

THE DARENTH SENIORS - Guidance Notes

GUIDANCE NOTES CONTENT

- A Weekly meetings
- B Handicaps and Tees
- C Seniors Competitions Sub Committee

- D Visitors and Guests
- E Members Contact Details
- F Major competitions
- G Charity Games
- H Role of Officers
- J Almoner
- K General

.....

These Notes are to be used as guidance for the effective running of the Section. They are not mandatory; the Committee has discretion to depart from them if it judges that to be in the best interests of the Section.

A WEEKLY MEETINGS

- A.1 The Seniors will normally meet on the Thursday of each week.

- A.2 Assemble at the time stipulated in the announcement of each competition.

- A.3 A competition will normally be held at each meeting and members will sign-in on arrival and pay the current fee. The entry fee will finance the prize monies. The prizes will be determined by the Competitions & Handicap Secretary.

- A.4 The Captain and/or Vice-Captain will be responsible for deciding the competition to be played.

- A.5 At the end of play the Captain and/or Vice-Captain (or in the absence of both, a past Captain), will present prizes.
- A.6 The Competitions & Handicap Secretary will give a minimum of five days notice of each competition. This will comprise, advising the format to be played, tee to be used, assembly time and entry fee.

B HANDICAPS and TEES

- B.1 When qualifying competitions are played members must enter their scores into the Club computer used for handicaps and then give their cards to the Competition & Handicap Secretary for scrutiny. All scores are to be entered, even Non>Returns, as this will affect calculation of the "competition scratch score". On completion, the Competition & Handicap Secretary will obtain a print out of the results, including automatic adjustment of CONGU handicaps.
- B.2 Club handicaps shall be used for all Senior competitions. Any concessions or variance of handicapping and awarding of prizes is to be a completely domestic matter and the Seniors competitions sub committee will decide the format.
- B.3 The tee used will be the 'Tee of the Day' as stipulated in any competition notice.

C COMPETITIONS SUB COMMITTEE

- C.1 The following Officers shall form the Competitions Sub Committee: The Seniors Captain, Vice Captain, Competitions & Handicap Secretary and Secretary.

D VISITORS AND GUESTS

- D.1 Members of The Darenth are welcome to turn up and join in for a weekly meeting with a view to permanently joining the Section. The proviso is that they meet the Section's "Qualifications for Membership" criteria. They may participate in the day's competition and are eligible to receive monetary prizes but not medals nor trophies.

D.2 Generally, competitions are closed events. However, the Captain can use his discretion and allow a guest(s) to take part in appropriate circumstances.

E MEMBERS' CONTACT DETAILS

E.1 Members of the Section will be provided with a list of members and their telephone numbers and e-mail addresses (if applicable). Each member is responsible for ensuring that their contact details are correct.

E.2 The Secretary will maintain a database of members details. This will include, name, address, telephone numbers(s) and e-mail address(es). This database is set up for the sole use of the Section.

F MAJOR COMPETITIONS

At present there are 15 major competitions:

F.1 Seniors Winter Singles Matchplay Knockout

F.2 Eric Smalley Yorkshire Plate

F.3 Seniors Summer Singles Matchplay Knockout

F.4 Seniors Summer Pairs Matchplay Knockout

F.5 Seniors Over 65's Shield

F.6 St George's Day Shield

F.7 Seniors Summer Eclectic

F.8 Seniors Spring & Autumn Stableford

F.9 Seniors Championship

F.10 Super Senior Pairs; the Brian Thorne Trophy

F.11 Seniors Play-offs

F.12 Octo Trophy; the Stan Budgen Cup

F.13 Captain's Awayday; Seven Springs Trophy

F.14 Captain's Day; Captains' Bell

F.15 Captain's Day; Best Scratch Score

The start and finish dates for the above competitions will be set by the Captain and the formats are a matter of common knowledge. Winners' names will be inscribed on the appropriate trophy, which will be displayed in the Seniors' Trophy Cabinet. Presentation of these trophies, along with a keepsake trophy, will be made at the annual 'Extravaganza', to be held in December.

G CHARITY GAMES

G.1 The Section members normally support the Seniors Captain's nominated Charity.

H ROLE OF OFFICERS

All Officers will be expected to attend and participate in the Seniors Section Committee's meetings, the Section's AGM and EGM (if called). The duties of the Officers will include:

H.1 Honorary President - will be an adviser to the Committee and its members and promote the Section in an appropriate manner.

H.2 Captain - will act on behalf of the members in matters concerning The Darenth Management, other internal Sections and any other outside parties. He will oversee the smooth running of the Section's weekly meetings, or ensure that he is deputised in such capacity. He will Chair all meetings.

H.3 Vice Captain - will assist and deputise for the Captain in his absence. He will assist the Competitions & Handicap Secretary with the administration of the weekly games.

H.4 Immediate Past Captain - will deputise in the absence of the Captain and Vice Captain as appropriate and assist with the general running of the Seniors Section.

- H.5 Secretary - will keep a record of the membership. He will call and keep a record of Minutes of Committee Meetings and the Seniors AGM (EGM if called). The Secretary is an ex-officio member of all the Section's committees.
- H.6 Treasurer - will keep the Section's finances in good order. Maintain a running total of all finances, provide written and verbal reports to meetings of the Committee on the Sections finances and submit audited accounts to the AGM.
- H.7 Competition & Handicap Secretary - will organise the weekly games, sign-in players, arrange the draw for tee times, ensure that the draw provides an appropriate mix of players and determine prize monies. He will publicise future games, announce the format, tee to be used, start times, entry fees etc. Arrange for reviews of handicaps to be undertaken as appropriate in accordance with CONGU guidance.
- H.8 Match Secretary - will arrange 'friendly' matches with other Clubs by liaising with his opposite number at those Clubs regarding fixtures etc. and liaise with The Darenth management and catering staff for home matches.
- H.9 Social Secretary - will be responsible for organising the annual Seniors Extravaganza and the Summer Social functions. He will advertise both events in good time using the Seniors Notice Board and Website to inform members. He will liaise with the The Darenth management and catering staff regarding menu's, costs, etc. and work with the Section's Treasurer to ensure all monies are collected and bills paid in a timely manner.

J ALMONER

- J.1 The Almoner is annually co-opted to the Committee. He will be responsible for liaising with those members of the Section suffering from ill health and advise the Committee about his activities and members' welfare. It would be very helpful if members informed either the Almoner, or an Officer, about any long term (three months or more), absences that they propose to take from attending the weekly meetings of the Section.

K GENERAL

- K.1 To achieve the objectives set out in Section 1 of the Constitution every member must feel that he is an important member of the Section; their views and ideas are vital. If there are problems they should be submitted to the Committee in writing.
- K.2 Good players are encouraged to help the novices, high handicap players and those going through a bad patch (we were all there at some time). Above all, members have a special responsibility to set a good example both on and off the course.
- K.3 Changes or alterations to these Guidance Notes can only be made by the Committee. A majority vote is sufficient for a change to be made. The Chairman will have a casting vote.

Notes:

1. To prevent confusion no paragraph '1' is shown in these Guidance Notes.

Approved at Seniors Committee - 7th June 2018

Notes regarding previous history changes to these Guidance Notes

Note: June 2018 - (First set of Guidance Notes)