

MAPPERLEY
LADIES
GOLF CLUB

JOB DESCRIPTIONS

COMMITTEE MEMBERS

GENERAL INFORMATION

Committee members are expected to attend the ladies' committee meetings, dates and times are set when the majority are available

Committee members are expected to serve on the Board and Club Sub-Committees and undertake such duties that are required.

REPRESENTATION ON THE BOARD & CLUB SUB-COMMITTEES

The Lady Captain serves on the Board of Directors although she does not have a vote

The Ladies Committee are expected to have at least one representative on the following Sub-Committees:

- Competitions
- Course
- Finance
- House
- Membership
- Sales & Marketing

ADMINISTRATION RESPONSIBILITIES

Competitions on the Day Delay, Postponement, Re-arrange, Cancel	Lady Captain, or an Officer, assisted by any Committee member present at the time. The Professional to be asked to assist if any problem is anticipated, e.g. weather, condition of course, etc.
Fixtures	Assistant Secretary, Vice-Captain and Competitions Director's representative, Match Secretary
Handicap Committee	Handicap Secretary, Secretary, Match Secretary
Team Selection	Match Secretary or the Representative for that competition
Ladies' Locker Room and Locker Rental	The House Representatives
Number Draw	Arranged annually

LADY CAPTAIN

Photograph:

- One large photograph (size 10" x 8") for the club lounge
- One small photograph (size 8" x 5") as Past Captain, for the locker room
- Funded by the Ladies' Section (receipts to the Treasurer for reimbursement)

Chair:

- Ladies' committee meetings
- Ladies' Annual Meeting as outgoing Captain

Attend Meetings:

- Board of Directors
- Club Sub-Committee Meetings as appropriate

Attend special events:

- Club Finals Day Evening Dinner (with partner) and Presentation to Finalists
- Social Events – attend social functions whenever possible

Captain v Vice-Captain Match:

- Decide format and times
- Arrange menu with the Caterer and liaise with the Assistant Secretary for appropriate notices
- It has become tradition to share the cost of the wine with the Vice-Captain

Mixed Competitions:

- It has become practice for the Lady Captain to organise the Mixed Competitions
- Choose the format, ask the webmaster to update BRS and make the competition 'live' for entries, buy the prizes, liaise with the Club Captain

Matches:

- Support teams in conjunction with Vice-Captain, i.e. the Captain or Vice-Captain attend Friendly Matches, Silver and Bronze Division Matches, Interclub Matches, play if selected; if required to do so check handicaps, etc. and collect match taxes; give "speech" if appropriate

Catering:

- Notify the Caterer of the dates of your Special Days and discuss catering arrangements nearer the time
- Arrange for appropriate notices to be displayed – liaise with the Assistant Secretary

Prizes:

- Buy prizes for Special Days. Treasurer will advise on amount and will reimburse with receipts

Halfway House:

- Arrange for use of the halfway house for "Special Days" and other times when appropriate
- Arrange staffing, purchase drinks and refreshments (bill to Treasurer)

Captain's Day:

- Arrange menu with the Caterer and liaise with the Assistant Secretary for appropriate notices

- Decide format of competitions throughout the day
- Provide prizes
- Arrange halfway house refreshments, etc.
- Choose colour scheme, table layout, flowers, etc.

Hemingway Cup:

- Arrange with the Competitions sub committee to allow entry through tee booking 4 / 5 weeks before the date of play
- If possible, do the draw with the Club Captain at least a week in advance
- Glassware provided by the ladies section

Club Outing:

- Arrange venue, catering, the bus and buy the prizes
- Liaise with the Assistant Secretary for appropriate notices
- Attendees to pay the Treasurer

Past Captains' Trophy Day and Tea:

- Act as hostess and make all the arrangements (liaising with the Caterer)
- Send out invitations to all Mapperley Past Captains

County:

- Attend any County event at Mapperley and make a welcome speech at the prize presentation

County Past Captains' AGM and Bridge Drive:

- Currently held at Mapperley. Make a welcome speech after the AGM but before the Bridge Drive (at 12.00 noon). The County will invite you to stay for lunch

Party Night:

- Liaise with the Club Captain and make a speech on behalf of the Ladies if required

Give & Take Meal:

- Arrange menu with the Caterer and liaise with the Assistant Secretary for appropriate notices
- Arrange the entertainment

Flowers / Plants:

- Buy flowers / plants for lady members who are ill, hospitalised or bereaved (bill to Treasurer).

VICE-CAPTAIN

Fixtures:

- These are coordinated through the Competitions sub committee and proposed fixtures are sent to the vice captains for checking in case any dates need changing

Attend meetings:

- Attend allocated Sub-Committee Meetings as Ladies Representative

Matches:

- Support teams were possible
- Captain or Vice-Captain attend Friendly Matches, Silver and Bronze Division Matches, Interclub Matches, play if selected; if required check handicaps etc. and collect match taxes; give a “speech” if appropriate

Lady Captain’s Day:

- Purchase photograph album (or alternative gift) and card (engraved glass is ordered with other commemorative glassware)

Club Finals Day:

- Attend official dinner with partner

Party Night:

- Attend with partner

Ladies Annual Meeting:

- Purchase present and card for retiring Captain on behalf of the Committee

Chair:

- After election as Captain, take over the chair at the Ladies Annual Meeting

SECRETARY

Constitution:

- Amend the Constitution if any changes are made

Correspondence / communications:

- Receive mail; distribute as appropriate; deal with correspondence
- Use ladies.secretary@mapperleygolfclub.org account for all emails related to the club
- Keep members informed of events etc. via the BRS system
- Maintain noticeboards making sure notices are removed once they are out of date

Membership:

- Attend as Ladies' Representative on the Club Membership Sub-Committee

Ladies Annual Meeting:

- Prepare and display all notices for the LAM at the appropriate times
- Invite the Club Captain and Vice-Captain
- Prepare Agenda and Minutes
- Arrange for a desk attendant
- Arrange for votes to be counted if required
- Liaise with the Clubhouse Manager for the room to be set up

Committee Meetings:

- Prepare and distribute Agenda and Minutes via email. Once approved, have them added to the website
- Set dates for meetings – arrange 3 months in advance where possible
- Give dates to the Clubhouse Manager

Handicaps:

- Be au fait with Handicap Regulations and form part of the Handicap Committee

Open Competitions:

- Ensure details are passed on to Golf Empire as well as NCLGA. All MGC opens are added to our website
- Competitions Director circulates details via email to clubs across surrounding counties

Finals Day:

- Advise the Competitions Director of the ladies' finalists
- Arrange referees (liaise with the Lady Captain)
- Remind Lady Captain regarding Cups, vouchers and commemorative glasses
- Finals Dinner – liaise with the Competitions Director

Honours Boards:

- Give details of the Ladies' Cup Winners to the House Director and Bar Manager

Engraved Glasses:

- Order commemorative glasses annually and provide the Assistant Secretary with a list
- Check with the incoming Captain whether she would like a commemorative glass or not

Records:

- Keep all records, especially Competition Cup Winners, both electronic and paper (back up all electronic files monthly)
- Filing kept in a cabinet in the ladies locker room

Record and History of Decisions Book:

- Amend and keep up to date. A paper copy is kept in the locker room

Job Descriptions:

- Amend if any changes are appropriate

Notts County Ladies Golf Association (NCLGA):

- Attend meetings and report back to the Committee
- County AGM – return any Trophies and arrange for a representative (Lady Captain) to collect any Trophy
- Send details of club officials to the County
- Liaise with the County Secretary, making arrangements for any county event held at Mapperley
- Display official notices

ASSISTANT SECRETARY

Notices: Put up Notices for the following:

- Singles Challenge Knockout
- Foursomes Challenge (Daily Mail) Knockout
- Ladies Invitation

Draws:

- Where appropriate do the draws with the Lady Captain

Results:

- Prepare a Results Sheet for the prizes on “Special Days”

Qualifying Competitions:

- Daily Mail Foursomes – give details to the winning pair
- Any other competitions, entry decided annually by the Committee

Catering:

- Prepare notices as requested by the Lady Captain

Medal and Stableford Finals:

- Provide a sheet for the Handicap Secretary to record Medal and Stableford Finalists

Eclectic Book:

- Prepare the Eclectic Book annually

Trophy Night:

- Maintain a list of the year's winners for Presentation night
- Liaise with the House Sub-Committee Representative for the Cups / plinths to be engraved
- Maintain a list of glassware remaining after Trophy night and store in the locker room

General Duties:

- Keep the noticeboards up to date and tidy
- Help with fixtures when required
- Produce ad hoc notices on request

Deputise:

- Deputise for the Secretary in her absence

TREASURER

Collect moneys from:

- Entry fees from all members through the 'Competition Purse' scheme by bank transfer or cash
- Open competitions
- Prize fund and gratuities
- Numbers draw
- Match tax via the organiser
- Locker fees via the organiser
- Outgoing payments
- Donations for the Lady Captain's charity

Payments made:

- Transfer prize money to the Professional or onto bar cards and record payments in the Prize Book
- Numbers draw winners
- Officers' yearly expenses
- Caterers for match teas
- Christmas gratuities for Greens and Pro Shop staff
- Send off cheques for charity donations, e.g. Breast Cancer Now
- Reimburse Committee for any purchases made

Banking:

- Pay in cash and cheques
- Withdrawals as necessary

Ledger:

- Keep up to date and balanced
- Have audited at the end of the financial year

Other Duties:

- Responsible for organising the Charity Texas Scramble, Summer and Winter Opens

Reports:

- Monthly to the Committee Meetings

LAM:

- Prepare financial statements for submission to the LAM

Finance Sub-Committee:

- Attend as Ladies' Representative on the Club Finance Sub-Committee

HANDICAP SECRETARY

Rights and Obligations of the Handicap Secretary and Handicapping Committee:

General Duties:

- Be familiar with the 'Rules of Golf' and the 'Rules of Handicapping'. Providing education and guidance about the Rules to the members and answering related questions.
- Be point of contact for the NCLGA Handicap Advisor.
- Inform the members of any relevant information from England Golf and the NCLGA.
- Allocate and maintain handicaps of the members in accordance with the Rules of Handicapping.
- Prior to 31st December each year, review the handicaps of all members and make such adjustments as appropriate under the provision of the Rules of Handicapping, Appendix D.
- Ensure that all Acceptable Scores (Handicap Qualifying) from Competition and General Play are entered in the WHS Platform, preferably on the day of play.
- Investigate all Unsatisfied Score Intents.
- Ensure that the Terms of Competition are defined for all competitions and that the mandatory Handicap Allowances defined in the Rules of Handicapping, Appendix C are applied.
- Process and publish Competition results.
- Enter prize vouchers in the Prize Book.
- Calculate the results of:
 - The Goodlud Bowl and The Lady Golfer of the Year, to be awarded at the Autumn Meeting
 - Breast Cancer Now brooch to be awarded at the Ladies Annual Meeting
 - Announce the winner of England Golf Medal at the Ladies Annual Meeting
 - The Eclectic Competition, to be awarded at the Spring Meeting
- Monitor the ladies.comps@mapperleygolfclub.org email account.

Meetings:

- Report to the Ladies Committee
- Attend as Ladies' Representative on the Club Competitions Sub-Committee

MATCH SECRETARY

The Match Secretary to be responsible overall and able to delegate the running of some leagues and matches as required.

Fixtures:

- Liaise with the Competition Director or his representative
- Attend the NCLGA Match Secretaries Meeting held in October at MGC to arrange league matches (may no longer happen following Covid-19 restrictions and everything being done by email instead)
- Confirm all matches with other Club Match Secretaries

Matches:

- Silver League and Bronze League
 - Check the availability of players
 - Select the teams
 - Post selection on notice board two weeks prior to the fixture
 - Arrange with the Captain and Vice-Captain for a Team Captain
 - Post results on the board and report to the main Committee
 - Ensure that results of matches won are reported to the County
- Ladies Interclub:
 - As above, with the addition that arrangements must be confirmed in writing
- Interclub – Mixed:
 - Check the availability of players
 - Select the Ladies team
 - Liaise with the Men's Section
 - Post selection on notice board
- Friendly Matches:
 - As above (with the exception of reporting to the County)

Catering:

- Arrange match teas and prices at the start of the season with the Caterer
- Give the Caterer a list of all Home Matches, numbers and times

Ladies and Seniors Competitions:

- Liaise with the Seniors Section regarding format, catering and prizes
- Put up a list and do the draw

Ladies Winter Golf League:

- Attend the Annual General Meeting
- Arrange the match at Mapperley
- Arrange players for the matches

Meetings:

- Report to the Ladies Committee
- Form part of the Handicap Committee

HOUSE

Meetings:

- Attend as Ladies' Representative on the Club House Sub-Committee
- Report to the Ladies Committee

Ladies' Locker Room:

- Purchase locker room requirements as necessary, e.g. tissues, hair spray, deodorant, soap, talcum powder, etc.(receipts to the Treasurer for reimbursement)
- Special Days, Open Competitions – check that the locker room is clean and tidy and replenish supplies (NLPCGS bridge drives (usually March and November); Spring Meeting; Lady Captain's Day; Autumn Meeting; any County event held at MGC; Charity Texas Scramble; Summer Open; Winter Open)

Lockers:

- Collect locker rentals / deposits (liaise with the Treasurer)
- Be responsible for allocation of lockers
- Arrange for key / lock replacements

Autumn Meeting and Trophies:

- Check the location of all trophies and ask for their return from the previous year's winners if they are not already in the display cabinets
- Use a list from the Assistant Secretary of the year's winners for Presentation and display the Cups with Engraved Glasses
- Collect Plinths and arrange for engraving by the end of November (bill to the Treasurer)
- The majority will come at the Autumn Meeting, one or two will come throughout the year
- Ensure the plinths are returned to the Cup Winners
- Return any remaining glassware to the Assistant Secretary for storage

Health & Safety

- Showers – turn them on once a week until water runs warm (to prevent the possibility of Legionnaires)

EX OFFICIO (Immediate Past Captain)

Meetings:

- Attend the Ladies Committee Meetings

Matches:

- Host matches if requested in the absence of the Lady Captain and Vice-Captain