



# Heaton Moor Golf Club Limited

## GOLF DIRECTOR ROLES AND RESPONSIBILITIES

### General Responsibility

The Golf Director will be accountable to the Board of Directors for maintaining the Course in the best possible condition for Golf throughout the year and will develop, maintain and implement a 3-year Course Improvement Plan.

Ensure a Club competition fixture list is published annually and these are run in accordance with the Rules of Golf. Ensure that the tee booking is available via the BRS system and all handicaps are maintained and applied in accordance with CONGU rules.

The Golf Director will attend and play an active and constructive role in Board meetings and Club General meetings. The Golf Director must be familiar with and comply with the Memorandum and Articles of Association and Bye Laws of the Club at all times.

Identify sub-committee members to fill the roles Golf Sub Committee Secretary and Treasurer and the roles of Junior Organizer and Mixed Golf Organizer;

### Specific Responsibilities

#### Golf Course

Prepare, maintain and implement a 3-year Course Improvement Plan, which would include a machinery replacement schedule and report progress quarterly to the Board (June, September, December & March.);

Produce and maintain a detailed Course Policy Document;

In conjunction with Head Greenkeeper agree annual budget, cost reduction and income generation targets with the Finance Director for approval by the Board;

Monitor expenditure against Budgets and progress against income generation or cost reduction targets and report quarterly to the Board;

Provide written monthly report to the Board covering, current operational issues highlighting any issues for discussion by the Board;

Chair and lead the Golf Sub-Committee;

Oversee the Head Greenkeeper's day to day maintenance and management of the course and that the requirements of the Course Policy Document are complied with;

Ensure staff rota is in place and weekly timesheets are produced, signed off and given to the Club Administrator;

Ensure all staff (or volunteers) are appropriately trained and sufficient staff (or volunteers) are available to maintain and improve the Course and all staff (or volunteer) training is formally recorded;

Ensure and that staff's personal performance is regularly reviewed and documented formally at least annually;

Recruit full time staff with approval from the Board;

Maintain a full inventory of Course maintenance equipment and ensure this is reviewed and updated at least annually;

Ensure Ground Sheds are kept secure at all times that key holders are appointed and they are aware of the Security Alarm Response procedures;

Ensure all the Club policies and procedures in place to ensure compliance with applicable legislation and statutory requirements are implemented and followed by the Greens Staff particularly, Tree Protection Orders, Bore Hole licence, Disposal of Controlled Waste etc.;

Work with the Club Secretary to ensure that all elements of the HMGC Health and Safety Management system are implemented and followed by the Greens Staff. Fully co-operate with the external Health and Safety consultant;

Work with the Finance Director to review all supplier contracts at least every two years to ensure Club is receiving best value for money;

Deal with issues raised by neighbours, members or visitors promptly and professionally;

Build positive relationships with the Membership and encourage constructive feedback;

Generate a positive and supportive working environment for staff and encourage open and honest communication;

Provide report for the Annual General Meeting;

Decide which "course" will be used for the Winter League;

### **Competitions and Handicaps**

Ensure the Club competition fixture list is agreed and published annually and competitions are run in accordance with the fixture list;

Maintain accurate handicap records based on all qualifying scores and undertake the Annual Handicap Review;

Organise Club KO Competitions;

Ensure the BRS booking system is fully operational and all appropriate competition details are entered throughout the year;

Ensure up to date aggregate competition information is provide throughout the year;

In conjunction with the Captains arrange prize presentations throughout the year;

Ensure winners names are engraved on trophies and Honours Boards annually;

Ensure that full and accurate financial records covering the management and organisation of all Club competitions are maintained, audited and reported to the Club Annual General Meeting;

Signatory to the Match and Handicap bank account;

Enter the Club into inter-club competitions and ensure teams are selected to represent the Club in these competitions.