# Terms of Reference:

#### **Golf Committee Consists of:**

#### **Golf director**

Captains (Ladies, Men, Seniors) Vice Captains Professional Club Manager Junior Organiser

The above Committee in this form is to operate within the below parameters:

- Assist in developing a fixture list and calendar of events that will promote fair and equitable play
- Initiating new events
- Decide on event formats
- Provide recommendations, changes or alterations to any club policy relating to golf
- Administer the handicap system
- Discipline handicap abusers through the Clubs Complaints Procedure
- Deal with chronic slow play abusers
- Assist with event scoring when needed
- Assist in preparing short and long range strategies focusing on enhanced membership satisfaction and participation in club activities that are within the Golf Committee's jurisdiction
- Communicate member's wants, needs, complaints, to the Management board
- Ensure all Working Committees are adhering to the Working Committee Terms of Reference

# 1.0 **Organise the Fixture List for the coming year**

- 1.1 The Vice Captains work with the Club Manager in preparing the annual fixture list by:
  - Scheduling of events for the coming year
  - Review the number and type of competitions
  - Determine starting times, priorities and access to the course
  - All External Posters / Statements shall have a hard copy submitted to Management for approval and signing off before publishing to members or outside bodies

# 2.0 Meetings

- 2.1 The Golf Director acts as Chair for this committee and decides how frequently the Committee shall meet
- 2.2 In the absence of the Golf Director a Captain or Vice Captain will temporarily cover role as designated deputy
- 2.3 Ensure close liaison with the Management Board on all matters relating to the general good of the Club.
  - Golf Director to take matters from this committee to Management Board.
- 2.4 Check all items on the fixture list for the coming months and make arrangements to ensure the competition runs smoothly and all social events are covered
- 2.5 Update Cups & Trophy Results Manual at each meeting with results of played matches
- 2.6 Any variance from the Manual should be recorded for updating in November. Any variance that would interfere with the smooth running of a competition may be acted on immediately by taking to Management Board.

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# **3.0** Day to Day running of competitions.

- 3.1 The Captains to organise and arrange competitions within their allotted competition tee times. Organise working committee's to run competitions for their respective sections' and co-ordinate with the Club Manager as and when necessary.
- 3.2 Support all the teams representing the Club and to encourage their participation in league, county and inter-club competitions and fixtures.
- 3.3 Support the promotion and smooth running of all Club competitions, major open events, and Captain's golf events.
  - The Golf Committee in relation with Working Committee's to be responsible for organising and arranging where necessary suitable Marshall's, Ball Spotters, Score Card Collectors and all other personnel as and when necessary.
  - To include the setting up of Prize Tables in good time, including labelling etc., and to ensure the prize fund is kept in line with the Financial Policy of Honiton Golf Club Ltd.
- 3.4 Support the Junior Organiser, if required, in the promotion and running of junior golf competitions
- 3.5 Ensure all activities and expenditure are kept in line and within the parameters as set out in the Clubs' Articles of Association.
- 3.6 To assist in the preparation of the Trophy Table on Prize Presentation Evening.

#### 4.0 Analyze competition results

- 4.1 Analyze the competition results, player's satisfaction, and variance year on year on the number taking part in the competitions.
- 4.2 Put forward recommendations for competition improvement to Management Board.

## 5.0 Communication with members

- 5.1 Receive from Members comments and suggestions which relate to this Committee and to consider each on its merit
- 5.2 Ensure regular communication to Members of appropriate and relevant information relating to HGC golf activities including publication of minutes, once approved, by this committee, excluding items too sensitive for general distribution

## 6.0 Setting and adjusting of Players' handicaps

6.1 Review handicaps in line with CONGU Handicapping System.

#### 7.0 Compliance with Club Governance

- 7.1 It is the committees responsibility for ensuring that decisions are made in line with the Policies and Procedures set out in the Club Governance Manual.
- 7.2 No posters / statements shall be published externally unless approved by Management.
- 7.3 A review of the club governance takes place each November by Management. The Golf Committee can put forward recommendation for changes to be considered at this time.

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7.4 A recommendation can be put forward to the Management Board at any time if it is considered that a change to a Club Governance document is necessary to ensure the professional running of a competition, social event or running of the club.

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