



SOMERSET COUNTY LADIES GOLF ASSOCIATION (SCSLGA)

DUTIES OF SCSLGA OFFICERS

President

1. Arranges the Agenda with the Secretary and chairs the Officers' Committee Meetings
2. Arranges the Agenda with the Secretary and chairs the AGM
3. Checks the minutes with the Secretary after each meeting chaired before they are sent out
4. Arranges the President's Putting Competition on AGM day – and monies made will go to the charity of the President's choosing
5. Arranges the 9-hole Bowmaker held at the President's home club prior to the AGM and runs with help from the Competition Secretary
6. Supports the Captain at Matches whenever possible

Vice President

1. Chooses her Vice President
2. Substitutes for the President when necessary

Immediate Past President - to advise and support President.

Captain

1. Arranges the Agenda for and chairs the Delegates meeting.
2. Checks the minutes with the Secretary after each meeting chaired before they are sent out.
3. Arranges the match fixtures for her year offering an acceptable Green Fee and sorting out course meal at a reasonable cost.
4. With the help of the Vice-Captain and Past Captain picks the teams for all the matches prior to the first Delegates meeting of the year, trying to get 2 players from the same club for travel purposes, but no more than 2 people should be chosen from the same club for any match, if possible.
5. Ensures that the information is on the website as well as being handed to Delegates.
6. The format of the matches is one Division 1 and one Division 2 play together against similar handicaps in the opposing team in a 4BBB Matchplay.
7. Attends every match if possible (with clubs) or sends a substitute. The Captain may play if she wishes.
8. Requests an invoice from the venue to be sent via email to the Treasurer for match fees and meal expenses.
9. Sends the team sheet to all players requesting the match fee be paid by BACs with a

copy to the Treasurer for record purposes.

10. In Shield matches the Home team pays the Green fee and food for both teams.
11. In Friendlies, the Home team pays the Green fee and their own food costs. The Away team pays their food costs. Payments for these are done by BACS.
12. Sends Results of matches to the Website Organiser for publishing, with photos if possible.
13. Sends Results of the Shield matches to the Chair of the SW Vets.
14. After matches, writes to Club Secretaries thanking the relevant people and to the opposing Captain.
15. Travel expenses to matches, when not playing, SW Vets AGM, County AGM, SCSLGA meetings can be claimed.
16. When selecting her Vice-Captain, she should present her name to the Officers before the appointment, leaving enough time before the AGM in October.

Vice Captain

1. At the beginning of her year as Vice, sorts out the venues and fees for matches in her Captaincy
2. Helps the Captain to sort out teams and reserves
3. Stands in if necessary for the Captain at matches and meetings
4. Holds all stock of uniform to take on match days for purchase as necessary and arranges for uniform to be at competitions
5. On match days, sells uniform and helps with anything as required.
6. In consultation with the Captain, chooses a Vice-Captain

Immediate Past Captain to advise and support the Captain.

Secretary

1. Prepares agenda and minutes with the Chair of the meeting
2. Sends out agendas, minutes and any other information to Officers/Delegates
3. Arranges venues, dates for meetings, and brings to the Officers' meetings for approval.
4. Prepares information and dates for SCSLGA Membership and Events Booklet and sends to
Officers and Delegates and asks Delegates to forward to their members by email.
5. Keeps list of Honorary Members and sends them a Christmas card and minutes of Delegates' meetings.
6. Notifies SLCGA Secretary of dates of matches and competitions and AGM

7. Claims all postage and printing expenses
8. Purchases leaving gifts for all retiring Officers to be presented at the AGM

Treasurer

1. Receives subscriptions from delegates. Maintains financial records for presenting at the Officers' and Delegates' meetings and AGM.
2. Prepares annual accounts and arranges to them to be independently checked for presentation at the AGM.
3. Pays all invoices promptly and Officers' expense claims
4. Pays match and competition fees direct to the venue on receipt of an invoice via email
5. Makes sure that competition entries and prize funds balance
6. Claims all postage and printing expenses.

Competition Secretary (and Assistant Competition Secretary if appointed)

1. Attends Officers' meetings, two delegates' meetings, all open competitions and the AGM
2. January/February each year contact Golf Clubs for the next years' Open Competitions.
 - (i) Liaises with Vice President to decide the Clubs to be approached being mindful of cost.
 - (ii) Books provisionally then verbally bring suggestions to February Officers' meeting for approval.
 - (iii) Confirms with Clubs by email to keep a record of fees, checking tee time intervals and confirming the starting time.
 - (iv) Informs County Ladies, Delegates and Website Organiser of dates and venues booked.
3. Keeps Delegates and Membership lists given to her by the Membership Secretary.
4. Prepares posters and entry forms for the four competitions for the coming year then emails copies to Delegates and Website Organiser
5. Prepares Starting Time sheet.
6. Competition fees to be paid by BACs. Advise Treasurer of entries received via email on a regular basis for record keeping.
7. After entries have closed, writes Starting Time Sheet for each competition and sends to Website Organiser for posting on the Seniors' page (3 weeks before the competition).
8. Emails Tee Time sheets to Pro at the venue, Treasurer, all Delegates and one member of each team.
9. Calculates prize voucher money in relation to number of entrants. Agrees with Treasurer and sets levels of prizes. Treasurer to settle expenses via BACs to Competition Secretary.

10. Liaises with Host Delegate before the competition day so that she knows what is required and prepares sheet for Starter.
11. Liaises with Pro-Shop at venue regarding electronic help available on the day.
12. COMPETITION DAY – arrives at least 1 hour before the first tee time to set up registration desk and Golf Ball raffle.
 - (i) Prepares results board/computer screen
 - (ii) Updates handicaps and completes cards.
 - (iii) Arranges for Tab behind bar for helpers only. Checked at the end of the day.
 - (iv) Request venue send invoice to Treasurer via email for payment of green fees.
 - (v) Treasurer to pay Tab, or total to be added to the invoice for green fees.
13. Sorts cards for winners and gives out vouchers. Posts to winners not there to receive it or give to another club member.
14. Sends and retains, a copy of the result sheet with photos for inclusion on County Website to webmaster.
15. Keeps a record of all trophy results for the AGM presentation.
16. Sends a reminder to Delegates of winners to collect and return the Shield and the trophies to the September Delegates meeting.
17. Hold stock of SCSLGA golf balls for the Raffle, which takes place at each competition. (Usually 20 dozen.)
18. Collects names of all helpers on the day and writes 'thank you' letter including Club Secretary and catering staff.

Membership Secretary

1. Attends Officers' meetings, two Delegates' meetings and AGM.
2. Ensures that the master membership lists are maintained and up to date at all times. She keeps a copy as well and emails one to the Website Organiser to be displayed on the Seniors website.
3. After 28th February, when Delegates have sent their updated forms and subscriptions she emails updated membership lists to all Officers and has it put on the website on a pass protected page which only they can access.
4. Emails membership lists to Delegates by the end of November for updating. The Treasurer should be copied into this. In addition, the members should confirm their permission to have their personal data held by the Seniors Association.

Honorary Members

Are appointed by the Officers' Committee. They are not excluded from holding office.

Duties of a Seniors' Delegate

1. Attends two Delegates meetings a year, in April and September and the AGM in October. Or sends a substitute who must be a member of the Association.
2. Collects the annual subscription from eligible members of her club who wish to join.
 - (i) She should ensure that members' data is correct. This is: name, phone number, email address, CDH number, and data protection permission.
 - (ii) A Master list should be placed on the noticeboard showing members names only.
 - (iii) The newly updated sheet should be emailed to the Membership Secretary and Treasurer by 28 February.
 - (iv) A BACS payment should be sent to
Somerset County Senior Ladies Golf Assoc.
Lloyds Bank Sort Code: 30-18-88, Acc No: 26320868,
Please quote the name of the golf club as reference.
This is a business account.
 - (v) **Late joiners** need to pay the subs to their Delegate. Delegate to pay treasurer by BACs using reference **subs/club name**. Delegate to ensure that new members details are forwarded to the Membership Secretary.
3. Delegates should display all posters and information relating to the Seniors Competitions and County matches on their noticeboard and distribute by email to their members.
4. When the ladies have signed up indicating their wish to be considered for matches, the list must be sent to the Seniors' Captain **no later than 28 February**.
5. When **Stepping Down**, a Delegate should send details of the new Delegate to the **Membership Secretary**, with her name, phone number, address, email address, Club, CDH number.
6. All Delegates should have computer skills and have access to a computer and a printer.
7. Should know how to access the SCSLGA website at **somersetladiesgolf.org** Then gain access to the Senior's section using the top bar, click on Seniors 60+ to see the drop down menu and find information re: Matches, Competitions and SW Vets Association.

Match Instructions

1. Each Delegate will receive from the Seniors' Captain a list of members of her Club selected to play in the Seniors' County matches. The Delegate should inform her own members and highlight their names on the lists then display on the noticeboard.

- i She should remind members to pay their Match fees by BACS to the Treasurer by the date stated. The fee will be returned if the member is unable to play and she has informed the Seniors' Captain in good time.
 - ii Inform those selected to play that they should arrive at the venue 1 hour before the match starts.
 - iii Uniform is obligatory: white polo shirt, white V-neck long sleeved sweater or fleece, sleeveless white or green sweater, all with the SCSLGA logo, navy shorts, skirt or trousers.
2. When the match is at the Delegate's club, she should liaise with the SCSLGA Captain and her club.

Competition Instructions

1. There are 4 Competitions each year at 4 different venues.
2. The Delegate from a chosen venue will be expected to assist the Competition Secretary.
3. Delegates should display Posters for the Competitions in their club and encourage members to participate.
4. Should make members aware there are Entry forms for each Competition and a separate payment is required for each.
5. Delegates should make members aware that they can download an entry form from the website.
6. Delegates should have a copy of the Entry forms available so that they can be photocopied.
7. There is a Club Shield given to the club with the best results from the first 3 competitions
8. Tee times will be posted on the website 3 weeks before Competitions and emailed to the Delegates.
9. Delegates should highlight their playing members and put on the notice board and/or emailed to members.

Buggies are allowed for Somerset Senior's Competitions for ladies 80+ or having a medical certificate or at the discretion of the organiser on the day.

September 20