



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, Account 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, skort 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.