



PLAN & POLICY

Reviewed June 2011

Main Objectives

- ☛ Provide a golf course which gives maximum enjoyment to all.
- ☛ As top priority, the outright purchase of the land over which the club operates and the development of the same thereafter.
- ☛ Maintain a Clubhouse and ancillary equipment to provide maximum service to members.
- ☛ Protect the Course, its environs, the flora and fauna.
- ☛ Provide a safe, pleasant working environment and a sense of belonging for all employees and contractors staff working on the Course or in the Clubhouse, and to foster a co-operative relationship between such staff and members.
- ☛ At all times to actively promote the reputation of the Golf Club to both members and visitors as a friendly Club where all interested in the good name, fellowship and high standards of golf are welcome.
- ☛ Maintain standards of dress, etiquette and good manners, both on and off the Course and to promote such behaviour in the Clubhouse that any guest, visitor or member shall at all times feel fully at ease.
- ☛ Convey to members and visitors where applicable, all rules, matters of importance, guidance, education or general interest via notices, newsletters, circulars, memos or other suitable means of communication.

Roles & Responsibilities

- ☛ The Club is administered by a General Committee as defined in the Club Rules, which should be exhibited at all times, and this Committee delegates duties to a Greens, House, Competitions and Junior Sub-Committee, each of which shall appoint a Sub-committee Chairman, and who will prepare an annual Budget to be submitted to the General Committee via the Treasurer.
- ☛ Where applicable, there shall be a maximum of four Trustees, who shall be appointed and whose duties are detailed in the Club Rules, and a Club Chairman who will be responsible for the conduct of all meetings.
- ☛ There shall be an Honorary Secretary/Manager who will control the day to day operation of the Club and who will report progress at Committee Meetings after liaison and co-operation with all sub-committees.

- ✎ The Honorary Treasurer will deal with all the financial affairs of the Club, and will report the state of the finances at every Committee meeting, and liaise with the appointed Club Auditors at year-end for a summary of accounts for presentation to the Annual General Meeting.
- ✎ All members shall be encouraged to use the means provided to bring to the attention of the General Committee, or the appropriate Sub-Committee, any matter of complaint, suggestion, recommendation or commendation. The Committee will guarantee to consider any such item brought to its attention, in writing, and after deciding upon same, reply to the member.

Greens Sub-Committee

- ✎ To provide, by a programme of continuous maintenance and improvement, a first class golf course.
- ✎ Decide on manning levels, recommend rates of pay for staff, formulate and control a budget, and seek sufficient funds to carry out an agreed programme to reach their objectives.
- ✎ Issue clear work schedules to minimise disruption to members play, and ensure that staff are fully aware of duties to be carried out. They will, as far as possible avoid planning work on the course which will interfere with scheduled competitions etc, and will ensure that all machinery under their control is kept in good, safe condition and ready for immediate use.
- ✎ It should be made clear to Greens staff, their importance in the overall policy and strategy of the Club and that only the Greens Chairman, authorised members of his/her Sub-Committee and the Hon Secretary/Manager are authorised to give them directions. All others must be politely ignored or referred to an authorised person.
- ✎ All trade magazines, circulars, advertising material and government and local authority safety and health information shall be closely studied to obtain compliance improvements or suggestions to the advantage of the Club.
- ✎ The Greens Chairman will liaise with contractors to obtain the maximum co-operation, understanding, and satisfactory completion of their contract. The annual work contract shall be negotiated by the Greens Chairman, in liaison with the Treasurer and Secretary and approved by the General Committee.
- ✎ Clear instructions shall be issued to all concerned on routine maintenance of all aspects of the course, and any additional fixtures shall be reported to the Contractor to enable preparation to be carried out, and tee markers, flagsticks etc. placed in appropriate positions.
- ✎ Irrigation to greens shall be controlled as an emergency measure when conditions dictate, using the equipment specially purchased for this purpose, and any other emergency action taken as necessary.
- ✎ Staff training, greenkeeping courses, and any other improvement courses shall be offered to Greens staff or Greens Sub-Committee personnel where considered appropriate and within budgetary limitations.

- ✿ A full report on the state of the Course and its environs to be made to every General Committee meeting. Meetings of the Sub-Committee to be called whenever necessary and advice sought regarding any item or purchase which is outside budgetary limitations.
- ✿ Regular liaison with the House Sub-Committee on projects of mutual assistance, particularly when inclement weather prevents outside duties being undertaken.
- ✿ The objective of the Greens Sub-Committee is, so far as is compatible with not endangering the state of the Course, to keep the Course available for play for a maximum period throughout the year and to make provision for authorised persons to close and re-open the Course to avoid unnecessary periods of closure.

House Sub-Committee

- ✿ It shall always be borne in mind that, although they are an important part of the overall picture, the Bar and Clubhouse are services to members and not their main reason for joining a golf club.
- ✿ To provide a safe, secure, pleasant, comfortable, welcoming and efficiently run Clubhouse and also be involved with the organisation or co-ordination of all social events.
- ✿ Keep abreast of changing regulations for food supply and/or preparation, hygiene, licensing, and Health & Safety regulations, and take required action to comply with such regulations.
- ✿ Stock will be maintained within approved budgetary limitations and the Bar operated to provide a service to members and a satisfactory margin of profit.
- ✿ Bar and Domestic staff to be supervised, rates of pay agreed, Job Descriptions issued and levels of manning decided. Standards to be set for the satisfactory completion of duties.
- ✿ Regular inspection to be made of fire prevention and electric equipment to comply with regulations. Kitchen and toilet inspections to be regularly carried out and periodic checks on the condition of furniture, fittings, etc. The pool table to be regularly emptied as a security measure and any items found needing replacement to be purchased within budget.
- ✿ Trade magazines, circulars, advertising material or any other source of new ideas, improvements etc to be studied with a view to improving ser
- ✿ Money from bar sales to be regularly paid to Treasurer or Secretary/Manager to facilitate early banking, cash flow and as a security measure.
- ✿ Bar and ancillary equipment stock to be taken regularly and monitored against previously known or comparable figures. An inventory to be compiled of stock and fittings, including furniture etc.
- ✿ As top priority to constantly monitor the safety and security of the Clubhouse and to seek suggestions for improvements at all times.
- ✿ Report to the General Committee meetings the state of the Clubhouse etc., and to seek authorisation for any expenditure which would fall outside of the agreed annual House Sub-Committee budget.

- ☛ Liaise with Greens Chairman on any project on which assistance from the Greens staff could be advantageous.

Juniors Sub-Committee

- ☛ To implement the policy that Juniors are a vital section of the Club and every effort will be made to encourage and support Junior members.
- ☛ Juniors will be advised that, subject to their own attitude and behaviour, they will be well treated and respected by the senior Club colleagues.
- ☛ It must be impressed upon that all Juniors should have full knowledge of all restrictions relating to their membership and they must not embarrass Committee members by asking for sanction of any action which would break rules relating to Junior membership.
- ☛ Juniors are to be encouraged to obtain a handicap as soon as possible after election to the Club and to enter as many Club and Junior Open competitions as possible. They should be reminded that entry fees to Club Competitions and team competitions at other Clubs where they are representing the Golf Club are paid, but that individual entries to outside competitions are the responsibility of the Junior concerned. Juniors to be reminded that the gaining of a handicap and participation in the Junior section activities are necessary and are taken into consideration when transferring to the Senior section at 18.
- ☛ Juniors should be encouraged to seek advice from members of the Sub-committee or from any other Committee member, rather than risk taking any action which might bring them into conflict with senior members.
- ☛ "Senior" Juniors, ie those who have been members for some time should be encouraged to take new Juniors under their wing, to help and assist them to participate in all activities and to foster the policy of friendship and etiquette.
- ☛ Junior meetings and meetings of the Sub-Committee should be arranged at regular intervals, to include free discussion of all participants.
- ☛ Juniors to be actively encouraged to take advantage of any local, County or National coaching scheme to the mutual advantage of the Junior and the Golf Club.
- ☛ The Chairman shall report to the General Committee on all aspects of the operation of the Junior section at every committee meeting, and to seek approval for any expenditure which is outside the agreed Junior Sub-Committee budget.

Competitions Sub-Committee

- ☛ To ensure that competitions and handicaps are operated within the spirit and laws of the R&A, EG, LGU, CONGU, and the DUGC.
- ☛ Their objective shall be that every Club member shall qualify for an official handicap.
- ☛ In the case of Gentlemen members, the operation of the CONGU Handicapping Scheme, particularly that section referring to reduction for general play based on known current performance, shall be seen by all to be reasonable and in equity.
- ☛ Notices to be displayed and updated of all handicaps and adjustments.

- ❧ Competitions to be arranged for the convenience, and so far as is possible, the equal opportunity of all members.
- ❧ All competition receipts, entry fees etc. shall be paid to the Treasurer or Secretary/Manager as soon as possible to facilitate early banking, cash flow and as a security measure.
- ❧ Rules of Club annual knock-out competitions, Opens etc. shall be displayed and qualifying dates fixed to ensure all competitors are aware of same. Rules must be adhered to and it shall be the policy that no exceptions are made, or excuses for non-compliance accepted, in fairness to all competitors.
- ❧ Results, reports and news on Club activities so far as they affect competitions should be encouraged and distributed to as many potential publicity sources as is practical.
- ❧ Prizes, awards etc to be purchased within the restraints of their budget and the receipts from competitions.
- ❧ No additional cups, trophies, shields or events should be accepted or donated in the name or names of individuals, past members of late members, unless with prior approval of the General Committee.
- ❧ One of its most important priorities is ruling on queries on Rules, procedure etc. Honest advice shall be given, or clarification obtained from the appropriate source, and transmitted to the member or members concerned at the earliest opportunity.
- ❧ Initial action on all matters relating to competitions, eg non-arrival to play etc, to be at the discretion of the Competitions Sub-Committee. Cases to be decided upon and then advised to the General Committee prior to any disciplinary action.
- ❧ The Chairman will call regular meetings of his/her Committee, and will report to every General Committee meeting on all matters relating to competitions or handicaps.

GCMA 1998

[This document is prepared for guidance and is accurate at the date of publication only. We will not accept any liability (in negligence or otherwise) arising from any member or third party acting, or refraining from acting, on the information contained in this document.]