

TEMPLATE TERMS OF REFERENCE OF SUB-COMMITTEES

COMPETITIONS AND HANDICAPS SUB-COMMITTEE

1. The Main Committee has established a sub group to support them in their responsibilities for scrutinising performance and effectiveness of the club. The Competitions and Handicaps Sub-Committee will take specific responsibility for providing direction and scrutiny to the following areas:

- Delivery of the club strategy in respect of competitions and handicaps
- Ensuring equality of access to each section of the club to enjoyable, well-run competitions
- Efficiently executing a fair and consistent handicapping system
- Advising the Main Committee on matters pertaining to competitions and handicapping

2. MEMBERSHIP

Members of the Competitions and Handicaps sub-Committee will be appointed by the Main Committee based on their roles within the club and their capacity to contribute to the effective running of the Sub-Committee. The Sub-Committee shall consist of no more than 10 and no fewer than 6 people.

The Sub-Committee Chair will be (appointed by the club Chair? / appointed by the Sub-Committee once formed?)

Sub-Committee members will normally serve a minimum of a one/two/three year term and up to a maximum of six years.

Members

Chair of the Sub-Committee

Competitions Secretary

Handicap Secretary

PGA professional

Ladies Competition Secretary

Ladies Handicap Secretary

4 Competition Assistants or other members of the committee – does every club have competition assistants as formal roles? Could these simply be S-C members who contribute to the whole decision-making process and may have an operational function on the day of

competition? Not all members have to have designated roles in order to serve on the committee – could potentially widen access to club members who may have something to offer this S-C even if they're not competition assistants.

3. TERMS OF REFERENCE

In support of the club's strategy, the Competitions and Handicaps Sub-Committee will oversee implementation of (insert strategic goal for competitions) which contributes to the club's mission (insert mission statement).

The Competitions and Handicaps Sub-Committee operational responsibilities are to:

(a) Arrange competitions that are enjoyable, efficiently run and reflect the needs of its members. This is to include the opening and closing of club competitions.

(b) Prepare and maintain an annual schedule of competitions within its remit for adoption by the Main Committee. Any subsequent changes to the schedule to be dealt with by the Sub-Committee and recommended to the Main Committee.

(c) To apply the powers and obligations as defined in Rule 33 of the Rules of Golf.

(d) To maintain handicaps in accordance with the CONGU Unified Handicapping System, record all competition winners, purchase all prizes and ensure these are awarded at the Presentation Evenings. To ensure continued synchronisation with the Central Database of Handicaps

(e) To decide upon prizes for all competitions and make all arrangements for the Presentation Evenings held during the year.

(g) to ensure competitions are widely published and positively promoted

(h) To appoint referees for all competition finals within its remit.

(i) To review, where necessary, the Competition Rules and Local Rules and make recommendations to the main Committee where appropriate.

(j) To ensure that all tees (both 9 and 18 holes) have official Standard Scratch Score certificates which are displayed within the Golf Club.

4. Limits of Authority

The Competitions and Handicaps Sub-Committee will be allocated financial resources through the annual budgeting process. The funds are to be applied solely for the purposes set out in the Terms of Reference.

The Competitions and Handicap Sub-Committee has delegated authority to approve spend up to £xxx (insert agreed limit). Amounts exceeding this sum must be approved by the Main Committee.

5. Meeting Schedules

The Competitions and Handicaps Sub-Committee will meet once every (insert weeks or months as scheduled). Members are expected to attend a minimum of (75% of total) in order to be able to contribute effectively to the Sub-Committee.

Information will be provided at least (3/5/7) days in advance of each Sub-Committee meeting to enable members to prepare effectively.

6. Reporting

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated for actions. A brief written summary will be provided to the Main Committee to ensure transparency and oversight. Matters that require Main Committee decisions will be raised as items on the Main Committee agenda.