfilled and that no nominations had been received:

Position: Vice-Captain

Position: Junior Convenor

Position: Social Convenor

Position: Advertising & Sponsorship Convenor

In accordance with Article 7.4. of the Club's Constitution and Rules, the Captain sought nominations from the floor. No nominations were forthcoming and the posts remain unfilled.

George Allan (10) suggested that the position of Junior Convenor should be offered to Scott Gillespie. Jim Stevenson advised that the Club Constitution allowed for unfilled posts to be offered to members of staff if none of them could not be filled from the membership and indeed this is what happened in previous years where the Junior Convenor's role was held by the Club Professional.

Chic Nash (542) enlightened members as to the initiatives being undertaken by Falkirk Tryst Golf Club and suggested that the Club should contact them to obtain ideas as to how to develop junior membership and coaching and he urged members to give Scott Gillespie all the help and support they could.

Appointment of Accountants.

The Finance Convenor advised that he was in the process of putting the Accountants contract out to tender and sought the approval of those present to appoint new Accountants should the present incumbents fail to provide a competitive quote. The members present agreed to this.

AOCB

The Captain asked those present if they wished to raise any further matters.

Des Kerr (361) suggested that the Management Committee should consider reducing the Quorum for an AGM/EGM to forty instead of fifty to avoid the event having to be re-scheduled due to lack of numbers. Alan Balfour stated that the Fees Resolution passed today allowed the Club to continue the existing membership fee rates forward into the following year in the event of insufficient numbers turning up at the AGM.

George Allan (10) asked if the Management Committee had looked elsewhere for members' personal liability insurance. Alan Balfour stated that the insurance cover was arranged through brokers who specialised in the Golf Club market and that their remit was to search the market for the best deal.

Malloch Wiseman stated that care needs to be exercised here as the costs involved would reflect the level of cover provided and that a balance had to be struck between the two.

James FF Taylor (2062) asked if the Management Committee had any plans to improve the drainage on the greens. Malloch Wisemen stated that the cost of doing this was in the region of £8,000 per green and that it was impractical to do all the greens at one time. Mr Taylor replied that he was not looking for them all to be done at once but wanted a commitment that a plan would be put in place. The Captain stated that whilst Mr Taylor's question should have been raised during the Convenors' reports, the matter was currently under consideration by the Strategy Working Group and that further updates would be issued to members in due course.

Chic Nash (542) referred to the Scottish Golf Conference which he had attended the previous day and the new software SG propose to introduce. He enquired if the Club would be making use of the software. Roger Falconer advised that both he and Trish Masterton also attended the conference and it was his understanding that the software was still in the process of being developed. In the meantime, the Club has recently upgraded its Club Systems software and that the new functionality this this provided would be sufficient for our purposes in the short/medium term and that we would wait until the SG software was released and tested before making a decision as to whether or not to use it.

George Allan (10) expressed concern at the number of people using the course who were not members or were not signed on as guests or visitors. He enquired if signs could be erected on the course and practice area pointing out that the facilities were for the sole use of members, their guests and visitors. David Jamieson advised that this was being looked at by the Management Committee. Jim Stevenson added that the Club would be re-introducing member's bag tags in 2019 to make it easier to identify whether or not people using the course were entitled do so. Steve Anderson (18) outlined the initiatives taken during the summer of 2018 including the introduction of patrols in the evenings to identify unauthorised users. Whilst his time on the Management Committee is now at an end he advised that he would be happy to continue co-ordinating course patrols next year.

George Allan (10) referred to the Club's decision to trial the moving of Wednesday competitions to Thursdays during the month of July next year. He advised that members who normally play on a Wednesday were accustomed to having a full Clubhouse catering service and that the move to a Thursday would result in this service no longer being available. Jim Stevenson advised that the Clubhouse opening and catering hours are the same on a Thursday as they are on a Wednesday and that the Club has received no request from its catering franchise to withdraw or dilute the service on a Thursday whilst the pilot was underway.

There being no further business raised, the Captain concluded the meeting at 3.36pm.

CONVENOR'S REPORTS 2019

Captains Report 2019

Welcome all to our 2019 AGM and thank you for taking the time to attend.

2019 has been a good year for the club. Thanks to hard work put in by Scott Gillespie and his team, member numbers have stabilised and slightly up, and visitor income is on the rise reversing several years of decline. Sponsorship income is also up on previous years and as you will see from the new board on the Pro Shop (thank you George Allan for donating this) only one hole is without a sponsor. We also welcomed back Easityre/Fife Auto Centre as our main sponsor of our club open and we hope they and all our other sponsors continue to support our club next year. In the meantime, can I thank all our sponsors and corporate partners for the support they have given the club in previous years and long may that continue.

A lot of hard work has still to be done to give our members, guests and visitors a better all-round experience and value for money, so we need to push on and keep improving our income to allow us to reinvest in our golf course and clubhouse.

On the playing front congratulations to Colin Martin, Trish Masterton, David Page and Evan Bremner for winning our club championships and to all the other winners of our competitions of which there are too many to mention. We also had Richard Beaumont getting to the final of the Fife Matchplay Championship beating fellow club member and last years champion Craig Wallace in the semi final so well done also to both of you.

Our course this year was presented in excellent condition particularly during the first half of the season however I acknowledge that presentation dipped slightly later on which was mainly due to the wet and warm weather resulting in heavy growth and not helped by a long term absence of one of our greens team due to an injury. I am pleased that our team is back to full strength as we have a busy winter programme preparing new non gender specific tees which will ultimately give us five teeing options ranging from approx. 4400 yards to 6500 yards which we hope will attract more junior and lady golfers but also it will give our match teams some more options for their competitions. We also continue to invest in providing Craig Stafford and his team with the best of equipment and the recent purchase of the Greentek thatch-away machine will help our playing surfaces by removing thatch at regular intervals with minimal disruption to the playing surfaces. As a result, our greens should be firmer and drain better in wet conditions. Work has now commenced to clearing out the trees of all debris, long grass and weeds etc which will help speed up play and at the same time improve the presentation of our course. We are lucky to have a dedicated team of five led by Craig Stafford and my thanks to them for their hard work throughout the year.

Our clubhouse needs some investment throughout however this will have to be done in stages as funds become available and going forward, we need to have a planned programme of works complete with budgets to carry out essential repairs and redecoration. I would also like to see improvements to what's on offer to our members socially and attract more of us to use the clubhouse. There are a number of things we could look at and I would welcome any proposals from members. This however does not detract from the warm and friendly welcome and level of service we receive from Heather Gough and her hospitality team who are a credit to the club. My thanks to all of them for the hard work and dedication. Scott Gillespie has just about completed his first full year at Balbirnie as our Director of Golf and Head Professional. Scott's attitude has been refreshing, always putting the needs of the club and our members

before his own. Like hospitality his own team have offered members and guests a warm welcome and excellent level of service. I would like to take this opportunity to welcome his new assistant Andrew Campbell who many of you will know from being a member of the club. I am sure you would agree that Scott has built up a fantastically well stocked shop with more to come I am told. On the golfing front he has been working very hard to rebuild our Junior section with free coaching sessions and a different range of competitions and it is great to see more juniors playing at our club and I know Scott will be working hard to keep on improving this. As Director of Golf he now chairs regular meetings with Craig, Heather and Diane McColm our new administrator. They are the professionals and experts the club have employed to carry out it's business and it is important we allow them to use their initiative as much as we can to let them do their jobs to the best of their abilities and taking the strain of volunteer board members. My thanks to Scott and his team for their hard work and dedication throughout his first year.

Diane McColm has been with us as administrator for around 7 months now and has settled very well into her role. Diane has also been tasked to work closely with Scott on the marketing side of things and we are very keen for this to develop further. An example of this is the close relationship we are building with Balbirnie House Hotel and we are already seeing the benefits from this. Welcome to the club Diane and thank you for all your hard work to date which I know was not easy without any form of hand over however our past administrator Jim Stevenson has been very helpful when required and my thanks to him for his continued support.

Our Strategic Working Group has stalled slightly but are now back up and running now that the season has ended. Robert Gibson and Jim Stevenson have both announced that they will look to stand down in the near future and Des Kerr stood down earlier in the season. My thanks to all of them for their hard work and in particular Robert who had some tough decisions to make during his time in the chair and as Captain. I am delighted to announce that we have a new member coming on board in Craig Wallace (Jnr) and we look forward to getting views from a younger and competitive perspective and already he has been working with Scott and Roger on revamping the competitions we offer. I look forward to seeing these changes coming through in the months ahead. Spaces are available if anyone else would like to join the SWG so please contact Diane for details if you are interested.

Our board continues to work very hard for the club and it's quite simple that we would not function without them or the many volunteers we now have either on sub committees or just by helping out with marshalling, ball spotting, divot repairing or anything else needed around the club. I am sure you would agree that the organisation and speed of results coming out of the match committee and the changes we are seeing around the course coming for the greens are fine examples of the benefit of having these volunteers and I would encourage others to take a shot if they have some time on their hands. Thank you to all our volunteers for their continued support and in particular our Match and Finance convenors, Roger Falconer and Alan Balfour, who do a massive amount of work and I am sure the members notice this plus of course for Trish Masterton for continuing to represent the ladies section, Don Anderson for representing the seniors in his role as Captain, Ian Stevenson for being co-opted as greens convenor, George Allan who was co-opted as a board member and also to Malloch Wiseman for his period as greens convenor.

Subject of course to voting at our AGM our board next year will be very similar to this year with one notable exception. Robert Gibson's term as past Captain has come to end and he has decided to stand down from the board although as mentioned above he will stay with The SWG for a short period. Roberts calm demeanour and vast experience from his professional life and general experience of being a golfer and club member have been a massive benefit and his input has set the club on a better path which should not be forgotten. On behalf of the club thank you, Robert for all your hard work and dedication

and who knows you may decide down the line to get involved again but, in the meantime, enjoy your time away and lets see you getting your handicap back down. Having played with you recently I'm pretty sure that will be happening soon.

Golf clubs are still facing challenges with member numbers and I believe we face a further threat due to Scottish Golf's proposal to allow non club members to have a handicap which they will administer and there is currently a lot of resistance to this. We also have Scottish Golf's plan to monopolise the administration of all golfers handicaps in Scotland. I recently attended a meeting on behalf of the club at Dunnikeir to discuss both of these issues and we will keep you posted of developments once they are confirmed.

Last but not least this year we have raised nearly £1000 pounds for our Captains chosen charity, Parkinson's UK, so please let me take this opportunity to thank members for their generosity and also, in some instances, for their poor golf and paying the penalty of a £1 donation for dunking their ball in the burn at the 18th.

That's all from me for now so let us get the meeting underway.

Thank you all for listening.

David Jamieson

Finance Convener's report for Balbirnie Park Golf Club AGM December 2019

It gives me great pleasure to present this report and Annual Accounts to the members. It continues to be a challenging year in the private members golf club business with the number of people playing golf continuing to fall and golf clubs are all competing to maintain their share of a reducing market. On the bright side for the first time in many years our playing membership has gone up!

The results for the financial year to the 30th September 2019 show a small loss of £4,511. We had budgeted a small profit (£985) and would have achieved a profit of circa £7,000 but for the one off cost of £12,766 legal fees.

On the positive side our income has increased by over £21,000 mainly due to increased visitor income and buggy income. This was the first year that the club has had its own buggies and hopefully we will be able to grow this income area. Unfortunately our costs have gone up also by a similar amount of which over half relates to legal costs, in addition to investment in new buggies and increased machinery costs.

Cash has continued to be an issue with our cash in hand decreasing by £8,089 versus last year. There has been that a number of renewals of equipment and goods that I have put on hold until the cash improves. At some stage it will catch up with us unless we can generate more income. We are seeing this in Visitor and Buggy income, which is a credit to the Director of Golf and his team, but in addition I would propose and increase of £15 (or 2.77%) on the Membership fees and would ask the membership to approve this.

Our plan for next year is to make a small profit of £1,800, which hopefully, assuming no unexpected costs we should achieve.

Alan Balfour

Director of Golf – Report for AGM 1st December 2019

Firstly, I'd like to thank Balbirnie Golf Club for the opportunity over the last year and going forward as Director of Golf. It has been a challenging but rewarding and enjoyable first year in this post and I'd like to thank the membership and the board of directors for their help and input over the last 12 months.

In my short time in this role, I am excited to see the changes being implemented are starting to show signs of reward with the increase of visitors and members to the club – something not many other clubs will be able to claim.

Throughout my first year I have been working on establishing a junior section within the club to encourage our younger generation to take up the game and play at Balbirnie in years to come. This is now in full flow – with our recent junior competition having 19 players spread across 3, 6- & 9-hole formats. Going forward, my plan is to increase junior members within the club which will bring long term benefits and give us greater prospects of future full playing members.

Additionally, I have been working closely with the green keepers in weekly course walks, sharing my input and feedback from members on how the course could be improved in areas to help provide a better product for our members & visitors. An example of this would be reducing rough length, increasing the fairway, and removing the longer rough at the left side of hole 6 which not only makes the course better on the eye, it also makes it more playable and enjoyable.

Another change has come through our partnership with Balbirnie House Hotel. This was named the worlds 'Best Destination Wedding Hotel for 2019 at the international Haute Grandeur awards and I saw this as a great opportunity to link with the hotel and introduce a stay and play option for its guests. Balbirnie House now have access to our BRS systems for them to book guests into playing our course – generating more income for the club from guests of the hotel who may not have played prior to this introduction. I hope to continue this relationship going forward and expand it with other business partners in the local area in the near future.

Over the next year I plan to continue my vision of making Balbirnie Park Golf Club a respected well-known golf club and ultimately becoming the most popular parkland golf course in Fife. In doing so we are boosting our social media platform through Facebook and Instagram to get our course out there and better known through the Fife area and further afield. The use of social media is massive in golf with the likes of YouTube golfers – Rick Shields, Mark Crossfield and Peter Finch interacting with over 1 million subscribers every week. Balbirnie can take advantage of this by being more interactive with the public and our members through social media which should create more interest in playing at our club. Social media is something used by all ages and back grounds which will help us attract our target market to Balbirnie.

Furthermore, going forward I also plan to continue the growth of our Ladies section within the club, we are planning to hold a ladies open day to show off the new tee positions. We have also been given the opportunity to host the FLCGA championships for 2020.

In addition to the above we continue to develop the quality and look of the course with our green keepers to include new tee's and make improvements to our club house to ensure we can provide the best experience to our members and visitors.

Lastly, we hope to introduce a few different open competitions next year with the introduction of a 36 hole event played across Thornton Golf Club and Balbirnie Golf Club – dates still to be agreed.

Looking forward to a successful 2020.

Match Report for the Annual General Meeting being held on 1st December 2019

The **new fixture list** has been drawn up for 2020 and whilst again many of the competitions remain the same, there are a few changes which have resulted from feedback from our members and our Professional, Scott Gillespie.

A number of members requested that there should be more strokeplay competitions, as stableford events seemed to dominate 2019. We have therefore introduced a number of strokeplay competitions on Sundays where the event on a Saturday is stableford. This will however mean that those members playing in such Sunday strokeplays will be restricted to three players per competition tee time (to ensure speed of play is maximised).

The **Members Day** was not as well attended this year compared to 2018, despite the format being fairly similar. Feedback suggested that having already had a Pro Day earlier in the year (as a mark of appreciation for the hard work that Scott had put in since taking over the post), it was felt that it was probably overkill to have both events. As a result, we plan to have a **Club Day** in August 2020, such day to be designed to benefit the members, Scott, Heather and the Club. Watch for further details nearer the time.

Friday 9 hole fun & handicap events commenced as promised from April 2019, with a range of formats, including using different tees, having ladies and non-members included etc.. These events were not well attended, with only one attracting over 10 entries. We are therefore considering different options for Fridays, with details yet to be firmed up.

Once again, very few members took the opportunity to play in our event in May to qualify for the **national 9 Hole Challenge** – David and Jack Penn won this year and played the semi-final event at Milnathort Golf Club, but unfortunately failed to reach the final at Royal Portrush. This pairs event will again be played this year, with the date as yet to be finalised – again watch out for news on this during 2020.

The **Club Mixed Foursomes** was effectively a non-event, with sadly only one pair playing on the original date. On the basis that it was perhaps the format that was putting members off, we rescheduled the Club Mixed as a Greensomes event later in the year, but again there was practically no interest expressed. As a result, there are no winners declared for this event in 2019.

As for existing competitions:-

- **Captain v Vice Captain** will as usual be the start of our season, to be held on 21st March 2020;
- the **Captains' Rosebowl** will again be over 2 rounds, with the Sunday played as a sweep, as well as counting towards the aggregate result to decide the winner over the two days;
- The **Dimple Plate** will again be played as a stableford competition next year;

- The **Strokeplay Championship** will again be played over the season, with the scratch prize determined by the aggregate of your 4 best scores over 6 medal rounds counting towards your final total – the handicap winner will remain as the player with the best 3 scores over the 6 rounds;
- The **Club Knockout competitions** will commence during April, and the plan is to have all knockout finals held on the same day, 4th October 2020, to raise the profile of such finals and allow spectators to watch, then have a presentation in the Clubhouse (much the same as the Club Championship Finals); this will obviously be subject to change if any member succeeds in getting through to more than one final!
- Scott is again organising and running his Winter Series, '**Race to Balbirnie**' over the winter months, using winter handicaps managed via Club V1.

Course Maintenance/Preparation

At the request of the Greens Staff, there will be a course maintenance week in September, commencing on 14/9/20 – this will allow for preparation of the course and its surroundings as we head into winter 2020.

Other Points to Note:-

The **World Handicap System** (WHS) is due to be introduced in 2020, but not until 1st November, so the running of competitions and maintenance of handicaps next year will be similar to 2019. I have been to a seminar run by Scottish Golf on the subject, and copies of the various slides from that presentation are now available in the clubhouse bar area for anyone who's interested to learn more.

We will provide further information on WHS as it is received – SG have suggested that they may trial running the WHS alongside the current system from April 2020 so members can see first hand how their handicaps would vary under WHS, given that it will be based upon each players' best 8 rounds from their last 20 recorded scores. Also two of the main differences are that the 0.1 rises for poor rounds disappear as a result, and there will be no requirement for a minimum of three cards to be submitted annually as from 2021.

As you're aware, there are a number of **Club Open competitions** throughout the year, with specifically the Gents Open and the Betterball Open having excellent fields in 2019, and all bringing in worthwhile profits for the Club.

The success of such events relies on having a good number of members I can call on for support and assistance to run the Opens. I would like to thank volunteers that helped me out this past year, but again would appreciate further members offering their time so the work can be shared more equitably.

Please therefore contact me if you are willing/able to assist in the organisation/running of such events throughout 2020.

It takes a considerable amount of both time and effort to undertake the role of Match Secretary, and I could not have done it again this year without the support of my loyal team (Hugh, Rick, Alasdair, Gary and Gordon) – thanks again for your help and support. I have offered to continue in the role of Match & Handicap Secretary for a further one year term (if ratified at the AGM), on the understanding that I will step down at the end of 2020.

I look forward to receiving any constructive comments from members on the Club's competitions, their formats and any related ideas or support that may prove useful to the Club and/or me and my team.

Many thanks, and all the best to everyone for the 2020 season.

Roger Falconer,
Match & Handicap Secretary.

Greens Report – Annual General Meeting 1st December 2019

Haven been co-opted to the board at the end of July, it been a short year as far as my tenure of Green Convenor goes. Hitting the ground running, the greens committee got to work along with Craig Stafford and his team. The course has been in excellent condition this year and we are all working to maintain and build on this.

Due to the mixed weather of heat and wet spells the grass on the course grew at an incredibly fast rate resulting in more time than normal been spent cutting the grass. The fairways have been widened and distance from tee to fairway have been shortened making the course more playable for all levels of golfer. Moving into the new season we will see the first cut of rough taking form giving the course even more definition that was already created by the machinery acquired at last season. We have had dedicated volunteers using their own time to repairing divots around the course on behalf of Craig, his team, the greens committee and all at the club, can I take this opportunity pass on our grateful thanks. We have also implemented a new flag system with colours for front middle and back that we hope will help on approach to greens.

We saw an increase in moss appearing on greens and this is part due to an effective moss killer being taken off the market. Craig has since sourced an alternative and this along with regular tinning will ensure our greens are kept at the usual high standard that is associated with Balbirnie. Regular tinning of the greens will be scheduled into the club calendar to ensure the least amount of disruption to members and guests.

Greatly reducing rough in tree areas is part of the action plan moving into the new season with Craig already making a start with this in the winter program. Players are already penalised for lading in the tress and the ability to quickly locate and play their ball will help speed up play.

The club are looking into introducing a '5 tee course' offering different length of course. This will allow the club to cater for junior/beginner/high handicappers on a shorter course going all the way to low/scratch/big hitters on the longer course. The greens committee is working with Craig and the board to have permanent markers put in place to allow the course to be measured.

This is an ongoing project so watch this space for updates. As this project moves forward, we will introduce new updated score cards along with tee board markers being updated to reflect changes.

Tree felling – arrangements have been made to remove a tree in the car park that could be a danger to traffic and pedestrians. Limbs on trees have also been marked for trimming as the winter months come in. Once the majority of leaves have fallen and first frost of the year has set in, limbs on the 1st and 13th can be cut down. This will open up both holes improving playability. The tree stumps to the right of the 12th fairway will also be removed over the winter.

A slight change in machinery at the end of the season (and servicing of existing machinery) will speed up work and help see improvement around the course. These changes included new leaf blowers that have helped speed up the removal and mulching of leaves this year.

Winter tees and greens have already been put in place for the winter period. The aim is to use these only when necessary to protect the course from the frost. Winter work as already noted will continue over the next few months and will also include some of the astro paths being replaced with the chipped paths as seen on 4th-5th holes and other areas. At the turn of the year and as we head into the start of the new season, course maintenance will commence – this will include painting/repair/maintaining course fixtures such as ball washers, bells, bins benches etc.

For the Greens committee moving forward into the 2020 season, the priorities are to work closely with the Green Staff and Scott Gillespie, to get on top and keep moving forward with the Action Plan and to provide a valuable link between members, The Board and Green Keeping staff. The committee has some ideas we will discuss for 2020 and are always happy to receive suggestions and any comments regarding the course.

On wrapping up, can I take this opportunity to thank Malloch Wiseman for his time as Greens Convenor. I would like to pass on my gratitude to the committee - Keith Taylor, Sheila Crawford and Jim Bethune for their support in my last 4 months as Greens Convenor and I look forward to working with them in the coming season. Finally, a grateful thank you to Craig Stafford and Scott Gillespie for all their help and advice they have given me in taking up this role. I wish Craig & his team and Scott & his team all the best for season2020.

Ian Stevenson

Ladies Section Report – Annual General Meeting 1st December 2019

The ladies section has continued to operate this year with a small number of regular players. Duties involved running competitions and events which have been shared between a small group of members.

The season got off to a start with a social evening with Scott and Emma showcasing a range of golf clothing and accessories.

The season's competitions were held over two days, Thursdays and Sundays enabling the maximum number of players possible to play competitive golf.

The Coronation Foursomes Events was won by Rhona MacKay and Christine Farmer who travelled down to West Linton to represent Balbirnie in the area finals.

Trish Masterton played in the Scottish Golf Silver Medal final at Kirriemuir.

Our scratch Five's team finished a creditable third in the third division of the Fife League while our Winter League Team also finished third in the Howe of Fife League.

We were able to play four friendly matches this year. Thanks to Rhona Mackay for arranging these.

A regular programme of non-competition golf has been run throughout the 2019 season and this will continue in 2020 and attract lady players who are not so interested in competition but enjoy the social aspects of a round of golf.

In order to attract new lady members to the club and make our course more accessible to beginners and higher handicap players, the ladies tees are to be reinstated to the positions prior to the course being extended in 2009. This will involve re-measuring and re-rating prior to the start of the 2020 season.

We are hoping to have this process completed prior to the start of the 2020 season so a Ladies Open Day can be held to demonstrate the changes to the course and hopefully attract new players.

Senior Section Report – Annual General Meeting 2019

The year overall has been a decent year. After a good start in the winter with relatively few days lost with 16 competitions played with an average of 60 players per event. There was a slight blip in April with a couple of bad days but numbers increased from the previous year with playing numbers sitting around 70 to 80 per event. In general things went very smoothly throughout the year with no serious issues occurring.

Sixteen friendly matches were played during the season with 7 wins 4 draws and 5 loses. We were in division D of the Caledonian league which proved to be a very competitive league and unfortunately finished in the bottom half. Next season we will be in division A.

Four members will be leaving the seniors committee at the end of their term. They have all given far more than their two year tenure to the committee and it is with great thanks and appreciation that we say goodbye. Replacement committee members have already been approached and a full quota of members will be in place for next year.

Club V1 was introduced and used for the summer fixtures for the first time this year and was successful in reducing the workload of the scorers. Thanks go to Scott and his team in the pro shop for their assistance in helping us implement the new system.

The three senior open competitions went very well with a virtual full field for all three events and very positive feedback from the players praising the organisation of the event, the condition of the course and the standard of the catering provided. Huge thanks to the volunteers, greens staff and Heather and her staff for making this possible.

Following the success of the ClubV1 introduction in the summer the seniors winter series is also using this format in preference to the previous manual system. In addition a winter Eclectic competition will be introduced with the first event played on 25th November and one every month scheduled thereafter. The format of this competition will be stableford. If this proves successful it is proposed to roll this out into the summer season next year.

2019 AGM Resolutions

The following Resolutions have been submitted in accordance with Section 12.3. of the Club Constitution:

Resolutions 1-2 by Management Board:

AGM RESOLUTION NO. 1

The current Constitution & Bye-Laws is replaced by the following New Constitution & Bye- Laws:

Balbirnie Park Golf Club Constitution:

BALBIRNIE PARK GOLF CLUB CONSTITUTION

1. Name

- 1.1 The name of the Club shall be the Balbirnie Park Golf Club, hereafter referred to as 'the Club'.

2. Objectives

- 2.1 The Club shall hold the following as its aims and objectives and shall strive to fulfil these aims and objectives at all times:
- 2.1.1 To fulfil the general objectives and functions of a golf Club and sports Club and by undertaking such activities as may be reasonably necessary and/or incidental to such objectives;
 - 2.1.2 To generally promote the game of golf for the benefit of members and the local community;
 - 2.1.3 To promote and abide by the Rules of Golf as they are fixed from time to time by The R&A;
 - 2.1.4 To provide access to golf for players of all standards in a friendly and welcoming atmosphere that does not discriminate on the grounds of gender, age, race, religion or belief, sexual orientation or disability;
 - 2.1.5 To provide coaching in golf to beginners and for improvement for experienced players;

- 2.1.6 To arrange competitions and matches for members;
- 2.1.7 To lease and/or purchase land and/or equipment suitable for the purposes and functions of the Club; and
- 2.1.8 To sell and deal in alcohol, mineral/aerated water, other related products as well as refreshments, foodstuffs and golfing equipment in accordance with the provisions of any licensing laws and by obtaining the necessary statutory consents and licenses for this.

3. Membership

- 3.1 The membership of the Club shall consist of the following Classes of membership:
 - 3.1.1 Ordinary Members - as defined in Bye-laws
 - 3.1.2 Honorary Life members – those members who have rendered valuable service to the Club and/or whom the Club desires to honour, may be elected to this category of membership at an Annual General meeting and have the full rights of Ordinary Members.
 - 3.1.3 Junior members – any person aged up to 17 years as at 1st January
 - 3.1.4 Country members – As defined in Bye-law clause 2.1.17
 - 3.1.5 Social Members – As defined in Bye-law clause 2.1.19
 - 3.1.6 Employee Members – As defined in Bye-law clause 2.1.18
 - 3.1.7 Corporate Members – As defined in Bye-law clause 2.1.21
 - 3.1.8 Temporary Members – As defined in Bye-law clause 2.1.20
- 3.2 The Club may also admit Temporary members. Persons admitted as Temporary Members may be granted such privileges of the Course and Clubhouse, as the Committee shall determine. The terms of Temporary membership shall be those fixed by the Committee from time to time. Any payment requested of Temporary Members shall be payable in advance.
- 3.3 All members shall pay an annual subscription to join the Club; the membership fee for each category of membership shall be decided by the Management Committee but shall not be less than that specified in the Bye-Laws.
- 3.4 All members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-Laws from time to time adopted by the Club in particular including the requirement to conduct themselves in accordance with any conduct rules, club policies, equity policy and disciplinary procedures.
- 3.5 Membership is open to all and no application shall be refused on grounds of gender, gender reassignment, age, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity or disability.

Applicants for membership will be Proposed and Seconded by a member of the Club (and from the membership categories in sub-clauses 3.1.1, 3.1.3 and 3.1.6 in clause 3.1 of this constitution) signed off by the Director of Golf or the Club Administrator. The Management Committee will be the final arbiter and shall have the power to reject any applicant.

- 3.6 Members shall be liable to pay to the Club entrance fees on election to the Club. The Management Committee shall set the entrance fee and shall have the authority to waive the payment of the whole or any part of an entrance fee in any individual case in which they shall consider it to be in the interests of the Club to do so.
- 3.7 The annual subscription for Membership shall be displayed on the Club Notice Board and printed in the Annual Directory of the Members of the Club.
- 3.8 Annual subscriptions shall be due on a date determined by the Management Committee and must be paid by 30 days after the due date. In the event that any member's annual subscription has not been paid by 30th day after the due date then membership playing rights shall be automatically suspended. Termination shall be intimated to the member in writing by the Administrator if payment is not made by 60 days after the due date. No Member shall be entitled to enter any competition prior to payment of the annual subscription or instalment of any moneys due to the Club.
- 3.9 Subscriptions for all Membership Categories shall be fixed by the Management Committee. The annual change in subscription will be no more 5% of the previous year's subscription. Any proposed change above these amounts will require to be approved by the Members at the Annual General Meeting or General Meeting of the Club.
- 3.10 If the conduct of any member, either in or out of the clubhouse, on the course, or elsewhere is such that it appears to the Management Committee to impair the character or good standing of the club, or if any member wilfully disobeys any order of the Management Committee communicated to such member or is in breach of any rule or Bye-Law of the club, the Management Committee shall make a formal complaint to the Disciplinary and Conduct committee who shall consider the complaint in terms of the disciplinary procedure of the club.

4. Management of the Club

- 4.1 There shall be a Management Committee responsible for the overall management of the Club and shall have the power to make and amend Bye-laws and Appendices. The Management Committee will be elected by the members at the AGM. The Director of Golf will be an ex-officio member of the Board.
- 4.2 The Management Committee shall hold meetings from time to time as may be required for the dispatch of all competent business. A meeting of the Committee shall be called by the Captain at any time, and the Secretary shall be bound to call such on a written requisition addressed to him by any five members of the Management Committee.

- 4.3 The Management committee shall appoint sub-committees and define their remit as it seems fit.
- 4.4 Officers and Committee members without portfolio shall hold their posts for 2 years, with the exception of the Past Captain whose term will be one year and shall retire in rotation.
- 4.5 Each Committee shall have a chair who will be a member of and report to the Management Committee who shall agree the Sub Committee's membership and rules of operation subject to the terms of this Constitution.

5. Composition and Responsibilities of Management Committee

- 5.1 The Management Committee shall consist of the following 9 persons:
 - 5.1.1 Captain
 - 5.1.2 Vice Captain
 - 5.1.3 Finance Convenor
 - 5.1.4 Match and Handicap Secretary
 - 5.1.5 Director of Golf
 - 5.1.6 Immediate Past Captain
 - 5.1.7 3 other members without portfolio
- 5.2 The Management Committee should include a minimum of at least one of either gender.
- 5.3 At all Management Committee meetings five (5) members shall constitute a quorum.
- 5.4 The Management Committee should meet no less than 4 times a year.
- 5.5 **Appendix A** sets out the Responsibilities of the Management Committee.
- 5.6 The Club Administrator will act as Secretary to the Management Committee.
- 5.7 The Captain, shall be elected at the Annual General Meeting shall hold office for two years and shall be eligible for re-election to the Management Committee, By recommendation and sanction of the full Management Committee the term of office of the Captain may be extended if required. The Vice-Captain shall succeed the Captain as Captain subject to proper nomination.

- 5.8 In the event that the AGM is unable to fill all the elected posts on the Management Committee the task of filling such posts is delegated to the Management Committee itself.
- 5.9 The Captain, Finance Convenor and Match and Handicap Secretary will be entitled to free membership during their period of office.
- 5.10 The Management Committee, chaired by the Captain, shall:
- 5.10.1 Establish club policies and oversee the administration of those policies
 - 5.10.2 Oversee the fiscal management of the club including setting annual subscriptions, membership categories, entrance fees, and level of audit requirement.
 - 5.10.3 Be responsible for the creation, amendment and enforcement of Bye-Laws of the Club
 - 5.10.4 Be responsible for ensuring the Club, its office-bearers and employees have in place adequate and relevant insurance cover at all times.
 - 5.10.5 Welcome new members
 - 5.10.6 Appoint the senior management staff in accordance with the approved budget
 - 5.10.7 Review and approve recommendations made by the clubs appointed sub committees
- 5.11 The Management Committee will not have power to purchase, sell, or lease heritable property without specific authority of members at a General Meeting.
- 5.12 The members of the Management Committee shall also be trustees of the Club and shall hold any property of the Club in their name and shall be entitled to be sued or sue as trustees of the Club. They shall be indemnified by the Club where acting in good faith in their capacity as trustees of the Club.
- 5.13 Election to any position on the Management Committee cannot be limited by or discriminated on the ground of gender, gender reassignment, age, race, religion or belief, sexual orientation, marriage or civil partnership, pregnancy or maternity or disability.
- 5.14 The Captain, Vice Captain, Finance Convenor and Club Administrator are authorised to sign official documents, contracts, cheques and electronic banking transactions as per Bye- law clause 3.5.

6. General Meetings

- 6.1 A General Meeting may be called by the Management Committee or by 30 Members of the Club. Any such request must be submitted to the Secretary by written motion , setting out the rationale and basis for the General Meeting being called.

- 6.2 No business shall be transacted at a General Meeting other than that of which notice has been given in the motion calling that special general meeting.
- 6.3 At least 28 calendar days' notice of a general meeting must be given to the full Club membership. Notice to members shall be deemed to have been served by properly addressing, prepaying and posting a letter, or by email, and posted on the Club's website in the membership section, containing the notice and shall be deemed to have been effected at the time at which the letter would be delivered in the ordinary course of post, or by the date of the email.
- 6.4 The Classes of membership in sub-clauses 3.1.1, and 3.1.2 in clause 3.1 of this constitution will have the right to vote at General Meetings
- 6.5 Quorum of any General Meeting shall be 10% of the Club members or 50 members, whichever is lower. In the event that there are insufficient numbers of members to form a quorum, the Management Committee shall have the power to call a further General Meeting at which 30 members present shall form a quorum.
- 6.6 The Captain shall normally take the Chair at General Meetings at which he/she shall have the right to a casting vote (in addition to his/her vote as an ordinary member).
- 6.7 Any decisions other than amending the constitution shall be reached by a simple majority of the members present and who possess the right to vote.

7. The Annual General Meeting

- 7.1 The Annual General Meeting shall be held once per calendar year, within 4 months of the end of the financial year and may be attended only by current members and who possess the right to vote, and shall have as its main business:
 - 7.1.1 The presentation of the Management Committee Report for the past year. Approval of the minutes of the last Annual General Meeting and any other General Meetings held during that year
 - 7.1.2 Approval of the Financial accounts for the last financial year and appoint any auditors
 - 7.1.3 To consider any resolution, motion or recommendation by the Management Committee.
 - 7.1.4 To consider any resolution from a Member proposer and seconder
 - 7.1.5 Consider and approve any changes to the Constitution
 - 7.1.6 The election of any office-bearers and/or Ordinary Committee members
 - 7.1.7 Election of Honorary Life Member.
 - 7.1.8 Deal with any other relevant business.

- 7.2** Any resolution for discussion at the AGM brought by a member proposer and seconder shall constitute special business and shall therefore be notified to the Club Administrator in writing at least six (6) weeks before the AGM for inclusion of details in the pre-AGM notice to members.
- 7.3 Any resolution, motion or recommendation brought by the committee shall be considered as duly proposed and seconded for inclusion of details in the pre-AGM notice to members.
- 7.4 An agenda giving notice of the Annual General Meeting must be circulated along with a copy of the annual accounts, details of candidates for office bearer posts and voting slips to all Club members at least 14 calendar days in advance.
- 7.5 The quorum for any Annual General Meeting shall be 50 Club members. In the event that there are insufficient numbers of members to form a quorum, the Management Committee shall have the power to call a further Annual General Meeting at which 30 members present shall form a quorum.
- 7.6 The Captain shall normally take the Chair at Annual General Meetings at which he/she shall have the right to a casting vote (in addition to his/her vote as an ordinary member).
- 7.7 Voting on any matters other than a change to the constitution shall be by simple majority of Club members present and voting.
- 7.7.1 Nominations for office-bearers must be posted at least 21 calendar days in advance of the Annual General Meeting or the Extraordinary General meeting.
- 7.7.2 Office Bearers of the club must come from the following categories of membership in sub-clauses 3.1.1 and 3.1.2 in clause 3.1 of this constitution.
- 7.7.3 Each nomination shall require one proposer and seconder who shall be a voting member of the Club.
- 7.7.4 Elections shall be conducted on a simple majority of Club members present and voting.
- 7.7.5 In the event of there being no nomination for a post within the stipulated time, then nominations may be accepted at the Annual General Meeting.
- 7.7.6 In the event that no person is voted into a post or in the event of resignation or retiral from a position, the Captain or Vice-Captain will undertake the duties until such time as the post is filled.
- 8. Finance**
- 8.1 The Finance Convenor shall be responsible for securing the preparation of Annual Accounts of the Club and laying these before the Annual General Meeting.

8.2 The accounts shall be certified by the Club's independent Accountant as approved at the Annual General Meeting.

8.3 All members of the Club shall be jointly and severally liable for the financial liabilities of the Club

9. Dissolution or Winding Up of the Club

9.1 The Club is non-profit-making and all profits and surpluses will be used to maintain and or improve the Club facilities or to carry out the objectives of the Club.

9.2 In the event of the Club being wound up, the net assets/residual debt will be shared/borne equally by the fully paid Voting Members current at the time.

10. The Constitution.

10.1 The Constitution shall only be altered by consent of sixty percent (60%) of members (as defined by sub-clauses 3.1.1, and 3.1.2 in clause 3.1 of this constitution) by the means of a poll.

10.2 The Constitution and Bye-Laws in force from time to time shall be binding on the Club office-bearers and members.

11. Complaints

All complaints must be made in writing to the Administrator and signed by the persons complaining; and none shall be attended to unless this rule is complied with. The Administrator shall submit all such complaints to the Director of Golf or the Management Committee, who shall take the matter into their consideration, and they shall have the power to give such deliverance or order thereon as they consider necessary.

Balbirnie Park Golf Club Bye-Laws:

1. General

BALBIRNIE PARK GOLF CLUB BYE – LAWS

1.1 Dress Code

- 1.1.1 The Club aims to operate a contemporary and forward-thinking dress policy. It is in all our interests to maintain reasonable standards of casual but smart dress in keeping with golfing traditions.
- 1.1.2 No tracksuits, rugby or football colours are permitted on the course or in the clubhouse at any time.
- 1.1.3 Golf Shoes must be worn on the course and only spike less shoes permitted upstairs in the bar or lounge

1.2 The Course

- 1.2.1 The Rules of Golf, as they may from time to time be fixed by the Royal and Ancient Golf Club, St Andrews, shall so far as it is applicable, be the Rules of Golf of the Club, except where otherwise specially provided for in the Bye-Laws and Local Rules
- 1.2.2 No person may practise on the course except in certain places as defined by the Management Committee. Such places shall be prominently marked and a note of them shall be displayed on the notice board in the clubhouse
- 1.2.3 Dogs under control shall be allowed on the course.
- 1.2.4 The Committee shall have the power to grant the use of the Course for a Competition, Club Outing or Tournament, on such conditions as it may determine.
- 1.2.5 The MC who grants powers to the Match and Handicap Secretary to determine the Handicaps of Members of the Club., in accordance with the relevant CONGU Handicapping System (s).
- 1.2.6 Members may introduce visitors to the use of the clubhouse and the course, on a payment of the current Green Fee, provided that before play, tickets are obtained from the Club Professional. Members are allowed to introduce any number of guests, at the rates set by the Management Committee during any one year. Visitors so introduced will play with the Member and remain in his/her company while using the Clubhouse facilities.

1.3 The Clubhouse

- 1.3.1 The Clubhouse shall be opened and closed at such hours as the Management Committee may determine in accordance with the operating plan for the premises approved in terms of the Licensing (Scotland) Act 2005. A note of these hours shall be displayed on the notice boards in the Clubhouse and on the Club's website.
- 1.3.2. The Management Committee shall have power to arrange what meals or other refreshments may be obtained in the Clubhouse and the hours during which they may be supplied.
- 1.3.3 The hours of sale of excisable liquor in the Clubhouse shall be displayed on the notice boards and website.
- 1.3.4. Temporary Members shall have no power of introduction to the Clubhouse or Course.

- 1.3.5 No person shall be eligible for introduction to the Clubhouse or Course who has been refused admission to the Club or who has ceased to be a Member under disciplinary action.
- 1.3.6 Change of Members' personal details must be notified in writing including electronic format to the Club Administrator and, failing such notification, all notices sent to the old address will be held to be duly delivered.
- 1.3.7 A member shall be liable for breach of any Club Rule committed by them self, their guest(s) or their own guest(s)'s caddie.
- 1.3.8 All categories of Members over the legal age shall be entitled to purchase excisable liquor in the clubhouse
- 1.3.9 A visitor shall not be supplied with excisable liquor in the Clubhouse unless on the invitation and in the company of a Member, and after the visitor's name has been entered in the visitors' book. The entry shall be signed by the Member and shall show the date of each visit.
- 1.3.10 No excisable liquor shall be sold or supplied to:
 - Any person under the legal age, or
 - For consumption outside the areas designated on the approved operating plan
- 1.3.11 No Member of Committee or governing body and no Manager or Servant employed by the Club shall have any personal interest in the sale of excisable liquor therein or in any profits arising from such sale.
- 1.3.12 The hours during which excisable liquor may be sold or supplied shall be in accordance with, or within those laid down by, the Licensing (Scotland) Act 1976, and from September 2009 the operating plan for the premises approved in terms of the Licensing (Scotland) Act 2005 or any Act which may subsequently supersede this said Act or any variation of said operating plan.
- 1.3.13 No member shall in any circumstances incur a cash debt to the Club or to the Clubhouse Management staff. All expenses shall be defrayed before the member leaves the clubhouse.
- 1.3.14 No member shall remove from the clubhouse for any purpose whatsoever any property of the Club without permission of a MC member. Breakages or damage to Club property caused by a member shall be immediately reported to a MC member and paid for by such member.

1.4 Complaints

No member in his private capacity shall in any circumstances reprimand a servant of the Club. All complaints other than those of a trivial or non-recurring nature shall be made in writing to the Captain in order that they might be submitted to the Management Committee.

1.5 Notices

No notice of any kind shall be placed on any of the notice boards of the Club except by the authority of the Management Committee, Director of Golf or Administrator.

1.6 List of Members

A list of the MC members shall be displayed in the clubhouse.

1.7 Compliance with Rules

1.7.1 Members, on paying their entrance fee and annual subscription, shall be considered to have submitted themselves to the rules of the Club. If the conduct of any member, whilst on Club property or representing the Club elsewhere, is such as appears to the Management Committee to endanger the character, interests, or good order or reputation of the Club, the Management Committee may take whatever action they deem fit, including suspension or expulsion of the offending member, and their decision shall be final.

1.7.2 Complaints, which may require disciplinary action, shall be initially investigated by a committee of the Captain, Past Captain, Finance Convenor (a quorum of three). Their recommendation shall be passed to the Management Committee who shall modify or ratify the decision. Members subject to such disciplinary action shall have the right of audience before the committee prior to the final decision being reached.

1.8 Signatory authority as outline in Clause 5.13 of the Constitution

1.8.1 Any two authorised signatories are required to sign official documents and contracts.

1.8.2 Any sum under £2500 can be authorised by one authorised signatory. Any amount over that must be authorised by two authorised signatories.

2 PAYMENTS BY MEMBERS

2.1 Membership Fees

2.1.1 The Club Membership fees will be as set out in Clause 2 of these Bye-Laws.

2.1.2 The Annual fee is due on the 1st January.

2.1.3 The names of those in arrears will, on the 1st February, be temporarily removed from the Roll of Members and a communication be sent requesting prompt payment of the annual subscription along with an additional late payment charge, the amount to be set and announced by the Management Committee annually before subscription payments are due. Any member failing to pay their subscription and late payment charge on or before 60th day after the due date shall cease to be a member of the Club and their name will be struck off the books accordingly.

2.1.4 The Management Committee shall have the discretion to offer payment schemes to members. These schemes will allow members to pay their Annual Subscription by monthly direct debits. These monthly payments will reduce the debt owed by the member to the Club, they are not monthly memberships. Any member, who commences paying their Annual Subscription by direct debit, or any other method agreed by the Management Committee, is liable for the full Annual Subscription. Non-Payment of an instalment will result in the suspension of playing rights until payment is made.

Once a monthly payment scheme commences it will continue in each subsequent year until the member advises the Club otherwise.

The offer of a payment scheme to each individual member is at the sole discretion of the Club, such an offer will not be unreasonably withheld.

2.1.5 Members who fall into the categories 2.1.7 to 2.1.17 will be subject to reduced membership fees as detailed in Clause 2.6 of the Bye-laws

- 2.1.6 Ordinary membership fee includes access of a member's spouse to the clubhouse. The spouse's membership will automatically expire should relationships between spouses change.
- 2.1.7 Any Ordinary member over 65 years of age as at the 1st January and who has been an ordinary member for at least 15 consecutive years and is eligible to play 7 days a week
- 2.1.8 Any Ordinary Member over 65 years of age as at the 1st January and who has been an ordinary member for at least 15 consecutive years and is eligible to play 5 days a week (Monday-Friday)
- 2.1.9 Family members - Couples from the same household and their children aged under 18 years.
Children of the couple aged 18-30 years from the same household will receive a 10% reduction of their annual Ordinary membership.
Ordinary family memberships between the ages of 18-30 will be pro-rata of the membership rate.
- 2.1.10 Ordinary members 18-21 years as at 1st January
- 2.1.11 Ordinary members 22-24 years as at 1st January
- 2.1.12 Ordinary members 25-27 years as at 1st January
- 2.1.13 Ordinary members 28-29 years as at 1st January
- 2.1.14 Junior members under 12 years as at 1st January
- 2.1.15 Junior members 12-15 years as at 1st January
- 2.1.16 Junior 16-17 years as at 1st January
- 2.1.17 **Country members** who live north of the Tay Estuary, south of the Forth Estuary, west of the M90 and within a 50-mile radius of Balbirnie Park Golf Club
- 2.1.18 **Country members** living out with a 50-mile radius of Balbirnie Park Golf Club.
- 2.1.19 **Employee members** - Permanent employees and the Director of Golf, of the Club may be granted playing facilities on the course, including entry to Club competitions, and the use of the clubhouse. The Management Committee can grant members of the Club Professional's staff playing facilities on the course, including entry to Club competitions and the use of the clubhouse. Employees of the club have no voting rights and cannot attend the General Meetings.
- 2.1.20 **Social** - an Ordinary Member may apply before 1 January in any year for transfer to Social Membership the following year. A candidate for Social membership of the Club must be elected in the normal way on payment of the annual social member subscription. A Social Member will be entitled to the privileges of Ordinary Members but will be excluded from free play on the course, attending any formal meeting of the Club, or voting rights.
- 2.1.21 **Temporary Membership** - Ladies and Gentlemen who attend the Club as competitors/ caddies/ officials/ etc in an authorised competition or match over the Club's course, or are holders of visitors' tickets, shall be regarded as Temporary Members for the period covered by such a visit. The same shall apply to those who attend functions run by the Club on behalf of other golfing organisations.
- 2.1.22 **Corporate Membership** - Membership of the club shall be available to companies and organisations at costs, which shall be determined by the Management Committee. In return, such companies and organisations will be given the opportunity to advertise within the Club and will receive visitor tickets at discounted rates and which will be used under conditions set by the Management Committee. Such Membership shall confer no voting rights, and the Management Committee retains the right to restrict the issue of tickets to any or all of those who apply for this category of Membership.

2.1.23 Switch from Playing to Social Membership

Any playing member may, at the discretion of the Management Committee, switch to social membership for a maximum period of two years. Application to re-join the playing membership without the penalty of a further entry fee is available at any time during this period.

2.2 Personal Liability Insurance

As part of your membership subscription you are covered under the clubs insurance subject to any excess payable by the member. For further details see the Club website.

2.3 Levies

At a General Meeting of the Club it shall be competent to add to the annual subscription for any year such levies as may be decided, provided that a straight majority of the members present shall have voted in favour.

2.4 Resignation

Any member wishing to resign shall notify the Club Secretary. Notification can be accepted in paper or electronic form by 1st January of each year.

2.5 Guests

Members may admit a visitor to the clubhouse for a period of one day by inserting their names and addresses and the date in a book to be kept for the purpose, the name of the introducing member must be inserted also. A visitor shall not be supplied with excisable liquor in the Clubhouse unless on the invitation, and in the company of the introducing member.

2.6 Membership Rates per Annum

Ordinary Members who comply with Clause 2.1.6 of the Bye-laws	£555
Ordinary Members who comply with Clause 2.1.7 of the Bye-laws	£505
Ordinary Members who comply with Clause 2.1.8 of the Bye-laws	£480
Members who comply with Clause 2.1.9 Up to	£1,020
Ordinary members who comply with Clause 2.1.10	£216
Ordinary members who comply with Clause 2.1.11	£288
Ordinary members who comply with Clause 2.1.12	£370

Ordinary members who comply with Clause 2.1.13	£452
Junior members who comply with Clause 2.1.14	Nil
Junior members who comply with Clause 2.1.15	£37
Junior members who comply with Clause 2.1.16	£68
Country members who comply with Clause 2.1.17	£488
Country member who comply with Clause 2.1.18	£432
Social members who comply with Clause 2.1.20	£37

3 Accidents

3.1 Accidents or Damage Caused by Golf Balls

The player of a golf ball, which causes damage to person or property, MUST immediately accept and acknowledge responsibility for the damage caused. The club does not accept responsibility in these circumstances and ALL MEMBERS are strongly advised to ensure that they have arranged suitable and adequate insurance cover. Members must also ensure that their guests on the course accept responsibility in like manner.

3.2 Procedure for Accidents or Damage

3.2.1 In the case of injury to persons etc., the first priority is to arrange the appropriate assistance.

3.2.2 Responsibility must be acknowledged and if necessary, names and addresses exchanged.

3.2.3 In the case of damage to property, the player must request the owner of the property to arrange for the necessary repairs and to have the bill forwarded to the player for payment.

3.2.4 The player, on return to the Clubhouse, must immediately notify the Club Administrator of the incident, including such details as names, addresses, date, time, description of incident and damage caused.

APPENDIX A

1. MANDATE DUTIES & RESPONSIBILITIES OF COMMITTEE MEMBERS

1.1. Management Committee Mandate:

The Committee is mandated to ensure the Aims and Objectives of the Club set out in Clause 2 of the Constitution.

1.2. Duties and Responsibilities of all committee members

Each committee member takes on responsibility for actively participating in the Group Functions and Duties, which are to:

- 1.2.1. Be aware of and understand the Club Constitution under which they hold office.
- 1.2.2. Set and maintain plans to improve the future operation of the club
- 1.2.3. Scrutinize progress with meeting above plans
- 1.2.4. Establish and monitor the policies and procedures the club requires in order to operate effectively and to comply with relevant Laws
- 1.2.5. Ensure compliance with the Club Constitution
- 1.2.6. Maintain proper financial oversight
- 1.2.7. Respect the role of staff employed by the club, and to set out and communicate their roles and responsibilities clearly
- 1.2.8. Ensure good communication with club members.
- 1.2.9. Positively promote the Club, both internally and externally
- 1.2.10. Fix the responsibilities, scope and authority of its subcommittees
- 1.2.11. To carry out and conform to any Resolution duly passed at the AGM or at any General Meeting.

2. **SPECIFIC DUTIES, RESPONSIBILITIES OF INDIVIDUAL OFFICE BEARERS**

2.1. Captain:

Mandated to provides leadership for the Committee in fulfilling its governance duties which are to:

- 2.1.1. Presides at all Management Committee Meetings
- 2.1.2. Is an ex officio member of all Subcommittees
- 2.1.3. Appoints Chairs of any Ad Hoc committees authorized by the Management Committee
- 2.1.4. Ensures provision of accurate, timely and clear
information to Committee members
- 2.1.5. Ensures that decisions made at Committee Meetings are implemented and that the club is run in accordance with the decisions made by the Committee
- 2.1.6. Ensures individual Management Committee members can carry out their role effectively
- 2.1.7. Ensures a representative of the Management Committee is present at all member functions of the club, i.e., tournaments and other club affairs
- 2.1.8. To provide stability and continuity, the Vice-Captain will normally assume the Captain's position, and the current Captain will assume the Immediate Past Captain role for 1 year

2.2. Vice-Captain:

- 2.2.1. In the absence of the Captain, performs all the duties of the Captain
- 2.2.2. If the position of the Captain should become vacant, temporarily assumes the office of the Captain
- 2.2.3. Assumes responsibility for the Health and Safety requirements of the Club.
- 2.2.4. Assumes the role of Captain when the Captain's term is completed upon approval at the AGM.

2.3. Finance Convenor:

Mandated to help the Committee carry out its duty to provide financial oversight:

- 2.3.1. Together with the Captain and the Secretary ensures that the money and the property of the Club is properly managed and controlled

- 2.3.2. Ensures accurate up-to-date financial records are kept and sound internal controls are in place
- 2.3.3. Ensures that monthly budget reports are presented to the financial position and responding to any questions raised
- 2.3.4. Acts as interpreter in financial matters to members who have limited understanding of finance
- 2.3.5. Oversees the preparation of annual budgets for the year ahead
- 2.3.6. Liaises with external accountants and gives guidance on their appointment
- 2.3.7. Provides liaison between Course Management, Management Committee, and the membership at large on matters and issues related to the course and greens.
- 2.4. Match and Handicap Convenor:
 - 2.4.1. Ensures handicap procedures are operated as outlined in the CONGU Handicap Manual
 - 2.4.2. Responsible for the generation and coordination of annual fixtures and open competitions
 - 2.4.3. Responsible for the running of all open competitions in conjunction with the various sections within the club
- 2.5. Past Captain: Duties and responsibilities
 - 2.5.1 Serves as a source of continuity and of historical knowledge to the Captain and Committee
 - 2.5.2 Provides advice, guidance and support to the Management Committee
 - 2.5.3 Duration of term 1 year
- 2.6. Club Administrator: Duties and responsibilities
 - 2.6.1. To advise on and uphold the constitution of The Club.
 - 2.6.2. To Act as Secretary to the Management Committee.
 - 2.6.3. To implement those decisions made at Management Committee meetings that are within the Secretary's remit.

- 2.6.4. To keep such books, documents and records as the Management Committee may require
- 2.6.5. To give all notices required by the Club's Rules/Regulations.
- 2.6.6. To provide advice, guidance and support to the Management Committee
- 2.6.7. To be an authorised signatory for the club in conjunction with the Captain, Vice-Captain or the Finance Convenor.

2.7. Resignation of Committee Members

- 2.7.1. In the event of the resignation of the Captain before the completion of his/her term of office, the Vice Captain becomes Captain and continues to hold that office until the AGM following the date of resignation of the Captain.
- 2.7.2. In the event of the resignation of the Vice Captain, the Captain shall appoint a replacement for the remainder of the year subject only to the agreement of the Committee
- 2.7.3. In the event of the resignation of both the Captain and the Captain Elect, the Committee shall appoint a new Captain and Vice Captain to hold office until the AGM following the resignation.
- 2.7.4. In the event of the resignation of a Committee member whose post is normally subject to election at a General Meeting, more than four (4) months prior to the next AGM, nomination forms shall be made available to the membership by display on the main notice Committee. All nominations received will be subject to a vote by the members of the Committee. The nominee receiving the most votes will be requested to join the committee for the remainder of The Club year.
- 2.7.5. Any Committee member who is absent without notification or apology from three (3) consecutive meetings shall be deemed to have resigned.
- 2.7.6. Any member wishing to resign membership of The Club shall notify his/her intention to do so to the Club Secretary on or before the effective date of resignation.

AGM RESOLUTION NO.2

If Resolution No 1 is accepted, then resolution No 2 will be withdrawn.

Otherwise the following resolution by the Board that the Subscriptions for 2020 and future years until amended by Members at a General Meeting, shall be as follows:

			2019	2020
			£	£
Ordinary Members			540	555
Seniors*	7 Day		490	505
	5 Day		465	480
Junior	Under 12		0	0
	12-15 years		36	37
	16-17 years		66	68
Intermediate	18-21 years	Level 1	210	216
	22-24 years	Level 2	280	288
	25-27 years	Level 3	360	370
	28-29 years	Level 4	440	452
Country Members		Clause 2.1.17	475	488
Country Members		Clause 2.1.18	420	432
Family Membership			1005	1020
Social			36	37
Entry Fee	Individual		200	200
	Couple		350	350
	Intermediate		100	100
Locker			30	30

The above subscription rates include affiliation fees and personal insurance.

*To qualify for these rates members must be over 65 and a member for at least 15 years.

All members paying 2020 fees by direct debit will be charged a £10 annual administration fee and there will be a £5 charge for each returned direct debit. This does not apply to members paying their subscriptions in advance.

Visitor Fees

		2019	2020
		£	£
Members Guests			
Summer	Monday – Thursday	12	12
	Friday – Sunday	15	15
Winter	Monday – Thursday	12	12
	Friday – Sunday	15	15

ELECTION OF OFFICE BEARERS

Subject to Resolution 1 being accepted

The Following nominations for the following Management Committee posts have been received:

Position: Match & Handicap Secretary - **Roger Falconer** Standing for re-election

Position: Vice-Captain – **George Allan**

Proposed by: David Jamieson

Seconded by: Alan Balfour

Position: Finance Convenor – **Alan Balfour** Standing for re-election

Position: Committee Members without portfolio –

Don Anderson

Proposed by: Robert Gibson

Seconded by: Rodger Falconer

Trish Masterton

Proposed by: Scott Gillespie

Seconded by: David Jamieson

Ian Stevenson

Proposed by: Rodger Falconer

Seconded by: Scott Gillespie

Subject to Resolution 1 being rejected

No nominations for the following management positions were received:

Position: Junior Convenor

Position: Social Convenor

Position: Advertising & Sponsorship Convenor

In accordance with Article 7.4. of the Club's Constitution and Rules, nominations to fill these vacant posts will be sought at the AGM.

The Following nominations for the following Management Committee posts have been received:

Position: Vice-Captain – **George Allan**

Proposed by: David Jamieson

Seconded by: Roger Falconer

Position: Match & Handicap Secretary - **Roger Falconer** Standing for re-election

Position: Finance Convenor – **Alan Balfour** Standing for re-election

Position: Greens Convenor – **Ian Stevenson**

Proposed by: Scott Gillespie

Seconded by: Robert Gibson