São Brás Golf Society

Articles of Association

1. The Association

The São Brás Golf Society (hereafter referred to as the Society) is a non-registered, non-profit, friendly association in Portugal comprising individual members who join together regularly throughout the year on days and times agreed by the members to pursue the pastime of playing golf and to meet occasionally for social events.

2. Members

The Society is open to all provided that they join in a spirit of open and fair play, light-hearted humour and respect for the Society, its members and those with whom we interact in pursuit of our pastime.

3. Management Committee

The Society is managed by a committee comprising the Chairperson, Captain, Treasurer, Secretary and Vice-Captain.

The responsibilities of the committee and the supporting roles of Handicap Secretary and Website Manager are set out below.

Chairperson

• The Chairperson's role is to oversee the Committee and to essentially only become involved when the Committee cannot agree on the way forward.

• To chair all Committee and AGM meetings.

Captain

• To make the draw for all competitions.

• To prepare the pin markers for each competition.

• To oversee and reorganise as necessary the playing groups on competition days.

• To decide the prize-winning holes in monthly competitions.

• To decide the format of play on Captain's Day.

• To present the prizes to members following competitions.

• To address the membership on the season's proceedings at the AGM & End of Season social.

Treasurer

• To prepare and submit to the Committee and to the AGM, balance sheets with regard to available funds on an annual basis.

• To report to the Committee on active membership numbers and to be responsible for the collection of annual subscriptions.

• To collect competition fees on the day and to liaise with the home course regarding monies due.

• To collect, record and distribute charity donations as required.

• To purchase and to make available prizes and medals for distribution following competitions.

• To arrange for the engraving of annual winners' trophies and the purchase of the same.

Secretary

• To hold and retain an address list of active members and to communicate with them by email on all matters of Society concern, and to report back to the Committee as required.

• To collect and make available a list of available players for each competition including whether they require buggies and lunch arrangements. To advise the home course a week before of the number of buggies and tee times required. To advise the Captain of the list of players in order for the draw to be made.

• To respond to members' queries and to advise the committee on any grievance matter that cannot be easily resolved.

• To collect a list of attendees for social functions.

• In spring, to submit to the home course a proposed list of competition dates for the next season. To publish agreed dates on the website.

• To draw up Agendas for Committee Meetings and AGM and prepare AGM reports for distribution to members and publishing on the website.

• To update the Society Rules as advised by the Committee and to prepare amendments as required.

• To organise the annual knockout competition and to advise dates, cut-off dates and other arrangements.

Vice-Captain

• To mark the players' handicap cards and make them available for each competition.

• To determine the format of play for Vice-Captain's Day.

• To assist and understudy the Captain as required.

Handicap Secretary

• To be responsible for the accurate recording of players' scores following competitions.

• To advise the Captain of the winners following a competition.

• To prepare and complete the full competition results sheet for publishing on the website in a timely manner following each competition.

• To adjust and prepare an updated player handicap sheet following each eligible competition and submit it for publishing on the website based on the adopted rules.

• To maintain and update the Player of the Year table and submit it for publishing on the website.

• To maintain and publish the 3, 4 and 5s table and submit it for publishing on the website.

• To advise the committee on an annual basis whether the adopted handicap adjustments require amendment.

Website Manager

• To update the website with news, results, handicaps, competition tables and photographs as necessary in a timely manner especially following competitions.

4. AGM

An Annual General Meeting takes place toward the end of the playing season with three weeks' notice of the place, date and time of the meeting. All Members may submit items for inclusion on the meeting agenda via the Secretary at least one week prior to the meeting.

Members present at the AGM will have 1 vote on any matter voted upon, and - other than where indicated otherwise in these Articles - decisions will be made by simple majority. Where an item is not listed on the Agenda the Chairperson in consultation with the Committee and at his sole discretion will decide whether to allow the discussion on that specific item to proceed or not.

4.1 Election of Management Committee

The full Committee should consist of 4 elected officers - being Chairperson, Captain, Treasurer and Secretary - plus a Vice-Captain - giving a total of 5 Committee Members. A Committee consisting of only 4 Members will be deemed satisfactory if it can be shown that the responsibilities of the 'missing' officer are being covered. Each office/officer will be voted on at the AGM each year. The Captain shall nominate a Vice-Captain who will be verified at the AGM. Each office will be up for re-election every year.

4.2 Society Playing Season

The SBGS season runs from 1 October until 30 September the following year. Membership applies to the same timeframe - after which members must reapply for the following period.

4.3 Membership Fees

The Membership Fee is payable at the start of each playing season. This is non-refundable. New members may apply for membership at any time of the year but there will be no apportionment for part-year membership. Membership fees shall in some form (other than a minimal float amount) all be returned to Members by way of competition prizes, subsidised events, etc. The Committee shall decide on the best way to implement this.

4.4 Not-for-Profit Organisation

The Society is run as a 'not for profit organisation'. Any excess funds accumulated are donated to charities selected by the Committee. Details of all donations made during the current year are detailed on the website and in the Treasurer's Annual Report as presented at the AGM.

4.5 Home Course

Our home course for the following season will be recommended by the Committee each year - considering those factors that it believes at the time to be relevant - and approved at the AGM.

4.6 Website

The Society has its own website which is overseen by the Secretary. It holds details about events, results, membership, handicaps, and governance matters and can be found at: www.saobrasgolf. com

4.7 Events Diary

The Events Diary on the website contains up-to-date details on all planned golfing and social events throughout the year.

4.8 Planned Golf Events and Prizes

• Monthly Stableford - normally the 1st Friday of each month. Prizes for 1st, 2nd, 3rd, Nearest the Pin in 1/2/3, Longest Drive.

• Captains' Days - Past Captains'/Jeff Sweet Day in May, Captain's Day in June, Vice-Captain's Day in July and the Christmas Challenge in December. Depending on the format of each event, prizes for 1st, 2nd, 3rd or the Winning team, Nearest the Pin in 1/2/3, Longest Drive.

• 3-Club and a Putter - in August. Prizes for 1st, 2nd, 3rd.

• 2-Day Challenge - in September. Prizes for 1st, 2nd, 3rd, Nearest the Pin in 1/2/3, Longest Drive on both Day 1 and Day 2.

4.9 Annual Awards

Shields and/or prizes will be awarded at the Annual Awards Dinner - which will take place the weekend after the 2-Day Challenge - to current full members in good standing for the following:

• Player of the Year - Winner & runner-up.

• 3-Club and a Putter Challenge - Winner & runner-up.

• Matchplay Knockout Competition - Winner & runner-up.

• 2-Day Challenge - Winner & runner-up.

• Most Improved Player of the Year - Winner & runner-up.

• Holes in One - Members making them during the Year.

4.10 Annual Matchplay Competition

The Committee organises the Competition - which is only open to Members - each year. The latest rules can be found on the Annual Matchplay tab.

4.11 Members' Handicaps

The Society now uses the Squabbit app for managing all of the Society's competitions. As such, members' handicaps are automatically adjusted after each of their recorded playing rounds, including friendly games played outside of the society. Those members who have a formally registered handicap, e.g. through the USAG, UK or FGP may apply that manually through their Squabbit profile.

4.12 Green and Buggy Fees

We are unable to guarantee a year-round fee at Quinta da Ria, but we expect it to remain between €50-€75. Buggy fees are around €41 and €55 per buggy for Members and Visitors respectively.

For any games organised elsewhere - i.e., not at Quinta da Ria, the Chairman will advise on the green fees before bookings are finalised.

The Chairman will organise buggies for those that request them for any event. Every effort will be made to ensure that the sharing of buggies is maximised. Charges received from the Club will be passed on at cost. When there is an odd number of buggy users at a particular event, a Committee Member - usually the Treasurer - may decide and authorise that the Society absorbs the additional cost.

4.13 Visitors Welcome at Society Events

Visitors are welcome at our Society golf events. However, they will not be eligible to win any Society prizes. If there is more than one guest at an event, a small prize may be provided. Guests will pay €10 to the Society each time they play. Subject to having paid the agreed standard fee, Visitors will be eligible to participate in the 2s competition. Visitors and Partners are encouraged to attend social events. This will be highlighted by the Committee for all appropriate events. Members are reminded that they should take responsibility for ensuring that their Visitors' handicaps are correct/reasonable and that their behaviour is always appropriate.

4.14 Acceptable and Appropriate Behaviour

All Members are expected to act in an acceptable and appropriate manner when attending Society events - both on and off the golf course or at other venues. Any member who takes any actions, that in any way, detrimentally affects the well-being or reputation of the Society and its Members, in any shape or form, may be expelled from the Society at the discretion of the Committee.

4.15 Committee Responsible for Disciplinary Action

Members should primarily accept responsibility for their own discipline. However, the Committee is empowered to take disciplinary action - including expulsion from the Society - against any Member that transgresses the Constitution or Rules of the Society or brings it into disrepute in any way. Expulsion requires a majority vote of the Committee and the Committee's decision on disciplinary matters is final. Wherever possible, the Committee shall ensure that records are kept of any disciplinary actions and sanctions. No expelled member shall be entitled to any refund of their membership fee.

4.16 Rules of Golf

The Society follows the R&A Standard Rules of Golf , unless otherwise notified. Certain Society-specific adaptations have been made to keep games flowing and reduce round times. To make it easier for Members, these rules and adaptations are set out on the Playing Rules page - and form part of the Society's Articles of Association.

4.17 Honorary Lifetime Membership (HLM)

HLMs are recommended by the Committee and voted on at the AGM from time to time. HLMs have been awarded to Archie Macnish, Mel Sadd, Dave King, Leslie Macnish, Jeff Sweet and Ron Martin.

4.18 Raising Matters of Concern

Members are encouraged to raise their concerns - either informally or formally. Any Member who has a matter of concern should in the first instance contact the Secretary who will ensure it is recorded and investigated. Should the matter not be resolved within 4 weeks to the satisfaction of the Member, it will then be raised to full Committee level whereupon the Chairperson will endeavour to resolve the issue at a Committee Meeting. Finally, following these steps, any Member will have the right to ask that the matter be raised at the AGM should a satisfactory resolution not have already been found.

4.19 SBGS Scoring and Adjudication Rules

MARKING OF CARDS Custom-printed cards are now used for monthly Stableford competitions. Columns are provided for Player and Marker, showing their Stableford strokes per hole, gross score and points scored as per Stableford Scoring. Markers should enter the players' scores and their own scores in the applicable columns. Markers should cross-check their scores with the player's own marked score and also against the scores in the Squabbit app.

COUNTBACK For tied Stableford point scores the following calculation will be used to determine the winner - unless specifically stated prior to a competition starting, all countbacks will be calculated based upon the scorecard regardless of which tee the competition started on (i.e. the back 9 or last 9 holes is always holes 10-18). Total points on last 9 holes, if still tied - then the last 6 and then the last 3 followed by a hole-by-hole countback from 18. Any tie at the end of this will move to the front nine using the same method as the back nine. This rule is to be used in all Stableford competitions - including the 2-Day Challenge.

PLAYER OF THE YEAR All Members' best 6 qualifying Stableford scores will be considered. In the event of a tie, the winner will be the player who scored the most points in the last of their 6 qualifying scores. Should there still be no clear winner, then the 2nd last score etc. will be considered until the winner is confirmed.

2-DAY CHALLENGE Should there be a tie after the 2nd day, the winner will be the player who scored more points on the second day - using the COUNTBACK procedure outlined above. The results of the 2-Day Challenge will be taken into account for handicap computations.

2s COMPETITION The 2s Competition is open to all SBGS Members and Visitors on the payment of €3 before the competition, of which €1.50 will go to the 2s Pot and €1.50 to the SBGS Charity Fund. Players who have a 2 on any hole are entitled to 1 share of the 2s Pot for each hole that was recorded. A hole-in-one will be counted as two 2s and have 2 shares of the Pot. The Pot will then be divided by the total shares recorded that day and paid out accordingly. Should no 2s (or less) be recorded during the competition, the Pot will be retained by the Treasurer and will NOT be rolled over to the next competition.