

Golf Committees ~ Responsibilities

Handicap Sub-Committee

HANDICAP SECRETARY
Person 1 (L)
Person 2 (S)
Person 3 (M)
Person 4 (M)

Set up advisory meeting with Durham County
Reserch EGU advice
Monitor scoring - handicap changes - soft & hard caps through Club's England golf site.
Monitor no returns and non entered scores
Adjust handicaps after review - set up appeal process where needed
Complete end of season review
Meet monthly April through October

*Independent of Golf committee.
Submit written reports to Management*

Media Group

Media Score Reporting
Person 1 (M)
Person 2 (M) cover
Person 3 (L)
Person 4 (S)

Post results on Facebook
Send Results to Teesdale Mercury
Ladies Reports
Senior Reports
Mens Reports
Back up

*Independent of Golf committee.
Communicate with Management thro' Comp Sec.*

Golf Committee

REGULAR COMPETITIONS
Comp Sec
Person 1

Ensure competition formats and handicap limits are posted
Ensure local rules are up to date
Provide management with basic accounts.
Team Matches

SWEEP PAYOUTS
Comp Sec
Person 1

Make sure cover in place for holidays etc. to ensure timely payouts.
Use pro shop?

Presentation Night
Comp Sec
Person 1
Person 1 (L)

Complete trophy winners list
Update winners boards
Engrave trophies a.s.a.p. after season ends.
Clean Trophies
Arrange food.
Sort Prizes for Trophy winners.

FIXTURES
Comp Sec
Ladies Comp Sec
Senior Comp Sec

August
Populate next years fixtures on BRS
September
Clone / Set up next years fixtures on Club V1
October
Finalise Fixtures for Fixture Book
3 meetings
August
September
October

OPENS
Comp Sec
Person 1
Person 2
Person 3
Person 4
Person 5

Set up Opens on Club V1 and BRS August
Sort out rota to monitor score entries until 6pm.
Set up Opens on Golf Empire September
On Day sign in players, enter teams and print cards
2 Weeks prior to Opens arrange for 1st tee starters (Probably 3)
Pay out for Twos as players return cards
Sort out rota for signing entrants in. 2 required through the day from 7am to 2pm
Calculate payouts depending on entries and work out prizes - vouchers
3 Days prior to open print start sheet and enter CDH numbers onto Club V1
Close competition Post on Howdidido and club web site.
Provide pro shop with list of winners.