



## SOMERSET COUNTY SENIOR LADIES GOLF ASSOCIATION

### DUTIES OF A SENIORS' DELEGATE

1. Attends two Delegates' meetings a year, one in April and the other in September, also the AGM or sends a representative who must be a member of the Association.
2. Collects the £5 annual subscription from eligible members of her club who wish to join the Association. Before collecting the £5 subscriptions she should ensure that their members have either ticked that their details are correct, and if not correct, have filled in an amendment / new member form, provided from a master list which she should have placed on their club notice board. This list should be amended and emailed to the **Membership Secretary** by the **28 February**. A cheque made payable to the **SCSLGA**, together with the updated membership list should be sent to the Treasurer for the total subscriptions collected.
3. Informs their members of all the Association and Senior S.W. events and informs the County webmaster of any Senior events at her club for publication on the website and to look on the website.
4. Delegates should display all posters and information relating to the Senior county Matches and Competitions on their Seniors' Notice Board. Once the senior members have indicated their interest to play in matches, the list must be sent to the Captain no later than **28<sup>th</sup> February**.
5. When **Stepping Down** a Delegate should send details of the new Delegate to the **Membership Secretary**, with her name, the club, address, telephone number, emails address and CDH number.
6. **ALL DELEGATES SHOULD HAVE BASIC COMPUTER SKILLS** and be able to have access to a computer.

### MATCH INSTRUCTIONS

The Captain will give each Delegate a list of the members of her club, selected to play in the County Matches at the April meeting. The Delegate should inform her own members and highlight their names on the lists and will collect from the players the match fee, as a **cheque payable to SCSLGA** and send it to the Captain by the end of April. These cheques will be held by the Captain until day of the match, when they will be forwarded to the Treasurer. If someone cannot play, their cheque will be destroyed with their permission or returned to the club Delegate, if so requested. If someone cannot play, they need to inform the Captain, as soon as possible. Those

selected to play should arrive at the venue 1 hour before the start of the match. When the match is at a Delegate's club, she should liaise with the Competition Secretary and her own Club. Uniform is obligatory. White polo shirt and white V-neck long sleeve, sleeveless white or green sweater (all with SCSLGA logo) and navy shorts, slacks or skirt.

## COMPETITION INSTRUCTIONS

There are four competitions each year at four different venues. The Delegate from the chosen venue should assist the Competition Secretary on that day; Spring Pairs, Summer Bowmaker, September Stableford and October AGM. A home Delegate should liaise with the Competition Secretary and her own club to arrange starters; desk and chairs for registration; kitchen arrangements; scoreboard, etc.

Delegates should display posters for the competitions in their club and encourage members to participate. There are entry forms for each separate competition and a **separate** cheque will be required for **each** competition. Further copies of the entry form can be photocopied by the delegate or downloaded from the website by your members. There is a club shield to be won by the club with the best results from the three competitions (excluding the AGM Bowmaker).

Entries can be sent to the competition Secretary (with cheques payable to SCSLGA), at any time but they are dealt with on a first-come basis. Tee times will be available on the website [www.somersetladiesgolf.org.uk](http://www.somersetladiesgolf.org.uk) four weeks before competitions and Delegates should download the list, highlight their playing members, inform them verbally and put list on the notice board. Tee Time lists will also be emailed to the Delegates.

**Membership & Events Calendar will list competition and match dates together with dates of all meetings.**

**Buggies** are not allowed for competitions except for persons with a medical certificate, or at the discretion of the competition organiser on the day. Playing partners are not allowed to share.