



DUTIES OF CLUB OFFICIALS:

COMPETITION/HANDICAP CHAIRMAN

This document is a guideline for the Club Secretary/Manager and care should be taken in adopting all or part of it because it will depend on the Club Constitution.

(revised June 2011)

Although at many clubs the administration of club competitions will be carried out from the secretary/manager's office it is usual in most clubs to have a member elected to supervise the competitions and handicaps for the men's section. The Ladies generally appoint their own officers for their competitions. The club will normally have a sub committee which looks after the competitions and handicaps. In many cases this committee will act purely as an advisory committee deciding on the annual fixture list and annual review of handicaps. The duties of the chairman will include all or some of the following:

- ⌘ He shall call committee meetings as and when required and will take the chair at these meetings.
- ⌘ He shall convene his committee to settle disputes in both rules and handicapping regulations.
- ⌘ He shall act on behalf of the committee in administering the rules of competitions and see that they conform to the rules of golf.
- ⌘ The selection of teams for club matches will usually be carried by either the Club Captain or Team Captain but in some instances it may be the responsibility of the Chairman.
- ⌘ He will liaise with the Club Secretary/Manager on the annual fixture list and necessary procedures for organising competitions.
- ⌘ He will delegate to his committee duties on major club and open meetings such as starting, recording and course control.
- ⌘ He will report to the main committee regularly on the work done by his committee.
- ⌘ He will advise the secretary/manager on arrangements required for the upkeep of the course for competitions which the secretary/manager will arrange with the Head Greenkeeper.

- ⌘ He will see that the men's handicap rules are correctly carried by the club and call meetings of his committee to review handicaps as required.
- ⌘ He will bring to the notice of his committee the need to review both yardage on the course and the stroke index.
- ⌘ He will liaise with the Club Secretary/Manager /Green Chairman in the operation of local/winter rules as climatic conditions entail.
- ⌘ He will liaise with the Club Secretary/Manager in the organisation of the Annual Prizegiving along with the Club Captain.

At many clubs persons taking up this post will find the job fairly demanding and the need to be regularly at the club. Therefore no member should agree to take this post unless they have the time to put in at the club.