



Charter: Match Committee

The committee is a sub-committee, and is responsible to the Board of Directors.

The primary responsibility of the Match Committee is to oversight the ongoing development of a program that maximises membership, visitor and youth participation of the DGCC. The match committee is responsible to the Board for all aspects of men's, women's and mixed golf at the club.

The club has three core ambitions. The first is to ensure a great golfing experience 365 days a year. The second is that the function centre is the one of choice at the gateway to West Gippsland. The third is to ensure the financial stability of the club with both businesses (golf and functions) covering costs. These ambitions require the most appealing infrastructure available within budgetary constraints that is profiled and used to its optimal potential

Structure

The Match Committee will comprise at least 5 and no more than 7 members and will be composed of the following:

- Board Member Chair with President ex-officio and one or more additional Board members
- Captain of Golf and the Women's Captain of Golf
- Up to 2 other Club members with special interest/expertise in golf club membership and golf club activities
- In attendance, General Manger, Administration Manager and Business Development Manager
- Others can be seconded if required

A quorum for the Match Committee will be 3 members. The Match Committee must meet at least once a month. Committee members are appointed annually.

Responsibilities

The Match Committee oversees the ongoing utilisation of the Drouin Golf Course and its associated infrastructure to ensure a great golfing experience 365 days is enjoyed by the optimal number of members, public and other stakeholders. This will particularly focus on ensuring an exciting annual schedule of golf competitions and events.

Multi-year approach

- Ensure that DGCC remains aware of changes in the demands of golf and the demands of members and the public and that these are appropriately reflected in the ongoing activities of DGCC. Provide regular updates to the Board on these issues and recommendations to address them.
- Ensure that all local rules are framed within the rules of golf and provide adjudication on rules of golf as required
- Promote a culture within DGCC of respect and welcome so that all visitors and members of the club can enjoy not only the course but the associated activities
- Develop and implement appropriate policies and procedures with at least annual monitoring and review so that the club is as 'user friendly' as possible. This includes the pace of play policy



- Review at least annually the field sizes and time sheets to ensure comfortable playing conditions
- Review at least annually the handicapping, course rating and score card design and production
- Work with other Golf clubs in the region and across Victoria to provide referees as needed
- Work with local groups to profile golf as a sport and to encourage the development of golf particularly in juniors

Review of members

- As directed by the Board, undertake review of member's actions and behaviours as it relates to golf matters and provide reports and recommendations about action to the Board. The principal reviewer will be the Golf Captain.

Competitions

- Establish an annual program of competitions and events, monitoring the success of these and reporting to the Board of Directors
- Determine the conditions of play and results of golf events and managing all matters affecting competitions, matches and general play on the course
- Liaise with Course and Water Committee about the placement of tees and pins for competitions
- Maintain a register of winners of all major competitions
- Recommend to the Board, a pennant sub-committee that will oversight the operational issues of pennant involvement. Ensure that the pennant sub-committee provides reports to the Board of pennant activities

Fees

- With the Finance committee annually review the level of subscriptions and fees that apply at DGCC
- With the General Manager, ensure that publications of DGCC profile the benefits of membership and encourage membership

Golf related activities

- With the Golf Professional, Golf Manager, Course Superintendent and Business Development Manager make recommendations to the Board on further activities that DGCC should undertake to optimise the use of the Golf Course and associated infrastructure

Honour Boards and Perpetual Trophies

- Ensure these are maintained

Committee Members' Duties

Committee members must carry out their duties in compliance with all applicable rules, legislation, regulations and the Club Constitution

In discharging his/her duties, each committee member must:

- Exercise care and diligence;
- Fully understand their responsibilities and accountabilities – in particular to the delegation of authority and conflict of interest;



- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate;
- Communicate necessary information in an open and transparent way;
- Match Committee members are bound by the principle of fairness and transparency and will always ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.

Role of the Chairperson

The responsibilities of the Chair are principally to:

- Chairs Match Committee meetings and ensure their effectiveness;
- Facilitate the effective contribution of all Committee Members;
- With the Manager establish the agenda for meetings;
- Present the monthly report to the Board with recommendations for action as required.
- Work collaboratively with the General Manager, Administration Manager, Course Superintendent and Golf Professional to ensure the direction of the Match Committee is achieved;
- Be the main point of contact and communication between the Board and the Course and Water, ensuring that the Board's views are communicated clearly and accurately;
- Lead an annual review of the Committee's performance ensuring that the delegated authority of the Committee and desired outcomes are clear;
- Ensure Committee members maintain a thorough understanding of the maintenance systems, and OH&S obligations. This may mean from time to time various members may attend training courses or seminars covering relevant topics.

Equal Opportunity and Workplace Bullying

The Drouin Country Club is wholly committed to the principle of Equal Employment Opportunity (EEO). All members of the Finance Committee are responsible for ensuring their behaviour is free of harassment, discrimination or victimization of any other person.

Date of Board Resolution: _____

Name: _____ Signed: _____