

Club Captain Duties

The Captain has an extremely important role, ensuring the successful management of all golf related activities and welfare of players during club competitions.

Knowledge, Skills and Experience

- Have comprehensive knowledge of, and uphold, the rules, local rules, etiquette and traditions of the game
- Attend rules seminars
- Provide training, guidance in rules, (seminars, small group talks, presentations to ladies, male members, juniors)
- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, members and administrators
- Strong organisational skills
- Ability to adjudicate any problems that may arise amongst members, parents, instructors and supporters
- Establish and maintain effective links with Rule Officials and governing bodies to easily make rules decisions.

Responsibilities

- Liaise with Management and the Director of Golf to coordinate the activities of major competition events
- Coordinate the Fixtures Book production
- Review, research golfing program
- Encourage member participation in team and individual competition events at the club.
- Evaluate social and financial success of events
- Compliance by Members to the rules of golf and conditions of play
- Assist with the communication of golf and related events to all Members
- Act as a liaison officer between the club and its members
- Required to ensure all welfare and safety requirements for the members are met
- Liaise with external personnel re hosting events (JNIG, Local business, community groups)
- Represent the Club at designated events, if requested, in a professional, courteous and polite manner

Strategic

- Keep up to date with local, District, State, National and International trends
- Identify new and innovative events to modernise game
- Review income streams to assure affordability of members V's profitability of club
- Ensure principles of Equity Inclusion are met

Meetings

- Chair the Match Committee meeting (monthly)
- Board Meeting (Monthly)
- District Meeting (quarterly)
- District Executive Meeting (quarterly)
- Chair Disciplinary Committee (when required)
- Attend Greens Meeting (when required), and liaise with the ground staff on course conditions, course setup and Fixtures changes
- Attend Ladies Committee meeting (when required)
- Attend additional meetings as and when required

Tasks - Daily

- Liaise with GM re any occurrence or issue relating to golfing / club operations
- Liaise with Pro Shop staff re any golfing issue, complaints etc.

Tasks - Weekly

- Facilitate Monday and Wednesday draw process, answer complaints, ensure equity
- Regular course inspection (Fridays)
- Review weekly schedule of events, ensure tees are appropriate
- Address GUR and drop options during times of work
- Review Slow play reports, identify trends, and take action when and if required

Events

Perform duties as Rules Official, and involvement in the selection of players for:

- Encourage Shield (4 games)
- Junior Pennants (4 games)
- ABC Pennants (4 games)
- Mixed Pennants (4 games)
- Masters Pennants (4 games)
- Any other major event, Junior tournament, Club Championships etc.

Junior Program

- Oversee Junior Program
- Obtain 'Working with Children Check'
- Ensure and oversee 'Safe Sport' principles, including making sure WWC checks are in place
- Induct and interview juniors (Monday nights)
- Review Junior Program to ensure appropriate role models and behaviours are endorsed
- Seek opportunities to recruit new juniors
- Liaise with JNJG, local schools and sporting groups to recruit new juniors and identify talent
- Oversee Junior reimbursement scheme

External Duties

- Maintain District 'Order of Merit Event' - gather scores, collate scores produce table
- Officiate at Local District events when required
- Select District representative teams
- Travel with teams (when required)
- Officiate at Pennants finals at various venues
- Represent District at Inter District meetings (when required)