**GOLF SUB-COMMITTEE: TERMS OF REFERENCE**

To support the Golf Director in ensuring the Course is in the best possible condition for Golf throughout the year and that a “rolling” Winter Course Improvement Plan is developed and implemented.

To support the Golf Director in ensuring the Club competitions 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;

Support the Golf Director in maintaining accurate handicap records based on all qualifying scores and the WHS Rules of Handicapping;

**Key Responsibilities of the Sub-Committee**

All Sub-Committee members will attend and play an active and constructive role in Sub-Committee meetings;

All Sub-Committee members 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.

Build positive relationships with the Membership and encourage constructive feedback;

**Golf Course**

Help oversee the day to day maintenance and management of the course supporting the Head Green Keeper and his team ensuring that the requirements of the Course Policy Document are complied with;

Support the Golf Director and Head Green Keeper in agreeing, publishing and delivering a “rolling” Winter Course Improvement Plan annually;

Support the Golf Director in producing the annual course maintenance and improvement budget and monitoring expenditure;

Support the Golf Director in producing and maintaining a detailed Course Policy Document;

Support the Golf Director in producing, maintaining and reviewing relevant Bye Laws;

Support the monitoring expenditure against Budgets;

Support the preparation of the Golf Director’s monthly report to the Board;

Support the preparation and maintenance of a full inventory of Course maintenance equipment;

Support the review of all supplier contracts to ensure the Club is receiving best value for money;

Support the Golf Director in resolving issues raised by neighbours, members or visitors promptly and professionally;

**Competition and Handicaps**

Support the production of the Club competition fixture list 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;

Support the Golf Director in maintaining accurate handicap records based on all qualifying scores and the WHS Rules of Handicapping. Undertake the Annual Handicap Review;

Support the Golf Director in ensuring the BRS booking system (or similar) is fully operational and all appropriate competition details are entered throughout the year;

Support the Golf Director in ensuring competition results are published and up to date aggregate competition information is provided;

Support the Golf Director in producing, maintaining and reviewing relevant Bye Laws;

Support the preparation of the Golf Director’s monthly report to the Board;

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

Organise the Club KO competitions;

Support maintenance of accurate financial records covering the management and organisation of all Club competitions;

Support the Golf Director in ensuring the Club is entered into inter-club competitions and help organise teams to represent the Club in these competitions.

January 2024