



Register of Duties of Club Officials and Members of the Committee

Vale Royal Abbey Golf Club

March 2006

1st revision December 2007

Duties of the Committee

The Committee shall control the affairs of the Club subject to the Constitution and Rules through a series of meetings held at regular intervals as circumstances dictate.

Members of the Committee have an obligation to act in the best interests of the Club as a whole at all times. Members of the Committee have an obligation to attend meetings unless there is a special reason which makes attendance impossible on a particular occasion.

Members of the Committee should ensure that they are properly prepared for meetings by reading relevant agendas, minutes and reports previously circulated for consideration. The Club Secretary should ensure that agendas, minutes and reports are made available prior to the meetings to which they relate.

The duty of Members of the Committee is to reach decisions within their authority under the Constitution and Rules. The Committee shall delegate matters to sub-committees as appropriate to allow issues to be fully researched and recommendations made. The Committee shall have the final determination on whether recommendations are accepted, except where the Committee Chair has exercised discretionary powers under the Constitution and Rules. The Committee shall also determine who is responsible for carrying out a decision, except where the Committee Chair has exercised discretionary powers under the Constitution and Rules. Where the responsible party is a sub-committee or Member of the Committee, the Club Secretary will provide support or arrange support from other members of the administration team as appropriate.

The Club Secretary is responsible to the Committee in relation to day-to-day operational matters. He is responsible to the Presidents in relation to all strategic and treasury matters. For effective working, he will liaise closely with the Committee Chair to ensure that the Club operates in accordance with its Constitution and Rules, within the authority granted by the Presidents and in line with the policies agreed by the Committee.

Committee Chair

The Committee Chair shall:

- Act as a goodwill ambassador for the club in its dealings with golfing bodies and unions to which the Club and/or its Members is/are affiliated under the Club's Constitution and Rules
- Chair the meetings of the Committee of the Club
- Chair the AGM of the Club
- Appoint a Disciplinary and Disputes Committee to determine complaints made against members comprising at least two members of the Committee and the Club Secretary
- Together with the Presidents, hear any appeals against decisions made by the Disciplinary and Disputes Committee
- Liaise with the Members of the Committee (as appropriate) to discuss operational matters and policy initiatives for considerations by the Committee and its sub-Committees
- Liaise with the Club Secretary and sub-committee chairs to effect proper implementation of policies and resolutions approved by the Committee
- Liaise with Members of the Committee and the Club Secretary to advance good governance and best practice in the business management of the Club.
- Act as principal liason with the Presidents concerning the business of the Committee and its sub committees and exercise the Presidents veto in relation to decisions made or proposed by the Committee and its sub committees.

Club Captain

The Club Captain shall:

- Act as a goodwill ambassador for the club in its dealings with golfing bodies and unions to which the Club and/or its Members is/are affiliated under the Club's Constitution and Rules
- Actively work to improve and maintain the image of the Club
- Act as a goodwill ambassador in connection with prestigious visitors, and invited guests of the Club
- Chair the meetings of the Committee and the AGM in the event of the absence of the Committee Chair
- Be an advocate of good relations between the Members within the Club
- Remain neutral in disputes within the membership so that fairness in dispute resolution is not prejudiced
- Represent the Club at functions and events whenever possible, especially those held at the Club
- Captain the appropriate Club matches in competitions and friendly matches
- Uphold and enforce the Rules of the Club
- Support the activities of all sections of the Club
- Support the various Officers of the Club and sub-committees in carrying out the day to day activities of the Club
- Facilitate the development of new members and help to assimilate them into the golfing and social structure of the Club
- Act in a responsible and disciplined professional manner in keeping with the prestigious nature of the role.

Lady Captain

The Lady Captain shall:

- Act as a goodwill ambassador for the club in its dealings with golfing bodies and unions to which the Club and/or its members is/are affiliated under the Club's Constitution and Rules
- Actively work to improve and maintain the image of the Club
- Act as a goodwill ambassador in connection with prestigious visitors, and invited guests of the Club
- Chair the meetings of the Committee and AGM in the event of the absence of the Committee Chair, and the Club Captain
- Be an advocate of good relations between the Members within the Club
- Remain neutral in disputes within the membership so that fairness in dispute resolution is not prejudiced
- Act as primary point of contact between the Committee and the Ladies' section
- Represent the Club at functions and events whenever possible, especially those held at the Club
- Captain the appropriate Club matches in competitions and friendly matches
- Uphold and enforce the Rules of the Club
- Support the activities of all sections of the Club
- Support the various Officers of the Club and sub-committees in carrying out the day to day activities of the Club
- Facilitate the development of new members and help to assimilate them into the golfing and social structure of the Club
- Manage and co-ordinate all the Ladies golf and social events held at the Club including those by outside bodies affiliated with the Club
- Chair meetings to arbitrate disputes and disciplinary issues within the Ladies' section
- Represent the Club Captain when he/she is unavailable
- Liaise with the Cheshire County to facilitate the development of junior girl members
- Act in a responsible and disciplined professional manner in keeping with the prestigious nature of the role.

House Committee Chair

The House Committee Chair shall:

- Be an advocate of good relations between members within the Club
- Remain neutral in disputes within the membership so that fairness in dispute resolution is not prejudiced
- Establish and Chair the House sub-committee
- Ensure regular meetings take place for the House sub-committee
- Ensure that minutes are taken for every House sub-committee meeting and are sent promptly to the Committee Chair and Club Secretary
- Attend meetings of the Committee and other committees or working groups as requested
- Construct, manage and monitor the House element of the budget
- Work with the Club Secretary and other members of House staff to ensure club members are catered for to the best of the clubs ability within the constraints of the budget
- Review and maintain the House menus and pricing within the budget guidelines
- Carry out other roles on the Committee, as may be required from time to time.

Greens Committee Chair

The Greens Committee Chair shall:

- Be an advocate of good relations between Members within the Club
- Remain neutral in disputes within the membership so that fairness in dispute resolution is not prejudiced
- Establish and chair the Greens sub-committee
- Ensure regular meetings take place for the Greens sub-committee
- Ensure that minutes are taken for every Greens sub-committee meeting and are sent promptly to the Committee Chair and Club Secretary
- Attend meetings of the Committee and other committees or working groups as requested
- Construct, manage and monitor the Greens element of the Budget
- Communicate with Members of the Club and Greens staff regarding course matters
- Work with the Course Manager and Club Secretary:
 - to ensure that the standards contained in the Course Management Policy Document are achieved and maintained
 - in personnel matters relating to Greens staff
 - in matters relating to health & safety and training for Greens staff
 - in the maintenance of equipment and buildings
- Maintain the Course Management Policy Document
- Coordinate with the Handicap and Competitions Chairs course set-up and compliance with R & A Rules and CONGU Regulations
- Carry out other roles on the Committee, as may be required from time to time.

Gentlemen's Handicap and Competitions Chair

The Gentlemen's Handicap and Competitions Chair shall:

- Be an advocate of good relations between members within the club
- Remain neutral in disputes within the membership so that fairness in dispute resolution is not prejudiced
- Establish and Chair the Gentlemen's Handicap and Competitions Sub-Committee
- Ensure regular meetings take place for the Gentlemen's Handicap and Competitions sub-committee
- Ensure that minutes are taken for every Gentlemen's Handicap and Competitions sub-committee meeting and are sent promptly to the Committee Chair and Club Secretary
- Chair the General Competitions sub- committee (made up of the Ladies HC&C Chair, Seniors Chair, Mixed Organiser, and Junior Organiser) which should meet quarterly. Minutes should be taken for every meeting and copies sent promptly to the Committee Chair and Club Secretary
- The main responsibilities of that sub committee are as follows:
 - Delegate the management of their appropriate competitions to the Ladies, the Seniors, the Mixed and the Juniors
 - Set and Enforce Local Rules in conjunction with the Greens sub committee
 - Co-ordinate with the Chair of Greens the course set-up and the compliance with R&A Rules, and CONGU regulations
 - Ensure all sections are complying with the CONGU Handicap regulations
 - Co-ordinate with the Chair of the Social sub-committee for combined golf and Social functions
 - Co-ordinate with the Club Secretary for updating the Trophy engraving and the Honours boards
 - Produce the Annual Fixture diary
 - Be overall responsible for all Opens
 - Be overall responsible for any External Competitions e.g. County events
- Manage the Gentlemen's competitions
- Monitor and Maintain the Gentlemen's Competition Rules and Conditions
- Enforce the Players Rights as laid down in the Constitution
- Be the first point of contact for the settling of disputes regarding disqualification of Gentlemen players who contravene Competition Rules or the Rules of Golf, and treat all members fairly and consistently in accordance with natural justice. Refer all appeals to the Committee Chair and Club Secretary
- Manage the Competitions Annual Budget.
- Maintain records of all competition winners
- Be responsible for maintaining the Gentlemen's Handicaps in accordance with the CONGU regulations
- Be responsible for the setting of the Stroke Indices for the White and the Yellow courses
- Be responsible for the administration involved for the setting of the Standard Scratch for the White and the Yellow courses, as directed by the County Standard Scratch Assessor
- Attend any Associated Bodies meetings as appropriate.

Ladies' Handicap and Competitions Chair

The Ladies' Handicap and Competitions Chair shall:

- Be an advocate of good relations between members within the club
- Remain neutral in disputes within the membership so that fairness in dispute resolution is not prejudiced
- Establish and Chair the Ladies Handicap and Competitions sub-committee
- Ensure regular meetings take place for the Ladies Handicap and Competitions sub-committee
- Ensure that minutes are taken for every Ladies Handicap and Competitions sub-committee meeting and are sent promptly to the Committee Chair and Club Secretary
- Attend the General Competition sub-committee quarterly meetings (made up of the Ladies HC&C Chair, Seniors Chair, Mixed Organiser, and Junior Organiser)
- Manage the Ladies competitions
- Monitor and Maintain the Ladies Competition Rules and Conditions and liaise with the Gentlemen's Handicap and Competitions sub-committee to ensure compatibility
- Be the first point of contact for the settling of disputes regarding disqualification of Lady players who contravene Competition Rules or the Rules of Golf, and treat all members fairly and consistently in accordance with natural justice. Refer all appeals to the Committee Chair and Club Secretary
- Manage the Ladies Competitions Annual Budget
- Liaise with the Chair of Greens the Ladies competition course set-up and the compliance with R&A Rules, and CONGU regulations
- Maintain records of all competition winners
- Be responsible for maintaining the Ladies Handicaps in accordance with the CONGU regulations
- Be responsible for the setting of the Stroke Indices for the Red course
- Be responsible for the administration involved in the setting of the Standard Scratch for the Red course, as directed by the County Standard Scratch Assessor
- Attend any Associated Bodies meetings
- Be responsible for the development of the Junior Girls, in conjunction with the Cheshire County Ladies Golf Association Training Program.

Seniors' Committee Chair

The Seniors' Committee Chair shall:

- Be an advocate of good relations between Members within the Club
- Remain neutral in disputes within the membership so that fairness in dispute resolution is not compromised
- Establish and chair the Seniors sub-committee
- Ensure regular meetings take place for the Seniors sub-committee
- Ensure that minutes are taken for every Seniors sub-committee meeting and are sent promptly to the Committee Chair and Club Secretary
- Lead and guide the seniors section through the policies and practices which are intended to bring social and economic benefits to both the members of the section and the Club as a whole
- Act as the prime point of contact between the Committee and the seniors section
- Attend the General Competition sub-committee quarterly meetings (made up of the Ladies HC&C Chair, Seniors Chair, Mixed Organiser, and Junior Organiser)
- When required, represent the seniors section on other bodies
- Arrange the dates and facilities required for all seniors competitions, seasonal events and social events and liaise with the appropriate Members of the Committee to ensure compatibility with all other Club events
- Carry out other roles on the Committee, as may be required from time to time.

Social Committee Chair

The Social Committee Chair shall:

- Be an advocate of good relations between Members within the Club
- Remain neutral in disputes within the membership so that fairness in dispute resolution is not compromised
- Establish and chair the Social sub-committee
- Ensure that regular meetings take place for the Social sub-committee
- Ensure that minutes are taken for every Social sub-committee meeting and are sent promptly to the Committee Chair and Club Secretary
- Encourage the best possible use of the Club's facilities for the benefit of the Club
- Plan, organise and promote a balanced calendar of social functions for the benefit of all Members
- Monitor attendance numbers and the administration of social functions in conjunction with the Club's office ensuring bar and kitchen staff are kept informed at all times
- Co-ordinate with the Seniors Committee Chair combined Club and Seniors section social functions
- Co-ordinate with the Gentlemen's Handicap and Competitions Chair in relation to combined golf and social functions
- Co-ordinate with the Ladies' Handicap and Competitions Chair in relation to combined golf and social functions
- Carry out other roles on the Committee, as may be required from time to time.

Marketing and Member's Recruitment Chair

The Marketing and Member's Recruitment Chair shall:

- Be an advocate of good relations between Members within the Club
- Remain neutral in disputes within the membership so that the fairness in dispute resolution is not compromised
- Establish and chair the Marketing and Members Recruitment sub-committee
- Ensure regular meetings take place for the Marketing and Members Recruitment sub-committee
- Ensure that minutes are taken for every Marketing and Members Recruitment sub-committee and are sent promptly to the Committee Chair and Club Secretary
- Formulate and revise the marketing and recruitment strategy and plans for the Club for approval by the Committee
- Organise marketing and recruitment events within the approved plan
- Monitor and report the results of marketing and recruitment events to the Committee
- Interview and implementing delegated powers for admitting new members to the Club
- Refer rejected applications under delegated powers to the Committee for final determination
- Carry out other roles on the Committee, as may be required from time to time.



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