

# Ringwood Golf Club

## Position Description



## Club Captain

### The Club Captain will:

1. Form and convene a Match sub-committee comprising of the Captain, Vice Captain and the Handicapper. Additionally, the following non voting members to specifically represent are:
  - a. Pennant.
  - b. Juniors.
  - c. Mid-week competitions.
  - d. Ladies golf (the Lady Captain).
  - e. Others as may be required from time to time.
2. Plan and implement all activities related to golf and the golfing calendar including the preparation of the annual syllabus.
3. Adjudicate on rules and frame local rules in accordance with the Rules of Golf.
4. Demonstrate leadership to members on all golfing issues in a firm but not autocratic manner, tempered by a sense of humour and without malice.
5. Educate members on the etiquette and rules of golf.
6. Ensure weekly golfing awards are presented to winners of competitions.
7. Negotiate the purchase of golf balls and award vouchers from various suppliers.
8. Ensure the competition board has all information clearly noted regarding the days play e.g. competition of the day, local rules etc.
9. Plan and maintain the miClub software system.
10. Supervise the handicapping and course rating procedures of the Club.
11. Maintain honour boards and trophies.
12. Maintain the order of the competition room.
13. Arrange VGL and Monthly medals are purchased and supplied to winners
14. Plan and facilitate the Annual presentation night. Contact all trophy winners and runners up to determine prizes, arrange for medals to be purchased and engraved. Host the presentation night.
15. Arrange hole-in-one trophies for Monday, Wednesday & Saturday competitions.

# Ringwood Golf Club

## Position Description



16. Monitor the electronic tee booking and event registration system. Manage tee times for major events such as Club Championships, matchplay events that require allocated tee times.
17. Ensure Competition Rulings information is updated annually
18. Respond to members enquiries via RGC Captains email account
19. Respond to new member enquiries to “sell” the value of the club, how it works, arrange potential new members to play a round with captain as required
20. Perform inductions of new members
21. Ensure golf related items on website are up to date
22. Register RGC players for appropriate VGL events
23. Maintain Match Committee related operations documentation

### **Contact with others:**

- Convene Match Committee meetings on an as needs basis. Minimum one (1) every 6 months.
- Attend regular meetings with golf course management to discuss any course issues which may impact on the golf club.
- Maintain regular contact with the ladies sub committee to ensure smooth operations between men and ladies golf (usually through the Lady Captain).
- Oversee the running of the Ringwood Junior Golf Program.
- Attend quarterly meetings of the Victorian Golf League.

### **Approximate time commitment:**

- Meetings: 2-3 hours per month.
- Competition related duties: 3-4 hours per week.
- Purchase of golf balls and prize vouchers: 1 hour per week.
- Purchase of monthly and VGL medals: 2 hours per month
- Time spent at the Club each Saturday after your own round of golf: 2-3 hours.
- Presentation night [November] 8 hours per week for 4 weeks
- Syllabus development: 20 hours through October/November
- New member inductions 1 – 2 hours per month