



## LEGAL AND COMPLIANCE ROLES AND RESPONSIBILITIES FOR A GOLF CLUB BOARD / COMMITTEE

Golf Club Boards and Committees are encouraged to have members of a diverse nature, to offer healthy and productive viewpoints, with the ultimate goal of being beneficial for the club. As described in the introduction of the Governance for Golf Clubs document, it is helpful to identify key positions and ensure these are recruited for in a positive way, for succession and continuity.

All appointed individual roles should have a role description and responsibilities document to be referenced against. Assistance with this can be found on page 52 of the Governance Guide for golf clubs document. [Click here to access now.](#)



It is effectively a job description for each board member and can accompany job descriptions for employed roles such as the General Manager, Head Greenkeeper and Professional in a strategic plan appendix.

In addition to the roles highlighted in the governance for golf clubs document, from a legal perspective, the following roles also need to be appointed from either the employee management team or the Board / Committee:

### Health and Safety Officer / Responsible Person



It is required by law that you appoint someone to carry out this role. Some advice on what is required can be found from the Health and Safety Executive (HSE)

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In addition to the roles highlighted in the governance for golf clubs document, from a legal perspective, the following roles also need to be appointed from either the employee management team or the Board / Committee:

### GDPR Officer / Information Controller



The ICO require every company to have an information controller in place. They shoulder the highest responsibility for compliance and are the point of contact for issues/breaches to data protection. The responsibilities are listed on the ICO website:

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/controllers-and-processors/controllers-and-processors-a-guide/#4>

Additional information on your requirements and responsibilities as a company can be found here:

<https://ico.org.uk/for-organisations/>

## Personal License Holder

Every premises that sells alcohol is required to have at least one Personal License holder.

This person does not need to be a director and can be a member of staff. It is good practice to have at least two people who hold a personal license in case of issue. Obtaining a personal license is done through a learning course and examination, and these are carried out by a number of companies. It would be suggested to search for these regionally so you can find someone who can help in your geographical area.

Government requirements along with application forms for both personal and premises licences can be found through this link:

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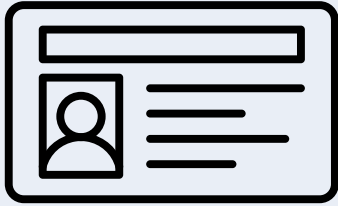
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## SAFEGOLF

See the safeguarding section of the members hub. [Click here to access now.](#)





## FCA Regulations

If your club is registered with the FCA, that carries certain responsibilities and assistance can be gained from this link:

<https://www.fca.org.uk/firms/financial-services-register>

