



## WALTHAM WINDMILL GOLF CLUB

### HANDICAP AND COMPETITIONS COMMITTEE CONSTITUTION

Name: The name of this section shall be Waltham Windmill Golf Club Gents Committee

Purpose: The purpose of this committee will be to discuss:

- All matters appertaining to the organisation and running of competitions
- Ensuring that all handicaps are maintained with the rules of CONGU
- Discussing any matters concerning or in relation to the Gents section of the club

The Committee:

1. An annual meeting will be held in October when new committee members will be elected
2. You will be proposed and seconded for an elected position for up to three years (or for the number of years that you have remaining on the committee) apart from Captain, Vice-Captain, Past Captain and employees of WWGC
3. Positions to include – Chairman, handicaps and competitions secretary, treasurer, Secretary, assistant handicap and competitions secretary, assistant treasurer
4. Vacancies will be for vacant positions where applicable and general committee places
5. All vacant positions shall be advertised on an appropriate board
6. After nominations have closed and if there is more than one person proposed for a vacant position/s members will have opportunity to vote for the person/s that they wish to fill the vacancy.
7. Existing committee members can be proposed for vacant position alongside non committee members
8. Members who have completed a three year term must stand for re-election if they wish to remain on the committee.
9. The committee may co-opt additional members onto the committee if felt necessary. A co-opted member could remain on the committee until the next annual general meeting when they would have to be proposed for a vacant position to remain on the committee.
10. Committee members can do a maximum of two three year terms in any one role. If an individual is not found to carry out the role that is vacant then the committee member can continue in the role until a replacement can be found.

#### Committee Members

Chairman - Elected

Captain

Vice-Captain

Past Captain

Competitions and handicaps secretary - Elected

Treasurer - Elected

Secretary - Elected

Committee members - Elected

Manager (No vote)

Head Greenkeeper

Professional

Senior Captain - Invited (No vote)

Meetings:

- Meetings should be held on a monthly basis unless felt not necessary to do so i.e. during winter months
- Additional meetings can be organised as and when required
- Members of the committee shall be issued with a copy of the minutes of the previous meeting prior to the meeting being held.
- Once approved a copy of the minutes shall be placed on the appropriate notice board.
- Decisions made by the committee will be by a majority vote. The chairman to have the casting vote in the event of equal votes.
- The committee shall be quorate when four members are in attendance at least one of whom must be an officer – Chairman, handicap and competitions secretary, secretary and or treasurer
- Individual committee members are not authorised to make decision in relation to competitions either in committee meetings or outside of meetings.
- All communications with the club will be through the Manager who will have the right of veto on any matter not considered to be in the interests of the club.

Ammendments

- Amendments to this constitution shall be by simple majority, after discussion and consultation with relevant members and Management.
- The chairman shall have the casting vote.

## JOB DESCRIPTIONS

Chairman

- To chair Gents committee meetings on agreed dates, and facilitate discussions as required.
- To liaise with the Manager regarding all matters relating to the Gents committee and members
- To ensure that the Secretary includes items on the agenda that require discussion by the Committee
- To ensure that members suggestions, concerns or any other business relating to the Gents section is discussed at the Gents meeting.
- To have the casting vote if a vote is tied.
- Assisting other committee members with their job roles as and when required
- Any other duties as may be required.

Competitions and Handicap Secretary

- Keep the committee informed of forthcoming competitions and agree entry fees, formats etc
- Put up notices and entry sheets in forming members of future competition
- Undertake draws as required with other committee members for competitions

- Finalise competitions and produce results for competitions
- Allocate an initial handicap for new members
- Assist other committee members with their job roles as and when required
- Any other duties as may be required

#### Treasurer

- Keep detail accounts of all income and payments relating to the Gents committee
- Collect money from the Pro shop for competition entries
- Pay Pro shop for vouchers issued
- Bank money relating to the Gents committees
- Make any other payments as agreed by the committee
- Provide a report to the Gents committee each time that a committee meeting is held
- Assist other committee members with their job roles as and when required
- Any other duties as may be required

#### Secretary

- Take minutes at Gents committee meetings
- Liaise with the Chairman and Manager regarding items to be included on the agenda
- Send minutes and agenda to all committee members in advance of the meeting
- Write and respond to letters received as required and agreed by the committee
- Assisting other committee members with their job roles as and when required
- Any other duties as may be required

#### Assistant Handicap and Competitions Secretary

- Liaise with the handicap and competitions secretary on a regular basis
- Assist the handicap and competitions secretary on a regular basis
- Help carry out the handicap and competition secretary's duties when they are unable to do so

#### Assistant Treasurer

- Liaise with the treasurer on a regular basis
- Assist the treasurer on a regular basis
- Help carry out the treasurers duties when they are unable to do so

#### Other Committee Members

- Assist other committee members in their roles and responsibilities to ensure that the committee runs efficiently
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#### Potential Suggested Changes:

#### Treasurer

- Internet banking – Treasurer and at least one other person has access to account
- Pro shop paid monthly by bank transfer
- Pro shop given monthly report of money transferred and whose account money to be credited
- Ideally if same bank Pro shop banks competition money for treasurer

- Members to be made aware that money will be allocated to accounts at the end of the month not day after they have won the competition

#### Handicap Competitions Secretary

- New members handicap (or details if no handicap) put on system by Marie at time of putting member details onto computer
- Members leaving / suspended handicaps deleted from office by Marie
- Competitions entered online, PSI, or Pro shop
- Draws undertaken through club systems programme