

## NEW MILLS GOLF CLUB - SENIOR SECTION

### ROLES & RESPONSIBILITIES OF OFFICIALS

The Officials of the Seniors Section, are Chairman, Vice Chairman, Secretary, and Treasurer, and are elected at the AGM. They collectively form the Seniors Section Management Committee.

Roles and Responsibilities of the Officials are as follows.

#### **CHAIRMAN**

1. Act as figurehead and initiator for the development of the NMGC senior section.
2. Chair the AGM and deliver an annual report to the membership.
3. Act as Match Secretary for matches governed by the Manchester & District Senior Golf League (MDSGL).
  - I. Attend the MDSGL Meeting in October to promote the views of the New Mills membership.
  - II. Liaise with other clubs to manage both MDSGL and Friendly matches and compile a fixture list for the upcoming season, liaising with the Club Secretary and the NMGC diary.
  - III. Facilitate any rearrangement matches during the season
  - IV. Prepare the set of documents required to organise matches with other clubs, including the Result Sheet for league matches, and forward these to MATCH ORGANISER prior to games being planned.
  - V. Keep a record of team and individual match results.
4. Nominate Match Organisers for all Inter Club matches and Internal Club Competitions.
5. Plan a variety of "roll ups" for senior members.
6. Present prizes and prepare votes of thanks at Senior's competitions and events.
7. Liaise with the Stewardess to fix the price of match meals for the upcoming season and recommend the associated match fee and meal cost to AGM
8. Organise the annual seniors dinner.

#### **VICE CHAIRMAN**

1. Shadow the Chairman's role.
2. Stand in on any of the Chairman's duties outlined above.
3. Attend the MDSGL meeting in October with the Chairman.

## **SECRETARY**

- Publish notice of nomination of officers and the agenda for AGM, and any other meeting required.
- Record and retain minutes of meetings.
- Liaise with the other Officers of the Senior Section to prepare any content of interest to Senior Membership for publishing on the club website:. Typically this would be
  - informing of upcoming Senior Events,
  - publishing competition results,
  - highlighting individual achievements
  - Etc and eg match / competition results, match reports, and forthcoming events.) currently being :-
  - Documents regularly updated:-
    - Seniors Welcome
    - Senior Contact
    - Senior Competition
    - Senior Fixtures (see detail from Chairman)
    - Senior Match Results
    - Senior Players Match Results
    - Hole-in-1 Roll of Honour
    - Senior Player of the Year
- Collate and update the folder giving information about “Senior Opens” at other clubs.
- Keep a record of cups / trophies awarded each year, and collect prior to the AGM for engraving.
- Maintain a record of senior members name, telephone numbers, and email addresses.
- Maintain the text file of senior members email addresses and circulate changes to Officials and Match Organisers. (To be used to email the membership using 'Blind Copy')

## **TREASURER**

1. Manage the Senior Section 'bank' and 'cash' accounts.
2. Manage all incomes and expenditures for the Senior Section and maintain a record of accounts for annual audit and presentation at AGM.
3. If a membership fee is sanctioned at the AGM, collect the annual subscription and keep a record of membership. Recommend the level of annual subscription.
4. Receive any match fees and competition fees from Match Organisers and if a reciprocal arrangement is in place, pay the stewardess on home match days.
5. Liaise with Match Organiser where appropriate to provide competition prizes.
6. Liaise with the Seniors Chairman regarding allocation of the profit made by the Senior Section.

## MATCH ORGANISERS

Match Organisers for each Inter Club Match and Internal Competition, are nominated at the AGM by the Chairman. Hopefully they will continue to organise the same matches for a number of years

1. The Matches / Competitions to be assigned a Match Organiser are as follows :-
  - I. MDSGL League matches
  - II. Non MDSGL matches against other clubs
  - III. Annual Senior Competitions:- Horsey Charity, George Scott Trophy, Marcliffe Cup, Vets Cup, Turkey Trot, 2 Ladies / Seniors invitations, 8 Stableford qualifiers, Senior Texas Scramble, and 2 knockout competitions (singles and doubles).
  
2. Duties of the **Match Organisers - League and Non MDSGL matches:-**
  - I. **Before the game:** Post match entry sheets on Seniors notice board, select and publish team, notify team to opponents; and manage any problems that may arise in fielding a full team.
  - II. **On the day of the game:** Meet and greet visitors, agree team details with visitors, make speech at end of game, arrange for monies to be collected, and complete and sign-off the match sheet in respect of league matches.
  - III. In respect of home League fixtures, post the Result Sheet to the MDSGL Secretary.
  - IV. The Match Organiser may appoint a team member to assist in certain tasks.
  - V. In the event of being unable to organize part or all of a match, appoint one of the other Match Organisers as a substitute.
  - VI. Notify Chairman and Secretary of match result
  
3. Duties of the **Match Organiser - Annual Senior Competitions:-**
  - I. **Before the game:** Email advance notice to senior members of upcoming competition and where BRS isn't used for booking in, give specific instruction on how to enter, tee times, match cards etc.
  - II. **On the day of the game:** manage collection of match fee, supervise cards; and organise presentation as appropriate.
  - III. In the event of being unable to organize part or all of a match, appoint one of the other Match Organisers as a substitute.
  - IV. Notify Chairman and Secretary of match result

<u>Document Version History</u>			
Version No.	Date	Changed By	Reason For Change
0	17/01/21	Clive Garside	Original created 2013, amended to incorporate Match Organisers 2018
1	17/12/21	Clive Garside	Document Version History added.
2	23/10/23	Clive Garside	Update to recognise current practice