

EAST LOTHIAN JUNIOR GOLF LEAGUE - CONSTITUTION

INTRODUCTION

- 1) The Association shall be called the East Lothian Junior Golf League, hereinafter called “The League.”
- 2) The League is a “Not for Profit” organisation.
- 3) Membership of the League shall be open to -
 - a) All Golf Clubs in East Lothian whose constitution includes a Junior Membership category.
 - b) Other Golf Organisations based in East Lothian, whose constitution includes a Junior Membership category, and whose application to join the League is accepted.

OBJECTIVES

- 4) To foster and maintain a high standard of Junior Golf in East Lothian including the provision of, or provision of funding towards, suitable coaching approved by the Committee. To provide Juniors with frequent and challenging competitive golf opportunities.

OFFICE BEARERS

- 5) A Committee consisting of one delegate from each Member Club shall manage the League.
- 6) A Committee shall elect a Secretary and Treasurer, to which volunteers, an Honorarium may be given. The Offices of Secretary and Treasurer may be combined in one person. There may be joint holders of either of these Office Bearer positions.
- 7) To comply with conditions imposed by our insurers at 13(b) below, at every AGM, the League must seek at least 3 volunteers from within the Committee who can most frequently commit to assisting at League events in the forthcoming season. These volunteers will be co-opted, on an annual basis, to the Office Bearing roles of:- one or two Deputy Secretaries and at least two Assistant Secretaries. **Together with the Secretary, or with the Joint Secretaries, these Officers will jointly manage the League events and will be classified as “Event Managers.”**
- 8) **The Secretary and Treasurer**, whether these roles are held solely or jointly, will retire annually but may offer **themselves** for re-election.

FUNCTIONS OF THE COMMITTEE

- 9) To define the duties of the Secretary and Treasurer,
- 10) To decide on any **Honoraria** to be awarded to those Office Bearers, **whether the posts are held singly or jointly**, and said Office Bearers will not take part in any decisions on any Honorarium to be offered to them,
- 11) To decide all **unresolved** questions in matches and competitions organised or administered by the League,
- 12) To frame and publish the rules and conditions for all competitions and events organised or administered by the League,
- 13) To ensure that the Secretary/**Secretaries has/have:-**
 - a) Registered the League with Scottish Golf as an “Affiliated Organisation” and paid the required subscription,
 - b) Taken out an adequate Public Liability Insurance for a Sports Group,
 - c) The necessary authority from Scottish Golf as an “Affiliated Tournament Organiser.”
 - d) Scoring and handicapping software in place for the League’s events, approved by Scottish Golf and has paid the required subscription,
 - e) ~~The required SafeGolf credentials and documentation to act as the League’s Safeguarding Officer.~~ **Formally appointed an independent Safeguarding Officer,**

- f) Maintained the League's website and has created and published thereon, all relevant information on the League's activities and the League's policies on, and responses to,
- g) Safeguarding concerns,
- h) Codes of Conduct for Juniors, Parents, **Guardians**, Carers, **Convenors**, Coaches, Volunteers, **and Junior Activity Helpers**.
- i) Guidelines for Spectators,
- j) Policies on Anti-Bullying, on Lone Working, and **on Zero Tolerance (if required,)**
- k) The League's GDPR policy.

14) To organise, administer and/or support: -

- a) The East Lothian Junior Golf League "**Match Days**" and **the** associated Orders of Merit,
- b) To incorporate other competitions and matches when appropriate, such as events held in conjunction with the East Lothian Girls Golfing Association,
- c) The East Lothian Junior Team Strokeplay,
- d) The East Lothian Junior County Cup,
- e) The Annual East Lothian Junior League Championships - for both Genders and all age Groups, which may form part of a 54 hole Masters event attracting WAGR points,
- f) "Golf Sixes" events, and any local "Fun" and "Flag" events to emphasise League support for the youngest Players,
- g) The annual Scottish Junior Team Championships,
- h) Coaching provided through the East Lothian Council's Active Golf programs and Golf Performance Athletes in Schools (PAIS,)
- i) Any visits made in the UK or abroad by Teams representing East Lothian Juniors, including the Teams competing in "The Watson Cup" Match vs South Carolina Juniors and in "The Winternationals" at Pinehurst, North Carolina.
- j) Any visits to East Lothian made by invited visiting Teams including the Spanish Under 16 Team, and the South Carolina Team competing in "The Watson Cup."

CONDITIONS OF LEAGUE MEMBERSHIP

15) **These conditions are that:-**

- a) **All Member Clubs must have at least one formally elected or appointed Junior Convenor, and as defined by Scottish Golf, they will "Organise and coordinate all Junior activities at a Club."**
- b) **Such Convenors must have been cleared through their own Golf Club's PVG procedures.**
- c) **Prior to attending and/or undertaking any functions at League events, all Convenors must complete and complete and sign the League's GDPR form, and the appropriate form from the range of new **Code of Conduct** forms, and submit these to the League Secretary before the season commences.**
- d) **Convenors must comply with these Codes and with any other policy documents issued by the League.**
- e) **All Clubs joining or rejoining the League for the upcoming season will receive a subscription payment request which must be paid before the 31st January in that year.**
- f) **All Member Clubs are obliged, if requested by the League Secretary, to host one 18 hole "Match Day" each year unless, in order to limit the No. of League "Match Days" in any season, they are asked to carry over that obligation to the following year.**
- g) **In each season, one Member Club, by fair rotation, will be requested to host the League's Annual Individual and Team Championships which incorporates a 36-hole Championships for older Players. Hosting this event may relieve that Club from hosting a regular "Match Day" in the same season, if there are sufficient other venues.**
- h) **Hosting any League event will be on a courtesy basis at each Member Club.**

- i) Occasionally, an East Lothian Club which is not a Member of the League, and which may or may not have a Junior Section, may be requested to host a League event.
- j) Member Clubs may be requested to occasionally host the Watson Cup Matches or the Scottish Junior Team Championships.

OBLIGATIONS OF JUNIOR CONVENORS AND HELPERS AT LEAGUE EVENTS

- 16) These obligations are:-
- a) The Junior Convenor(s) of the Host Club, will be the overall Manager(s) of any League “Match Day” being held at their Club and they must be present throughout the duration of the event.
 - b) Junior Convenors of visiting Clubs whose Junior Members are participating in any “Match Day,” must be present at some time during the timespan of each event. If they are not able to be present, they must nominate a substitute from their Club to represent them.
 - c) If the attendance at any League event by any Convenor or nominated substitute is not possible, the Convenor must notify the League Secretary or the Host Convenor by email, phone call or text, no later than 1 hour before the event commences.
 - d) The defined “Office Bearers,” if in attendance, must assist the Host Convenor in their duties if requested.
 - e) Anyone from the Host Club or visiting from other Clubs, including Parents of Players, may volunteer to help, or occasionally be asked if they might help, with the running of any League event. They will be classed as “ Junior Activity Helpers” and will not be required to have PVG clearance or to sign any Code of Conduct but they must read the “Spectator Guidelines.”
 - f) Their Role is designated as “Event Assistants” and they will be asked to provide practical, administrative support at Junior Golf Activities by, for example, assisting in these areas:- organisation and logistics, equipment set up, registration of Players, duties as the Official Starter or their Assistant, processing the scoring, and updating leaderboards, Refereeing (if qualified) and monitoring Pace of Play on the Course, whilst utilising the League’s handheld radio sets.

MOTION OF CENSURE

17. The Annual General Meeting or an Extraordinary General Meeting of the East Lothian Junior Golf League may, by ordinary resolution, pass a motion of censure in respect of the conduct of any Officer or Committee Member of the League.
- a) A motion of censure shall constitute a formal expression of the meeting’s disapproval of such conduct and shall not of itself remove the individual from office, suspend them from duties, or impose any disciplinary sanction.
 - b) Any Officer or Committee Member who is the subject of a proposed motion of censure shall be given not less than fourteen (14) days’ written notice of the motion and shall be entitled to address the meeting before the motion is put to the vote.
 - c) Where the conduct giving rise to a motion of censure may fall within the scope of safeguarding, child protection, PVG, or disciplinary matters, the passing of a motion of censure shall not replace, override, or prejudice any formal procedure required under this Constitution or under the policies of the League, Scottish Golf, or Sport Scotland.”

GENERAL MEETINGS

- 18) A General Meeting of the League shall be held annually in the Months of November, December, or January, in such place as the Committee may determine, or by electronic means such as “Zoom” to: -
- a) Approve the minutes of the previous year’s AGM.

- b) Receive a report from the Secretary.
- c) Receive a report from the Treasurer and approve the Annual Accounts.
- d) Appoint someone responsible for certifying the League's future accounts.
- e) Fix the subscription for the ensuing year.
- f) Consider changes to the Constitution.
- g) Deal with any other business.

At any AGM, SGM or EGM:-

- h) The quorum at Meetings shall be four.
- d) Each Member Club will be entitled to one vote.
- e) Simple majority at General **and at other** Meetings shall resolve decisions put to a vote.
- f) At all Meetings, in the case of equality of votes, the Chairperson shall have the casting vote as well as a deliberative vote.

FINANCE AND ACCOUNTS

19) The end of the Financial Year shall be on or around November 30th.

20) The Treasurer(s) shall be responsible for:-

- a) The preparation of Annual Accounts of the League.
- b) Will apply any "ring-fenced" funds and donations as required, e.g. coaching, trophies, overseas tours etc. and operate separate bank accounts where appropriate e.g. for the Winternationals and Watson Cup.
- c) Will keep a register of trophies and assets of the League **and maintain insurance for such items.**
- d) Will liaise with the appropriate person **approved as our auditor** by the Committee at the AGM, **who** shall be asked certify the League's Accounts.
- e) Ensuring that there is always another sole signatory for the League's Bank Accounts.

CESSATION OF THE LEAGUE

21) If the League is wound up or in any other way permanently ceases to function or is terminated:-

- a) the organisation's net assets must be put towards a similar charitable or not-for-profit purpose to that of the League.
- b) Such net assets of the League should not be distributed to, or otherwise used for, the benefit of members or individuals beyond that which can reasonably be considered charitable.
- c) **The responsibility for action in this area will rest with the Committee in post at the date of any cessation, and will be carried out by one or both of the authorised signatories to the League's bank accounts.**

Last updated 8th January 2026 at 09:00 by Dave Warren.