

## **Introduction:**

The Port Royal Golf Course and the Ocean View Golf Course are public golf courses owned by the Government of Bermuda and operated under an Act of Parliament (Consolidated Golf Course Act 1998).

## **Functions, powers, duties of the Authority:**

The Consolidated Board of Trustees are the governing body of both Golf Courses. The Board consisting of a minimum of seven and no more than eleven persons is appointed annually by the Minister of Tourism and Transport who also appoints a Chairman and Deputy Chairman.

## **Mission Statement:**

The Mission of the golf courses is to offer an unforgettable golf experience to all patrons through our outstanding customer service and world class golf Facilities.

## **Core Values**

**Customer service:** Provide exceptional service through a cheerful, professional and sincere attitude.

**Golf Course conditions:** Maintain quality golf courses and conditions leaving positive, lasting impressions in the minds of our customers.

## **About us:**

The Board is mandated to meet regularly and appoint officers to manage both golf courses. The Board has customarily divided itself into sub-committees, namely The Links Committee which oversees golf course maintenance through a qualified Golf Course Superintendent; a House Committee which oversees clubhouse operations and finance; and Human Resources which looks at staffing matters.

The Trustees have subcontracted accounting services of the golf courses to Business Management Consultants, **Expertise Limited**, under authority provided by the Act.

Both golf courses are managed by a General Manager (Mr. Gregory Maybury). All other employees at both courses report directly to the General Manager who reports to the Board of Trustees. The current management structure is outlined in the organizational chart.

## **Patti Responsibilities:**

All managers will ensure that:

- Their staff are aware of this **Access to Information Statement**;
- Their staff are aware of the law and the guidance available on accessibility issues;
- Information is managed in accordance with best practice to facilitate retrieval and disclosure;
- Material for the Publications Scheme and website is regularly updated and improved;
- The content and style of documents produced internally is such that they are suitable for disclosure;
- Requests for information are dealt with fairly and promptly
- Requests for and decisions on release of information are recorded;
- Decisions not to release information are properly taken and clearly communicated; and
- Complaints about refusal to release are reviewed impartially

## **Obligations under PATI Act:**

## **Services and Programmes:**

Port Royal and Ocean View Golf Courses are revenue generating Government entities and their mandate is outlined within the Act - The Consolidated Board of Trustees 1998.

### ***Golf Course Service***

Both Government golf courses provide services to their patrons who consist of the general public, members, and visitors. The management and clubhouse administrative staff oversee the daily operation of the Pro Shop.

### ***Bar, Restaurant, Halfway House & Beverage Cart***

These services listed are leased out as concessions as per the concessionaire contracts.

At Port Royal the concession is held by FIGLI Ltd., trading as Bella Vista Grill who commenced operations on November 29, 2013.

The Ocean View Golf Course is operated by Quality Catering, trading as Sunset Grill Restaurant & Bar since 2017.

### ***Pro Shop Merchandise and Equipment Rentals***

Both golf courses have Pro Shops which sell logo merchandise (i.e. shirts, hats, miscellaneous accessories, clubs, balls and various gift items). All merchandise is the property of the Trustees, paid for by management on their behalf and sales paid to the credit of each respective golf course.

### ***Golf Coaching Services***

Golf coaching at Port Royal is sub-contracted to a local professional and the golf course receives 20% of receipts.

Golf coaching at Ocean View is provided by the on-staff Golf Professionals.

### ***Rental Properties***

Port Royal owns and operates five residential properties.

- A two (2) bedroom apartment adjoins the Clubhouse
- Duplex with two (2) studio apartments below #10 tee
- Detached two-bedroom cottage next to #3 Green
- Detached Two Bedroom Cottage next to #4 Green

### ***Online Booking - Golf Now***

Port Royal has a contract with Golf Now (USA) which sells Port Royal and Ocean View tee times online through their worldwide service.

Daily rates are accessed by calling the courses or visiting their websites.

### ***Cost of Services***

The management prepares annual budgets for the approval of the Board of Trustees on a similar timetable to that of all Government departments.

Through the services of a contracted accounting firm - Business Management Consultants, **Expertise Limited** - all expenses related to the operation, maintenance and management of Port Royal and Ocean View are paid for in accordance with section 12 (2) of the Act.

### ***Capital Works***

The Act prescribes that, “any proposed capital development expenditure shall be subject to the approval of the Minister of Finance and shall be included in the annual estimates for revenue and expenditure”.

### ***C. (c) Standard of Service***

Every effort is made to maintain the highest standards possible at both courses. These are standards that are set for the golf courses, related physical plants of the clubhouse, maintenance buildings as well as for staff at both Golf Courses.

### **Programs:**

#### ***Port Royal***

Following the discontinuance of the PGA Grand Slam of Golf, the plan is to maximize the golf courses’ activity by ensuring that the course is maintained to the highest level.

#### ***Ocean View***

There are no immediate plans for any capital works or programs at Ocean View

## **Records and Documents Held:**

- Employee's handbook
- BPSU collective agreement
- BIU collective agreement
- Minutes resulting from the Port Royal/Ocean View Manager's weekly Monday meetings.
- Board agendas, minutes and the Chairman's reports resulting from the Board's monthly meetings
- All financial records

## **Administration (all public access) Manuals:**

- Policy manuals for Port Royal and Ocean View Golf courses are available at Port Royal Golf Course Manager's office
- Board minutes for Port Royal and Ocean View Golf courses are available at Port Royal Golf Course Manager's office

### **Decision Making Documents:**

- Greg Maybury, General Manager – Primary signatory that includes co-signing privileges without board permission up to fifty thousand dollars (Two signees).
- Annette Beveridge, Expertise - co-signing privileges with Greg Maybury up to fifty thousand dollars (Two Signees).
- Steven Lambert, Assistant Manager - co-signing privileges with Greg Maybury up to Fifty Thousand Dollars (Two Signees).
- Dennis Pilgrim, Golf Course Superintendent - co-signing privileges with Greg Maybury up to fifty thousand dollars (Two Signees).
- Steven Lambert, Club House First Assistant - co-signing privileges with Greg Maybury, or Dennis Pilgrim for purchase orders. (Two Signees).
- Yvonne Scott, Club House Supervisor - co-signing privileges with Greg Maybury, Steven Lambert or Dennis Pilgrim for purchase orders. (Two Signees).

### **Submissions or Requests for information:**

All PATI request should be submitted in writing to the Administrative office at 5 Port Royal Golf Course Road, Middle Road Southampton, Bermuda SB03 between the hours of 6:30am-6:00pm, Monday-Friday.

### **Information will not be released:**

Port Royal will not release information that will hinder or affect the legal rights or process where personnel privacy will be violated. This adheres to the Public Access to Information Act 2010 in regard to exceptional circumstances that a particular request for information may be refused.

### **Information Officer:**

Greg Maybury

General Manager

Port Royal and Ocean View Golf Courses

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