

# **Pitch and Putt Union of Ireland**



**PPUI**

**National Executive Committee**

**Officers and Sub-Committees**

**- Roles and Responsibilities -**



## Overview

The following document outlines the roles of both NEC Officers and Sub-Committees of the Pitch and Putt Union of Ireland.

It was noticed when compiling the PPUI Strategic Plan for 2013-2016 that no such document was in circulation. With the situation as it stood and with new positions being created for the first time, the Strategic Plan Committee felt it was the right time to publish a defined document.

The purpose of the document is twofold. Firstly, it provides officers with details of their role as part of the National Executive. It lists characteristics they should have and the responsibilities the role carries. Officers and staff in any organisation find it easier to carry out their work if they have basic attributes and duties outlined as a starting point.

Secondly, it acts as a guide for members of the PPUI. In nominating or electing officers to a position, members should be aware of the tasks at hand and the kind of person that would be suitable for the role. This document provides both a job and a candidate description and should act as a guide for clubs and county/regional boards.

Please bear in mind that the attributes and duties listed are not exhaustive or exclusive and it should act as a working document, open to change in conjunction with emerging strategies and circumstances.

NEC Officers are dealt with in the first section of this booklet. The second section deals with the duties and responsibilities of the various NEC sub committees.

# **Section 1:**

## **Officer Roles**

## **President**

The President acts as the head of the Pitch and Putt Union of Ireland providing leadership and ensuring the effective operation of the PPUI.

### **Desirable Attributes:**

The President should:

- be able to develop good working relationships both within and outside the PPUI
- be well informed of all PPUI activities and able to provide oversight
- be forward thinking and committed to achieving the overall goals of the PPUI
- have a good working knowledge of the PPUI Rules of Play and Constitution
- be able to work collaboratively with other Committee Members
- be a good communicator, able to speak to and listen to members and interest groups

### **Specific duties include but are not limited to:**

- Representing the PPUI at all necessary functions as well as acting as a representative spokesperson.
- Responsibility for ensuring the overall objectives and mission of the Union are met. They must also ensure that decisions made are implemented.
- Chairing all National Executive meetings ensuring that they are run efficiently and effectively. They have a casting vote on any issues arising.
- Consulting with all NEC officers to optimise their contribution and responsibility for the conduct of the officers.
- Acting as a signatory for the PPUI in all legal and financial purposes
- Working closely with staff members and act as a liaison with employees.
- Liaising with all Sub-Committees to ensure that relevant plans are developed and acted upon.

## **Vice President**

The Vice President is responsible for assisting the President to fulfill their responsibilities for the governance and success of the PPUI. They should also shadow the President, learning the role for possible future succession.

### **Desirable Attributes:**

The Vice President should:

- have similar characteristics to the President
- be well informed of all PPUI activities and able to provide oversight
- be forward thinking and committed to achieving the overall goals of the PPUI
- have a good working knowledge of the PPUI Rules of Play and Constitution.
- have a good working knowledge of the roles of all National Executive officers and relevant sub-committees.
- be able to work well in conjunction with other Committee Members
- be a good communicator, able to speak to and listen to members and interest groups
- be able to raise concerns with the President when they arise

### **Specific duties include but are not limited to:**

- Fulfilling the Presidents role should the President be incapacitated for any reason
- Chairing National Executive meetings in the absence of the President.
- An occasional specific role or project as assigned by the President.
- Assisting the President in the completion of their duties.
- Standing in for another NEC member who is unable to complete their duties in the short-medium term

## **Honorary Secretary**

As the primary administration officer of the National Executive, the Honorary Secretary is responsible for documenting and communicating the activities of the committee.

### **Desirable Attributes:**

The Honorary Secretary should:

- be organised and capable of meeting deadlines
- have adequate computer skills
- be a good and prompt communicator
- be able to develop and maintain good working relationships
- be familiar with the PPUI Constitution and all other relevant documents

### **Specific duties include but are not limited to:**

- Communicating between office and NEC, particularly in relation to meetings – distributing minutes, reports and agendas in advance.
- Corresponding with PPUI member clubs and boards on behalf of the NEC
- Communicating with external bodies and stakeholders on behalf of the PPUI on general matters.
- Corresponding on behalf of the PPUI with International Organisations
- Convening NEC meetings at a suitable date, time and venue as agreed with the President and agreeing on an agenda for the same.
- Keeping an accurate record of what is discussed at meetings, making of key decisions for future reference.
- Bringing all relevant documentation and information to the attention of the NEC at meetings, keeping it at hand for possible discussion.
- Managing the records of all correspondence (written, oral or other otherwise) both received and sent.
- Ensuring that the records of the PPUI are maintained as required by law and made available when required by authorised persons.
- Planning the PPUI calendar making note of all activity taking place in relation to the sport in a given year.
- In conjunction with the Press & Communications Officer, keep members as updated as possible about matters in relation to the sport.

## **Honorary Treasurer**

The Honorary Treasurer is responsible for the financial supervision of the PPUI, allowing the NEC to provide good governance of the organisation

### **Desirable Attributes:**

The Honorary Treasurer should:

- have good organisational skills
- have relevant financial expertise or experience
- be able to maintain accurate records
- have good computer and communication skills

### **Specific duties include but are not limited to:**

- Provide advice to the NEC in their management of the organisations finances
- Administrating all financial affairs of the PPUI
- Leading the annual budget process and ensure an appropriate annual budget is established
- Liaising with the finance team at the Irish Sports Council and other relevant stakeholders
- Supporting any required auditing processes and arranging for the same
- Ensuring accurate receipt of all incoming monies
- Ensuring the banking of all monies received
- Paying all accounts as they are due
- Maintaining accurate records of all income and expenditure
- Preparing monthly financial reports for presentation at NEC meetings, including an analysis of accounts and breakdown of figures
- Detailing analysis of income and expenditure in all PPUI competitions
- Acting as a signatory for the NEC in all legal purposes and financial purposes



## **Honorary Registrar**

The Honorary Registrar is responsible for the proper registration of all PPUi members, and the supervision of the same in relation to their handicap.

### **Desirable Attributes:**

The Honorary Registrar should:

- have good organisational skills
- be familiar with the PPUi Constitution and the Rules of Play
- be able to maintain membership records
- have good computer and communication skills

### **Specific duties include but are not limited to:**

- Chairing the Handicap Committee when in session and recruiting suitable candidates for the same.
- Responsibility for membership and registration vigilance.
- Contacting with county/regional board registrars on a regular basis.
- Working with club registrars. The National Registrar can ask clubs to produce their competition book and membership list on demand.
- Proactively seeking new members and helping clubs do the same.
- Providing the NEC with regular registration reports, including analysis of age profiles, gender, etc. and advising of potential major changes.
- Advising on handicap adjustments for PPUi Championships and Competitions and liaising with clubs and county/regional boards about the same.

## **Communication & Press Officer**

The Communication & Press Officer is responsible for the communication of important events within the Pitch and Putt Union of Ireland with the membership and the general public.

### **Desirable Attributes:**

The Communication & Press Officer should:

- have good organisational skills
- have a passion for the major events and stories in Irish Pitch and Putt
- have excellent computing and reporting skills
- be able to develop and maintain good working relationships locally and nationally
- be a good communicator, both oral and written

### **Specific duties include but are not limited to:**

- Chairing the Communications Committee and recruiting suitable candidates for the same.
- Developing a Communication strategy and promote the PPUI and the sport through various methods of communication giving people every chance to get the message.
- Developing and maintaining contacts with the press. Identify areas of potential publicity through the press.
- Ensuring quality reporting and notification of all PPUI and Pitch and Putt related events and activities, including Championships, Competitions, Achievements, Conventions, EGMS, and Special Events.
- Ensuring photography of the same events/activities and that photographs are accessible through the PPUI website and Social Media
- Releasing reports on the PPUI website and forward reports to the press as appropriate
- Ensuring that PPUI Social Media pages are active with Information and News.
- Overseeing the production of a regular e-zine for the PPUI.
- Working with Clubs and County/Regional Boards to enhance the quality of local reporting.

## **Development & Marketing Officer**

The Development & Marketing Officer is responsible for establishing future plans and projects for the PPUI as well as developing and maintaining marketing and club development strategies.

### **Desirable Attributes:**

The Development & Marketing Officer should:

- have good organisational skills
- be able to develop and maintain good working relationships locally and nationally
- have vision and foresight in relation to possibilities within Irish Pitch and Putt
- have excellent planning and creativity skills

### **Specific duties include but are not limited to:**

- Chairing the Development/Marketing Committee and recruiting suitable candidates for the same.
- Identifying areas of potential development for the PPUI
- Developing resources to help improve the standards of clubs and county/regional boards and assisting the same in areas they wish to develop
- Liaising with Coaching/Development staff on all areas of Development
- Establishing a suitable Marketing Strategy for the PPUI
- Improving the image of the PPUI and the Sport of Pitch and Putt through effective marketing
- Creating a structured sponsorship strategy and attracting sponsors/partners to the PPUI

## **Technical Officer**

The Technical Officer is responsible for all areas of course maintenance, development and grading.

### **Desirable Attributes:**

The Technical Officer should:

- have excellent knowledge of key greenkeeping skills
- be able to develop and maintain good working relationships locally and nationally
- have a keen interest in course maintenance and development

### **Specific duties include but are not limited to:**

- Chairing the Technical committee and recruiting suitable candidates for the same.
- Grading of PPUI courses
- Developing and maintaining a framework document with standards for (a) member clubs, (b) Provincial grade clubs and (c) National grade clubs.
- Liaising with host venues for National/Provincial Championships and Competitions.
- Assessing the condition and suitability of courses with a view to an upcoming Championship/Competition.
- Organising training seminars for members responsible for course maintenance work in their clubs.
- Establishing and maintaining relationships with relevant supply companies.
- Manages and produces an ABC classification of all affiliated and graded courses.

## **Youth Officer**

The Youth Officer is responsible for all youth affairs within the PPUI.

### **Desirable Attributes:**

The Youth Officer should:

- have experience in youth development at club level
- be able to develop and maintain good working relationships locally and nationally
- have a keen interest in improving opportunities for under 18 members
- have a good knowledge of the "Code of Ethics and Good Practice for Children's Sport in Ireland" and other similar documents

### **Specific duties include but are not limited to:**

- Chairing the Youth Committee and recruiting suitable candidates for the same.
- Responsibility for all matters surrounding PPUI members under the age of 18.
- Improving participation and competition opportunities for U-18 members
- Ensuring that the PPUI and its member clubs are providing a safe environment for U-18 members to play Pitch and Putt.
- Ensuring that all clubs and county/regional boards with members under the age of 18 have an officer responsible for those members.
- Providing information to clubs/parents/members on best practice guidelines for safeguarding children.
- Ensuring the PPUI Code of Ethics Policy is up to date.

## **National Competition Co-Ordinator**

The National Competition Co-Ordinator is responsible for the effective planning, organising and staging of all National Championships and Competitions.

### **Desirable Attributes:**

The National Competition Co-Ordinator should:

- have experience in running competitions at club/county/regional level
- be able to develop and maintain good working relationships locally and nationally
- have excellent organisational and planning skills

### **Specific duties include but are not limited to:**

- Responsibility for entries and draws of national events in conjunction with the PPUI Office.
- Planning and organising the staging of National Competitions, ensuring adequate and suitable personnel are in place to run the event.
- Actively working with Provincial Competition Co-ordinators in order to stage successful events.
- Liaising with the Technical Officer in relation to the condition and suitability of host venues.
- Liaising with clubs hosting upcoming Championship/Competitions.
- Reviewing and enacting changes/proposals passed at NEC meetings which affect competitions.
- Co-ordinate with Communication & Press Officer to ensure reporting and photographing of National Championships and Competitions takes place.
- Organising prizes for competitions in conjunction with the Honorary Secretary and Honorary Treasurer.

## **Provincial Competition Co-Ordinator (Munster/Connacht and Leinster/Ulster)**

The Provincial Competition Co-Ordinator is responsible for the effective planning, organising and staging of all Provincial Championships and Competitions in their province.

### **Desirable Attributes:**

A Provincial Competition Co-Ordinator should:

- have experience in running competitions at club/county/regional level
- be able to develop and maintain good working relationships locally and provincially
- have excellent organisational and planning skills

### **Specific duties include but are not limited to:**

- Chairing the Provincial Competition Committee and recruiting suitable candidates for the same.
- Responsibility for entries and draws of provincial events in conjunction with the PPUI Office.
- Planning and organising the staging of Provincial Competitions, ensuring adequate and suitable personnel are in place to run the event.
- Working closely with the National Competition Co-Ordinator, assisting in the planning of National Championships and Competitions.
- Liaising with the Technical Officer in relation to the condition and suitability of host venues.
- Liaising with clubs hosting upcoming Championship/Competitions.
- Co-ordinate with Communication & Press Officer to ensure reporting and photographing of Provincial Championships and Competitions takes place.
- Organising prizes for competitions in conjunction with the Honorary Secretary and Honorary Treasurer.

## **Section 2:**

# **Committee Roles**



## **Development & Marketing Committee**

The Development and Marketing Committee will consist of (up to) five members including the NEC Development and Marketing Officer who will act as chairman. The chairman will appoint the other members, subject to approval from the NEC as a whole.

The committee's primary focus is in the areas of Development, Marketing, Sponsorship and Innovation. Committee members should be interested in developing ideas and promoting the game. Experience in club and county board development is desirable.

It is desirable that members of the committee:

- have good organisational skills
- be able to develop and maintain good working relationships inside and outside the PPUI
- have vision and foresight in relation to possibilities for Irish Pitch and Putt
- have excellent planning and creativity skills

The duties of the committee include:

- Reviewing the marketing of the PPUI and producing strategies for the same
- Devising ways to promote the game and increase the visibility of the Union
- Development of a sponsorship strategy and packages to bring to potential partners
- Producing a framework document for PPUI club standards
- Assisting clubs and county boards in development efforts including the organisation of development seminars/courses

## **Technical Committee**

The Technical Committee will consist of (up to) five members including the NEC Technical Officer who will act as chairman. The chairman will appoint the other members, subject to approval from the NEC as a whole.

The committee's primary focus is in the areas of Course Development and Course Grading. Committee members should have experience in course maintenance and an interest course development.

It is desirable that members of the committee:

- have excellent knowledge of key greenkeeping skills
- be able to develop and maintain good working relationships locally and nationally
- have a keen interest in course maintenance and development

The duties of the committee include:

- Grading PPUI courses on an ongoing basis. Course grading should be up to date and administered when required and requested.
- Producing a requirement document for Provincial and Championship standard courses. A document will also be produced outlining minimum course standards for PPUI membership.
- Producing course maintenance and development documents for PPUI member clubs.
- Organising training seminars for PPUI clubs and those that maintain courses.
- Inspecting PPUI courses scheduled for upcoming Championships and Competitions and liaising with those clubs

## **Communications Committee**

The Communications Committee will consist of (up to) five members including the NEC Communication & Press Officer who will act as chairman. The chairman will appoint the other members, subject to approval from the NEC as a whole.

The committee's primary focus is the production of good quality publications and reports on behalf of the PPUI. Committee members should be interested reporting the game and providing and developing publicity for the same. Good IT and writing skills are required along with a great interest in Irish Pitch and Putt.

It is desirable that members of the committee:

- have good organisational skills
- have a passion for the major events and stories in Irish Pitch and Putt
- have excellent computing and reporting skills
- be able to develop and maintain good working relationships locally and nationally
- be a good communicator, both orally and written

The duties of the committee include:

- Quality reporting on all PPUI events, including Competitions and Championships.
- Previewing all major PPUI events.
- Ensuring all major PPUI events are photographed.
- Updating all PPUI media formats including Website, Facebook, Twitter and Flickr.
- Producing a bi monthly e-zine for the PPUI membership.
- Developing ideas for improving and enhancing the publicity gained by the PPUI.

## **Handicap Committee**

The Handicap Committee will consist of (up to) five members including the NEC Honorary Registrar who will act as chairman. The chairman will appoint the other members, subject to approval from the NEC as a whole.

The committee's primary focus is to enhance and improve the PPUI handicap system. Committee members should have experience of running competitions and a good working knowledge of current PPUI rules on handicaps and competitions. The committee will only meet in the year prior to a rule change convention or upon request from the National Executive.

It is desirable that members of the committee:

- be familiar with the PPUI Constitution and the Rules of Play
- have a desire to improve the handicap system and ideas to do the same

The duties of the committee include:

- Reviewing the current PPUI Handicap system
- Identifying flaws and inconsistencies within the current system
- Developing new ideas with the purpose of creating a fairer system for PPUI members.
- Producing motions for Annual Convention in order to change the PPUI constitution. The Chairman will speak on these motions at convention, explaining the thought process of the committee.

## **Youth Committee**

The Youth Committee will consist of (up to) five members including the NEC Youth Officer who will act as chairman. The chairman will appoint the other members, subject to approval from the NEC as a whole.

The committee's primary focus is in the areas of promoting the game for children and ensuring child safety. Committee members should be interested juvenile development and promoting opportunities for children to play Pitch and Putt. Experience in working with children at club or county level is essential.

It is desirable that members of the committee:

- have experience in youth development at club level
- be able to develop and maintain good working relationships locally and nationally
- have a keen interest in improving opportunities for under 18 members
- have a good knowledge of the "Code of Ethics and Good Practice for Children's Sport in Ireland" and other similar documents

The duties of the committee include:

- Reviewing the current competition calendar for persons under eighteen years of age.
- Developing ideas in order to provide appropriate and plentiful opportunities for children to participate and compete.
- Develop guidelines for clubs to ensure they promote good practice in dealing with children.
- Promote the Irish Sports Council's "Code of Ethics and Good Practice" course and the necessary Garda Vetting procedures in clubs with under 18 members.

## **Provincial Competition Committee**

Both Provincial Competition Committees will consist of a representative from each county/regional board plus the relevant NEC Provincial Co-Ordinator who will act as chairman. The chairman will appoint the other members, subject to approval from the NEC as a whole.

The committee's primary focus is the organising, planning and staging of competitions. Committee members should have experience in running competitions.

It is desirable that members of the committee:

- have experience in running competitions at club/county/regional level
- be able to develop and maintain good working relationships locally and provincially
- Have a good knowledge of the PPUI Rules of Play
- have excellent organisational and planning skills

The duties of the committee include:

- Assisting the Co-Ordinator and the NEC in running Championships and Competitions.
- Improving the running of Championships and Competitions.
- Liaising with clubs hosting upcoming Championship/Competitions.
- Helping the Co-Ordinator with any duties that may arise.

## **Appeals Panel**

Every member, club and governing body of the Union, suspended, expelled or otherwise aggrieved shall have the right of appeal. This appeal is made to the immediate governing body concerned in the subject matter. An appeal against the decision of this governing body may be heard by the Appeals Panel and is final.

The Appeals Panel is made up of five individuals appointed on an as necessary basis by the National Executive. Any four members will hear an appeal.

It is desirable that members of the committee:

- have a working knowledge of PPUI Rules of Play and Constitution
- have good communication skills
- be impartial and thorough in making judgment

The duties of the committee include:

- Hearing appeals from PPUI members/clubs/boards upon instruction from the PPUI.
- Inform the PPUI of their decision on any appeal

