



TERMS OF REFERENCE: GREEN COMMITTEE

(revised June 2011)

For some reason or other this is the Sub-Committee that many Club members wish to become a member of, most of us can relate to the club member elected to this committee on the Saturday evening, and finding him holding court in the bar the following Sunday as an expert on all matters to do with greenkeeping. The fact that the Head Greenkeeper at the Club has many years of experience and has been trained through the appropriate organisations is meaningless, even the poor Secretary/Manager despite many years in the job and having worked with expert greenkeepers does not matter to the newly elected member who knows exactly what is wrong and the remedy for it.

This is perhaps a somewhat cynical view of the Green Committee but if it disappeared tomorrow and the Head Greenkeeper along with the Secretary/Manager were left to get on with it, working to a plan agreed with the Management Committee, would the golf course suffer? Most clubs however have a Green Committee so in suggesting the Terms of Reference we will attempt to give it a role that will help the club rather than hinder it. Set up right a Green Committee can provide a valuable help to the club and an input to deal with the views and wishes of members.

COMMITTEE CONTENT

The size and character of the Committee is very important, get this wrong and the club could lurch from crisis to crisis. The Head Greenkeeper/Course Manager is an essential member of this committee, not from the voting point but to provide the committee with the expertise without which the committee would be like a rudderless ship. The Secretary/Manager must also be a member to provide the overall management of the club point of view. It should then have say three elected members of the club of which one of them would be elected chairman. Although the chairman might have to be elected annually it would be important to try to have some sort of continuity by having the same person for a few years. It is also the pattern at many clubs to have the Captain and Vice Captain as members of this committee. At some clubs the Professional is also invited to attend but this really depends on the calibre of the club Pro and at busy clubs, whether they have time to get involved. Always try and get different golfers on this committee rather than all low or high handicappers. There is a lot to be said for Ladies' Committees at clubs which have representatives on their committee from the different handicap divisions.

MEETINGS

The number of meetings should not be too numerous providing the members of this committee know their brief. Four meetings a year should be ample and in the event of a major problem then this would constitute calling a special meeting to discuss that particular matter. One meeting would probably decide the proposed budget, another would look at any Autumn/Winter

programme and the other two would be assessing the current state of the course and work in hand.

Course Policy Document

In conjunction with the Head Greenkeeper and Secretary/Manager to agree on the course policy to be followed on a day-to-day basis. The Committee will set out in the **Course Policy Document** their ideals for what they would wish the course to obtain, but leave the Head Greenkeeper and Secretary/Manager who will decide on a day-to-day basis its implementation. Although many clubs have a course policy document it is not the end of the world if you do not but it is important that both the Secretary/Manager and Head Greenkeeper keep good records of work previously done and other important items.

Budgets

In conjunction with the Secretary/Manager and Head Greenkeeper draw up annual budgets for approval from the Finance and Management Committees. This committee is responsible for monitoring the budget and reporting on any deficiencies that arise.

Machinery Replacement Plan

To see that the five year roll on plan for replacement and new machinery is updated annually.

H & S / COSSH

In conjunction with the Secretary/Manager and Head Greenkeeper see that all matters to do with Health and Safety and COSSH which involve the course are kept up-to-date and all staff are aware of the implications.

MAIN FUNCTIONS

Staffing

To see that the Club employs sufficient staff to carry out the policies of this committee and to bring the matter to the notice of the Management should changes be necessary.

The committee should carry out an annual assessment of all staff and their findings passed onto the Head Greenkeeper who with the Secretary/Manager will inform each member of their results of this review.

An annual review of all salaries and wages should be carried out and recommendations passed onto the Finance Committee.

Agronomy

This committee to obtain regularly the service of a qualified Agronomist who will report on the state and condition of the course to the committee. Normally this will be an annual visit but extra visits may be required because of unusual course conditions.

Members

To explain regularly to the membership details and reasons for work being done on the course and when necessary hold meetings with the membership to give greater explanations. All

members of this committee are expected to acquaint themselves with sufficient facts so they can explain to members.

The Head Greenkeeper will be encouraged to write reports on the work done on the course and other details to give to the membership.

Closure of Course/Trolley, Cart Ban

The Committee to set out the guidelines and decision to do this is to be taken by the Head Greenkeeper and the Secretary/Manager who will inform the Chairman of any decisions taken and the reasons.

Members of the committee are expected to familiarise themselves with any decisions taken so that they can inform the membership of the reasons why.

Minutes

These to be circulated to all members of this committee and the Management Committee.

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