**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 “rolling” Winter Course Improvement Plan and prepare a Capital Investment Programme.

Work closely with the Head Green Keeper ensuring he has the necessary resources and support to achieve his objectives.

Ensure the Club competition fixture list is published annually and all competitions are run in accordance with the Rules of Golf, the WHS Rules of Handicapping and Bye Law 14;

Ensure that tee booking for members and visitors is available via the BRS (or similar) system and all handicaps are maintained and applied in accordance with the WHS Rules of Handicapping;

The Golf Director will attend and play an active and constructive role in Board meetings and Club General meetings.

The Golf Director should be familiar with the Rules of Golf, The WHS Rules of Handicapping, HMGC Ltd Memorandum and Articles of Association, Bye Laws of the Club and the Course Policy Document ensuring they are complied with at all times.

The Golf Director will lead and manage the Golf Sub Committee supporting members and meeting with them on a regular basis to discuss and resolve issues.

**Specific Responsibilities Golf Course**

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

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;

In conjunction with Head Greenkeeper agree annual budget for both course maintenance and improvement and staff salaries with the Finance Director for approval by the Board;

Monitor expenditure against Budgets and ensure budgets are not exceeded without Board agreement;

Prepare, agree and implement a Winter Course Improvement Plan annually;

Produce a rolling schedule of Capital Expenditure needed to ensure timely major machinery replacement;

Produce and maintain a detailed Course Policy Document;

Produce, maintain and review Bye Laws 5, 14, 15, 16, 17, 18, 19,

Provide written monthly report to the Board bi-monthly 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 monthly electronic timesheets are produced, signed off and given to the Club Administrator;

Ensure all staff and volunteers are appropriately trained and this training is formally recorded;

Conduct performance review with Head Green Keeper every 6 months which must be documented and kept in their personnel file.

Ensure that head green Keeper reviews staff’s personal performance is regularly and documented formally at least annually;

Working with Head green Keeper recruit full time staff with approval from the Board;

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

Ensure Ground Sheds are kept secure at all times and staff are aware of the Security Alarm Response procedures;

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

Work with the Head Green Keeper to review all supplier contracts 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;

Provide regular input to Club Newsletter

Provide report for the Annual General Meeting;

**Competitions and Handicaps**

Ensure the Club competition fixture list is agreed and published annually and competitions are run in accordance with the fixture list and competitions are run in accordance with the Rules of Golf, the WHS Rules of Handicapping and Bye Law 14;

Arrange course measurement and regular reviews of Course Ratings as required by England Golf and Cheshire Union.

Maintain accurate handicap records based on all qualifying scores and the WHS Rules of Handicapping. 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 Finance Director:

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

January 2024