



## DUTIES OF A GOLF SECRETARY/DIRECTOR

Ray Burniston looks at the roles of officials.

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At some busy clubs, that have large numbers of visitors, it has become necessary to appoint a person to be responsible for the golf for both members and visitors. This releases the Secretary/Manager of the Club from having to cover this operation but at the same time it should come under his/her control just as the golf course and clubhouse.

The duties of this person would be along the following lines, but will vary from club to club.

1. Be responsible for all club competitions following the policies set out by the committee/board.
2. Liaise with the different sections of the club for competitions and matches ie ladies, veterans, juniors and men's sections.
3. The Ladies and Veterans usually arrange their own matches within the policy set down by the club but the men's section matches are usually arranged by this person.
4. The club's main fixture list must be controlled by this person and all entries to it must be approved.
5. Arrange starting sheets and times as decided by the committee/board.
6. This person may well be required to be present on all club competition days and see that results and prizes are presented as prescribed.
7. Arrange for bookings of visitors and golfing societies as decided by the club.
8. Provide help and staffing for club competitions such as starters, ball spotters and course officials.
9. Plan carefully the busy times on the course to allow adequate maintenance to be done.
10. Ensure that the times in the spring and autumn, when major maintenance may be required, are included within the fixture programme after consultation with the green committee.
11. Inform the bar and catering staff of events and see that requirements for both members and visitors are provided.
12. If a major event is to be held at the club then they would normally attend prior planning meetings with the organization responsible.

The major part of the job will be done in preparing for the main golfing season and good sound preparation is essential.

In some cases this job is done by the professional and their staff but it is important for the well being of the club that this is not at the expense of the duties of the professional. Most professionals will only be able to carry out this job by taking on extra staff because their own job in most cases will be full time.

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