



COMMITTEE MEMBER HANDBOOK



TABLE OF CONTENTS

VERSION HISTORY	2
1. THE ROLES & RESPONSIBILITIES OF OFFICERS	3
2. CONDUCT OF COMMITTEE MEMBERS	5
3. PRACTICES / TRADITIONS	7
4. SUCCESSION COMMITTEE / PROCEDURES	8
5. MANAGEMENT REPORTS	9
6. FINANCE SUB COMMITTEE	10
7. EXPENDITURE AUTHORISATION	11
8. TEAM EXPENSES	12
9. COURSE EXPENDITURE / MACHINERY	12
10. SUBSCRIPTIONS	13
11. HUMAN RESOURCES / WAGES	14
12. CLUB BANKING / MORTGAGE	15
13. CATERER'S AGREEMENT	15
14. PRO SHOP AGREEMENT	16
15. INSURANCE & LEGAL	16



VERSION HISTORY

VERSION	UPDATE DESCRIPTION
v2.0	Updated Committee Handbook – 18 th April, 2026

1. THE ROLES & RESPONSIBILITIES OF OFFICERS

The officers (Men's and Women's Captain and Men's and Women's President, Men's and Women's Vice Captains, Hon Secretary, Hon Treasurer of Committee of Management and Trustees) in conjunction with the Committee of Management, are responsible for the business & golfing affairs of the club. Trustees have legal responsibility for the club lands and buildings.

1.1. Captains & Presidents

1.1.1. Responsibilities

- Maintain the integrity, standards & Ethics of the Club
- To attend interclub matches & functions as appropriate
- To liaise on a regular & formal basis with the club caterer & with other staff members as appropriate.
- In consultation with the respective Women's & Men's committee, to appoint team leaders and officers for the separate sub committees, example Handicap, Finance, Prizes, Senior comp, team coordinator & team managers, GIG organizer, ensuring all committee members have a role
- Men's and Women's Captain's and Presidents with succession group should begin process of identifying a successor by June 30th

1.2. Captains & Presidents

1.2.1. Consider, & recommend, in consultation with fellow officers:

- To nominate the appointment of the chair of the Committee of Management
- To nominate members for the positions of Honorary Secretary & Honorary Treasurer.
- To nominate the vice Chairperson
- To nominate an officer of the Committee of Management to be responsible for the everyday affairs of the club.



- To appoint a convenor of all sub-committees. Convenors should be nominated from the Management committee.
- To appoint members to serve on these sub committees.

1.3. Captains & Presidents

- To assist your Captain in managing the business & golfing affairs of the club.
- To deputise for your Captain at times that are appropriate & at his/her request.
- To be a member of the Committee of Management.
- To serve on sub-committee(s) as requested.
- To prepare for the role of Captain for the following year, if possible, to attend GI workshop
- To identify aspects of the club's management/operations that you consider might need your special attention during your year of office as Captain.

2. CONDUCT OF COMMITTEE MEMBERS

- To maintain the integrity, standards, and ethics of the club.
- To deputise for your Captain at times that are appropriate & at his/her request.
- Adhere and have a working knowledge of the Constitution
- Adhere to the policies & procedures established by the club.
- To attend committee meetings or forward their apology prior to the meeting.
- To treat all people associated with the club, members, visitors, external stakeholders & other committee members, with respect.
- To support decisions based on what is good for the club, not for individual gain or interest.
- Not to take advantage in any way of their position as a member of committee.
- Declare any conflicts of interest that may arise & act to ensure that such conflicts do not pose a risk to the club.
- Be open to feedback from members & respond appropriately.
- Act as a positive role model with respect to good sporting behavior.
- Be part of sub-committees at the request of club officers.
- Always look for opportunities for improved performance of the club operations & committee functions.
- Always represent the club in a professional manner.
- **At all times, to maintain confidentiality following all meetings keeping information for discussion with another member of the committee.**



Each member agrees to sign a confidentiality statement which commits committee members to adhere to the practices as outlined above, established by the Committee of Management of Nenagh Golf Club.

3. PRACTICES / TRADITIONS

1. Captains and Presidents pay tribute at presentation ceremony on each other's Prize Presentation.
2. Captains and President's "drive-in" date to be decided by the incoming Captain's and President's, each year.
3. Women's "Pin" presentation to continue.
4. Past Captains/Presidents annual golf outing to continue.
5. A golf outing for current committee members is to be arranged.
6. Captains to organise "guards of honour" at funerals of past captains and presidents (only), if requested by the family
7. Votes of sympathy at meetings to be recorded on the passing of family members of current committee members, members who die while still in membership, past club officers and staff (only).
8. Induction course(s) for new members to be hosted by the Club Professional or his nominee, and a club officer who will stress the "club" aspect. If new membership is to continue on a "rolling basis", these sessions should be held every 3 months. New beginner members may not play competitions until course induction is complete.
9. Club to host "Christmas dinner" for all staff, organized by the Club Captains

4. SUCCESSION COMMITTEE / PROCEDURES

1. Men's/ Women's succession selection group to comprise of the President, Captain, Vice-captain of the year and one other, agreed by the aforementioned. (optional)
2. Each group to meet separately, not later than June 30th each year, to identify candidates suitable for all officer positions- especially President and Vice Captains- on Women's and Men's Committee, for the following year.
3. Recommendations to be brought to the relevant Men's, Women's and Parent committees, not later than October 30th each year and agreed for approval at the AGM of the club.
4. Men's and Women's Succession groups shall ensure that all nominations for all positions on all committees for the following year are completed, not later than September 30th. Consideration should be given to both gender and age balance. Consideration should also be given to introducing new members to committee to prepare them to hold officer positions in the future.
5. It is also recommended that all sub-committees should include at least one management committee member.
6. All incoming officers shall assume their respective offices immediately following the Parent Club AGM

5. MANAGEMENT REPORTS

The Management Committee will meet each month comprising of 8 officers 5 club members and 3 trustees.

Each Sub Committee convenor to send a report to the Hon Secretary a week in advance of each Management monthly meeting. The convenor to discuss any issues raised:

- Course Sub Committee
- Finance Sub Committee
- Fund Raising/ Classic
- Governance Sub Committee
- House Sub Committee
- HR and Health and Safety Sub Committee
- Junior Golf Sub Committee
- Subscriptions and Membership Sub Committee

Each Sub Committee should meet a minimum of 5 times per year, ensuring the first two meeting would take place before the playing season in preparation of the ongoing development plan of the club being presented before the April Management meeting. Each convenor will be a member of the Management committee with ordinary members assigned to the committee as required. The Captain's may attend meetings of all sub committees. If a convenor is not a member of the Management Committee a nominated member of Management who is on the subcommittee should report back to Management Committee.

6. FINANCE SUB COMMITTEE

- Treasurers to provide monthly Income and Expenditure reports to their respective Management, Men's and Women's Committees.
- All variances to be explained.
- Treasurer of Men's and Women's committee to provide monthly report to the Treasurer of Management.
- A report to be submitted on a Quarterly basis on societies and classics as follows:
 - No of Players / Teams for each event
 - Income generated.
 - Feedback from visitors
- Current charges as follows:
 - Societies €30-35 per person and pay seven days in advance.
 - Classics €1300 per day Full Timesheet per team. €50 per line incl. food voucher.

(Changes for societies & classics to be reviewed annually & agreed at the first possible Management committee meeting. Caterer & office to be informed accordingly)

Caterer to have access to BRS to ensure prior notice of all groups playing

7. EXPENDITURE AUTHORISATION

- No expenditure to be incurred above €1000 outside of routine payments. All payments above this amount requires the approval of Management. Approval of the relevant sub committee's convenor and the treasurer must be agreed for smaller amounts.
- All cheques and online payments to be approved by the Treasurer and one nominated officer.
- All claims for travel expenses to be approved & signed off by the Officer in charge.
- Team Expenses to be agreed by Management.
- All expenditure to be certified by the team Coordinators/Managers before submission for payment to the Treasurer.
- Presidents and Captains to be allowed logoed gear;
- One Blazer, Two Polo Shirt and One Sweater and outer garment.
- Vice Captains allowed one Sweater and one polo shirt.
- Expenditure on functions for Captains and Presidents nights is
- approved by Management as follows;
 - Music/Entertainment finger food and beverages Max. contribution €300.
 - Family Meal on the day. (Max 12 people with max contribution of €300).
- No other meals/drinks paid for by the club on the day.

8. TEAM EXPENSES

- Main course meal to be provided and paid for by the club.
- Maximum value to be reviewed annually & agreed (€30) in 2026.
- Players, subs, selectors, manager, Club Captains and Presidents to be included.
- Caddies not included.
- Soup and sandwiches to be provided between matches in the event of two matches on the same day.
- Appropriate expenses to be agreed in advance by Management for teams reaching All-Ireland semi-finals and finals.

9. COURSE EXPENDITURE / MACHINERY

- Treasurer / Course Committee to monitor all expenditure on
- course products and develop a three year plan for course expenditure
- Monthly review with the Greenkeeper to keep abreast of potential expenditure on repairs, maintenance and machinery.
- Three quotations to be obtained at all times where possible for all purchases.
- Machinery inventory to be kept up to date and a copy to be provided to the Office administrator.
- Contingency fund to be placed on deposit for machinery replacement.

10. SUBSCRIPTIONS

- Subscriptions are payable annually as per the constitution and
- entered on the data base and receipted by office staff.
- All payments to be made by credit /debit card, cheque, standing order or direct bank transfer, no part payments accepted.
- Any Social Contribution agreed and payable with the annual subscription must be used by members before 31st December annually, otherwise it reverts to club funds.
- The subscription secretary is responsible for ensuring that all invoices are issued by 31st December.
- Green Fee Vouchers are issued to members who pay before 31st January.
- Follow up reminders to be issued in the case of non-payment.
- Treasurer to liaise with subscription secretary on new and recent unpaid members and income targets. Stopped here
- Office staff to monitor payments for the lockers, caddy shed and buggy hire.
- Buggy hire Visitors: € 40 Members: €20
- Tuesday mixed concession for visitors playing with a member.
- All new members names must be presented to Management committee for approval prior to a Management meeting.
- Membership closes on August 31st each year.

11. HUMAN RESOURCES / WAGES

- Agreement between Nenagh Golf Club and staff renewed before 1st October annually.
- This includes Greenkeeper, course staff, and office staff.
- All wages are paid weekly on line direct to the employees' bank account following Authorization by the treasurer.
- Staff paying into pension schemes are receiving annual contribution from the club of 2.75%.
- Union subs are deducted weekly from staff wages and paid by the club to S.I.P.T.U.
- All necessary Health and Safety clothing to be provided by the club.
- Health & Safety manuals to be maintained & updated as appropriate.
- Office Administrator responsible for monitoring annual leave for cleaner.
- Head Green keeper responsible for monitoring annual leave for course staff and should communicate with the Office Administrator
- The Day to day Officer is responsible for monitoring the annual leave of the Office Administrator and the Green keeper.

12. CLUB BANKING / MORTGAGE

- The club Banker is currently A.I.B.
- Ensure that A.I.B bank mandate is completed annually at first management meeting listing new officers and officers designated for signing cheques.
- Return form to A.I.B. immediately in January.
- Arrange Digi pad and online banking for Treasurer.
- Our accounts are as follows:
 - No 1 account
 - Subscription account
 - Deposit account.
 - Mortgage account /Loan accounts.
 - Contingency fund account.
- Agreements and details of all terms and conditions in relation to the mortgage and loan are on file in office.

13. CATERER'S AGREEMENT

- Updated as per Catering contract to be held in the General office.
- Contracts available for inspection in the office by Committee of Management members.
- Contracts to be updated as appropriate
- Monthly meetings to take place with Caterers and Convenor of House sub-committee.

14. PRO SHOP AGREEMENT

- Pro contract available for inspection in the General office
- Available for inspection in the office by Committee of Management members.
- Contract to be revised when appropriate

15. INSURANCE & LEGAL

- The club has all necessary insurances currently with Michael Scroope Insurances.
- Finance Officer to review annually
- Engineering Insurance and certification to be followed up and renewed annually.
- Legal services are provided by P.F. Treacy Solicitors.
- Audit services currently provided by O'Donnell Keane & Co., Gort
- Management to decide on tendering process for renewal of audit services & insurance every 3 years.

WWW.NENAGHGOLFCLUB.IE

(067) 31476

INFO@NENAGHGOLFCLUB.IE