

Dungannon Golf Club

Insurance and Risk Oversight Policy

This policy sets out the approach of Dungannon Golf Club to managing insurance and risk oversight. It defines the responsibilities of the Council in ensuring that appropriate insurance arrangements are in place to protect the Club, its members, employees, volunteers, and visitors.

1. Purpose

The purpose of this policy is to ensure that the Council maintains appropriate insurance cover and adopts good governance practices in managing risk. The Council will review insurance arrangements annually and whenever there is a material change in the Club's operations or assets.

2. Responsibilities of the Council

- The Council has responsibility for ensuring the Club maintains appropriate insurance cover subject to the approval of Council.
- The Council will appoint and maintain a relationship with an insurance broker, specialised in golf clubs and authorised by the Financial Conduct Authority (FCA) to give advice.
- The Council will review insurance arrangements at least annually.
- The Council will ensure that significant risks facing the Club are identified and appropriately insured or otherwise mitigated.
- The Council will ensure that a full, honest, written disclosure of all material information, whether or not the broker asks for the information, is made to the Insurance Broker. Council has a duty to disclose every material fact or circumstance that they know, or ought to know, about the risk. The disclosure will be coordinated by the General Manager, approved by Council and signed by The Captain and Hon Secretary.

3. Role of the General Manager

The General Manager is responsible for

- Assisting Council to perform its role as set out above.
- Every three years reviewing the performance of the insurance broker and making recommendations
- 6-8 weeks prior to renewal putting forward appropriate insurance cover and arrangements for approval by Council.
- Incidents being recorded in a format recommended by Golf Ireland.
- Maintaining records of all correspondence with the broker.
- Ensuring all claims are promptly reported as required by the Insurer and advised to Council.
- Ensuring the club conforms with the terms of the insurance policies.
- Negotiating any mitigations with the Insurance Broker subject to agreement by Council and confirmed to the Insurance Broker in writing.

4. Role of the Insurance Broker

- Advise the Club on appropriate insurance policies and cover limits.
- Provide details of policy terms, conditions, exclusions, and warranties.
- Assist the Club with claims management.
- Conduct periodic insurance reviews to identify gaps in cover.

5. Annual Insurance Review

The Council and General Manager should conduct an annual review of insurance arrangements. This review should include confirmation of policy limits, review of insured values, consideration of new risks, and confirmation that the Club's activities remain within policy terms.

6. Policy Review

This policy should be reviewed by the Council at least every two years or sooner if required due to regulatory or operational changes.