

KILCOCK GOLF CLUB

COURSE – Roles and Responsibilities

September 2023

COURSE:

1. For the purpose of this policy, the course is defined as consisting of :
 - (a) The area that makes up the 18 holes for golf and all other non-general play areas within the course boundary and outside the course boundary but in the ownership of the club
 - (b) The practice area
 - (c) The putting green
 - (d) The area up to four metres out from the machinery shed on its north, south and west sides
 - (e) The car park is not part of the course for the purposes of this document but areas of car park where sand is stored is part of the course

JOINT MANAGEMENT COMMITTEE (JMC)

1. Responsibility for the course lies with the club's Joint Management Committee (JMC). The JMC has, subject to the arrangements set out below, delegated some of its authority in relation to the course to -
 - A. the Course Superintendent and his / her team of course staff, acting under his / her instruction
 - B. Synergy Golf Ltd (currently through Ronan Brannigan), acting as professional advisor / consultant to KGC
 - C. The Club General Manager, Director of Golf, Club Professional and other Pro Shop staff where appropriate.
2. The JMC will agree annually the proposed agronomic plan prepared by Synergy Golf Ltd for implementation. The plan should be agreed between Synergy Golf and the Course Superintendent by end of December prior to the year in question and the latest date for adoption of the plan should be at the first JMC meeting of the year in question (January).
3. The JMC aims to have a course plan which is revised regularly, and which sets out improvements planned for each year. Ideally, the plan for each year will be decided by September of the previous year following extensive consultation.
4. The JMC will from time to time set out, in consultation with the Course Superintendent and Synergy Golf Ltd, its requirements as to other work or projects that it wishes to be carried out and agree on the resourcing and timing of such projects.
5. All physical changes to the course require explicit approval by the JMC
6. The JMC will appoint a Course Committee Chair who, in turn and with the approval of the JMC, will convene and chair the Course Committee. The Course Committee will comprise of the Chair, the club Captains and club Competition Secretaries. The Volunteers' convenor will also be invited to join for the purposes of receiving the Volunteers' insights on matters relating to the course and the Convenor may also invite a further member with the agreement of the Course Committee, where that person has knowledge and experience relevant to the business of the Course Committee.

7. Where the JMC decides to contact the Course Superintendent or Synergy Golf Ltd or issue instructions arising from a report of the Course Committee or on any other basis, the contact will be made by the club's General Manager
(in the absence of the club General Manager, and where not otherwise delegated, the Captains will fulfil this role in relation to course matters).*

CLUB GENERAL MANAGER

1. In relation to the course, the General Manager will act under the delegated authority of the JMC to ensure its decisions as regards all / any aspects of the course are implemented. S/he will also keep the implementation of works or other JMC initiatives relating to the course under review and will report to the JMC regularly as to their progress and as to any issues arising.
2. The General Manager will instruct the Course Superintendent as to any plans, works, or other decisions made / queries raised by the JMC in relation to the course and, under the delegated authority of the JMC, oversee their execution / resolution, including in relation to issues relating to volunteers.
3. While it is expected that the General Manager will have potentially daily interactions with the Course Superintendent, the former will schedule meetings with the latter no less frequently than weekly, with a formal agenda, with a view to carrying out the responsibilities at 2. above.
4. Where appropriate, the General Manager will liaise with Synergy Golf in relation to the management of the course and in relation to any instructions or decisions of the JMC as to the course.
5. The General Manager will oversee the day-to-day condition of the course with the Course Superintendent, including in the context of the club's agronomic plan and sit in on Course Committee/Synergy meetings.
6. The General Manager, in conjunction with the Course Superintendent, will ensure that all on course Health & Safety policies and procedures are implemented and that all incidents are appropriately documented and managed in accordance with the club's policies.
7. The General Manager will advise the JMC and make recommendations on its response to complaints, suggestions or comments received about the course

COURSE SUPERINTENDENT

1. During course working hours, and after working hours if the Course Superintendent is present on the club premises, the Course Superintendent is the person with full authority for the course and his / her decisions must be complied with.
2. Day to day responsibility for works on the course is delegated by the JMC to the Course Superintendent, as is the implementation of all works arising from the agronomic plan prepared by Synergy Golf Ltd or the annual or other periodic work plan set out by the JMC.
3. The course Superintendent will consult with and take advice from Synergy Golf Ltd (Ronan Brannigan) in relation to all matters relevant to the preparation, maintenance and improvement of the course throughout the year.
4. The Course Superintendent will report to the JMC through the club's General Manager, also having regard to any relevant input, as referred to above, from Synergy Golf Ltd (Ronan Branigan).
5. Where appropriate, the Course Superintendent may receive direct instructions from the JMC. For the avoidance of doubt, such direct instructions will be communicated to the Course Superintendent by the JMC via the Club General Manager*, an officer of the club or other person appointed by the JMC for this purpose and advised to the Course

Superintendent. Where appropriate / necessary, such instructions will be in writing and will be copied to Synergy Golf Ltd (Ronan Brannigan) for completeness.

6. The Course Superintendent will liaise closely with the club's Competition Secretaries in all matters relating to the layout of the course for competition.
7. The Course Superintendent will liaise with the Course Volunteers and support them in their work. The Course Superintendent will identify and prioritise work that can be undertaken by the course Volunteers.
8. The Course Superintendent has sole responsibility for the selection, prioritisation and delegation of work to be carried out by volunteers, subject to such work being within the capabilities of the volunteers, with due regard for their safety and compliance with all and any statutory requirements and obligations.
9. The Course Superintendent manages and motivates course staff and, in particular, is solely responsible for selecting and allocating work for them to carry out.
10. The Course Superintendent is responsible for ensuring that all such work is carried out in a safe manner, with particular regard for the course staff's personal safety.

(*in the absence of the club general manager, and where not otherwise delegated, the Captains will fulfil this role in relation to course matters)

CAPTAINS

1. In the absence of the Course Superintendent and Assistant Course Superintendent and where Pro Shop are unable to provide decisions in relation to matters pertaining to the course, one of the Captains will make the necessary decisions.
2. Will be consulted by Competition Secretaries and Course Superintendent for the laying out of the course for the Captain's Prize and other major competitions
3. Will have all the authority of the Course Superintendent to close the course if, arising from weather, ground or other condition, such a matter comes to a Captain for decision.

COMPETITION SECRETARIES

1. The Competition Secretaries are responsible, on behalf of their relative sections, for the organising of golf competitions and in that regard will discuss with the Course Superintendent the layout of the course for competitions and any other relevant matters.

COURSE COMMITTEE CHAIR

1. The Course Committee Chair reports directly to the Joint Management Committee and his / her brief is to:
 - (a) chair the Course Committee and convene meetings thereof
 - (b) Report to the JMC any advice from the course committee
 - (c) monitor the general condition of the course and to advise the JMC in this regard
 - (d) advise the JMC on course improvements s/he deems would be beneficial.
 - (e) liaise with the General Manager where appropriate to facilitate the carrying out of his / her role as outlined at (a) to (d) above.

COURSE COMMITTEE

1. Provides advice, support and feedback to the Course Committee Chair on all matters relating to the course.

COURSE VOLUNTEERS

1. The Course Volunteers will undertake the work assigned by the Course Superintendent only, who will have consulted them before determining the work items and their priorities.

2. Where the volunteers have suggestions as to work they may wish to undertake, these should be communicated to the Course Superintendent solely, who will assess and, if proceeding, prioritise such work in light of work and resource commitments generally.
3. Similar to all personnel undertaking work on the course, course volunteers will engage in safe work practices which are covered by the club's insurance and subject only to holding appropriate certification / licences for the use of any equipment or machinery to be used.
4. Volunteers may carry out work / travel the course in relation to work on the course only on such days and times as are permitted by the JMC (currently Thursday).
5. Volunteers will be required to sign a copy of the Volunteers' Working Arrangements document and return a copy to the general manager before commencing work as a course volunteer (and retain a personal copy for their reference)

PRO SHOP STAFF

1. Led by the club's General Manager, the Director of Golf, PGA Professional and Pro shop staff will be responsible for making any decisions required in relation to the course in the absence of the Course Superintendent / Assistant Course Superintendent and, in the event of Pro shop staff being unable to make a decision, the matter will be brought to the relevant Captain for decision.
*(*in the absence of the club general manager, and where not otherwise delegated, the Captains will fulfil this role in relation to course matters)*

Synergy Golf Ltd

1. Synergy Golf Ltd (through Ronan Brannigan) is the appointed consultant and advisor to KGC in relation to all matters relating to the maintenance and upkeep of the course, the preparation of an annual agronomic plan and all associated works for its implementation, the assessment of the resources required for this work, including machinery, materials or external services and the making of recommendations to the JMC for projects and / or resources required / appropriate for the maintenance or improvement of all elements of the course, machinery and other relevant infrastructure.
2. In relation to the above responsibilities, Synergy Golf Ltd provides all necessary guidance and direction, on behalf of the JMC, to the Course Superintendent and, in the absence of the Course Superintendent, to the Assistant Course Superintendent and all course staff.
3. On delegated authority from the JMC, and where necessary following specific consultation with the JMC, Synergy Golf is responsible for specifying and ordering all consumables required for the course
4. Manages the annual course budget agreed with the JMC
5. Where agreed with them by the JMC, is responsible for overseeing all alterations to the course.
6. Provides advice to the JMC on all matters relating to the golf course and course machinery
7. Provides regular written reports to specified club officials after site visits and attends and reports to JMC meetings as specified in the club's contract with Synergy Golf Ltd.

MEMBERS OF THE CLUB

1. Play the course in a manner which demonstrates care for the course and in particular to
 - (a) Repair divots
 - (b) Repair pitch marks on green

- (c) Rake and restore bunkers after playing a shot or entering a bunker and make reasonable efforts not to bring bunker sand on to a green (e.g. on shoes after playing out of a bunker)
- (d) Bring and use where required by own play and where desirable following the play of others a bag of sand
- (e) Have a number one priority for the safety of other players and staff on the course
- (f) Treat all members, visitors, contractors and staff encountered on the course with respect
- (g) Obey all course notices relating to safety and course conservation
- (h) Encourage any playing partner who fails to play in a safe manner or whose care for the course is below the standard expected to meet the required standards
- (i) Report to the Pro Shop any matter relating to the course and / or safety s/he judges to be in the best interest of members, or staff, or other players or of the club.
- (j) Do not engage directly with any course staff member in relation to the course but use the existing facilities for conveying course queries/comments/suggestions.
- (k) Adhere to club's dress code

VISITORS

1. Play the course in a manner which demonstrates care for the course and in particular does:
 - (a) Repair divots
 - (b) Repair pitch mark on greens
 - (c) Rake and restore bunkers after playing a shot or entering a bunker
 - (d) Bring and use where required by own play a bag of sand
 - (e) Have a number one priority for the safety of other players and staff on the course
 - (f) Treat all members, visitors, contractors and staff encountered on the course with respect
 - (g) Report to Pro Shop and matter which in home club would s/he would report in the interests of members or visitors or staff or club
 - (h) Adhere to club's dress code

CLEANING STAFF

1. (a) Reports to the Pro Shop anything that s/he regards are needing immediate attention or attention in the near future.
2. Staff cleaning course toilet have the same right of priority on the course as course staff