

CLUB ADMINISTRATION

Guidelines to assist the management committee and officers in the
organisation and running of the club.

2023

The Donegal Golf Club Administration Document contains details of roles of the principal officers of the Club together with Policies, Rules & Bye Laws as adopted.

The purpose of the document is to ensure consistency and continuity in the management of the Club.

The Honorary Secretary will have custody of the current version of the document and shall make it available for inspection by any member of the Club on request.

Signed: _____

Chairman

Table of Contents

Section 1 Club Structure..... 1

Section 2 Roles & Responsibilities 3

Section 3 Terms of Reference for Sub-Committees 13

Section 4 Tenure of Officers 27

Section 5 Policies 28

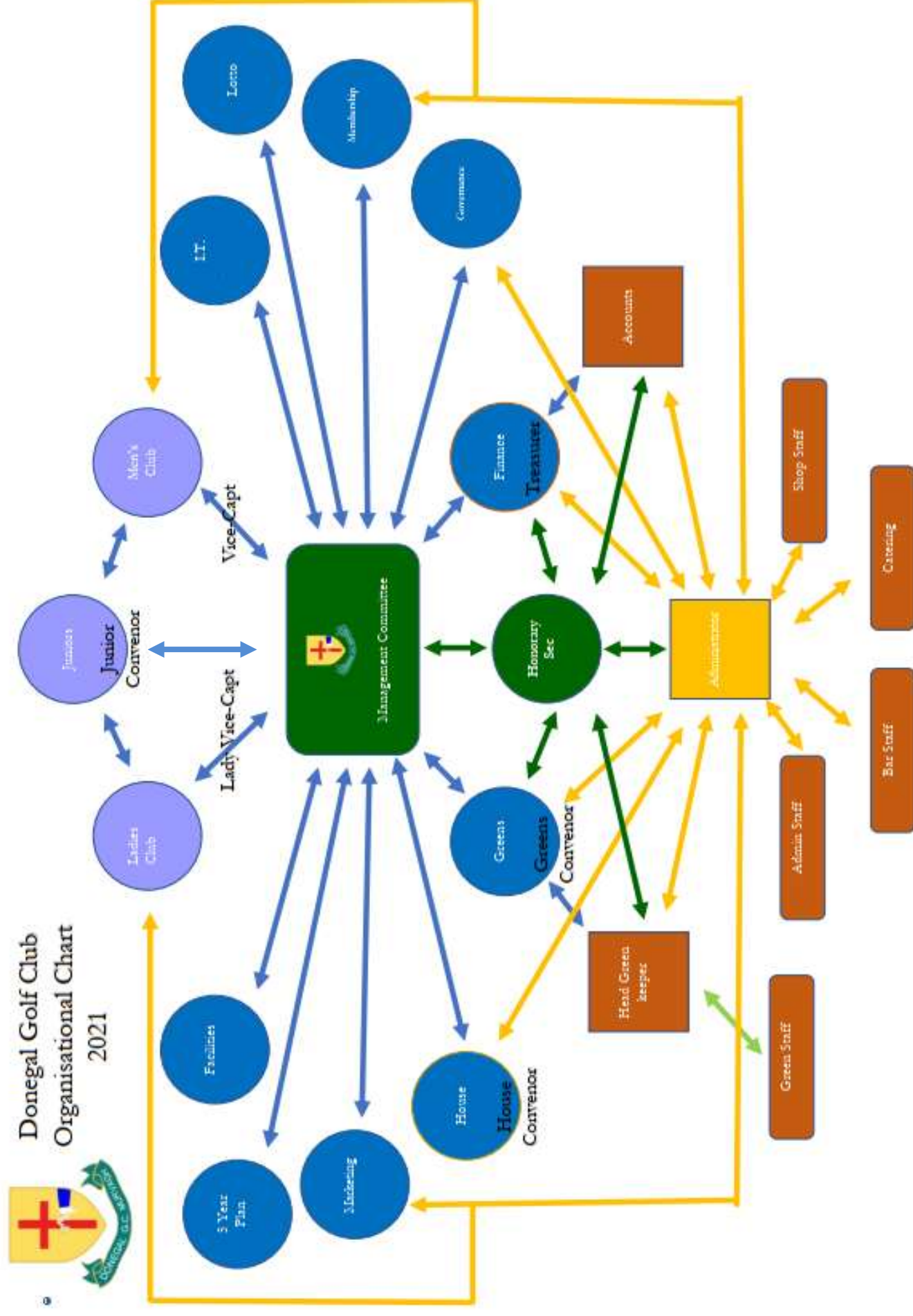
Section 6 Rules & Bye-Laws 33

Section 7 Conduct & Discipline 36

Appendix 1 4

Updates & Revisions 4

Section 1



Trustees

Trustees are appointed to hold property (Clubhouse & Land) in trust and for the benefit of the members of the Club. Trustees are appointed by voting Club members at a General Meeting in accordance with the Club constitution. The number of Trustees shall be not more than five and not less than four. The Club constitution provides Trustees with an indemnity from the members.

Trustees may be required to complete legal documentation at the direction of the committee following a resolution by its members at a General Meeting.

Title Deeds of the Club are registered in the individual Trustee names. Should an event occur where the Club is being sued, the Trustees can be named defendants as they hold the Club assets.

Management Committee

The Management Committee is responsible for the business and affairs of the Club. The members of the Management Committee are the President, Men's Captain, Men's Vice-Captain, Ladies' Captain, Ladies' Vice-Captain, Honorary Secretary, Honorary Treasurer, Greens Convenor, House Convenor, the Immediate Past Chairperson, Immediate Past Lady Captain, Junior Convenor and three other full members, one of whom must be a female full member and one of whom must be a male full member. The Management Committee must meet monthly, arrange an Annual General Meeting each December and present a Committee Report and Financial Statement of Accounts to the AGM. The conditions for appointment and Tenure for Office holders and members of the committee are outlined in Section 4.

Men's Golf Committee.

The Men's Golf Committee is responsible for the administration of golf for male members of the Club and fulfilling the Club's obligations as an Affiliated Club of the regulating body for golf for men.

The members of the Men's Golf Committee are the Captain, Vice-Captain, Secretary, Competition Secretary and four other male members. The committee must meet at intervals of not more than two months, report through the Vice-Captain to the Management Committee on its activities and present a report at an Annual General Meeting of the male members in the month of November. The conditions for appointment and tenure for office holders and members is outlined in Section 4.

Ladies' Golf Committee.

The Ladies' Golf Committee is responsible for the administration of golf for female members of the Club and fulfilling the Club's obligations as an Affiliated Club of the regulating body for golf for female members.

The members of the Ladies' Golf Committee are the Lady Captain, Lady Vice-Captain, Secretary, Competition Secretary, and four other female members. The committee must meet at intervals of not more than two months, report through the Lady Vice-Captain to the Management Committee on its activities and present a report at an Annual General Meeting of the female members in the month of November. The conditions for appointment and tenure for office holders and members is outlined in Section 4.

Junior Golf Committee

The Junior Golf Committee is responsible for the administration of golf for Junior members of the Club. The members of the Junior Golf committee are the Junior Convenor, Club Professional, Junior Male Captain, Junior Female Captain and 3 other members appointed by the Management Committee, at least one of whom must be a female full member and one of whom must be a male full member. The committee must meet at intervals of not less than two months and present a written report to the Annual General Meetings of the Men's and Ladies' golfing groups in November. The conditions for appointment and tenure for the Junior Convenor are outlined in Section 4.

Section 2 Roles & Responsibilities

Management Committee

Role: To manage the assets and resources of the Club and provide leadership and strategic direction focusing on the vision, core values and objectives of the Club.

Responsibilities:

- Establish a vision and strategy for the Club.
- Meet monthly and review all aspects of Club business.
- Ensure a Quorum (7) for all committee meetings.
- Present an Annual Report and Financial Statement at the Annual General Meeting.
- Monitor progress annually against goals and objectives as set out in the Strategic Plan.
- Monitor performance, financial expenditure, risk and resource allocation.
- Ensure financial solvency and integrity through policies and behaviour.
- Build effective relationships with external partners as required by the Club.
- Keep under review the Club's Bye-laws.
- Comply with relevant legislation and codes of practice.
- Set committee objectives and expectations of committee members.
- Ensure regular communication to members of appropriate information about plans and actions.
- Propose and define membership categories for approval by members at an AGM.
- Regulate and approve membership applications.
- Deal with matters of discipline within the membership.
- Maintain and improve Committee policies.
- Seek professional advice when necessary.
- Appoint various sub-committees to undertake key functions.

President

Role: The President is a figurehead of the Club and provides input to the management of the Club, represents the Club at golf events, social events, greeting visiting dignitaries etc.

Responsibilities:

- Chair the Annual General Meeting of the Club.
- Host a President's weekend and provide prizes for Ladies, Men and Junior golfers.
- Liaise with the Captain and Lady Captain regarding visiting dignitaries to the Club.
- Liaise with Captain and Lady Captain regarding attendance at team events.
- Attend and provide input to monthly Management Committee meetings.
- Represent the Club where necessary at functions social events etc.

Chairperson

Role: The Chairperson provides leadership and direction to the Committee and ensures that the Committee fulfils its responsibilities for the governance and success of the Club.

Responsibilities:

- Chair Committee meetings ensuring that they are run efficiently and effectively.
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees.
- In consultation with the incoming Chairperson, ensure that the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required.
- Ensure goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.

- Work with relevant officers to manage Human Resource issues.
- Serve as a spokesperson for the Club when required.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.

Honorary Secretary

Role: The Honorary Secretary of the Club is the central point of administration on the Management Committee and is responsible for communicating and implementing decisions of the Management Committee.

Responsibilities:

- Oversee the daily administration of the Club and liaise with the Administrator and meet with her regularly at least once per week.
- Ensure the implementation of policy decisions of the Management Committee.
- Ensure adequate systems are in place to control access to the golf course and to record bookings by members and visitors.
- Have a knowledge and understanding of roles and responsibilities of other Club committee members.
- Liaise with other Club committee members to ensure all appropriate administration is in place.
- In consultation with the Chairman organise Management Committee meetings, prepare agendas, take minutes, and distribute and communicate these as appropriate.
- Ensure that all General Meetings are properly convened.
- Be sufficiently familiar with all current Club documents to note applicability during meetings.
- Ensure that a report of the Management Committee activities during the year is presented for approval at the Annual General Meeting of the Club.
- Ensure an up to date register of all members detailing names and addresses, date of election and membership category is maintained.
- Ensure safe custody of important Club documents such as title deeds, leases, insurance policies, minute books and constitution and where such documents may be in the possession of another officer or agent of the Club to be aware of their existence and where to locate them.
- Ensure compliance with all regulatory and governance requirements.
- Maintain records of the Committee and ensure effective management of Club's records.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Club meetings.
- Manage the general correspondence of the Committee except for such correspondence assigned to others.
- Provide a summary of Committee Minutes for distribution to all Club members.
- Act as a signatory on the Club Bank accounts.

Honorary Treasurer

Role: The Treasurer has the responsibility for overseeing the day-to-day implementation of the Management Committee's financial policies.

Responsibilities:

- Chair monthly meetings of the Finance Committee.
- Report to the Management Committee at monthly meetings on the financial position of the Club.
- Ensure compliance with financial policy and procedures.
- Liaise on behalf of the Management Committee with the bookkeeper.
- Ensure that full and accurate accounts, books, and records are kept showing the financial affairs; receipts and disbursements of the Club.
- Arrange for an audited Financial Statement for the year ended 30th September be prepared for consideration by the Management Committee and for presentation to and approval by the members at the Annual General Meeting.
- Ensure the Club accounts are available to the Revenue Commissioners on request.
- Recommend to the Management Committee annually, the rate of expenses to be incurred in connection with President's Day, Captains' Days, Team Expenses, Representative Expenses.
- Liaise with Men's and Ladies' Committees regarding budgets for competition entry fees and prize funds
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Management Committee for approval.
- Ensure a Capital Expenditure programme is proposed to the Annual General Meeting outlining proposed Capital Expenditure for the forthcoming year.
- Ensure expenditure is maintained in accordance with amounts approved at the AGM and by the Management Committee.
- Prepare 5-year cash flows to incorporate into the Strategic Plan.
- Provide guidance to the Management Committee to ensure that the financial affairs of the Club are managed with accepted good practice and in accordance with all relevant legislation.
- Liaise with the Club's bankers regarding the Club's accounts.
- Review financial process within the Club ensuring continuous improvement.
- Ensure appropriate policies are in place for all expense claims.
- Act as a signatory on the Club bank accounts.

Greens Convenor

Role: The Greens Convener has overall responsibility for ensuring that the Course is maintained as approved by the Management Committee and to ensure that decisions by the Management Committee are carried out as authorised.

Responsibilities:

- Liaise, on behalf of the Management Committee, with the Head Greenkeeper on all matters relating to the maintenance of the golf course, buggies and machinery.
- Chair monthly meetings of the Greens Committee.
- Oversee the maintenance of the course to ensure that standards are maintained and agreed policy implemented.
- Report to the Management Committee at monthly meetings on matters affecting the course.
- Meet regularly with the Head Greenkeeper, generally at least once per week, so that current conditions and problems can be viewed and discussed.
- Advise the Ladies' and Men' Committees of any temporary alterations to the course which may affect the running of competitions and the application of the Rules of Golf.
- Oversee the implementation of the Winter Programme in accordance with the Course Development Plan and any other changes to the course when authorised by the Management Committee and approved by members in a General Meeting.

- Ensure the risk assessments and safety statements are up to date.
- Ensure that the policies regarding course closure and use of winter greens are consistently applied.
- Provide the Treasurer with an annual costing for anticipated Capital Expenditure by the end of August.
- Advise the Management Committee of the staffing level and the training needs required to maintain agreed standards.
- Produce a 5-year rolling plan for all course expenditure both maintenance and capital costs including replacement of machinery.

House Convenor

Role: The House Convener has the overall responsibility for ensuring that the Club House and environs are maintained in good condition both internally and externally for the good of all Club members and visitors and to ensure that decisions by the Management Committee are carried out as authorised.

Responsibilities:

- Liaise, on behalf of the Management Committee, with the Administrator on all matters relating to the maintenance of the Club house.
- Chair monthly meetings of the House and Social Committee.
- Report to the Management Committee at monthly meetings on matters affecting the House and its environs.
- Ensure that the Bar and catering service is efficiently run and that it continues to meet the needs of both members and visitors.
- Ensure that Bar and catering equipment is working properly at all times and regularly maintained in accordance with Manufacturers' recommendations.
- Oversee all routine expenditure for the Bar and discuss with caterer expenditure for catering area and report same to Management Committee.
- Prepare with the House Committee an Annual Budget for proposed Capital Expenditure on the Club House and environs.
- Ensure that trolleys and are regularly serviced/replaced as required and trolley port is in order.
- Ensure that all outside lights, cameras and other equipment are effective and efficient.
- Ensure that shoe cleaning area is maintained and is in good working order and that safety glasses are provided.
- Ensure the risk assessments and safety statements are up to date.
- Ensure that all Staff is familiar with fire drill and the use of safety equipment and all assembly areas are properly marked.
- Oversee the use of the defibrillator and ensure staff has refresher courses as required.
- Ensure that all Staff is familiar with Locking-up arrangements and burglar alarm is operating.
- Prepare a list of Names and Telephone Numbers of Staff/Officers who should be available in the event of Burglar Alarm being activated.
- Develop entertainment programmes for members ensuring they are properly formulated, costed and administered.
- Produce a 5-year rolling plan for all house expenditure both maintenance and capital by the end of August.

Management Committee Members

Role: To provide leadership and strategic direction focusing on the vision, core values and the objectives of the Club.

Responsibilities:

- Attend and contribute to Management Committee meetings.
- Act honestly and with due care, skill and diligence.
- Always act in the interests of the Club.
- Set a vision and objectives for the Club.
- Disclose any conflicts of interest at the earliest opportunity.
- Be open and transparent with all stakeholders.
- Prepare himself/herself fully prior to meeting including study of all circulated documentation, with any queries, concerns noted.
- Ensure the Club complies with all relevant legislation.
- Undertake a review of the Management Committee on an annual basis and encourage committee renewal.
- Keep in confidence the issues, discussions and actions of the Management Committee.
- Be aware of the distinction between the responsibilities of committee and management.

Sub-committees

Roles: Sub-committees are appointed by the Management Committee and will report to the Management Committee and the terms of reference for each sub-committee are set out in Section 3. The Management Committee should where practicable, try to ensure fair representation (30% male, 30% female and 40% either) of members on any sub-committee.

Men's Golf Committee

Role: The administration of golf for male members and fulfilling the Club's obligations as an affiliated member of the regulating body for golf for men.

Responsibilities:

- Promote the amateur game of golf amongst male members of the Club.
- Meet at intervals of not more than two months.
- Ensure a quorum (4) for all meetings.
- Manage all competitions and team events for male members of the Club.
- Ensure the entry of teams for interclub competitions.
- Ensure a full programme of competitions for male members.
- Source and secure competition sponsors.
- Report through the Vice-Captain to the Management Committee on its activities.
- Present an Annual Report at the Annual General Meeting of the male members of the Club in November each year.
- Accept and abide by the Constitution and Bye-Laws of the regulating body for golf for male members.
- Appoint a Handicap committee to fulfil its function under the WHS (World Handicapping System).

Captain

Role: The Captain is the lead male Officer for all golfing aspects for male members of the Club.

Responsibilities:

- Chair meetings of the Men's Golf Committee.
- Chair the Annual General meeting of the male members.
- Build and maintain relationships with all Club members, ensuring that golf is vibrant within the Club.
- Maintain the integrity, standards and ethics of the Club.
- Attend interclub matches and functions as appropriate.
- Assist with the compilation of the Club Fixtures 'Book.
- Agree details of team meals with the Caterer in accordance with team expenses.
- Liaise with Lady Captain regarding arrangements for Captains' Drive-In.
- Attend and present prizes at Presentation Nights.
- Attend and host the Club's principal social functions.
- Host Captain's Day.
- Attend Annual and Extraordinary General Meetings of the Club.
- When appropriate, help to resolve confidential or sensitive Club and membership issues.

Vice-Captain

Role: To assist the Captain in managing the golfing affairs of the Men's Club and to deputise for the Captain when necessary.

Responsibilities:

- Assist the Captain, the President and the Management Committee in maintaining the integrity, standards and ethics of the Club.
- Attend meetings of the Men's Golf Committee.
- Chair meetings of the Men's Golf Committee in the absence of the Captain.
- Attend meetings of the Management Committee and report on the activities of the Men's Golf Committee.
- Deputise at interclub matches and functions at the request of the Captain.
- Attend the Club's principal social functions.
- Deputise for the Captain in attending and presenting prizes at Presentation Nights when necessary.
- Attend Annual and Extraordinary General Meetings of the Club.

Men's Secretary

Role: Be the primary point of contact for all matters in relation to golf for male members of the Club.

Responsibilities:

- Deal with all correspondence in relation to the Men's Golf Committee.
- Call meetings of the Men's Golf Committee.
- Prepare Agenda, take and retain minutes of Men's Golf Committee meetings.
- Send sympathy cards to bereaved male members.
- Liaise with the Competition Secretary regarding interclub competitions.
- Disseminate information to male members when required.
- Display notices and make arrangements for the AGM of male members.
- Display details of Committee in men's locker room.

Men's Competition Secretary

Role: Overseas the running of all competitions for male members of the Club.

Responsibilities:

- Attend meetings of the Men's Golf Committee.
- Participate in the compilation of the Fixtures Book.
- Communicate details of upcoming competitions.
- Ensure regulation of competition entry and processing of results.
- Oversee draws for match-play competitions.
- Oversee the presentation of prizes for all Men's competitions.

Men's Handicap Sub-Committee

Role: Responsibility for the allotment and maintenance of handicaps for male members.

Responsibilities:

- Have a good working knowledge of the World Handicap System (WHS) and carry out handicap responsibilities in accordance with WHS rules of Handicapping.
- Issue new handicaps in accordance with WHS rules.
- Carry Out an "Annual Review" of all WHS handicap indices for "Home" male members in accordance with WHS rules.

Ladies' Golf Committee

Role: The administration of golf for female members of the Club and fulfilling the Club's obligations as an affiliated member of the regulating body for golf for female members.

Responsibilities:

- Promote the amateur game of golf amongst female members of the Club.
- Meet at intervals of not more than two months.
- Ensure a quorum (4) for meetings.
- Manage all competitions and team events for female members of the Club.
- Ensure the entry of teams for interclub competitions.
- Ensure a full programme of competitions for female members.
- Source and secure competition sponsors.
- Report through the Lady Vice-Captain to the Management Committee on its activities.
- Present an Annual Report at the Annual General Meeting of the female members of the Club in November each year.
- Accept and abide by the Constitution and Bye-Laws of the regulating body for golf for female members.
- Appoint a handicap committee to fulfil its function under the World Handicap System (WHS)

Lady Captain

Role: The Lady Captain is the lead female Officer for all golfing aspects for the female members of the Club.

Responsibilities:

- Chair meetings of the Ladies' Golf Committee.
- Chair the Annual General meeting of the female members.
- Attend meetings of the Management Committee.
- Build and maintain relationships with all Club members and ensure golf is vibrant within the Club.
- Maintain the integrity, standards and ethics of the Club.
- Attend interclub matches and functions as appropriate.
- Assist with the compilation of the Club Fixtures 'Book.
- Agree details of team meals with the Caterer in accordance with team expenses.
- Liaise with the Captain regarding arrangements for Captains' Drive-In.
- Attend and present prizes at Presentation Nights.
- Attend and host the Club's principal social functions.
- Host Lady Captain's Day.
- When appropriate, help to resolve confidential or sensitive Club and membership issues.
- Attend Annual and Extraordinary General Meetings of the Club.

Lady Vice-Captain

Role: To assist the Lady Captain in managing the golfing affairs of the Ladies 'Club and to deputise for the Lady Captain when necessary.

Responsibilities:

- Assist the Lady Captain, the President and the Management Committee in maintaining the integrity, standards and ethics of the Club.
- Attend meetings of the Ladies' Golf Committee.
- Chair meetings of the Ladies' Golf Committee in the absence of the Lady Captain.
- Attend meetings of the Management Committee and report on the activities of the Ladies' Golf Committee.
- Deputise at interclub matches and functions at the request of the Lady Captain.
- Attend the Club's principal social functions.
- Deputise for the Lady Captain in attending and presenting prizes at Presentation Nights when necessary
- Attend Annual and Extraordinary General Meetings of the Club.

Ladies' Secretary

Role: Be the primary point of contact for all matters relating to golf for female members of the Club.

Responsibilities:

- Deal with all correspondence in relation to the Ladies' Golf Committee.
- Call meetings of the Ladies' Golf Committee.
- Prepare Agenda, take and retain minutes of Ladies' Golf Committee meetings.
- Liaise with the Competition Secretary regarding interclub competitions.
- Disseminate information to female members when required.
- Send sympathy cards to bereaved female members.
- Display details of Committee in locker room.
- Display notices and make arrangements for the AGM of female members.

Ladies' Competition Secretary

Role: Oversees the running of all competitions for female members of the Club.

Responsibilities:

- Attend meetings of the Ladies' Golf Committee.
- Participate in the compilation of the Fixtures 'Book.
- Communicate details of upcoming competitions.
- Ensure regulation of competition entry and processing of results.
- Oversee draws for match-play competitions.
- Oversee the presentation of prizes for all Ladies 'competitions.

Ladies' Handicap Sub-Committee

Role: Appointed by the Ladies' Golf Committee to administer the handicapping system for female members with a minimum of 3 members.

Responsibilities:

- Have a good working knowledge of the World Handicap System (WHS) and carry out handicap responsibilities in accordance with WHS rules of Handicapping.
- Issue new handicaps in accordance with WHS rules.
- Carry Out an "Annual Review" of all WHS handicap indices for "Home" lady members in accordance with WHS rules.

Junior Golf Committee

Role: The Administration of golf for Junior members of the Club.

Responsibilities:

- Implement all its policies in accordance with the "Code of Ethics & Good Practice for Children's Sport".
- Meet at intervals of not less than two months.
- Present a written report to the Annual General Meetings of the Men's and Ladies' golfing groups in November.
- Promote the ethos and aims of the Club's junior section.
- Show an interest in growing junior membership, improve the ability and standard of juniors, and facilitate the transition of junior members into full adult membership.
- Draw up a calendar of events for the season in order to ensure plans are made well in advance.
- Develop a long-term strategic plan for the development of the junior section within the Club.
- Liaise with and report to the Club's Management Committee through the appropriate Vice-Captain.
- Appoint a Junior Male Captain and Junior Female Captain.

Junior Convenor

Role: The Junior Convenor is the lead Officer for Junior Golf in the Club.

Responsibilities:

- Attend meetings of the Management Committee on a monthly basis.
- Attend meetings of the Men's /Ladies' Golf committees as appropriate.
- Chair the Junior Committee, schedule meetings and set the agenda.
- Report to the Club's Management Committee through the appropriate Vice-Captain.
- Recruit junior leaders and organise leader rota for junior golf activities e.g. coaching, competitions etc.
- Organise Club competitions.
- Source information regarding competitions at local clubs.
- Manage progression and handicaps of juniors.
- Liaise with Club's Competition Secretaries and/or Handicap Sub-committees in relation to junior members with WHS handicaps and those playing in main competitions.
- Ensure compliance with all appropriate vetting requirements and maintain a Safeguarding Policy and a Safeguarding Statement and appoint a Club Children's Officer and Designated Liaison Person.

Section 3 Terms of Reference for Sub-Committees

Governance Sub-Committee

PURPOSE

The Governance Sub-committee will seek to contribute toward smooth, efficient and professional running of the Club for the benefit of members and visitors alike, by ensuring that the policies and systems of the Club are developed and maintained up to date, in keeping with the constitution and relevant legal requirements; by ensuring that all staff are properly informed regarding their positions in the Club, their job specifications and all Health & Safety requirements; by ensuring that the members are informed of all policy decisions and their rights and responsibilities as members; by ensuring that staff and officers of the Club are familiar with the IT systems used in the Club so they can be used to maximum effect and by preparing a budget for updating and maintaining IT systems to the Management Committee for approval.

MEMBERSHIP

Members of the Sub-committee will be appointed by the Management Committee based on their capacity to contribute to the effective running of this Sub-committee. The Chairperson of this Sub-committee will be appointed by the Management Committee.

Sub-committee members, though encouraged to serve a minimum three-year term, are appointed annually by the Management Committee.

Members

Members of Governance Sub-committee are:

- Honorary Secretary
- Men's Captain
- Ladies' Captain
- Ladies' Committee Nominee
- Men's Committee Nominee
- Appointed members with relevant experience

TERMS of REFERENCE

The Governance Sub-committee's operational responsibilities are:

- To assess and review the current policies.
- To develop any necessary policies and present them to the Management Committee for approval.
- To review the Club Administration document and present it to Management for approval.
- To monitor the implementation of the Club policies on a monthly/ annual basis.
- To discuss with the Honorary Secretary/Administrator all matters relating to annual appraisals and training requirements for staff.
- To provide an induction pack for all Management Committee members.
- To review annually the operation, the Terms of Reference and make up of sub-committees and recommend these to the Management Committee for approval.
- To consider the appointment of a Chairperson and prepare appropriate amendments to the constitution.

- To identify risks and prepare a risk management plan.
- To undertake full survey of IT systems and requirements for the proper operation of the Club.
- To develop and cost a plan for updating and future replacement /renewal of the Club IT systems.
- To ensure that staff are familiar with and properly trained in the use of the systems regarding their positions and access to such.
- To agree a rolling financial programme for future refurbishment, seek approval for annual financial plans, budgets and costs for IT systems.
- To ensure that up-to-date Health & Safety policies are prepared for the Clubhouse, course and staff

LIMITS of AUTHORITY

To the extent that financial resources are required, allocations will be made through the annual budgeting process. Any funds provided are to be applied solely for the purposes set out in the Terms of Reference.

MEETING SCHEDULES

The Sub-committee will meet once every month at a physical location however, attendance at the meeting can be by conference call dial-in or video conferencing.

Where possible, information should be provided in advance of each Sub- committee meeting to enable members to prepare properly.

REPORTING

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated to the Sub- committee members for action. A brief written summary will be provided to the Management Committee to ensure transparency and oversight. Matters that require Management Committee decisions will be raised as items on that Agenda.

Finance Sub-Committee

PURPOSE

The purpose of the Finance Sub-committee will be to provide financial leadership and professional stewardship of Club finances.

In doing this the enhancement and protection of existing Club assets will be top priority as will the maintenance of a contingency reserve to provide for necessary capital expenditure and protect against unforeseen circumstances.

MEMBERSHIP

Members of the Sub-committee will be appointed by the Management Committee based on their capacity to contribute to the effective running of this subcommittee. The Chairperson of this Sub-committee will be the Honorary Treasurer.

Sub-committee members, though encouraged to serve a minimum three-year term, are appointed annually by the Management Committee.

Members

Members of Finance Sub-committee are:

- Honorary Treasurer
- Management Committee nominee
- Men's committee nominee
- Ladies' committee nominee
- Appointed members with financial expertise.

TERMS of REFERENCE

The Finance Sub-committee will administer all financial affairs of the Club and establish financial controls and systems to ensure efficient and transparent management of Club resources. It will assess the financial implications of significant spend projects and provide guidance and advice to the Management Committee.

The Finance Sub-committee shall assist the Honorary Treasurer in meeting the operational responsibilities:

- Prepare an annual business plan that supports the objectives of the Club's 5YearStrategic Plan.
- Ensure a robust budgeting process is in place and completed by the end of August.
- Prepare monthly financial reports and present to Management Committee.
- Review income and expenditure in comparison to budget and prior year on a monthly basis.
- Prepare annual accounts.
- Prioritise capital expenditure so that it is scheduled in a considered and controlled manner and aligned with Strategic Plan priorities.
- Ensure there is a reserve policy in place and adequate reserves are maintained and used such that the Club continues to be regarded as a top-class golfing destination and is able to finance future development projects.
- Set achievable targets for increasing membership, green fee, bar and shop revenues.
- Explore all funding options available to the Club.
- Ensure terms of lease facilitate the medium- and long-term plans of the Club.

- Ensure there are proper controls in place to account for all cash receipts and all other income and expenditure.
- Ensure proper control of all fixed assets and stock and maintain an appropriate register for vehicles and other equipment.
- Ensure financial systems in place to enable accountability and transparency such that there is an effective audit trail.

LIMITS of AUTHORITY

To the extent that financial resources are required, allocations will be made through the annual budgeting process. Any funds provided are to be applied solely for the purposes set out in the Terms of Reference.

MEETING SCHEDULES

The Sub-committee will meet once every month at a physical location however, attendance at the meeting may be by conference call dial-in or video conferencing.

Where possible, information should be provided in advance of each Sub- committee meeting to enable members to prepare properly.

REPORTING

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated to the Sub-committee members for action. A brief written summary will be provided to the Management Committee to ensure transparency and oversight. Matters that require Management Committee decisions will be raised as items on that Agenda.

House & Social Sub-Committee

PURPOSE

To provide members and visitors with facilities befitting a high-quality golf Club, with outstanding hospitality and customer service in a warm and inviting atmosphere. To create an inclusive family friendly Club by ensuring there is a variety of social events for members.

MEMBERSHIP

Members of the Sub-committee will be appointed by the Management Committee based on their capacity to contribute to the effective running of this sub-committee. The Chairperson of this Sub-committee will be the House Convenor.

Sub-committee members, though encouraged to serve a minimum three-year term, are appointed annually by the Management Committee.

Members

Members of House and Social Sub-committee are:

- House Convenor
- Club Administrator
- Ladies' Committee Nominee
- Men's Committee Nominee
- Other members with catering expertise or other relevant skills

TERMS of REFERENCE

The House and Social Sub-committee will seek to contribute toward the Club's Mission which is "To provide a memorable links golf experience for members and visitors alike" by ensuring that the Club House and surrounding areas are at all times maintained in good condition internally and externally in keeping with our reputation as one of the top links golf courses in Ireland; by ensuring that the Bar and Catering services are run efficiently and in a professional manner and that the highest customer service standards are maintained at all times by ensuring that all House staff are properly trained in their area of responsibility, have full knowledge of all health and safety requirements, are familiar with the fire drill and use of the defibrillator; by planning and preparing a budget for refurbishments and submit to the Management Committee for approval.

The House and Social Sub-committee shall assist the House Convenor in the following operational responsibilities:

- To oversee all matters relating to the Clubhouse, locker rooms and their immediate surrounds, including the car park.
- To assess and review the standard and quality of the facilities and services that is achieved within the Clubhouse.
- To monitor the condition of the Clubhouse, locker rooms, and the surrounding area, to identify weekly maintenance programmes, together with annual and longer-term requirements.
- To develop and cost a plan for Clubhouse refurbishment to include bar area, men's changing room and access for people with disabilities.

- To undertake full survey of heating/plumbing by a reputable plumber/heating engineer to eliminate further leaks.
- To ensure annual maintenance contracts are updated, and that all contractors carry out their duties with due diligence and care.
- To keep and update a risk register including fire exiting, fire alarms and lifts.
- To agree a rolling financial programme for future refurbishment, seek approval for annual financial plans, budgets and costs for the Clubhouse, locker rooms and car park, and ensure that these are adhered to.
- To be responsible for any variation in budget and present these to the Management Committee for approval by the end of August.
- To seek authorisation for any purchase outside the agreed budget and ensure that the necessary procedures are followed.
- To recommend to the Management Committee any changes in bar prices or levy before they are put into effect.
- To ensure Club staff are effectively led and managed by the Club Administrator including the provision of appropriate performance management, development and training.
- To discuss with the Honorary Secretary/Club Administrator all matters relating to annual appraisals and training requirements.
- To develop entertainment programmes for members ensuring that they are properly formulated, costed and administered.
- To undertake audits to ascertain if any changes made meet the demands of the members.
- To carry out a satisfaction survey of visitors/societies etc.
- To develop links with local cab businesses.
- To maintain records of numbers attending events and gain an understanding of Clubhouse usage.

LIMITS of AUTHORITY

The House Sub-committee will be allocated financial resources through the annual budgeting process. The funds are to be applied solely for the purposes set out in the Terms of Reference.

MEETING SCHEDULES

The Sub-committee will meet once every month at a physical location however, attendance at the meeting may be by conference call dial-in or video conferencing.

Where possible, information should be provided in advance of each Sub-committee meeting to enable members to prepare properly.

REPORTING

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated to the Sub-committee members for action. A brief written summary will be provided to the Management Committee to ensure transparency and oversight. Matters that require Management Committee decisions will be raised as items on that Agenda.

Greens Sub-Committee

PURPOSE

To provide members and visitors with facilities befitting a high-quality golf course, offering golfers of every calibre the experience and enjoyment of playing golf in an outstanding, natural golfing environment. To maintain and improve the course ranking in the annual Irish Golf Digest Ratings (No 20 as of May 2022)

MEMBERSHIP

Members of the Sub-committee will be appointed by the Management Committee based on their capacity to contribute to the effective running of this Sub-committee in keeping with the Course Policy Document. The Chairperson of this Sub-committee will be the Greens Convenor.

Sub-committee members, though encouraged to serve a minimum three-year term, are appointed annually by the Management Committee.

Greens Committee

Head Greenkeeper

Greens Convenor

Club Professional

Management Committee representative

Men's Committee nominee

Ladies 'Committee nominee

TERMS of REFERENCE

The Greens Convener has overall responsibility for ensuring that the course is maintained as approved by the Management Committee through the Course Policy Document and to ensure that decisions by the Management Committee are carried out as authorised.

The Greens sub-committee shall assist the Greens Convenor and shall have the following operational responsibilities:

- Monitor the maintenance and improvement of the course in keeping with the Course Policy Document and make recommendations to the Management Committee as appropriate.
- Consider and recommend to the Committee a 5-year Course Development Plan.
- Review the course maintenance programme on an annual basis and make recommendations to the Management Committee for change or modification as deemed necessary.
- Annually agree a winter work programme which will consist of projects outlined in the Course Development Plan. This will ensure all course development projects completed are within the overall Club policy and in the long-term interests of the Club and its members.
- Analyse machinery upkeep and breakdown costs and monitor viability and make recommendations to the Management Committee with regard to replacement and purchase of new equipment to meet future needs.
- Consider on an annual basis the budget for course upkeep prior to the end of August so that a realistic budget can be set and controlled by the Management Committee.

MEETING SCHEDULES

The Sub-committee will meet once every month at a physical location however, attendance at the meeting may be by conference call dial-in or video conferencing.

Where possible, information should be provided in advance of each Sub- committee meeting to enable members to prepare properly.

REPORTING

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated to the Sub-committee members for action. A brief written summary will be provided to the Management Committee to ensure transparency and oversight. Matters that require Management Committee decisions will be raised as items on that Agenda.

Membership & Golf Development Sub-Committee

Purpose

The purpose of the Membership & Golf development Sub-committee is to develop a strategic plan for the development of golf skill for members, teams and new members, to attract and retain new members junior, men, and women. The Sub-committee will have in place a Strategic Plan for attracting new members, retaining existing members and encouraging lapsed members to return. The Sub-committee will ensure that all plans will be properly assessed and costed before being presented to the Management Committee and will ensure that all projects are delivered within the agreed time frame.

MEMBERSHIP

Members of the Sub-committee will be appointed by the Management Committee based on their capacity to contribute to the effective running of this subcommittee. The Chairperson of this Sub-committee will be appointed by the Management Committee.

Sub-committee members, though encouraged to serve a minimum three-year term, are appointed annually by the Management Committee.

Members

Members of the Membership & Golf Development Sub-committee are:

- Membership & Golf Development Chairperson
- Club Administrator Nominee
- Club Professional
- Men's Committee nominee
- Ladies' Committee nominee
- Junior Convenor

TERMS of REFERENCE

In support of the Club's 5-Year Plan, the Membership and Golf Development Sub-committee will develop a recruitment and retention plan for new and current members which will consider immediate, short term and longer-term requirements and will aid the development of golf skill for members, teams and new members. Where necessary it will be appraised and properly costed. The plan will consider the Club's Mission which is "To provide a memorable links golf experience for members and visitors alike."

Responsibilities:

- Develop a membership strategy for presentation to the Management Committee which:
 - Sets out how new members will be recruited to the Club.
 - Has a retention plan for the current membership based on regular and comprehensive membership surveys.
 - Demonstrates an understanding of the Club's available market and how this will be exploited to achieve new and retained membership.
- Ensure recruitment and retention of members is a principle agenda item at all meetings; providing quarterly updates and figures to the Management Committee.
- Examine the needs and requirement for facilities for the use by the Club Professional in providing golf lessons and services to members, visitors, juniors, teams etc.
- Develop a mentoring programme for new members.
- Develop a team strategy for interclub competitions.
- Examine the needs and requirements for the development of a practice area suitable and attractive for members and visitors and to attract & retain new members.
- Present to Management Committee a plan with budgets for any expenditure by end of August.
- Ensure that the plan is followed through so that the Club and course are presented in the best possible way to encourage the development and improvement of golf in the Club.
- Complete one project before Sept 2019.

LIMITS of AUTHORITY

The Membership & Golf Sub-Committee will be allocated financial resources through the annual budgeting process. The funds are to be applied solely for the purposes set out in the Terms of Reference.

MEETING SCHEDULES

The Sub-committee will meet once every month at a physical location however, attendance at the meeting may be by conference call dial-in or video conferencing.

Where possible, information should be provided in advance of each Sub- committee meeting to enable members to prepare properly.

REPORTING

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated to the Sub- committee members for action. A brief written summary will be provided to the Management Committee to ensure transparency and oversight. Matters that require Management Committee decisions will be raised as items on that Agenda.

Marketing Sub-Committee

PURPOSE

The purpose of the Marketing Sub-committee will be to ensure that the Club has a strategic plan for promoting and maintaining a positive market presence which increases the number of Green Fee visitors from Ireland and abroad. The Sub-committee will ensure that marketing activity will be planned and delivered within an agreed timeframe.

MEMBERSHIP

Members of the Sub-committee will be appointed by the Management Committee based on their capacity to contribute to the effective running of this Sub-committee. The Chairperson of this Sub-committee will be appointed by the Management Committee.

Sub-committee members, though encouraged to serve a minimum three-year term, are appointed annually by the Management Committee.

Members

Members of Marketing Sub-committee are:

- Marketing Chairperson
- Club Administrator nominee
- Ladies 'Committee nominee
- Men's Committee nominee
- 2 appointed members with marketing expertise.

TERMS of REFERENCE

In support of the Club's 5-Year Plan, the Marketing Sub-committee will develop a comprehensive 12-month marketing plan that contributes toward the Club's Mission which is "To provide a memorable links golf experience for members and visitors alike."

The Marketing Sub-committee's operational responsibilities are to:

- Work with the CGI to use all available resources that will maximize the effectiveness of the work of the Sub-committee.
- Create an annual marketing plan with a focus on:
 - Visitor Recruitment
 - Visitor repeat business.
 - Tour Operators; Hotels; NWCL; Bord Fáilte; Other Clubs
 - Society recruitment
 - Functions
- Ensure the Club has a robust data collection system and Club databases are up to date.
- Is aware of and responsive to competition from other Clubs.
- Work with Club Administrator to create marketing material that will promote the Club to visitors in line with the marketing plan.
- Ensure the website is regularly reviewed and updated.
- Use all available marketing tools including social media and develop an effective email marketing campaign aimed at increasing visitor numbers.
- Identify and develop Club sponsors with the intention of raising additional revenue for the Club.
- Identify and implement staff training needs with emphasis on customer service, sales techniques and understanding of Club software.

LIMITS of AUTHORITY

The Marketing Sub-committee will be allocated financial resources through the annual budgeting process. The funds are to be applied solely for the purposes set out in the Terms of Reference.

MEETING SCHEDULES

The Sub-committee will meet once every month at a physical location however, attendance at the meeting can be via conference call dial in or video conferencing
Where possible, information should be provided in advance of each Sub-committee meeting to enable members to prepare properly.

REPORTING

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated to the Sub-committee members for action. A brief written summary will be provided to the Management Committee to ensure transparency and oversight. Matters that require Management Committee decisions will be raised as items on that Agenda.

Facilities' Development Sub-Committee

PURPOSE

The purpose of the Facilities' Development Sub-Committee will be to ensure that the Club has a strategic plan for the development of all facilities required for the operation of a modern progressive club. The Sub-committee will ensure that all plans will be properly assessed and costed before being presented to the Management Committee and will ensure all projects are delivered within an agreed time-frame.

MEMBERSHIP

Members of the Sub-committee will be appointed by the Management Committee based on their capacity to contribute to the effective running of this Sub-committee. The Chairperson of this Sub-committee will be appointed by the Management Committee.

Sub-committee members, though encouraged to serve a minimum three-year term, are appointed annually by the Management Committee.

Members

Members of Facilities' Development Sub-committee are:

- Vice-Captain
- Honorary Secretary
- Ladies 'Committee nominee
- Men's Committee nominee
- Appointed members with relevant expertise.
- Member of the Finance Sub-committee

TERMS of REFERENCE

In support of the Club's 5-Year Plan, the Facilities' Development Sub-committee will develop a plan for the provision of new facilities, the upgrade of current facilities, and the acquisition of land if considered appropriate. The plan will consider immediate, short term and longer-term requirements. Where necessary it will be appraised and costed by properly qualified external professionals and consider all legal requirements. The initial plan will be presented for approval to the Management Committee. The plan will consider the Club's Mission which is "To provide a memorable links golf experience for members and visitors alike."

The Facilities' Development Sub-committee's operational responsibilities are to develop a strategy for presentation to the Management Committee which:

- Sets out the needs and requirements for the provision of modern welfare facilities for staff.
- Examines the requirement for facilities that will ensure the proper care and maintenance of course machinery, buggies etc.
- Examines the need for redevelopment of areas of Clubhouse.
- Makes recommendations regarding purchase of additional land.
- Reports to the Management Committee on a regular basis outlining progress.
- Presents to the Management Committee for approval, prioritised and fully costed plans and a budget for each development.

LIMITS of AUTHORITY

The Facilities' Development Sub-committee will be allocated financial resources through the annual budgeting process. The funds are to be applied solely for the purposes set out in the Terms of Reference.

MEETING SCHEDULES

The Sub-committee will meet once every month at a physical location however, attendance at the meeting may be by conference call dial-in or video conferencing.

Where possible, information should be provided in advance of each Sub- committee meeting to enable members to prepare properly.

REPORTING

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated to the Sub- committee members for action. A brief written summary will be provided to the Management Committee to ensure transparency and oversight. Matters that require Management Committee decisions will be raised as items on that Agenda.

Pro-Am Sub-Committee

PURPOSE

The purpose of the Pro-Am Sub-Committee will be to ensure that the Club has a strategic plan for hosting and prompting the event by attracting sponsors and players. The Sub-committee work alongside the PGA tournament committee to ensure plans and procedures are in place before and during the event.

MEMBERSHIP

Members of the Sub-committee will be appointed by the Management Committee based on their capacity to contribute to the effective running of this Sub-committee. The Chairperson of this Sub-committee will be appointed by the Management Committee.

Sub-committee members, though encouraged to serve a minimum three-year term, are appointed annually by the Management Committee.

Members

Members of Pro-Am Sub-committee are:

- Vice-Captain
- Honorary Secretary
- Club Administrator nominee
- Ladies 'Committee nominee
- Men's Committee nominee
- Appointed members with relevant expertise.
- Member of the Finance Sub-committee

Section 4

Tenure of Office for Officers and Elected Members

Position	Requirement (Yrs. Full Membership)	Elected for Term (No of yrs.)	Max number of yrs. consecutively
President	10 Yrs.	1 yr.	1 yr.
Captain	5 yrs.	1 yr.	1 yr.
Lady Captain	5 yrs.	1 yr.	1 yr.
Vice-Captain	5 yrs.	1 yr.	1 yr.
Lady Vice-Captain	5 yrs.	1 yr.	1 yr.
Honorary Secretary	5 yrs.	1 yr.	5 yrs.
Honorary Treasurer	5 yrs.	1 yr.	5 yrs.
Greens Convenor	5 yrs.	1 yr.	5 yrs.
House Convenor	5 yrs.	1 yr.	5 yrs.
Members of Management Committee	-	1 yr.	3 yrs.
Sec. of Men's Golf Committee	-	1 yr.	3 yrs.
Men's Competition Secretary	-	1 yr.	3 yrs.
Junior Convenor	-	1 yr.	5yrs.
Sec. of Ladies' Golf Committee	-	1 yr.	3 yrs.
Ladies' Competition Secretary	-	1 yr.	3 yrs.
Members of Men's Golf Committee	-	1 yr.	3 yrs.
Members of Ladies' Golf Committee	-	1 yr.	3 yrs.

Section 5 Policies

Team Expenses

Practice and match away trips

- Travel Allowance is 20cents per kilometre based on two / three people sharing, outside local area clubs.
- Meals - Maximum of €20 meal allowance per person against receipt
- Meals Only - Maximum of €14 per person against receipts for local trips to the following clubs: Nairn & Portnoo / Bundoran / Ballybofey & Stranorlar. (no Travel)
- Above expenses extend to non-playing captains and Honorary Officers – President, Club Captains, and Vice Captains.
- All claims, together with receipts, must be completed on official Club claim form. Claims to be submitted within 30 days of event.
- No expenses will be paid until Team Captain properly completes and presents claim forms for approval to the relevant committee.

General Guidelines

- Where possible minimum two (2) persons travel per vehicle.
- Bus may be hired at the discretion of Team Captain; if bus is hired no additional travel expenses will be paid.
- If a team is practicing the day before the competition and the distance is more than 180 kilometres from Donegal Town, an overnight allowance of €70 per person, plus practice and competition expenses are allowed against receipts.
- A maximum of one away practice round is allowed per team members (plus reserves) selected to play away.
- No coaching fees will be paid by the Club.

Visiting Teams

- Team Captains to arrange reciprocal deal with opposition captains regarding meals.
- Irrespective of arrangement DGC will provide meals for home team.

Home

- The cost of Home matches will not exceed €14 for a meal after play.
- The menu for the Home Matches to be agreed by the Captain and Lady Captain with the Caterer prior to the start of team events.
- Caterer's Tab to be signed by Team Captain.
- Donegal Golf Club is not responsible for meals/drinks for away supporters

Golf Buggies

Golf Buggy -: A motorised ride-on vehicle designed for use by 1 to 2 golfers and their equipment. The term “Golf Buggy” shall include any vehicle deemed to be a golf buggy by the Management Committee.

The Club maintains a fleet of Golf Buggies for hire to members and visitors at *Applicable rates* and subject to the “*Rules of operation*” as set out below.

Rules of Operation for Golf Buggies:

- Buggies may only be used by persons over 21 years of age who have a full Driving Licence
- Buggies must be driven in a careful and safe manner.
- A maximum of two people and two sets of clubs are allowed on a Buggy at any time.
- Users must remain seated when the Buggy is in motion.
- Buggies must not be driven onto any Tee.
- Buggies must not be driven on, or within, ten yards of any Green.
- Buggies must not be driven over any ground marked GUR, Marram Grass Dunes, or any wet areas of the course under any circumstances.
- Users of Buggies must comply with any signs, ropes etc governing the route to be taken on any part of the course.
- In the interests of maintaining the course the Management Committee reserves the right to restrict the use of Buggies at any time.
- The Management Committee reserves the right to restrict the number of Buggies on the course at any time.
- The Management Committee reserves the right to restrict the use of any Buggy that it considers unsuitable due to mechanical defects, excessive noise, smoke emissions etc.
- The Management Committee may refuse the use of a Buggy to any person who fails to comply with these Rules.
- Applicable Rates. Visitors: €40 Members: €20
- Members over 70 years or holders of a Medical Certificate of Disability: €10

Concessionary use of Private Buggies

Concessionary use of a Private Buggy may be provided to a member or visitor who requires the use of a Buggy to play the course on grounds of “disability” subject to the following:

Def: “Disability” shall carry the same meaning as that of the Irish Disability Act (2005) and UK Disability Discrimination Act (1995). *A person has a disability if he/she has a physical or intellectual impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.*

Conditions:

Visitors:

- Advance notice must be provided to the Club at the time of booking a tee-time.
- Evidence of a valid Medical Certificate of Disability and evidence of a current and valid Insurance Policy covering the use of the buggy must be produced on arrival at the Club.
- The visitor must comply with the Rules of Operation as outlined. .
- The visitor must pay any relevant fees.

Members:

- A valid Medical Certificate of Disability for the member and a current and valid Insurance Policy covering the use of the buggy must be presented to the Club Administrator.
- The member must comply with the Rules of Operation as outlined.
- The member must complete the Private Golf Buggy Agreement Form.
- The member must pay any relevant fee.

Golf Classics

Donegal Golf Club is committed to facilitating community and charitable fundraising by allowing the running of golf classics/fundraising events in the Club according to the following policy:

The classics are for the benefit of local Donegal Clubs and charities and traditionally the Crumlin Classic in aid of the Children's Hospital.

Number and Time of Events

- The number of classic events shall be no more than 6 in any given year.
- To protect the course and minimise any potential for damage to the course, classics should be spread throughout the year. In any event there should be at least two weeks between events.
- The preferred day for the running of classics is Wednesday. Other days will only be considered by the Management Committee on receipt of a request in writing to the Honorary Secretary/ Administrator.

Use of the Course

- Donegal Golf Club is committed to presenting the course in its best possible condition, given weather and course maintenance programmes, for all events.
- All classic events will be played from either the Green or Orange tees.
- The fee for use of the course for a classic is €1250¹ for the day provided the presentation of prizes for the event takes place in the clubhouse, otherwise the fee is €1750.. This fee cannot be waived unless by decision of the Management Committee.

Competition, Timesheet and Bookings

- Bookings for classic events must be made as arranged with the Club Administrator.
- Donegal Golf Club may reserve the times from 1.00pm to 1.30pm on the timesheet for members on the day of the event.
- All players in the classic must register in the Clubhouse prior to going out on the course.
- If there is an entry of more than 30 teams, the Club will provide a starter/course ranger for the day.
- Cards recording scores in the competition must be given to the Club Administrator immediately following prizegiving. This is to comply with rules regarding handicaps.

Booking a Classic Event

- Dates for classics will be included in the Club Fixtures' Book and on the Club website, therefore applications to hold a classic event must be made to the Club before the 31st of January each year.
- An application to the Club does not guarantee that the Management Committee will sanction the event.
- In the event of more than six applications the following criteria will be applied by the Management Committee.
 - a. Only applications received before the 31st of January will be considered.
 - b. Traditional events that have been hosted on an annual basis for more than 5 years.
 - c. Local clubs or charities (i.e. those within the catchment area) which have not hosted an event in the previous year.
 - d. Events being run by Club members.
 - e. Clubs and charities from outside the catchment area.

Cancellation of Event

The organising committee of the event must inform the Club as soon as is possible if the event is to be cancelled. If this advice is not received at least 21 days before the event is due to be held a charge of €500 will apply.

Competitions

- The Management Committee, in consultation with the Men's and the Ladies' Committees shall decide the days and times the course is available for competitions or when the course is reserved for team matches, Union, Branch or District events.
- The Ladies' & Men's Golf Committees have sole responsibility for the organisation of competitive golf for all members of the Club.
- The Junior Golf committee organises competitive golf for Junior members in consultation with the appropriate Ladies' and Men's Committees.
- All competitive fixtures for the year, together with the rules governing them, should be included in the annual Fixtures'Book.
- Where the Ladies', Men's or Junior committee wishes to organise a competition on a date not included in the Fixtures'Book, a request should be made to the Administrator at least one week prior to the date required.
- The request should be made by the Competition Secretary of the Ladies' or Men's Committee or the Junior Convenor for Junior competitions.
- Factors to be considered will be course usage on the day, availability of members' times, tees required etc.
- Where the Administrator in consultation with the Head Greenkeeper considers that it is appropriate to accede to the request the competition will be played as requested.
- Where the Administrator in consultation with the Head Greenkeeper considers that it is not appropriate to accede to the request she will relay the reasons to the Honorary Secretary or in his absence the Chairman of the Management Committee, who will make the final decision.

Golfers' Insurance

All playing members should take out adequate golfers' insurance covering both damage and injury to persons or property.

Personal Property

The Club accepts no responsibility for any thefts, loss or damage to the property of any member, visitor or guest whilst in the Club.

Reduced Green Fees

The Management Committee has agreed reciprocal arrangements with all member Clubs of the North and West Coast Links group, Co. Sligo Golf Club and Bundoran Golf Club. Members may avail of reduced green fees of half the daily rate when visiting these courses subject to availability.

Visitors – Green Fees

Visitors are not permitted to play on the course on Captains' or President's Days. Societies must pay a non-refundable deposit when making a booking.

Thunderstorm / Lightning

When lightning is seen in the immediate area a klaxon will sound from the direction of the Clubhouse. In this event everyone must leave the course and return to the Clubhouse. It is dangerous to remain on the course in these conditions.

Courtesy of the Course

Courtesy of the course is allowed to the following:

Current Captains, Presidents, Lady Captains, Honorary Secretaries. Immediate Past Captains & Lady Captains, PGA Professionals, Greenkeepers, Secretary Managers, Journalists, Tour Operators, Persons doing Course Ratings, Team Practice.

Caddies

We implement a Caddie Recruitment and Training programme. Along with the 2 Caddie Masters, Tommy Geraghty & Padraig Farragher, we have in place a code of conduct document (in progress) and a Caddie Training Manual.

All new caddies will be interviewed and vetted by our Caddie Masters and then taken for training on the course. All caddies (once approved and finalised) will then be instructed on essential course maintenance such as, filling divots, repairing pitch marks, and how to correctly rake a bunker.

The recommended caddie fee for Senior Caddies is €75 plus tip for the 2023 season, with a junior, or new caddie, to start on €40 plus tip, a lower rate until they have gained the relevant experience.

The Club is not responsible, in any way, for the payment of caddies.

Death of Member/ Relative / Past Member

The Secretary of the Men's or Ladies' Golf committees writes a letter of condolence to the immediate relative expressing the Club's sympathy.

Guard of Honour.

In the case of the death of a former President, Captain or Lady Captain, the current Captain / Lady Captain arranges contact with a relative of the deceased to ascertain if they wish to have a Guard of Honour from Club members and makes arrangements accordingly. All Past-Presidents, Past-Captains and Lady-Captains and officers of the club are to be informed by text by Honorary Sec or Administrator.

A Guard of Honour generally consists of current & past Presidents & Captains wearing Club blazers.

The course is not closed in the event of the death of a current Officer of the Club, the club flag is flown at half-mast.

.

Flags

Flags are to be flown at entrance to club during the playing season April to October.

Club flag, County Flag and Golf Ireland flag/ European Flag

Golf Ireland flag to be replaced by Tricolour on special occasions and days specified by Management.

Head Green keeper has charge of flags.

Section 6 Rules & Bye-Laws

Clubhouse Opening Times

Unless from time to time determined by the Management Committee, the Clubhouse shall be opened at 8.00am and closed at the end of the business. Times will vary during the winter months.

- Bar opening hours: Licensing hours and as agreed at monthly meetings.
- Shop opening hours: Daily 9am – 5pm but may vary.
- Office hours: Monday – Friday 9am – 5pm.

Dress

All persons using the Clubhouse are required to be suitably and acceptably attired, in accordance with the Dress Code, which is displayed on the premises.

Display of Notice Advertisement etc

No notice, advertisement or any such similar material shall be placed on display in or around the Clubhouse without prior approval of the Honorary Secretary, who shall be entitled to remove any such unauthorised material.

Caddy Carts

Caddy Carts are not allowed in the locker rooms.

On Course

Order of Play

All players' names must be set out on the time sheet provided which will determine the order of play. Players must play the course and format of the day unless otherwise permitted.

Rights of Play

Equal rights of play, at all times, for male and female members except as follows:

SUNDAY: The course shall be reserved for male members during the hours specified by the Management Committee.

TUESDAY: The course shall be reserved for female members during the hours specified by Management Committee.

Members' Times

Saturday: The following times are exclusive to members on Saturdays 9.00am – 11.00am

Members' Guests

Members are permitted to invite guests to play the course for a reduced fee on nine (9) occasions during the year provided they play with them. Guests and visitors are not permitted during dedicated members' competition times.

Cutting In

No player shall commence play from the 10th tee unless the 9th hole is free.

Dress Code

All players must be suitably attired and equipped. Neat Casual Dress to be worn on the course and in the clubhouse.

Membership / Green Fee Tags

All persons playing the course must prominently display membership tags or green fee tags.

Practice

Practising on the fairways and on the greens is strictly forbidden.

Closure of the Course

The course will be closed in the event of lightning or other inclement weather, in accordance with Club policy. The Management Committee may also close the course or any part thereof on any day or during any period upon due notice to that effect, in writing and displayed in the clubhouse.

Animals

Dogs or other animals must not be exercised on the course and are not allowed on the grounds.

General

Damage to Club Property

All loss or damage to the Club's property must be made good by the person responsible.

Complaints

All complaints must be made in writing and addressed to the Honorary Secretary of the Club.

Practice Area

The practice area may only be used by members and green fee-paying visitors and those taking lessons from our P.G.A. Pro. The rules relating to use of the practice area are on display at the entrance and must be observed. (January 2021)

Etiquette

All players are obliged to observe etiquette as set out in the Rules of Golf.

Section 7

Code of Conduct

All Club Members whether in the Clubhouse, on the course or representing the Club elsewhere shall comply with the highest standards of conduct and shall not behave in a manner likely to bring the Club into disrepute.

Members and their Guests should be aware of and comply with Rule 1 of the R&A/USGA Rules of Golf.

The following is a list of behaviour (not exhaustive) that the Management Committee considers inappropriate;

- Disruption of, or improper interference with the administrative, sporting, social or other activities of the Club, whether on Club premises or elsewhere.
- Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on Club premises, representing the Club or engaged in any Club activity.
- Fraud, deceit, deception or dishonesty in relation to the Club or its staff or in connection with holding any office in the Club or in relation to being a member of the Club.
- Behaviour likely to cause injury or impair safety on Club premises.
- Sexual, racial or any other form of personal harassment of any fellow member, member of staff or other employee of the Club or any authorised visitor.
- The use of any unfair means in competition.
- Damage to or defacement of Club property, the property of other Club members caused intentionally or recklessly, or the misappropriation or misuse of such property.
- Conduct, which contravenes a previously imposed penalty, requirement or undertaking.

Members must not approach any member of the Management, Ladies' or Men's Committees on the course to make a complaint or to discuss any issue concerning Club matters.

Members' engagement with Staff

Under no circumstance will any member directly or publicly reprimand any member of staff.

Complaints about the conduct of any staff member shall be made to the Administrator, Head Green Keeper, Captain, Lady Captain, Hon. Secretary, Greens Convenor or House Convenor.

.

Guidelines for the conduct of Disciplinary Matters

Interpretation & Definitions

- 1.1 In the interpretation of these Guidelines, unless the contrary intention appears:
 - 1.1.1 headings are inserted for convenience only and are not to be used to assist interpretation.
 - 1.1.2 any gender includes all genders, any reference to the singular includes the plural (and vice versa), and references to persons includes bodies corporate, unincorporated associations and partnerships (whether or not any of them have a separate legal personality).
- 1.2 For the purpose of these Guidelines the following definitions apply:
 - "Management Committee"** means the Management Committee of Donegal Golf Club
 - "Appeals Committee"** means an Appeals Committee appointed by the Management Committee.
 - "Appellant"** means any member subject to a disciplinary decision who chooses to appeal it.
 - "Club"** means Donegal Golf Club
 - "Competition"** means any competition organised by the Club.
 - "Complainer"** means any person making a complaint about any Member.
 - "Day"** means any day other than a Public Holiday.
 - "Disciplinary Committee"** means a Disciplinary Committee appointed by the Management Committee.
 - "Honorary Secretary"** means the Honorary Secretary of the Club.
 - "Member"** means any member of the club who is subject of any disciplinary investigation in accordance with these Guidelines.
 - "Guidelines"** means these Guidelines as established by the Management Committee.

Overview

- 2.1 These Guidelines have been approved by the Management Committee pursuant to Section 26 (ii) of the Constitution of the Club.
- 2.2 These Guidelines deal with hearings in respect of:
 - 2.2.1 breaches of the Rules, Bye Laws and Constitution of the Club.
 - 2.2.2 an allegation of misconduct against a member.
 - 2.2.3 complaints regarding any person competing officially in any Club competition.
- 2.3 The Guidelines apply to all members of the Club.
- 2.4 Disciplinary action may be informal or formal. Informal disciplinary action will involve discussing the problem with the member and the complainer through an individual appointed by the Management Committee with a view to resolving the issue. Efforts will be made to resolve the matter by mediation if appropriate and if agreed by both parties.
- 2.5 Formal disciplinary action will be taken in accordance with these Guidelines.

Membership & Power of Committees

- 3.1 The Management Committee may establish a Disciplinary Committee which shall have the power to act in the name of the Club and determine disciplinary proceedings coming before it.
- 3.2 The membership of any Disciplinary Committee will be determined by the Management Committee and will comprise a Chairperson and not fewer than two other members of five years standing. None of these members shall be members of the Management committee.
- 3.3 The Management Committee may establish an Appeals Committee comprised of a Chairperson and not fewer than two other members of five years standing to consider any competent appeal. None of these members shall be members of the Management Committee or the Disciplinary Committee
- 3.4 Any person who sits on either the Disciplinary Committee or the Appeals Committee shall:
 - 3.4.1 be unbiased and have no personal interest in or involvement with the case.
 - 3.4.2 be familiar with these Guidelines.
 - 3.4.3 act within their powers under these Guidelines and fairly, reasonably and proportionately at all times.
 - 3.4.4 take advice where appropriate including, if necessary, legal advice.
 - 3.4.5 have consideration and respect for all parties; and
 - 3.4.6 apply the standard of proof as the balance of probabilities.

- 3.5 The Appeals Committee will have the power to increase, decrease or accept any such penalties already imposed and/or impose any such new penalties as outlined in these Guidelines.
- 3.6 Both Committees shall take decisions, including decisions as to guilt and appropriate sanctions, on the basis of a simple majority of Committee members with the Chair holding a casting vote if no majority is reached.
- 3.7 The Disciplinary Committee and the Appeals Committee shall have the power to abridge or extend any time limits set out in these Guidelines, if in their reasonable discretion, it is considered appropriate in the circumstances.
- 3.8 The Disciplinary Committee and the Appeals Committee shall not be entitled to introduce or consider opinion evidence other than expert opinion evidence.
- 3.9 The Disciplinary Committee and Appeals Committee shall exercise their functions independently of the Management Committee.

Initial Complaint Handling

- 4.1 Any complaints about a Member shall be made in writing by the complainer and sent to the Management Committee.
- 4.2 The complaint must specify the details of the alleged incident or grounds for complaint.
- 4.3 The Management Committee may:
 - 4.3.1 appoint an individual, (who shall not be a member of the Management Committee), to try to resolve the complaint on an informal basis by speaking to both parties.
 - 4.3.2 enable efforts to resolve the matter by mediation, if appropriate, and if agreed by both parties
- 4.4 The Management committee shall:
 - 4.4.1 wait for the outcome of possible informal disciplinary action and/or mediation.
 - 4.4.2 if a conciliatory resolution cannot be found forward a copy of the complaint to the member in question and request a written response within 10 days
 - 4.4.3 appoint a Disciplinary Committee
 - 4.4.4 forward the complaint, written response and any other relevant material, if applicable, to a Disciplinary Committee for consideration as set out below.

Disciplinary Hearing

- 5.1 Upon notice of appointment from the Honorary Secretary, the Chair of the Disciplinary Committee shall convene a hearing of the Disciplinary Committee.
- 5.2 Any person that is subject to a disciplinary hearing shall be supplied with a copy of the original complaint and any additional material provided to the Disciplinary Committee, including notice of any witnesses to be called or their evidence.
- 5.3 Each Member shall have the right to the following:
 - 5.3.1 to be present in person at any hearing and to be advised fourteen days in advance of the date, time and place of such hearing.
 - 5.3.2 to be accompanied by a person of their choice at this hearing; and
 - 5.3.3 to speak and/or make written submissions, call relevant witnesses and provide evidence at this hearing.
- 5.4 A shorter notice period can be given if agreed with the respective parties to the hearing.
- 5.5 If the Member is unable to attend at the meeting, he should notify the Chair of the Disciplinary Committee in writing.
- 5.6 If the Member elects not to attend at the meeting without good reason, the disciplinary hearing may proceed in his/her absence.
- 5.7 Unless the Disciplinary Committee otherwise directs the procedure will be as follows:
 - 5.7.1 the Disciplinary Committee will explain the process and advise of the rights of appeal.
 - 5.7.2 the terms of the Complaint will be considered followed by the written or oral response, if any, provided by the Member.
 - 5.7.3 any further evidence will be heard.
 - 5.7.4 any other witnesses to be called will then be heard (or in the situation where the witness is unable to attend, then their signed written statement will be read out);
 - 5.7.5 any witnesses are to be excluded from the hearing until required to give their evidence and must retire immediately after giving their evidence and answering any questions from the Disciplinary Committee.
 - 5.7.6 questioning of the parties or any witnesses may be permitted by the Disciplinary Committee at its discretion, acting fairly and reasonably.
 - 5.7.7 the Member will then be given the opportunity to make final submissions - including submissions on sanctions in the event that the complaint is upheld;
 - 5.7.8 on reaching its conclusions the Disciplinary committee will communicate its decision to the Honorary Secretary.

- 5.7.9 notification of the decision, including as to any sanctions, shall be issued by the Honorary Secretary, by registered post, to the parties within seven days of the hearing.

Appeal Hearing

- 6.1 An appeal must be lodged within 14 days of the decision being notified in writing to the Member.
- 6.2 An appeal shall be lodged when a Notice of Appeal is received by the Honorary Secretary. The Notice of Appeal shall be in writing, signed by the Appellant Member and shall specify:
- 6.2.1 the name of the Appellant Member;
 - 6.2.2 the decision appealed against;
 - 6.2.3 the date of the decision appealed against; and
 - 6.2.4 the specific grounds of the appeal (including in relation to sanctions).
- 6.3 On receipt of an appeal, the Honorary Secretary will inform the management Committee who will automatically appoint an Appeals Committee
- 6.4 The Hon Secretary will forward all documentation to the members of the Appeals Committee.
- 6.5 The Chair of the Appeals Committee shall communicate to the Appellant Member:
- 6.5.1 time, date, and place for the hearing of the appeal
 - 6.5.2 the composition of the Appeals Committee.
 - 6.5.3 the rules within these Guidelines which govern the hearing and process.
- 6.6 The Appellant member shall have the right to be present in person at any hearing and to be accompanied by a person of their choice
- 6.7 All documentation to be used by any party at the appeal must be with all of the parties entitled to attend the appeal hearing at least seven days prior to the appeal hearing.
- 6.8 The Appeals Committee may, in its discretion, rehear the whole or any part of the
evidence given before the Disciplinary Committee as it considers appropriate.
- 6.9 The Appeals Committee shall be entitled to hear and receive such further evidence on appeal as it deems competent and fair.
- 6.10 Any further evidence to be heard, shall be made available to the Appellant member seven days prior to the appeal hearing. Parties shall have the right to respond in writing to any further evidence to be presented.

- 6.11 Where evidence is given before the Appeals Committee, questioning of the parties or any witnesses may be permitted by the Appeals Committee at its discretion, acting fairly and reasonably.
- 6.12 Written notification of the decision of the Appeals Committee will be issued to the Appellant member by registered post within seven days.
- 6.13 The decision of the Appeals Committee is final and binding.

Penalties

- 7.1 No penalty shall be imposed on any person or body in disciplinary proceedings unless the alleged misconduct against the person or body is proved on the balance of probabilities and that penalty is fair, reasonable and proportionate in the opinion of the Disciplinary or Appeals Committees.
- 7.2 If a complaint is proved against a Member, the Disciplinary Committee and Appeals Committee shall have the power to impose the following penalties:
 - 7.2.1 Fine /reprimand/warning.
 - 7.2.2 suspension from Club membership for a specified period of time.
 - 7.2.3 suspension from specified Club activities for a period of time or permanently.
 - 7.2.4 expulsion from Club membership on a permanent basis.
 - 7.2.5 a combination of any of the above.
- 7.3 When a penalty is imposed consideration will be given to the following:
 - 7.3.1 consistency and uniformity in the level of penalty imposed.
 - 7.3.2 whether the penalty is reasonable and proportionate in all the circumstances; and
 - 7.3.3 that where possible periods of suspension be imposed by reference to specific dates rather than playing days e.g. 1 April to 1 June.

General Provisions

- 8.1 The hearing of proceedings by the Disciplinary Committee or the Appeals Committee shall be recorded by the taking of minutes.
- 8.2 The record of the proceedings and all papers associated with the proceedings shall be held by the Honorary Secretary in a secure and appropriate manner.

APPENDIX¹

Policies not included in this document that are available in the office.

- Junior Policy
- GDPR Policy
- Data Protection
- Social Media Policy
- Health & Safety
- Course Policy Document
- 5 Year Plan

Updates & Revisions

Date	Content	Proposed	Page
Jan 2021	Use of Practice area by non members	Management	
May 2021	Guard of Honour	Management	
June 2021	Team Expenses Covid	Management	
March 22	Team expenses Post Covid up to 30c from 20c	Management	
June 22	Flags Use of	Management	
July 22	Captains to be ex-officio members of any sub-committee.	E.G.M.	
July 22	Sub-Committees where possible to be 30% male 30% female	E.G.M.	
July 22	Junior Convenor on Management	E.G.M.	
August 22	Discipline Guidelines added	HS	
August 22	Document re organised	HS	
Oct 22	Document amended to include reference to WHS	Governance	
	To remove outdated or redundant items	Governance	
March 23	Team Expenses down to 20c from 30c	Men	
	Removal of Castle Hume/Lough Erne/ Strabane & Letterkenny from no travel list	Management	
	Pro Am Committee set up	Management	