



Document No.	TOR1
Document Name	KGC Players Committee Terms of Reference
Version	1.0
Document Owner	KGC Management Committee
Date Approved	29 January 2025

Composition of the Players Committee

The Committee shall comprise:

- Club President (Ex Officio)
- Club Captain (OIC Players Committee)
- 6 or more but maximum of 8, Players Committee Members but must be equal numbers between male and female where possible, giving equal opportunity to men and ladies members.

Roles and Responsibilities

The Club Captain is the primary liaison between the Management Committee and the Players Committee. In this capacity, the Club Captain:

- Ensures that Players Committee meetings are held at the start of every month or at least 2 monthly (Preferably monthly) to delegate jobs for upcoming events.
- Ensures that periodic performance reviews of the Players Committee are conducted with the President or Executive Committee Delegate.
- Ensures that all respective roles and responsibilities are being completed as requested to ensure events are successfully run.
- Reports monthly to the Club Management Committee.
- Ensures that each Players Committee member's roles are created and documented. These roles must be accepted by the Management Committee.
- Ensure a Handicap Committee is drawn from the Players Committee.
- Ensure all match committees are operating in line with club objectives and taskings.
- Club Captain may select a Club Vice-Captain from the Players Committee Members only.
- The Club Captain can select who he wants on his committee, being mindful of a balanced committee in terms of gender, availability, age, experience and viewpoint. The Players Committee is then submitted to the Management Committee for approval.
- Be familiar with the KGC Governance Documents that are owned by the Committee and ensure that the content of the documents and any associated tools (eg forms, checklists) remain current, accurate and fit for purpose.

Committee Role Description

1. Prime responsibility for the golf game in relation to the men's and women's game and special golf events of the club.
2. To perform delegated duties from the Management Committee as directed.
3. To hold a meeting at the start of every month or at least two monthly to delegate roles.
4. The Players' Committee may not make any decisions involving a financial commitment by the club unless authorised by the Management Committee.

5. To confirm the Club program before going to print in each year, this task must be completed by 1 January or earlier if possible.
6. Liaise with the Clubs Greens Sub-Committee on any course requirements. The Player's Committee does not have the power to direct or liaise with the Greens staff or request any changes to the course. This must be referred to the Greens Subcommittee.
7. The committee may offer proposals that will benefit or improve the way events are conducted at Kingaroy Golf Club to the Club President.
8. The responsibility of course set-up lies with the Players' Committee but can be delegated to either match committees.
9. To promote and manage the participation of members in club events, interclub and other competitions via social media i.e., Facebook, Clubs Website and Flyers.
10. To develop and utilise the capabilities of Simple Golf.
11. To foster a strong club spirit amongst the members and liaise any issues to the Club Captain in the first instance then the Club President if required.
12. Administrate the rules of play and local rules and to arbitrate and adjudicate and make decisions about the rules of play. Update the Club Rules Board at the start of each month.
13. Support the Management Committee in the promotion of, and to promote, membership of the club.
14. Recommend to the Management Committee the prize value and entry fee for club events. (Current policy is half of competition fees taken is paid out, the remainder going to club revenue for scorecards, computer software and support, honor board upgrades, silver circles, office supplies, championships prizes etc.).
15. The Players Committee will be the primary committee over all match committees and may engage with the Men's or Ladies Committee for assistance at any time.
16. In the instance of an equal vote the Club President will hold the deciding vote in all aspects of the Players Committee.

Specific Tasks of Players Committee:

1. Meet at least every 2 months to update the Local Rules Board
2. Allow for the general running of all Golf Competitions at Kingaroy Golf Club
 - Enter competitions into Simple Golf
 - Put timesheets out for Saturdays and Sundays each week
 - Prepare and display Conditions of Play when necessary
 - Check tee markers are ready for play
 - Prepare NTP's and leave them in readiness for day's competition
 - After competitions, check score cards, determine competition results, upload scores to GolfLink
 - Determine prizes as per prize schedule and record winnings on member cards
 - Check and interpret golf rules
 - Send photo of results by text to media coordinator
3. Prepare for sponsored golf days well ahead of time.
 - Two months before the event, contact the sponsor to remind them of the event and to discuss any specific requirements they may have.
 - Six weeks before the event, decide on the day's arrangements such as timesheet or shot gun start, special rules if needed, cost of event (see Treasurer), whether any food is to be provided (any food requests/arrangements are to be communicated to House Chair).

- Convey the above information to the media coordinator to ensure flyers are ready to be published at least a month before the event. Some sponsors provide their own flyers. Media coordinator is to publish flyers on Facebook, KGC Website, and if appropriate, email to other SB clubs, or district secretary.
 - Prepare and display timesheets when flyers are published. (Request Golf Link numbers on the sheet - this is easier than finding them yourself later).
 - Organise change for the till
 - If a large field is on the timesheet or tee sheet, enter players into Simple Golf before the day of play, and on the morning of play, pre-print scorecards.
 - Check the correct money is in the till before you take any money for the day.
 - Take entry fees in office (recommendation is that names are highlighted on timesheets or tee sheets, colour-coded for membership category if different fees apply)
 - Send the field out onto the course, remembering to thank the sponsor before play begins.
 - Count the till within 48 hours (about 2 days) and before Tuesday's banking, place funds taken in the provided envelopes and give to house staff, record float on sheet of paper to be left in the till. Be mindful of change required for next event (ie try to keep necessary small change in the till and take out the big notes)
4. Liaise with the Clubhouse Manager regarding where any social players that may be playing should hit off and keep clubhouse manager informed on what is happening golf wise at the club.
 5. Ensure handicapping occurs in accordance with the World Handicap Guidelines issued by Golf Australia.
 - Monitor handicaps of players, particularly those who may need a handicap adjustment (example returning players, injured players)
 - Gather evidence and act as per official guidelines in the event of handicap anomalies on scorecards (example consistently scoring above expectations in Ambrose and 4BBB competitions)
 - Enter handicap cards of new players into Simple Golf.

Special Amendment (January 2024)

The Men's Match Committee will be made up of the Players Committee (Men's Members) and meetings are to coincide with the Players Committee Meetings.

Should a ruling be required during or after men's competition play, those men from the Players Committee who are present will decide on the appropriate course of action.

Version information

Version	Details/Changes	Approved by	Date
1.0	Existing procedure entered into the KGC Governance Documents Management System.	KGC Management Committee	29 January 2025