

GENERAL INSTRUCTION MANUAL

ISSUING ORG. **ROLLING HILLS GOLF CLUB**

SUBJECT **OFFICER AND DIRECTOR ROLES AND RESPONSIBILITIES**

Reference Number
RHGC.T001

ISSUE DATE 11/09/2022	REPLACES 20/01/2022
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2 of 12**1.0 SCOPE**

The purpose of this General Instructions Manual is to outline the roles and responsibilities of the Officers and Directors of the Self-Directed Group heretofore known as the ROLLING HILLS GOLF CLUB.

2.0 PROPONENT

ROLLING HILLS GOLF CLUB is the proponent and owner of this document. Further inquiries should be addressed to the duly elected Secretary of the ROLLING HILLS GOLF CLUB. Any exception or changes to this document will require the approval of the Executive Board of the ROLLING HILLS GOLF CLUB. Should there be any conflicts with the approved ROLLING HILLS GOLF CLUB Constitution and By-Laws document, the latter document will prevail.

3.0 GLOSSARY**3.1 DEFINITIONS**

Tournament - is a contest in which a number of contestants compete and the one that prevails through the final round or that finishes with the best record is declared the winner.

Event – is a golf gathering of individuals engaged in some common interest.

Tournament Manager Software – Is the software used to schedule, manage and score tournaments and events and also holds the Club Master Roster used for Membership. Currently USGA Tournament Manager

Tee Sheet Manager – Is the software used to manage tee-sheet scheduling and also monitoring of missed score postings. Currently ForeTees

Golfer Handicap and Information Network (GHIN) is the software used in managing the handicap indexes for Club members.

4.0 ROLES AND RESPONSIBILITIES**4.1 PRESIDENT**

The President shall preside over all ROLLING HILLS GOLF CLUB meetings, and, in general, shall perform the duties incident to his office. These shall include, but not be limited to, coordination of the business and affairs of the Club, its Officers, and committees, and such other duties as may be assigned by the Board. The President shall also execute, sign and transmit in the name of ROLLING HILLS GOLF CLUB, all correspondence with third parties. The President may, however, delegate signature authority on matters which are of a routine and repetitive nature on which policies and procedures are clearly established.

- 4.1.1 Will liaise with Recreation and Gardening in regards to all information related to contracts, policy and maintenance.

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In the event of the absence or failure for any cause of the President to act in his official capacity, the Board shall direct the Vice President to perform the duties of the President. When not required to perform the duties of the President's office, the Vice President shall perform such duties as may be assigned by the President or the Board.

- 4.2.1 Leading, marshaling resources and organizing all aspects of the annual Oilman Tournament
- a) Securing venue
 - b) Obtaining budget
 - c) Ensuring all aspects of financial accountability
 - d) Organizing the end of tournament awards ceremony and dinner
 - e) Ensure full transition to the incoming VP elect of plan status and remaining deliverables; and continue to aid the VP elect until the following year's Oilman Tournament has been completed
- 4.2.2 Leading, marshaling resources and organizing the annual ROLLING HILLS GOLF CLUB election
- a) Recruit election committee
 - b) Soliciting Board candidates
 - c) Communication of nominees to the ROLLING HILLS GOLF CLUB membership
 - d) Manage candidate submissions and member voting deadlines
 - e) Certify results
 - f) Announce winners
- 4.2.3 Participate in and contribute to various ad hoc ROLLING HILLS GOLF CLUB sub-committees and initiatives as time allows.
- 4.2.4 Work with the Conflict of Interest, Business Ethics and Recreation teams to ensure that the club remains in compliance and has completed all necessary paperwork.

4.3 SECRETARY

The Secretary shall keep the records of all ROLLING HILLS GOLF CLUB Meetings. The Secretary shall give and serve all notices of meetings, provide all official communication to the Membership other than communications sent by Media Director, and shall have charge of all correspondence, paper and records of the ROLLING HILLS GOLF CLUB, except as pertaining to the office of Treasurer, Pro Shop operations and the Clubhouse.

- 4.3.1 Present at the Annual General Meeting a full report on all matters relating to the ROLLING HILLS GOLF CLUB, with the exception of financial matters. The report shall include a summary of significant actions taken by the Board during its term of office.
- 4.3.2 The Secretary will advise the Administrator, Dhahran Recreation, of any changes to the current officers within two weeks after election.
- 4.3.3 The Secretary shall perform the day to day general administrative duties for the golf club and as requested by the Board, including preparations for Self-Directed Group of year preparations.
- 4.3.4 Manage the RHGC Board email account, communicating to any requests or queries as required.

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The Treasurer shall have authority to receive, and to give receipt for, all moneys due and payable to the ROLLING HILLS GOLF CLUB from any source whatsoever, and to arrange for the endorsement on behalf of the ROLLING HILLS GOLF CLUB, of all checks, drafts, notes, warrants, and orders for the payment of money to the ROLLING HILLS GOLF CLUB, and to give full discharge for same. The Treasurer shall keep or cause to be kept full and accurate accounts of all funds received and shall deposit same in the name and to the credit of the ROLLING HILLS GOLF CLUB in such depositories as may be designated by the Board. The Treasurer shall disburse all moneys under direction of the Board and keep or cause to be kept accurate records thereof. In compliance with the Recreation Operations Manual and with GI 200.005, the Treasurer shall prepare and present monthly and yearly financial and compliance statements. This Annual Financial Report shall be audited as governed by Chapter 4, Section 1.9 of the Recreation Operations Manual. The Treasurer shall serve as Chairperson of the Finance Committee.

- 4.4.1 Maintain the treasury and financials policies, guidelines and templates up to date.
- 4.4.2 Report to the ROLLING HILLS GOLF CLUB Board of Officers and Directors on the status of the ROLLING HILLS GOLF CLUB treasury and budget.
- 4.4.3 Main point of contact with Recreation about financials matters, vendor payment requests, SDG bank account management, and yearly reporting.
- 4.4.4 Manage the petty cash money.
- 4.4.5 Accountable for proper ROLLING HILLS GOLF CLUB bookkeeping based on industry best practice.
- 4.4.6 Accountable to submit the annual financial statements on time as per the SDG annual requirements.
- 4.4.7 Accountable for yearly budget preparation, obtaining yearly budget board approval, day-to-day budget monitoring and status reporting.
- 4.4.8 Collect on a weekly basis the sales report and associated money from the Proshop and accurately record entries in the treasury book.
- 4.4.9 Collect on the monthly basis the sales report and payroll statement from the clubhouse and accurately record entries in the treasury book.
- 4.4.10 Coordinate on a continuous basis with the Membership Director to ensure membership dues and cart shed fees are paid on time and accurately recorded in the treasury book and reconciled against budget.
- 4.4.11 The Treasurer is responsible for all operations of the ProShop, providing equipment and golfing supplies to Club Members.
- 4.4.11 Coordinate on a continuous basis with the Proshop Manager(s) to ensure membership dues and cart shed fees are paid on time and accurately recorded in the treasury book and reconciled against budget.
- 4.4.12 Be the main point of contact with 3rd party organizations and sponsors for monetary transactions related the Club activities such as sponsored tournaments.

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- 4.5.1 The Tournament Director serves as Chairperson of the Tournament Committee.
- 4.5.2 The Tournament Director is responsible to publish the approved Tournament Calendar for the upcoming season (December to November) by October 31st. The Tournament Director shall present the upcoming Tournament Calendar to the ROLLING HILLS GOLF CLUB at the October Monthly Meeting for approval.
- 4.5.3 The Tournament Director has the sole discretion to alter the approved schedule, after consultation with the President, according to changing circumstances or deemed appropriate in and the best interests of the members.
- 4.5.4 The Tournament Director is responsible to develop and submit the Tournament Budget for the following calendar year at the October Monthly Meeting for approval. The Tournament Director is responsible to execute the approved budget without deviation unless event funding re-allocation is approved by majority vote of the board.
- 4.5.5 The Tournament Director is responsible to block tee-sheets in tee-sheet management software (ForeTees) for all officially sanctioned ROLLING HILLS GOLF CLUB Tournaments and Club Managed Events.
- 4.5.6 The Tournament Director shall recommend and arrange for all approved player gifts for all ROLLING HILLS GOLF CLUB Sponsored Tournaments.
- 4.5.7 The Tournament Director shall recommend and arrange for all approved awards and prizes for all ROLLING HILLS GOLF CLUB Sponsored Tournaments.
- 4.5.8 The Tournament Director shall arrange for the appointment of all Tournament Officials and volunteers to assist with ensuring a fair and competitive event for all ROLLING HILLS GOLF CLUB Sponsored Tournaments. The Tournament Director at his/her discretion may delegate this authority to sub-committees as needed.
- 4.5.9 The Tournament Director sets the Conditions of Play for all ROLLING HILLS GOLF CLUB Sponsored Tournaments. However, the rules of golf (including any local rules) applicable for these Tournaments will be sent to the Grounds & Rules Committee for review and approval.
- 4.5.10 The Tournament Director will request from the Grounds & Rules Committee a specified number of nominations to participate as Tournament Rules Subcommittee members for each tournament. If no nominations or an insufficient number of representatives are nominated, the Tournament Director will appoint additional Tournament Rules Subcommittee members to meet the required specified amount.
- 4.5.11 The Tournament Director after considering the view of the Grounds & Rules Committee will be responsible for appointing the Head Rules Official for each tournament from the final list of Tournament Rules Subcommittee members for a tournament. The decision of the Tournament Rules Subcommittee and the Head Rules Official for a tournament will be final. In the event of disputes arising during tournament play, and if the Head Rules Official for the tournament event agrees to get a second opinion, the Head Rules Official can contact the Rules Committee or the RHGC Golf Professional.
- 4.5.12 As part of Conditions of Play, or through a separate communication, players will be provided the mobile telephone numbers of all officials for event in case Players need to contact them on the course for a ruling or pace of play issue.

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- 4.5.13 The Tournament Director has sole discretion to determine the official results of all competitive events subject to previously published eligibility criteria and count-back procedures.
- 4.5.14 The Tournament Director has the sole authority to approve or refuse ROLLING HILLS GOLF CLUB Member Hosted Tournaments requests based on the guidelines below;
- a) Application must be made at least 1 month in advance of the Tournament.
 - b) May not conflict with any ROLLING HILLS GOLF CLUB Events
 - c) Tournament must have at least 36 Golfers
 - d) All Golfers must be ROLLING HILLS GOLF CLUB Members
 - e) Maximum Tournaments per year is 2.
 - f) Tee-Times will be reserved at the discretion of the Tournament Director.
- 4.5.15 The Tournament Director is responsible to provide the CCSD Weekly Event Summary to Recreation and provide a copy to the ROLLING HILLS GOLF CLUB Secretary for archiving.

4.6 HANDICAP DIRECTOR

Responsible for the computation, maintenance and publication of Members' and their participating dependents' handicaps in accordance with the Rules of Handicapping and guidelines established by the USGA and the World Handicap System. When required, shall assign Hole Indexes and observe and make any necessary recommendations to the Board concerning the Course Rating for its consideration. Shall also provide guidance to the Tournament Committee with respect to handicaps utilized during ROLLING HILLS GOLF CLUB competitions.

- 4.6.1 The Handicap Director serves as Chairperson of the Handicap Committee and shall:
- Maintain GHIN system / membership
- 4.6.2 Serve as the Administrator of USGA GHIN Admin Portal system, used to manage and monitor handicaps for ROLLING HILLS GOLF CLUB members.
- 4.6.3 Enter all members in the GHIN Admin Portal system who request to participate in the Handicap Program and email the member their GHIN email for login, GHIN number and details required to maintain and post all eligible scores.
- 4.6.4 For new GHIN members, update the ROLLING HILLS GOLF CLUB Master Membership Roster in USGA TM/GG system by entering the member's GHIN number.
- 4.6.5 Verify GHIN information is correct in ForeTees.
- 4.6.6 Review and approve the TEXAS GOLF ASSOCIATION/ROLLING HILLS GOLF CLUB Membership Agreement, which provides ROLLING HILLS GOLF CLUB use of the USGA GHIN Handicap system, the USGA Tournament Manager System powered by Golf Genius, and if requested, Course Rating services.
- 4.6.7 After the annual membership drive, and prior to March 1st, work with Membership Director to reconcile GHIN Roster against ROLLING HILLS GOLF CLUB Master Membership Roster

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(maintained in USGA TM/GG system) to ensure only members in good standing are active in GHIN.

- 4.6.8 Complete the annual Certification process in order for ROLLING HILLS GOLF CLUB to be licensed to use the USGA/WHS Handicap System.

Monitor Missed Score Postings and Handicaps

- 4.6.9 Ensure players are entering all acceptable scores for handicap purpose in a timely manner and shall undertake an audit procedure (on a weekly basis), comparing tee sheets to scores posted, and posting penalty scores and other corrections where necessary.
- 4.6.10 As part of this process, send Missed Score Posting reports to members via ForeTees system and based on member responses, if necessary, update ForeTees tee sheets and/or scores in GHIN Admin Portal to clear any missed postings that do not result in a penalty score (e.g. member entered wrong date, did not play, booked their tee time incorrectly, etc).
- 4.6.11 Conduct handicap reviews anytime during the year, if requested by members (peer review). The Committee will use the procedures set out in the Rules of Handicapping when conducting these reviews and take appropriate action, if needed.
- 4.6.12 As a part of peer review, the Handicap Director should make the scoring record of members accessible for the certification of scores. This is accomplished through GHIN handicap software provided by ROLLING HILLS GOLF CLUB
- 4.6.13 Examine the results of Competitions and take appropriate action if needed, following the same guidelines above.
- 4.6.14 Conduct an annual Handicap Review for all players to ensure that the integrity of the World HC System is maintained.
- 4.6.15 Periodically review the a) Course data within the handicap software to validate the par listed on the scorecard matches what is listed within the software; b) Scoring record of members to validate the published Course and Slope Ratings are being used in the calculation of Handicap Index, c) Stroke index values within the handicap software to confirm the numbers listed on scorecard matches what is within the software.

Coordination with Tournament Committee

- 4.6.16 Provide guidance to the Tournament Committee with respect to handicaps utilized during ROLLING HILLS GOLF CLUB competitions.
- 4.6.17 Calculate the most improved golfer to be awarded at the annual awards ceremony.
- 4.6.18 As per section 4.5.10, will be responsible for reviewing and approving the rules of golf applicable to competitive events (including local rules), and on the request of the Tournament Director will provide nominations for the Tournament Rules Sub-committee for each tournament.

Course Rating and Hole Indexes

- 4.6.19 Coordinate the process to update the Course Rating and Slope Rating of ROLLING HILLS GOLF CLUB, as required. According to the USGA/WHS Course Rating guidelines, all Clubs

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must be rated at least once every ten (10) years. Per the current agreement with TEXAS GOLF ASSOCIATION, the next Course Rating for ROLLING HILLS GOLF CLUB must be completed no later than (2027).

- 4.6.20 Review hole indexes, when the Course and Slope Ratings are being updated, to ensure that the indexing accurately reflects to the course playing conditions. The Committee set up to review this will also follow the new Stroke Index Allocation (SIA) guidelines in the WHS Rules of Handicapping.
- 4.6.21 Publish on the scorecard or somewhere else that is visible the order of holes at which handicap strokes are to be given or received (See Rules of Golf, Committee Procedures, Rule 5I (4)).

Education

- 4.6.21 Educate and communicate the Rules of Handicapping to members, through maintaining the Handicap page of the ROLLING HILLS GOLF CLUB website, and also via emails, monthly newsletters and other communications with members.

4.7 GROUNDS & RULES DIRECTOR

- 4.7.1 The Grounds & Rules Director serves as Chairperson of the Grounds & Rules Committee.
- 4.7.2. The Grounds & Rules Director shall be the primary contact regarding course conditions, general grounds and course playability.
- 4.7.3 The Grounds & Rules Director shall interact with the Rolling Hills Golf Course Superintendent and Maintenance staff on the planting of new vegetation, the replacement of old vegetation, chemical spraying, pruning, planting and trimming of trees and shrubs.
- 4.7.4 The Grounds & Rules Director shall provide the Rolling Hills Golf Club Board of Officers and Directors relevant updates, in coordination with the Rolling Hills Golf Course Superintendent, concerning the maintenance and upkeep of the golf course.
- 4.7.5 The Grounds & Rules Director shall advise in the planning and planting of aesthetically pleasing floral arrangements and tending to high stress areas or needs such that they meet with the approved detailed annual plan.
- 4.7.6 The Grounds & Rules Director shall liaise with the Golf Professional to ensure the training facilities are maintained to acceptable standards.
- 4.7.7 The Grounds & Rules Director shall interact with the Rolling Hills Golf Course Superintendent at the request of the Tournament Director when necessary to ensure proper Tournament Setup.
- 4.7.8 The Grounds & Rules Director shall interact with the Rolling Hills Golf Course Superintendent, when necessary, to mitigate potential impact on playability and rules.

Grounds & Rules Committee

- 4.7.9 The Grounds & Rules Director serves as the Chairperson of the Grounds & Rules Committee.
- 4.7.10 Maintain and update the Local Rules based on the current course conditions and publish temporary modifications to the local rules as required.

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- 4.7.11 Maintain and update the local rules as warranted by changes to the Rules of Golf as published by the USGA and the R&A.
- 4.7.12 Deal with rules questions from members arising during general play and responding to these inquiries.
- 4.7.13 Educate and communicate the Rules of Golf and Local Rules to members, through maintaining the Local Rules page of the ROLLING HILLS GOLF CLUB website, and also via emails, monthly newsletters and other communications with members.
- 4.7.14 Decide when course conditions call for the preferred lies local rule to be activated or deactivated, before updating the Preferred Lies Local Rule page on RHGC website.
<https://www.arabiangolf.net/index.php/node/405>.

4.9 MEMBERSHIP DIRECTOR

- 4.9.1 The Membership Director serves as Chairperson of the Membership Committee.
- 4.9.2 The Membership director shall maintain and update the Rolling Hills Golf Club Membership.
- 4.9.3 The Membership Director shall organize the annual Membership drive.
- 4.9.4 The Membership Director is accountable for maintaining and implementing the Rolling Hills Golf Club policies and procedures as they pertain to Rolling Hills Golf Club Membership and Golf Cart Sheds.
- 4.9.5 The Membership Director shall prepare a monthly membership report for the Rolling Hills Golf Club Board of Officers and Directors.
- 4.9.6 The Membership Director is responsible for the administration of the membership of Rolling Hills Golf Club.
- 4.9.6.1 Processing of new membership applications
- 4.9.6.2 Processing of membership applications renewals
- 4.9.6.3 Processing of membership status change requests
- 4.9.6.4 Processing of membership cancellations
- 4.9.7 The Membership Director is responsible for maintaining the Exchange global mailing list * RHGC (Rolling Hills Golf Club).
- 4.9.8 The Membership Director manages the ForeTees system, and is responsible for maintaining member accounts.
- 4.9.9 The Membership Director is responsible for assigning Cart Sheds based on established procedures.
- 4.9.10 The Membership Director is responsible for maintaining the occupied Cart Shed List and the posting of the list on the Rolling Hills Golf Club website.
- 4.9.11 The Membership Director is responsible for maintaining the Cart Shed Waiting List and the posting of the list on the Rolling Hills Golf Club website.
- 4.9.13 The Membership Director is responsible for maintaining the Cart Shed Drop List.

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- 4.9.14 The Membership Director is responsible for the annual Golf Cart Registration drive and Golf Cart Sticker administration as mandated by Community Services.

4.10 SOCIAL DIRECTOR

- 4.10.1 The Social Director serves as Chairperson of the Social Committee.

- 4.10.2 The Social Committee is responsible for organizing Rolling Hills Golf Club Social Events

4.10.2.1 Organization of catering services

4.10.2.2 Organization of Prizes

4.10.2.3 Organization of Advertising

4.10.2.4 Coordinates with the Tournament Director if there is a Golfing Event associated with the Social Event.

- 4.10.3 The Social Committee is responsible for organizing catering services for all Rolling Hills Golf Club Events based on the Tournament Schedule and Budget for the event in coordination with the Tournament Director.

- 4.10.4 The Social Committee is responsible for coordinating with the Facilities Director to ensure that any items required from Community Services such as Tables and Chairs are ordered and coordinated in advance based on Community Service guidelines.

- 4.10.5 The Social Committee is responsible for the organization and coordination of all activities related to the annual Golf Ball.

4.11 FACILITIES DIRECTOR

- 4.11.1 The Facilities Director serves as Chairperson of the Facilities Committee.

- 4.11.2 The Facilities Director serves as the Safety Coordinator for the Rolling Hills Golf Club.

4.11.2.1 Handles emergency situations with a Safety-First and immediate responsiveness approach

4.11.2.2 Ensures compliance with and participates in Quarterly Safety Inspections (QSI)

- 4.11.3 The Facilities Director is responsible for coordinating the maintenance and upkeep of all Rolling Hills Golf Club associated buildings with Community Services. These buildings include;

4.11.3.1 ROLLING HILLS GOLF CLUB Clubhouse

4.11.3.2 ROLLING HILLS GOLF CLUB Proshop and Starters Building

4.11.3.3 Restroom Facilities on the Course

4.11.3.4 Cart Sheds and Air Compressor

4.11.3.5 Golf Academy Building

- 4.11.4 The Facilities Director administers Rolling Hills Golf Club Clubhouse policies & procedures in a consistent manner and ensures that all procedures are closely followed and continuously enhanced.

4.11.4.1 Ensures continuous and safe operations for all Clubhouse related activities

4.11.4.2 Oversees kitchen and snack bar operations and provides guidance to staff.

4.11.4.3 Provides support for facility utilization and resources for tournaments and social events.

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4.11.4.4 Liaises with Recreation for issues related to Clubhouse and immediate environment

4.12 MEDIA DIRECTOR

4.12.1 The Media Director serves as Chairperson of the Media Committee.

4.12.2 The Media Director is the editor of the ROLLING HILLS GOLF CLUB Newsletter.

4.12.2.1 Ensures Newsletter is circulated by email (Aramco & ForeTees) to the membership

4.12.2.2 Newsletter is archived on RHGC Website and eWay

4.12.3 The Media Director is responsible for the maintenance of the ROLLING HILLS GOLF CLUB Website (www.arabiangolf.net) which includes but not limited to payment of suppliers, updating security patches, train new board members on updating the website, updating the website with photos, results, announcements and general information.

4.12.4 The Media Director is responsible for updating RHGC website for the following:

4.12.4.1 Tournament Results

4.12.4.2 Board Information

4.12.4.3 Approved RHGC Announcements

4.12.4.4 Other relevant information

4.12.5 The Media Director is responsible for submitting approved ROLLING HILLS GOLF CLUB announcements and articles for the monthly Dhahran Recreation Newsletter such as RHGC Events, Instructions, junior Golf etc.

4.12.6 The Media Director is responsible for managing the RHGC Board Whatsapp Group.

4.12.7 The Media Director is responsible for maintaining RHGC Facebook account

4.12.8 The Media Director maintains RHGC Virtual Team account on eWay

4.12.9 The Media Director is responsible for updating RHGC ShareK annually in January with Board members and other relevant information

4.12.10 The Media Director is responsible for emailing (Aramco & ForeTees) approved announcements to the membership.

4.12.11 The Media Director is responsible for ensuring the annual survey hosting system fee is paid.

4.12.12 The Media Director is responsible for hosting surveys at the request of the ROLLING HILLS GOLF CLUB Board of Officers and Directors.

4.12.13 The Media Director is responsible for hosting the electronic elections on Survey Monkey at the request of the ROLLING HILLS GOLF CLUB Election Committee.

4.12.14 Works with the Membership Director to send out personalized membership forms for the membership Drive.

4.12.15 The Media Director is responsible for submitting the photographs for the Community Event Summary in coordination with Tournament Director as well as uploading tournament photos to the Board share photo folder

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4.13.1 The Junior Golf Director serves as Chairperson of the Junior Golf Committee.

4.13.2 The Junior Golf Director is responsible for organizing and overseeing Junior Golfing events at the ROLLING HILLS GOLF CLUB.

4.13.2.1 Organization of catering services in conjunction with the Facilities Director and the Social Director.

4.13.2.2 Organization of Adult volunteers to provide marshaling and encouragement services.

4.13.3 The Junior Golf Director is responsible for setting the Junior Golf Event Schedule in consultation with the Tournament Director.

4.14 LADIES GOLF DIRECTOR

4.14.1 The Ladies Golf Director serves as Chairperson of the Ladies Golf Committee.

4.14.2 The Ladies Golf Director is responsible for organizing Ladies Golfing and Social Events

4.14.2.1 Organization of catering services in conjunction with the Facilities Director and the Social Director.

4.14.2 The Ladies Golf Director is responsible for setting the Ladies Golf Event Schedule and annual Budget in consultation with the Tournament Director and Treasurer.

5.0 APPROVAL

September 11, 2022

Date

Approved by : _____

Bruce W. Waldner, President
ROLLING HILLS GOLF CLUB