



1. General Terms

Refer the document / section referencing the Common Elements of Sub-Committees for each of the Clauses in this document.

Board Representatives 2020-2021: Henry Kornacki & Sue Pearson

2. Scope / Accountability / Purpose / Responsibilities / Duties

a. Scope

The Specific Scope is areas relating to Golf Operations:

- i. Golf Competition Structures.
- ii. Competition Prizes.
- iii. Golf Rules.
- iv. Local Golf Rules.
- v. Competition Entry and Scoring.
- vi. Green Fee Players and Visitors Golf.
- vii. Course conditions relating to Competitions.

b. Purpose

The Specific Purpose is to:

- i. Manage and Develop the Golf Operations of the Club.
- ii. Review and Develop golfing opportunities for players.

c. Responsibilities

The specific areas of responsibility are:

- i. Administer the Club's golf program.
- ii. Co-ordinate with the Course Sub-Committee / Staff regarding course conditions and maintenance.
- iii. Liaise with the Women's Sub-Committee on Golf Operation matters.
- iv. Conduct Golf Operations in accordance with the Rules of Golf and the guidelines of Golf Australia.

d. Duties

The specific duties are:

- i. Manage and control play in all competitions and social play (green fee players), in consultation with the Board, Course Sub-Committee and Course Staff.
- ii. Co-ordinate sponsorship for golf events, in conjunction with Finance Sub-Committee.



- iii. Maintain and implement Conditions of Play (rules, trophies, etc) relating to golf events.
- iv. Specify and communicate Local Rules to players.
- v. Liaise with the Course Manager on course set-up for Golf competitions.
- vi. Carry out recommendations of the Course Manager and Course Sub-Committee with regard to play and preservation of the course.
- vii. Manage the entry of scores and handicapping, and allocation of prizes and trophies.
- viii. Manage communication with all Members regarding events and results, in conjunction with Member Engagement Sub-Committee.
- ix. Keep a register of all Club and other event winners / participants (Bowls, Plates, GWG, Golf Australia).
- x. Maintain honour boards, perpetual trophies and course records.
- xi. Work in conjunction with Golf West Gippsland, and Golf Australia as required regarding golf events (including Pennant).
- xii. Select players for competitions where this is required, such as Pennant, Bowls, Plates and other events.
- xiii. Review annually the calendar of golf events and set the syllabus, which shall be ratified by the Board.
- xiv. Make recommendations to the Course Sub-Committee regarding course conditions, maintenance and improvements.
- xv. Evaluate and review matters relating to Course Ratings.
- xvi. Deal in the first instance with queries and issues relating to play and adjudicate on rulings and match disputes. As required, consult with the Board.
- xvii. Develop strategies in consultation with Golf Development Sub-Committee in regards to golf development, particularly for juniors, women & older adults, and from the beginner level to the elite.
- xviii. Review financial reports relating to Golf Operations and identify trends and issues, and make recommendations for improvements.
- xix. Recommend items to the Board for inclusion in the 12-month and 5-year Budgets.

3. Financial Responsibilities

Refer the document / section referencing the Common Elements of Sub-Committees.

4. Sub-Committee Members / Composition

The Board Representative shall be the Club Captain.

A second Board appointment shall be the Women's Captain.

Two other Sub-Committee Members shall make up the Sub-Committee.



Ideally, the composition shall be 2 men and 2 women.

The Sub-Committee may assign specific responsibility for certain events to other small groups (eg Chicken Run event operation) but these events are to be run in line with the Sub-Committee decisions.

5. Meetings

a. Frequency

Meetings shall be held at least once every 3 months.

b. Quorum

The Sub-Committee shall have full powers relative to all competitions and their decision shall be final. In cases where a decision relating to a competition or ruling is required immediately, the quorum shall be all those members who are in attendance.

APPROVED