

# **Reading Golf Club - Seniors' Section**

## **Guidelines and Rules 2017**

### **1. PURPOSE**

These Guidelines and Rules define the organisation and rules for the operation of the Mens Seniors' Section of Reading Golf Club (the Section).

They shall be displayed adjacent to the Section notice board in the locker room and shall only be amended by the elected committee or by a proposal and vote at the Annual General Meeting of the Section.

### **2. SECTION ORGANISATION AND MEMBERSHIP**

#### **2.1 MEMBERSHIP**

Any male member of Reading Golf Club who has reached the age of 60 is eligible to be a member of the Section. As such they shall be entitled to attend the Annual Dinner and the Section AGM and to participate in all competitions and matches. Note: all participants in league matches must also comply with the Rules of the Reading and District Over 60's Men's Golf League, including playing with a maximum handicap of 28.

#### **2.2 ORGANISATION**

##### **2.2.1 General**

The Section shall be managed by a committee elected each year by the members attending the Section Annual General Meeting (AGM). The members of the committee shall serve for a period of one year, thereafter they may seek re-election at the next AGM.

Nominations for the committee shall require a proposer and a seconder who shall be members of the Section. A call for nominations shall be posted on the notice board not less than 4 weeks ahead of the scheduled date of the AGM, and closed 2 weeks before the scheduled date of the AGM. In the event of an excess of nominations over available positions a ballot shall be held at the AGM.

The committee shall comprise the Captain plus a minimum of five and a maximum of seven other members. Additional members may be co-opted onto the committee when necessary to maintain the required committee size. Any members so co-opted shall serve for one year. The roles and responsibilities of the individuals forming the committee shall be determined by the Captain assisted by the committee. The specific roles shall as a minimum include:- Vice Captain, Treasurer, League Captain, Competition Secretary and Fixtures Secretary.

The committee shall meet at a frequency decided by the Captain, but in any event not less than six times per year.

For a committee meeting to proceed a quorum shall be present. A quorum shall comprise a majority of the committee and not less than four members of the committee.

### **2.2.2 Committee Duties**

The duties of the specific members of the committee shall normally be as follows:-

#### **The Captain**

- Represent the Section's interests in any meetings or communications with the Club officials
- Chair the AGM, committee meetings and any other meetings of the Section members
- With another committee member - normally the Competition Secretary - undertake draws for the Gerry Wild match-play competition and the Collis Bowl.
- Ensure there are Captains for the Day appointed for each friendly match.

#### **The Vice Captain**

- Support the Captain in all aspects of his duties.
- Deputise for the Captain in situations where he is unavailable.
- Distribute balls to those achieving a two on any hole in the section monthly Stableford or Section competition as defined in Section 4 below.

#### **The Treasurer**

- Maintain proper accounts for the Section and present these at the AGM. Co-operate with members of the Section appointed to audit these accounts.
- Maintain the Section bank account and act as authorised signatory to the bank account cheques.
- Collect all annual and daily competition fees, and provide cash awards to prize winners in the Section competitions
- Collect all social event fees, e.g. The Stanbrook Trophy, the League annual golf & dinner, the annual ladies dinner and the AGM lunch.
- Receive - from the match captains - match fees collected from the players and settle the catering account for each match or other Section social event.

#### **The Fixtures Secretary**

- Liaise with the Club General Manager and League and agree league fixture dates for the forthcoming season
- Liaise with the Club General Manager to agree friendly fixtures, and Section competition dates for the forthcoming season.
- Ensure the agreed dates above are correctly inserted in the Club diary and on the website tee booking system.
- Post, on the appropriate date, invitations for players to participate in each friendly match
- Prepare the Section fixtures calendar to be posted on the Section noticeboard.

### **The Competition Secretary**

- Post entry lists for each Section competition
- Prepare a competition results notice identifying all competition prize winners; those achieving a two in the monthly Stableford or individual stroke play competition; the current status of the Stanbrook qualifying and the Parfitt trophy. These are to be posted on the noticeboard in the men's locker room.
- Ensure those whose results are published in "How-Did-I-Do" have properly entered the competition by signing up in the pro shop.

### **The League Captain**

- Undertake the duties as outlined in Appendix B

## **3. ANNUAL GENERAL MEETING (AGM)**

The Section Annual AGM shall be held in the fourth week of November.

Notification of the date for the AGM shall be posted on the Seniors' Section Notice Board not less than one month, nor more than two months, ahead of the scheduled date, together with the agenda, a copy of the minutes of the previous year's meeting, and a request for submission of motions for Any Other Business (AOB). All AOB motions must be proposed and seconded by section members, and be submitted, in writing, to the Captain not later than one week before the scheduled AGM date.

## **4. COMPETITIONS**

### **4.1 GENERAL**

All Section competitions shall have specific written rules of play (See APPENDIX A) and these are displayed on the notice board together with the invitation to participate well in advance of the competition. The following general rules shall apply to all competitions;

- Except where otherwise noted all Section competitions shall be played from the yellow tees.
- Except for the monthly Stablefords (see below) all competitors must be in possession of an active handicap.
- All teams for Section competitions shall be drawn and announced prior to the competition.
- With the exception of team competitions and competitions requiring to be drawn (e.g. The Collis Bowl and The Gerry Wild Trophy) players must sign the starting sheet in the proshop prior to their commencement of play. For team and individual competitions requiring to be drawn, participants must sign-up on the appropriate notice on the noticeboard in the locker room
- Competition fees must be paid before any play commences.
- Competition fees paid on the day ("Daily Fee") must be deposited in the competition box in the locker room located by the Section notice board.
- Winners of One Day Competitions shall be announced and prizes presented by the Section Captain or his representative, immediately after the competition, or as soon as practical thereafter. All participants in such competitions must tee-off before 9.00 am so to allow this to happen. The Section Captain or his representative shall ensure that all score cards are received by checking against the names on the sign-up sheet.

- Should a Section member achieve a hole in one whilst playing an official Section competition the Section will reimburse the cost of placing a bottle of whisky on the Club bar for the enjoyment of all Club members.

## 4.2 COMPETITION FEES

Entry fees for all Section Competitions, except those listed as “Other Trophies” in 4.4.3 below, shall be set by the committee [currently £2 per competition].

Any member can, if they so wish, make a one-off annual payment of an amount set by the committee [currently £15.00] which will entitle the member to play in all Section competitions in that financial year without having to pay a daily fee. Matches, for which a match fee is required (which usually includes the cost of the post-match meal) are specifically excluded. Payment of the annual fee shall be made in cash or cheques payable to “RGC Vets”. The one-off payment may be made at any time throughout the year but will only be valid for that financial year which ends at the AGM. Any payment made part way through the year does not confer entitlement to a refund of daily fees previously paid in that year.

## 4.3 MONTHLY STABLEFORDS

For the monthly Stableford competitions only, the following additional rules apply;

- Section monthly Stableford competitions are handicap qualifying rounds similar to club medal competitions, providing the course is of qualifying condition e.g. in accordance with CONGU rules - without being excessively shortened by use of temporary tees or greens.
- Completed cards shall be input into the club’s computer system on the day and also placed directly in the main competition box for scrutiny and checking by the Proshop. Cards must be signed and verified.
- A list showing the results shall be prepared by the Competitions Secretary and placed on the Section notice board in the locker room.
- Members without a competition handicap may play in the monthly Stablefords for the purposes of restoring their handicap to competition status but are not eligible to win prizes, nor may scores achieved without a competition handicap count towards any of the various ongoing competitions (in particular the Stanbrook qualification and the Parfitt Trophy). They would be eligible to be awarded a golf ball for a 2 (see below).
- Minimum prize monies for the Monthly Stableford are £15-00 for the 1st and £10-00 for 2nd. These shall be supplemented by 50% of any Daily Fees (“the pot”) received on the day, according to the following; 1st will receive 5/8 of the pot with 2nd receiving 3/8 of the pot.
- Each “two” scored is rewarded with a new golf ball courtesy of the Section.

## 4.4 SCHEDULE OF SENIORS’ SECTION COMPETITIONS

### 4.4.1 General

The following competitions are organised by the Section (as opposed to competitions for seniors organised by the Club, e.g. The Seniors’ Championship, the H.P. Soundy Cup, the Michael Tierney Centenary Trophy, etc.) :-

**Monthly Stableford** (Usually held on a Wednesday in each month).

**Collis Bowl** (A winter pairs greensomes competition played between the beginning of October and the end of the following April).

**Gerry Wild Salver** (A summer individual matchplay knockout competition).

#### 4.4.2 One Day Competitions:-

The following One Day Competitions shall be held on suitable dates during the year as negotiated by the Fixtures Secretary. These are open to all section members.

##### **3 Man Yellow Ball**

##### **Flag competition**

##### **Millennium Putter (for the Paul Gibbons Trophy).**

#### 4.4.3 Other Trophies

Other trophies to be competed for are:

**Parfitt Trophy** - Awarded to the person with the highest total number of points from their best five rounds of the Monthly Stablefords (between March and October inclusive).

In the event of a tie of one or more players the order of precedence for deciding the winner is:-

- 1st A person competing in only 5 Stablefords
- 2nd Countback - best last two Stableford score for tied players competing in only 5 Stablefords
- 3rd Countback - best last Stableford score for tied players competing in only 5 Stablefords
- 4th Best 6<sup>th</sup> Stableford score for players competing in 6 Stablefords.
- 5th Best 7<sup>th</sup> Stableford score for players competing in 7 Stablefords
- 6th Best 8<sup>th</sup> Stableford score for player competing in 8 Stablefords

**John Cunningham Salver** - Awarded to the person who achieves the highest number of points in qualifying for the Ron Stanbrook Trophy. To be eligible, the winner must be qualified to participate in the Ron Stanbrook Trophy in accordance with the league rules.

In the event of a tie of one or more players the order of precedence for deciding the winner is:-

- 1st A person competing in only 3 Stablefords
- 2nd Countback - best last 2 Stableford scores, for tied players competing in only 3 Stablefords
- 3rd Countback - best last Stableford score, for tied players competing in only 3 Stablefords
- 4th Best 4<sup>th</sup> Stableford score for players competing in 4 Stablefords.
- 5<sup>th</sup> Best 5<sup>th</sup> Stableford score for players competing in 5 Stablefords

**The Alan Peters Cup** - Awarded to the winner of October Stableford competition.

**The Harry Greenwood Trophy** – awarded to the winner of the June Stableford Competition.

## **The Loving Cup**

The Section play a match against the ladies of the club every year for a trophy engraved "The Loving Cup". Participation is as per sections 5.1 and 5.2 Matches below.

### **Seniors and Ladies (mixed Pairs)**

Each year the Section also plays a competition with the ladies as mixed pairs. Participation is as per sections 5.1 and 5.2 Matches below. There is no trophy associated with this match, although the Section provides prizes for the winning pair.

### **Buchanan Trophy**

The Section plays internal matches against the A/B Team, the C Team, the Ladies Section and the 19+ Section on 4 out of 5 separate Friday evenings between May and August as determined by the club. Participation is as per 5.1 and 5.2 Matches below.

All matches are followed by an evening meal, for which all players are expected to stay. The match fee is payable in any case. When determined by the Club Captain, jackets and ties are to be worn for the evening meal.

#### **4.4.4 League Trophies**

**Ron Stanbrook Trophy** - An individual competition, played annually in September at different league venues, with entries from all clubs in the Reading and District Over 60's Mens Golf League (the League). The team comprises the current League Captain plus eight qualified players. Qualification to play is determined by the total number of points gained in 3 out of 5 selected monthly Stableford competitions, normally, for the months of April, May, June July and August. To be eligible, entrants must also have played at least two League matches during the two year period of the current season and immediate past season.

The principle for resolving ties in players qualifying for the Stanbrook Trophy is the same as the order of precedence that is described above under 4.4.3 John Cunningham Salver

## **5. MATCHES**

### **5.1 GENERAL**

The League Captain shall undertake all duties required for the organisation, selection and reporting of the teams playing in the League. In the event that the League Captain is unavailable for any league match the Captain shall appoint a Deputy to undertake the necessary duties of the League Captain.

At the start of each year the committee shall post an invitation for Section members to act as Captain for the Day for pairs of friendly fixtures i.e. the home and away fixture against the same club.

The League Captain's and Captain for the Day's duties in respect of matches are described in APPENDIX B.

Any male member of Reading Golf Club who has reached the age of 60 and has a competition handicap shall be eligible to play in any Section matches. For League matches participants must additionally comply with the requirements set down by the League.

General Procedures/Rules relating to matches shall be as follows:

- Notices of matches, inviting members to sign-up for selection, shall be displayed on the Section notice board approximately 6 weeks prior to the match date. Team selection is by the League Captain (for League matches) and each of the

Captains for the Day (for their respective friendly matches). Team sheets showing selected members and pairings shall be displayed on the Section notice board approximately two weeks prior to match date. The team sheet shall also include reserves who are expected to hold themselves free to join the playing team should a selected player be forced to withdraw.

- The Captain shall resolve potential conflict between players selected for both friendly and league matches in the same week.
- Selected players shall confirm their availability by signing the team sheet prior to the match date.
- If a member is selected to play and subsequently find that they are unable to do so it is their responsibility to advise the League Captain or the appointed Captain for the Day immediately by telephone or email. Merely crossing out one's name on the team sheet is not acceptable.
- It is the policy of the Section that if a player is picked he is expected to play both home and away matches against the particular opponents.
- Match fees for home and away matches shall be set each year by the Captain in conjunction with the Treasurer. They shall be set such that the home match fee is set at a substantial discount to the away match fee.
- Match fees are payable to the League Captain or the Captain for the Day on the day of play.
- All team members must be at the match venue at least 30 minutes before the match is scheduled to start.

Team members are required to change into formal wear (blazer/sports jacket/suit and Club tie) after the match, unless notified otherwise by the Captain.

## **5.2 FRIENDLY MATCHES**

In addition to the rules in 5.1 the following Procedures/Rules relating to friendly matches apply:

Other than for specific fixtures (currently that against Oxford GC where each team pays for its own meals) it is the policy of the Section that the home team provide the post-match meals for their visitors. In every case the home team provides all other hospitality to the away team.

## **5.3 LEAGUE MATCHES**

Additional Procedures/Rules relating to League matches shall be as follows:-

- Any male member of Reading Golf Club who has reached the age of 60 and has a current CONGU Competition Handicap not exceeding 28 is eligible to play in any Reading and District Over 60's Mens Golf League (the League).
- Members who play in league matches shall additionally comply with all League rules.

## **6. ROLL-UPS**

Informal social roll-ups are held every Monday, Wednesday and Friday. The procedures for roll-ups, e.g. starting time; which tees are to be used; eligibility of members with inactive handicaps; the kitty and pay-out arrangements and the structuring of any penalties for previous roll-up winners is deemed not to be the responsibility of the Section, but decided wholly by those participating in the roll-up.

## **APPENDIX A**

### **COMPETITION RULES**

#### **General**

In any dispute the decision of the Captain shall be final.

#### **Collis Bowl**

A winter greensomes matchplay knockout competition played from the beginning of October until the end of the following April.

Entry is by payment of either a "Daily Fee", or the annual competition fee.

The invitation to participate shall be posted on the Section notice board towards the end of August, and pairs shall be drawn by the Captain together with one other committee member at the end of September. Each pair shall be made up of a higher handicap and a lower handicap player.

The format will be a straight knock-out with a preliminary round containing byes if required. The top pair in any match is responsible for contacting their opponents and should provide them with 3 alternative match dates if required. The Captain shall determine the dates by which each round of the competition shall be completed. Failure to complete a round by the due date shall be referred to the Captain to adjudicate. The aim is to have the final completed by the end of April.

Tee times may be booked at any time for weekday matches with the proshop.

The number of shots to be given is determined by subtracting the combined handicap of one pair from the other and then taking 3/8 of the difference.

#### **Gerry Wild Trophy**

A singles matchplay knock-out competition played during the summer.

Entry is by payment of either a "Daily Fee", or the annual competition fee.

The invitation to participate shall be posted on the Section notice board mid-March; the draw shall be made by the Captain together with one other committee member mid-April. The Captain shall determine the dates by which each round of the competition shall be completed.

It is the upper player's responsibility to offer a minimum of three dates for the match to be played. Failure to complete a round by the due date shall be referred to the Captain to adjudicate. Tee times may be booked at any time for weekday matches with the proshop.

All matches are played from the yellow tees.

The higher handicap player's shot allowance shall be full handicap difference from the lower handicap player.

The winners of each match shall record the result on the Gerry Wild competition chart in the locker room.

#### **Millennium Putter Competition – for the Paul Gibbons Trophy**

An 18-hole Stableford competition played from the yellow tees on a date negotiated by the Fixtures Secretary, but targeted at around the third week of August. Each player shall be permitted to use only four clubs, one of which must be a putter.

Entry is by payment of either a "Daily Fee", or the annual competition fee.



### **Yellow Ball Team Competition**

An 18-hole Stableford team event played from the yellow tees on a date on a date negotiated by the Fixtures Secretary.

Entry is by payment of either a "Daily Fee", or the annual competition fee.

The invitation to participate shall be posted on the Section notice board around 6 weeks ahead of the scheduled date by the Competition Secretary. The Competition Secretary together with the Captain shall organise teams of three endeavouring to balance handicaps equally between the teams. The teams shall be posted on the notice board around two weeks before the competition day.

Each team shall be provided with a yellow ball that shall be taken by each player in rotation for one hole.

The team shall decide their sequence of play which shall be maintained for the whole round.

Scoring shall be full handicap Stableford points, the person using the yellow ball scores double points. Each team shall count the best two out of three scores on each hole. If the yellow ball is lost the team may continue, but obviously can no longer score double points.

The winners are the team with the highest Stableford points total. Count back shall be used to determine the winners in the event of a tie.

### **Flag Competition**

A stroke play competition played on a date on a date negotiated by the Fixtures Secretary.

Entry is by payment of either a "Daily Fee", or the annual competition fee.

Each player shall take their handicap and add that to the par of the course. This shall be their allowance. Once they have used all of their allowance their play shall cease. The player reaching furthest around the course – determined by the placement of a flag at their furthest point - shall be the winner. In the event that a player has not used their full allowance by the completion of the 18<sup>th</sup> hole they shall continue down the first and subsequent holes until their allowance has been fully used.

### **The Loving Cup**

Played, usually in October, against the ladies.

There is no entry fee for this match, although the ladies traditionally organise a light lunch following the match which all players are expected to attend and pay for. As it is a light lunch there is no requirement to change into jackets and ties.

The format is six matches of four ball better-ball played over 18 holes, the ladies teeing off from the red tees, the seniors from the white tees. Stroke allowances are given against the lowest handicap in accordance with CONGU rules. The shots are given on the men's card. Ladies receive three additional shots before their shot allowance, to compensate for the difference in SSS.

### **Mixed Pairs**

Played, usually in late April, as a mixed-pairs tournament.

There is no entry fee for this match, although the ladies traditionally organise a light lunch following the match which all players are expected to attend and pay for. As it is a light lunch there is no requirement to change into jackets and ties.

The format is negotiable between the Ladies' Captain and the Seniors' Captain but there are usually 12 mixed pairs taking part, with the ladies teeing off from the red tees, the seniors from the white tees in a Stableford better ball competition. Stroke allowances are given in accordance with CONGU rules.

## APPENDIX B

### LEAGUE CAPTAIN'S DUTIES

Timing	Activity
6 weeks before match day	Post invitation to sign-up for the match, covering; date, time, venue and the date when the selected team will be posted.
2 weeks before match day	Take down invitation notice and pick team, including reserves. Post notice of team selection.
1-2 weeks before match day	Contact opponents, reconfirm the date and time of starting the match and team sizes. For home matches ask if any of their team has special dietary requirements. Ask them if possible to send/email their team selected. For away matches advise them of any special dietary requirements for Reading team members. (e.g. Jim Purchell, Peter McGeachie, David Pope are known to have special dietary needs)
Min.1 week before match day	For home matches; confirm the menu with caterers, confirm time for pre-match coffee and serving the meal. Check everyone (incl. reserves) have signed off attendance.
Match day A) Home	Post copy of the starting sheet with both teams. Prepare cards for both teams together with the opponents' captain (including handicap allowances). Ensure coffee put out about ¾ hr. before the scheduled start. Close the tee by putting the "Tee Reserved" sign out about 15-20 minutes before the scheduled start. Record results from teams as they finish. Collect match fees (usually delegated to the partner of the Captain). Say a few words after the meal: Welcome the opposing team Relay interesting happenings/incidents in Captain's match Short story or joke (entirely optional) Invite opposing Captain to say a few words and give the match result.
B) Away	Work together with opposing Captain to prepare cards for both teams (including handicap allowances). Record results from teams as they finish Collect match fees (usually delegated to the partner of the Captain) Say a few words after the meal: Thanks for hospitality Comments on course, weather, match etc. Short story/joke (optional) Give overall result.
C) League matches only	E-mail the result of the match to the League Chairman within 24 hrs, with a copy to the opposing team's league captain and the Section member who maintains the Seniors' web page, and to other interested Reading seniors, and the club manager.

## CAPTAIN FOR THE DAY'S DUTIES

Timing	Activity
6 weeks before match day	An invitation to sign-up for the match will be posted by the Fixtures Secretary, covering; date, time, venue and the date when the selected team will be advised.
2 weeks before match day	CfD takes down invitation notice and pick team, including reserves. Post notice of team selection.
1-2 weeks before match day	CfD contacts opponents, reconfirm the date and time of starting the match and team sizes. For home matches ask if any of their team has special dietary requirements. Ask them if possible to send/email their team selected. For away matches advise them of any special dietary requirements for Reading team members. (Jim Purchell, Peter McGeachie, David Pope are known to have special dietary needs)
Min.1 week before match day	For home matches; CfD confirm the menu with caterers, confirms time for pre-match coffee and serving the meal. Check everyone (incl. reserves) have signed off attendance.
Match day A) Home	Post copy of the starting sheet with both teams. Prepare cards for both teams together with the opponents' captain (including handicap allowances). Ensure coffee put out about ¾ hr. before the scheduled start. Close the tee by putting the "Tee Reserved" sign out about 15-20 mins. before the scheduled start. Record results from teams as they finish. Collect match fees (usually delegated to the partner of the Captain) Say a few words after the meal: e.g. Welcome the opposing team; relay interesting happenings/incidents in Captain's match; tell a short story or joke (this is entirely optional) Invite opposing Captain to say a few words and give the match result
B) Away	Work together with opposing Captain to prepare cards for both teams (including handicap allowances). Record results from teams as they finish Collect match fees (usually delegated to the partner of the Captain) Say a few words after the meal including giving the result
Generally	Feed the match result to the Section member who maintains the Seniors' web page so that it can be entered on the Club website, and to other interested Reading seniors, and the club manager.

