

BRANCH 159 Golf Chairman Responsibilities
rev 1/3/21

A. SIR STATE GOLF Manual (1/1/16)

The Branch 159 Golf Chairman is appointed by the Big SIR and is charged with the responsibility of organizing golf activities for the Branch.

Branch Golf Activities are not supervised by the State Golf Committee except when the Branch activity is part of a State arranged event.

The Branch Golf Chairman should act as liaison for the golfers in his Branch in order that no golfer, meeting eligibility requirements, is deprived of the opportunity to enter and participate in State sponsored tournaments.

The Branch Golf Chairman shall:

1. Encourage and promote golf activities within the membership of his Branch at the monthly luncheon meetings and through the Branch Bulletin or Newsletter.
2. Form a Branch Golf Club, if possible, and promote golf tournaments within his Branch and Area. Where there is insufficient interest in his Branch to support a separate club, it may be possible to join with another Branch or Branches.
3. Familiarize himself with the procedures for processing applications of the Northern California Golf Association and perform those duties necessary to allow enrollment by the golfers in his Branch. Establish branch policy for inviting/excepting guests for play in branch tournaments.
4. Function as a representative of the Area Golf Chairman and the State Golf Committee in promoting Area and State Golf Committee arranged tournaments.
5. Cooperate and communicate with the Area Golf Chairman on behalf of the golfers in his Branch.

6. Assist in the promotion and conduct of State Golf Committee arranged tournaments upon request.

B. BRANCH RESPONSIBILITIES

The golf activities covered by the Golf Chairman are exclusively for 18 hole tournaments.

1. Start booking courses in September for the following year, so that by November 1 the schedule is set. Negotiate green fees and tournament costs with venues (18 holes tournaments).
2. Work closely with the Handicap Chairman and Event Chairmen for the weekly scheduled events.
3. Work closely with each Monthly Tournament Chairman (MTC).
4. Prepare the branch annual special events, currently: Ron Rich, Branch Championship, Team Championship, Holiday Cup.
5. SIR State hole-in-one and shooting one's age awards: Get forms filled out, submit, then present awards at monthly luncheon.
6. Attend SIR 159 Board meeting on luncheon day.
7. Annual Awards Banquet: set up, reserve room, players sign-ups, order food, order plaques and trophies, purchase door prizes, etc.
8. Send out periodical messages and updates to SIR 159 golf members via special email.
9. Write monthly golf article in Chanticleer, as needed.
10. Golf Committee: appoint all Golf Committee members; call meetings as needed.
11. Banking: co-signer, with the Golf Treasurer, on the bank account holding the golf funds; verify monthly statements prepared by Golf Treasurer.

12. Handicap. Hold annual NCGA certification. Audit tournament scores and check if handicaps might need to be adjusted. Appoint (2) Handicap Committee members. In addition, the Golf Chairman shall maintain the list of all SIR 159 players holding a SIR handicap index, GHIN, by going to the GHIN Online website and adding or deleting players from the club roster during the year. The NCGA, the Handicap Chair, and the Treasurer may utilize the club roster from this site.
13. Make all decisions not specified by SIR State Golf Manual and/or SIR 159 Golf Committee, including club rules, rules of play and regular financial expenses.
14. Work closely with Area 29 Golf Chairman for NCGA events, NCGA rules and notices affecting SIRs players and events (Qualifiers). Set up Branch 159 Qualifiers for NCGA events.
15. Webpage. Provide content to webmaster as needed.
16. NCGA. The Golf Chairman represents the branch (part of Area 29) as an Associate Golf Club.