



## DUTIES OF CLUB OFFICIALS: GREENS CHAIRMAN

*(revised June 2011)*

You are responsible directly to the Captain for all aspects of the maintenance and development of the Course and Clubhouse surrounds, including the gardens and car parks. This broad responsibility covers many and varied matters and it is important you ensure that the considerable workload is shared by all members of your Committee. The main headings of responsibilities that fall to your Committee (which may be delegated at your discretion) are as follows:

### Course Maintenance

This comprises, among other things, the maintenance of:

- ✎ Tees
- ✎ Fairways
- ✎ Greens
- ✎ Bunkers
- ✎ 'The Rough'
- ✎ Trees
- ✎ Hedges and Fences
- ✎ Ponds
- ✎ Paths
- ✎ The Practise Ground and Practise Putting Green (including provision of facilities for practicing driving, long iron play, chipping to a green, playing out of a bunker to a green, and putting).
- ✎ Practise net
- ✎ Seats, tables, etc., on the Course and around the Clubhouse
- ✎ G.U.R. notices
- ✎ Markers for 'Out of Bounds', 'Water Hazards' and boundaries
- ✎ Tee markers and distance markers, etc.
- ✎ Strategic location and placing of direction notices
- ✎ Bells
- ✎ Placing and emptying waste bins
- ✎ The clearance of litter, cans, etc., from the Course and its boundaries.

### Equipment and Machinery

The provision of necessary machinery for Course Maintenance and its subsequent care and maintenance. Planning for its replacement in due course.

## Buildings

The care of buildings used by the Greens staff. The provision of proper facilities, with particular reference to the Health and Safety at Work Act (with which you should make yourself familiar) and to the tidiness of the surrounds, provision of drip trays as necessary, disposal of waste, etc.

## Car Parks

Ensure the terrace and car parks are swept and kept free of litter etc, and the maintenance of the surfaces and markings of car parks, drives and paths.

## Course Development

Call on Professional advice as necessary to prepare, and keep up-to-date, a plan for the development of the Course to ensure that any changes made conform to the long term scheme.

## Staff

The recruitment of Greens staff to the establishment agreed by the General Committee and to prepare, in consultation with the Secretary/Manager, detailed and comprehensive contracts of employment. The supervision of the Greens staff, in particular to ensure that they are set and meet clearly defined tasks. At times when the workload permits, or the weather dictates, the opportunity should be taken, by prior planning, to undertake such tasks as the clearance of dead vegetation, litter, etc., from hedges, bushes, etc., the repair of fences, stakes for young trees, paths, etc., cleaning out gutters, routine maintenance of drains, or, if outdoor work is impossible or of a lower priority, the painting of Locker Rooms, Boiler House, seats, machinery, etc.

## Insurance

With the Chairman of Finance ensure that all necessary insurance cover for staff, machinery, equipment and public liability is in force.

## Budget

A budget of forecast expenditure in the following year, beginning 1st January, should be prepared and submitted to the Chairman of Finance in August each year. Expenditure in the current year is to be kept within the budget approved by the General Committee. Any expenditure additional to this which you deem necessary must receive the prior agreement of the General Committee. Exceptionally, if the urgency is agreed by the Captain and Chairman of Finance, to justify immediate expenditure of available funds, you may proceed and report the matter for retrospective approval at the next meeting of the General Committee.

## Drains and Sewage

Responsibility for drains outside the Clubhouse is shared between yourself and the House Chairman and you should act jointly to ensure their proper maintenance. The House Committee is responsible for the functional aspects of the drains and Greens for the reinstatement, maintenance, etc., of the land which covers them, both on the Course and in the Car Park areas.

## Sprinkler System

You are responsible for the maintenance and operation of the sprinkler system. You should hold and keep up-to-date a plan of all underground pipework within the bounds of the Club (viz.

Sprinkler, Sewage, Land Drains and Water Supplies). The cost of any necessary maintenance contracts should be included in your budget figures.

## Expenditure

You should keep track of all expenditure on items required for the maintenance of the Course, such as fertilisers, fuel, soil, sand, etc., and authorise payment of invoices placed in your tray after confirming their accuracy and receipt for the items concerned.

## Staff Salaries

You should review the Greens Staff salaries each year and make recommendations to the Finance Chairman, and subsequently to the General Committee on the levels to apply for the following financial year. When these are agreed, you should advise the staff personally and note any reactions of enthusiasm or dissatisfaction.

## In Conclusion

You should advise and consult the Captain on all matters, keeping the Secretary/Manager informed on all matters of policy and items that may arise which he may need to action in his capacity as Manager or Company Secretary.

You may have a notice board in the Clubhouse and this should be used, supplementary to the Captain's regular newsletters, to bring matters of importance on the Course to the notice of the Membership.