



**P:** 03 688 0025  
**M:** 021 876 081  
**E:** [vince@timaruclubs.co.nz](mailto:vince@timaruclubs.co.nz)  
**A:** 99 Douglas Street, Timaru

# TT&CC Section Guidelines and Operating Requirements

## Introduction

The Timaru Town & Country Club (TT&CC) values the important contribution made by its sections in supporting the Club and providing social, sporting, and recreational opportunities for members.

These Guidelines are to be read in conjunction with the TT&CC Constitution, Club Policies, Bylaws, and any applicable New Zealand legislation. Where any conflict exists, the TT&CC Constitution shall prevail.

While sections are encouraged to operate independently where appropriate, they remain part of the TT&CC and are required to operate within the framework established by the Club.

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## 1. General

All sections must operate under the TT&CC name. For example:

- TT&CC Highfield Golf Section
- TT&CC Pétanque Section
- TT&CC Snooker Section

Section funds are administered by the section within controls established by the Club and managed through the TT&CC financial system.

All section activities and operations remain subject to oversight by the General Manager and Executive Committee. Both are available to assist sections to ensure their continued success.

The TT&CC President may appoint an Executive Committee member to act as a liaison between the Club and the section.

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## 2. Financial Management

All financial transactions must be processed through the TT&CC.





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Sections are not permitted to maintain:

- External bank accounts
- Cash reserves held outside Club records
- Investments
- Any financial arrangements outside the TT&CC financial system

Each section will have an individual equity account within the Club's accounting system. This account will record all section income and expenditure. Financial information relating to a section is available upon request through the General Manager. Section account balances will be reviewed and confirmed every six months.

## Payments

Payments to suppliers or reimbursement of member expenses must be approved by at least two of the following:

- President
- Secretary
- Treasurer

All payments will be processed through TT&CC.

## Income

All section income must be deposited into the TT&CC bank account or processed through approved Club systems.

Deposits must clearly identify:

- The section concerned
- The purpose of the payment

No section member is authorised to enter into contracts, leases, hire agreements, or any other financial commitment on behalf of TT&CC without prior approval from the General Manager and/or Executive Committee. No payments will be made where insufficient funds exist within the section's equity account. Failure to comply with these requirements places both the section and the Club at risk and may result in the section being reviewed or dissolved by the Executive Committee. If in doubt, seek guidance from the General Manager or your Executive Committee representative.





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### 3. GST and Taxation

TT&CC is registered for GST and Income Tax. Individual sections are not separate GST-registered entities. TT&CC is responsible for all financial transactions associated with section activities, including GST obligations. All section income, including subscriptions and fundraising revenue, will be processed through the Club's accounting system and treated in accordance with applicable tax legislation.

GST applicable to section activities will be accounted for by TT&CC, and section equity balances will reflect the net position after GST adjustments.

Failure to properly account for section transactions may expose the Club to Inland Revenue audits, reassessments, penalties, interest charges, and additional compliance costs.

Sections may be subject to audit as part of the Club's annual audit requirements under the Incorporated Societies Act.

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### 4. Behaviour and Conduct

All section members are representatives of TT&CC.

Members are expected to conduct themselves in a manner that reflects positively on the Club at all times, particularly when attending:

- Other clubs
- Competitions
- Businesses
- Events
- Community activities

Members must comply with both TT&CC rules and the rules of any host organisation.

Any written complaint regarding the conduct of a section member acting as a representative of TT&CC may be investigated.

Where necessary, disciplinary action will be determined by the Executive Committee in accordance with Club procedures.





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## 5. Section Rules

All section members must be current financial members of TT&CC.

Sections may establish their own rules and procedures to effectively manage their activities and meet their specific sporting, recreational, or special-interest needs. However, no section rule may conflict with:

- TT&CC Constitution
- TT&CC Bylaws
- TT&CC Policies
- Health and Safety legislation
- Liquor licensing legislation
- Gaming legislation
- Any other applicable New Zealand law

Where a conflict exists, Club rules and legislation will prevail.

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## 6. Office Holders

Each section must have the following office holders:

- President
- Secretary
- Treasurer

The Secretary and Treasurer roles may be combined if desired.

All office holders must be current financial members of TT&CC.

Sections may establish a committee if they wish, however this is not mandatory.

All office holders and committee members must be elected by section members.

Any change of office holder must be advised to the General Manager as soon as practicable.

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## 7. Fundraising

Sections are encouraged to undertake fundraising activities to support their operations and activities.

TT&CC will provide access to Club raffles and fundraising opportunities where available. Allocation will be coordinated by the Raffle Convenor in accordance with Club policy.

Sections may also apply for grants or external funding, however the General Manager or President must be advised before any application is submitted.

All fundraising activities remain subject to TT&CC policies and these Guidelines.

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## 8. Assets and Property

All assets purchased through TT&CC funds, or using funds held within TT&CC accounts, remain the property of TT&CC.

Such assets will be recorded, insured, and maintained in the name of the Club.

The Executive Committee may recover maintenance, repair, replacement, or operating costs from a section where the asset is primarily for that section's use.

Assets acquired independently and outside the TT&CC financial system remain the responsibility of the section. TT&CC accepts no responsibility for the insurance, maintenance, repair, replacement, or loss of such assets.

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## 9. Establishing a New Section

Any group wishing to establish a new section must submit an application to the Executive Committee through the General Manager.

The application should outline:

- Purpose of the section
- Objectives
- Planned activities
- Expected benefits to TT&CC members

Approval of new sections rests solely with the Executive Committee.

There is no requirement for a vote of the general membership.





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## 10. Club Vehicle Hire

Club vehicles may be available for use by sections on a first-booked basis.

TT&CC has no obligation to provide vehicles.

Charges will be based on a kilometre rate determined by the Club and reviewed from time to time.

Current rates are available from the General Manager or Club Office.

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## 11. Winding Up a Section

Should a section decide to cease operating, the decision must be recorded in the section minutes and advised to the General Manager and President. The section must ensure all outstanding liabilities and obligations are settled before closure.

No section may sell, transfer, dispose of, or gift any asset without the approval of the General Manager and Executive Committee.

Upon dissolution:

- All remaining funds remain the property of TT&CC.
- All Club-owned assets remain the property of TT&CC.
- The Executive Committee will determine the future use or allocation of any remaining assets or funds.

The Executive Committee may also revoke the status of a section where there is:

- Prolonged inactivity
  - Failure to comply with Club rules or policies
  - Financial non-compliance
  - Conduct detrimental to the interests of TT&CC
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## Finally

The Executive Committee and General Manager sincerely thank all section members and volunteers for the valuable contribution they make to the Timaru Town & Country Club.

These Guidelines are intended to provide clarity, consistency, and support for all sections while helping ensure the ongoing success of both the sections and the Club.

The Executive Committee and General Manager remain committed to working alongside sections in a spirit of cooperation and support.

**Adopted by Executive Committee:** 8<sup>th</sup> June 2026

**Review Date:** 8<sup>th</sup> June 2028

