

## **Seniors Section Committee Duties**

This document lays out the duties and Terms of Reference of the Seniors Section Committee. These provide the framework within which, each committee member undertakes specific tasks and interacts with other committee members.

### **Seniors Captain**

The responsibilities of the Seniors Captain are as follows:

- Represent the interests of the Seniors Section members within Weymouth Golf Club and externally, as required.
- Chair Seniors Committee meetings on a monthly basis and as required in between. Decide and promulgate the meeting agenda. Advise committee members of the meeting date(s).
- Attend Main Club Committee meetings. Prepare an advance report on Seniors' issues and brief the Seniors Committee of main points arising from the Club meeting.
- Chair the Seniors AGM and present the Captain's report. Obtain a list of members passing away since the last AGM.
- Invite the sponsors of Seniors events to match dinners (eg Nantes Cup & Salver) and other events, as required.
- Host the Seniors Christmas lunch and invited guests.
- Maintain communication with the Seniors Section by emailing reminders to members of upcoming events and other matters of interest and preparing an input to the Club newsletter, as required.
- Present prizes at key Seniors events, including Charity Week Seniors 3 man team, Whisky Scramble, Spring Open, Arthur Clarke, Fory Cup, etc.
- Attend 'new' Club Captains' drive in and competition.
- Arrange the Seniors Captain's home and away days. Select prizes (see note 1 below).
- Pass flyers for competitions sent from other clubs to the Seniors Secretary to put into the folder of Open Competitions.

## **Notes**

- 1 The Seniors Captain provides the prizes for the Seniors Captain's Day (home) in his first year of Captaincy. The Seniors Section provides these prizes subsequently if the Captain serves more than one year. Prizes for the Seniors Captain's Away Day are paid for from the entry fees of those taking part.
- 2 The Seniors Section pays for the annual Club subscription of the Seniors Captain after his final term of office.
- 3 The Seniors Captain is entitled to invite guests to play free of charge, as allowed in the Club rules.

## **Seniors Vice Captain**

The responsibilities of the Seniors Vice Captain are as follows:

- Assist the Seniors Captain in fulfilling his duties as promulgated in his TOR's.
- Deputise for the Seniors Captain, as necessary.

## **Seniors Fixtures Secretary**

The responsibilities of the Seniors Fixtures Secretary are as follows:

- Arrange friendly match fixtures with other club fixture secretaries.
- Arrange dates for all Seniors competitions.
- Produce a seniors match and competition fixture list for the forthcoming year. Ensure that this is promulgated to senior members and is included in the club diary and on the PSI system.
- Produce reports for the Seniors committee meetings.

- Provide all match results to the Seniors Captain for his monthly Club committee report.
- Produce a report for the Seniors AGM.
- Produce the award list of trophy winners for presentation at the Seniors Christmas lunch. These include the Stag Trophy, Order of Merit and Electic

## **Notes**

- 1 Fixtures - Fixtures rotate between teams each year. As far as possible keep the dates for next year are equivalent to those for this year being aware of bank holidays, leap years and greens dressing days. The preferred day for Seniors' home fixtures is a Tuesday with a second preference of Monday. No team should play more than two matches a month. All e-mail correspondence with other clubs is to be kept.
- 2 Competitions - Be aware of all club and open competition dates, including Charity Week to avoid clashes and pressure on the course. As far as possible the dates for next year are to be equivalent to those for this year being aware of bank holidays, leap years and greens dressing days. The preferred days for monthly stablefords are a Monday and Tuesday with all other Seniors competitions taking place on a Tuesday. A list of all the main Seniors trophy winners is to be kept for presentations at the Seniors Christmas lunch.

## **Seniors Secretary**

The responsibilities of the Seniors Secretary are as follows:

- Produce the minutes of Seniors Committee meetings and when approved by the Seniors Captain, e-mail minutes to committee members and club office for insertion onto website.
- Provide hard copies of previous minutes for discussion at Committee meetings
- Produce and display previous Seniors AGM minutes 28 days before the next Seniors AGM

- Produce and promulgate the Seniors AGM calling notice and Committee nomination sheet 28 days before the next Seniors AGM.
- Produce minutes of the Seniors AGM and when approved by the Seniors Captain, e-mail minutes to Committee members and club office for insertion onto the club website.
- Liaise with the pro shop and club office for the purchase of Seniors team shirts and jerseys (which are subsidised by Seniors Section funds)
- Ensure that competition flyers received from other clubs are inserted into appropriate folder in the foyer
- Produce official invitations, as required (eg. for Seniors Christmas lunch)
- Assist in the production of the Seniors Christmas lunch booking list, and seating plan
- Deal with any correspondence as required by the Seniors Captain

### **Seniors Treasurer**

The responsibilities of the Seniors Treasurer are as follows:

- Liaise with the Club Secretary to ensure all monies paid in and out of the Seniors Section account are authorised.
- Present the accounts as prepared by the Club Secretary at the Seniors Committee monthly meetings
- Authorise payment of bills for goods and services provided (eg. Hardy View Restaurant)
- Purchase prizes for Seniors events, including the Spring Scramble, Spring Open, Whisky Scramble, Captains Days (see Seniors Captain section, Note 1), Christmas Turkey and Bottle Trots and others as required and authorised by the Seniors Committee

- Purchase raffle prizes of bottles and other goods for Seniors events, Christmas lunch and 'nearest the pin' prizes for team matches
- Purchase Christmas gifts for the green staff, office staff and others, as designated by The Seniors Captain.
- Produce a report of accounts for the Seniors AGM
- Liaise between the Seniors Section and the kitchen regarding fixtures and events with particular emphasis on the cost of food and refreshments

### **Seniors Competitions Secretary**

The responsibilities of the Seniors Competitions Secretary are as follows:

- Produce notices for the Seniors notice board, to remind Seniors of the 2 day monthly stableford events and obtain the medals for the overall winner. Provide the necessary receipts to the Seniors Treasurer. Medals will be presented at the Club Presentation Evening in November.
- Produce notices for the Seniors notice board for the Christmas 2 day Turkey Trot and 2 day Bottle Trot events.
- Liaise with the pro shop and Seniors Fixtures Secretary regarding the availability of alternative dates in the event of any competition cancellation.
- Liaise with the Seniors Secretary and Seniors Fixtures Secretary for the format of external flyers for promotion of Seniors Open events.
- In conjunction with the pro shop, produce start sheets for Seniors Open competitions and other events and advise visitors of their start times, as necessary.

- Produce posters for all Seniors events (except monthly stablefords) for posting on the Seniors notice board and the large TV display in the club lounge (email in PDF format to the person responsible for the electronic scoreboard system).
- Ensure that the CDH numbers of all visitors entering Seniors Open competitions are obtained and provided to the pro-shop for entry into the PSI system.
- Run the raffles at Seniors events with the help of other Seniors committee members
- Ensure that the Seniors Eclectic and Order of Merit lists are updated on a regular basis and finalised, in conjunction with the Seniors Fixtures Secretary, for presentation at the Seniors Christmas lunch.
- Produce a report for the Seniors AGM

## **Note**

Seniors Whisky Scramble. This annual Open event is partially sponsored by Poundbury Wealth Management and is normally attended by a representative of that organisation. The Seniors Captain will invite the sponsor to the Seniors Christmas lunch.

## **Seniors Team Captains**

The responsibilities of each Team Captain are as follows:

- Invite Senior members, annually at the beginning of the season, to join one of the three team squads and provide contact details.

- When the fixtures secretary issues the dates of matches for the season, create a team players/fixtures matrix sheet for the Seniors notice board so that all Senior members can choose the matches they want to play
- For each match and in good time, select 12 players plus two reserves from their team squad, noting that if selected, players are expected to compete in both the home and away match against each club.
- Ensure each selected player confirms participation by ticking their name on the list and post the team list in good time before the match.
- Confirm the team players and their handicaps, advise them of the match pairings and establish any dietary requirements
- Confirm the meal arrangements with the kitchen and ensure the provision of coffee on arrival for the opposing team.
- For home matches advise the opposing Team Captain of the team pairings, handicaps, dress code and after match menu. Note any dietary requirements of the opposing team. Arrange with the Seniors Treasurer for a bottle of wine to be available for the opposing player being nearest the pin on the nominated hole.
- For away matches provide the opposing Team Captain with the team pairings and handicaps. Establish the format of the day, dress code and meal arrangements and advise any dietary requirements of his team players.
- Advise the team of the match details and any last minute information.
- Inform the Seniors Fixtures Secretary of any concerns or complaints regarding fixtures.

- Email all match results to the Seniors Fixtures Secretary, copy rest of the Seniors Committee

## Notes

- 1 There are three Seniors teams, comprising 12 players per team. The teams are of equal standing and they compete each season with other clubs at home and away. The matches of each team rotate such that they only compete against the same club every three years. Each team normally plays 11 matches, either 5 at home or 6 away or 6 at home and 5 away, as the team rotates each year. Matches are played in pairs in the format of better ball match play.
- 2 Nantes Cup and Nantes Salver. These matches are sponsored by Nantes and if a home match, the Seniors Captain will invite the sponsor to the after match dinner to present the trophy and also to the Seniors Christmas lunch. The Team Captain will arrange for the bill for the match meal and wine to be sent directly to the sponsor for payment.
- 3 Hole in One. Should any player in a formal Seniors match have a hole in one, the Seniors Section will supply a bottle of Port to be shared amongst both teams. The Team Captain will liaise with the Seniors Treasurer for the provision and accounting of this bottle.

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