

MEMORANDUM OF UNDERSTANDING

South Western Golf Association
ABN 47571829094
95 Sheepwash Road
Barwon Heads 3227
E: secretary@swga.com.au

Memorandum of Understanding

Between

South Western Golf Association

And

Member Golf Club (the Club)

Purpose

This Memorandum of Understanding (MOU) sets out the terms for understanding between the Association and the Club to clear, concise, actionable, and timely communications between the two parties and therefore, the members of the Club. By both parties signing this agreement, it is intended to ensure that both the Association and the Club understands its Secretarial responsibilities to each other, for the betterment of the overall health of the game and for the opportunities that can be presented to club members.

Glossary

The Association is the parent body and member representative of Golf Victoria and Golf Australia. The Club is a member of the Association. The Golfers are members of the club (they are not directly the members of either the Association, Golf Victoria, or Golf Australia)

Required action under this MOU

The Association & The Club

The purpose of this MOU will be accomplished by undertaking the following activities:

- The Association when corresponding with the golf club (in general) will correspond with the Secretary or in the case where the club employs a manager, with the Manager. (not with standing any individual or personal enquiry *by the golfers of the club*)

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However, other club authorised personnel may receive relevant correspondence when deemed necessary in addition to the Secretary or Manager.

- The Association will not correspond with the *golfers* regarding matters concerning the club, without dual correspondence (copy to/from) with *the club*. *The Association* will clearly mark its correspondence as a “class” of document. These classes will direct the action that is required by the Secretary of *the club*.

- Class “A” correspondence will **“require urgent”** action from the clubs executive committee.
 - Class “A” documents will not be the “normal course of business”; however these documents are sometimes a necessity.
 - Class “A” documents may require a decision from the *club*, prior to their next scheduled executive committee meeting.
- Class “B” correspondence will require **“timely action”** from the clubs executive committee prior to a specified date.
 - Class “B” documents should be conducted as “normal course of business”
 - Class “B” documents will require a decision from *the club*.
- Class “C” correspondence will be for **“information only”** for *the clubs* executive committee.
 - Class “C” documents will not require an action to be directed back at the *Association*, however, may require clarification or further instruction should *the club* wish to do so.
- Class “D” correspondence is required to be forwarded to all of *the golfers* of the *golf club*, through *the club’s* “normal” distribution channel.
 - Class “D” documents will be sent as a link to *the Association* website, rather than as a physical document, thus avoiding large mb storage issues.
 - Class “D” documents *are required* to be sent to *the golfers* in a time frame that will give them every opportunity to enact on the information.

- *The Association* will acknowledge receipt of all incoming correspondence from *the club* within three (3) business days.

- *The club* will ensure that its nominated delegates, or their temporary appointment(s) will attend all scheduled Association Delegates meetings including the Annual General Meeting

Duration

This MOU is at will and may be modified by mutual consent *of the Association and the Club*. This MOU shall become effective upon signature by the President and Secretary from *the Association and the Club* and will remain in effect until modified or terminated by any one of the partners by mutual consent. This MOU shall be reviewed and renewed annually, given the changing nature of Association and club committee volunteers. (Usually after the South Western Golf Association Annual General Meeting)

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Contact Information

SWGA

President: Georgie Sanders

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president@swga.com.au

Secretary: Bernie Perry

0478 489 614

secretary@swga.com.au

Golf Club

Name:

President:

Mob:

E:

Signatures:

Name:

Secretary:

Mob:

E:

Georgie Sanders

Date:

Club President

Date:

Bernie Perry

Date:

Club Secretary

Date:

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