

Match Committee Charter



Reports to:
Board of
Management



Meeting
Attendance:
Monthly



Length of
Term:
1 Years

Purpose of Match Committee Charter

- ✓ This Match Committee Charter sets out the role and responsibilities of the Match Committee.
- ✓ The conduct of the Match Committee and its members is governed by the Board & Set out in the committee commitment letter
- ✓ Match Committee members need to declare any interest and any business or other relationship which could, or could reasonably be perceived to, materially interfere with the Members ability to act in the best interests of the Club.

Purpose of the Match Committee

The purpose of the match committee is to provide weekly and annual competition assistance via the Golf Operations Manager, including championships and social play that support the club's strategic plan and provide member and participant support to the club.

- ✓ Increase the number of participants in daily competitions and social play.
- ✓ Provide a balanced level of activities that support an inclusive approach to playing the game.
- ✓ Improve and balance the satisfaction levels of all members / participants within the club.
- ✓ Provide opportunities for members to develop their leadership skills.
- ✓ The Golf Operations Manager is responsible for the Festival of Golf, however the Match Committee may be called upon to provide assistance if required

Match Committee Structure

The Match Committee is comprised of the following positions and where possible should be reflective of the demographic of your local community and be gender equal:

- ✓ Chair of Match Committee (Chair) who is elected at the AGM as part of the Board Elections
 - Lead the match committee and chair meetings of the sub committee
- ✓ Male & Female Captains
 - Elected by the members [At the AGM, but not as part of the Board Elections]
 - Support the chair and assume chair duties in their absence
- ✓ Match Committee Members
 - Representation of male & female members
 - Includes the club's handicapper

All Board members and the General Manager may attend Match Committee meetings in an *ex officio* capacity. It is expected that the Golf Operations Manager will attend Match Committee meetings; also in an *ex officio* capacity

Match Committee Responsibilities

The Match Committee is responsible to present initiatives and request approval for authorisation by the club's committee on matters that fit within the purpose and the goals of the board. This includes the following:

- ✓ Assist the Golf Operations Manager in providing club playing activities and opportunities.
- ✓ Maintain an understanding of the rules of golf so that prompt and accurate decision making can occur
- ✓ Maintain a thorough understanding of the World Handicapping System (WHS) as adopted by Golf Australia, including course ratings and the slope system
- ✓ Prepare and circulate the annual club fixture
- ✓ Assist the determination and clearly display the conditions under which competitions are to be played, this also includes the determination of local and temporary local rules
- ✓ Deal with and resolve disputes arising from the conduct of competitions and matches



- ✓ Ensure the allocation of trophies and prizes including dollar value and quantity in a manner that is the same for all participants regardless of gender (includes maintaining a register of winners of all major competitions and maintaining honour boards and perpetual trophies).
- ✓ Deal with all operational aspects of pennant golf and when required, select individuals or teams to represent the club. This may also require the appointment of a team captain.
- ✓ Ensure a committee representative is always available during competition to aid in decision making and/or suspend play if required – provide referees when needed for events on the course
- ✓ Apply handicaps to new members and manage the handicaps of existing members
- ✓ Make recommendations of competition or novelty fee amounts
- ✓ Provide recommendations to the Course Superintendent for the implementation of a 'course set-up policy'
- ✓ Develop strategies regarding golf development; particularly juniors, women & older adults; from the beginner level to the elite in conjunction with the Golf Operations Manager and General Manager
- ✓ Where applicable, make recommendations to the General Manager regarding the duties of the Golf Operations Manager
- ✓ Cooperate fully with the club-appointed Investigation Officer and/or Conduct Officers in matters relating to breaches of the club's Code of Conduct
- ✓ Coordinate and manage any reciprocal agreements the club maintains according to defined policy. Seek new reciprocal arrangements with clubs that provide benefit to our members
- ✓ Making contact with and monitoring the health and welfare of absentee members
- ✓ Provide a monthly report to the Board reviewing golf activities and issues; and submit all minutes of meetings to the Board.

The Golf Operations Manager is responsible for the day-to-day management of golf operations and the implementation of policies, fixtures and initiatives as determined by the Match Committee and Board of Management.

Skills & Requirements

Match Committee members are to carry out their duties in compliance with all applicable rules and regulations pertaining to the administration of golf and the playing of the game of golf. In discharging his/her duties, each committee member should:

- ✓ Exercise care and diligence
- ✓ Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate
- ✓ Act in good faith in the best interests of the club and its members
- ✓ Declare any material personal interest they have in the affairs of the club
- ✓ Not improperly use his/her position or misuse information of the club
- ✓ Communicate necessary information in an open and transparent way
- ✓ Commit the time necessary to discharge effectively his/her role as a Match Committee member
- ✓ Engage in ongoing skill development in relation to their role as Committee member.
- ✓ Must hold a current Victorian Working with Children Check

Review of Charter

- ✓ The Match Committee will conduct an annual review of this Charter and have any amendments authorised by the Board to ensure it remains consistent with the club's strategy, objectives, and responsibilities.