

THE DARENTH SENIORS – Guidance Notes

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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 Formats of competitions played each week will be as published in the Diary at the commencement of each year.

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 Competitions & Handicap Secretary for scrutiny. All scores are to be entered, even Non>Returns, as this will affect calculation of the "Playing Conditions Calculation". On completion, the Competition & Handicap Secretary will obtain a print-out of the results.
- B.2 World Handicap System 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 of any concessions made.
- 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 play in appropriate circumstances, but they may not win any prizes.

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 number(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 17 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-65s 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)

F.16 Presidents' Cup

F.17 Winter Order of Merit (the Malcolm Fox Cup)

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 promote the Section in an appropriate manner. He will Chair all meetings of the Seniors Committee, the AGM and EGM.
- 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.
- 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 Section's 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 EG criteria.
- H.8 Match Secretary – will arrange 'friendly' and Kent Golf Veterans League 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 Darenth management and catering staff regarding menus, 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 members 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 'I' is shown in these Guidance Notes.

Approved at Seniors Committee – 13th February 2025

Notes regarding previous history changes to these Guidance Notes

June 2018 – (First set of Guidance Notes)

February 2025 – Updated to take cognisance of inception of WHS, additional trophy/cup events and the Chairing of meetings.