

GUIDELINES AND PROCEDURES FOR THE SOUTH COURSE SENIORS SECTION

Version 20
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The majority of the *Guidelines* contained in this document are *AGM* or *Committee* decisions.

A few have been established through custom and practice or by precedent

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PART A - GUIDELINES

1 Membership of the Seniors Section

The prerequisites of joining the Seniors Section are:

- To be a member of The Rayleigh Club, South Course.
- To be **55** or more years of age.

2 Membership Fee

A membership fee of **£20** is required to support the activities of the section. The fee is payable annually as at the 1st April. Members aged 80 and over are exempt.

3.1. Games Entry/Programme

Since the adoption of Club v1/HowDidIDo software, entry into all Seniors Team Games (3 balls) and Singles competitions is now via Club v1/HowDidIDo. This is available to download on a number of Platforms (i.e., Smartphone, Laptop, Tablet or Desktop).

Competitions will appear on Club v1/HowDidIDo on a weekly basis from 7.00 am on the Tuesday preceding the following Monday's game and Thursday for the following Wednesday. The Steward of the day will release back any unwanted Tee times 48 hours before the game to the Club to use. Any spare spaces still available after the tee times have been released can be booked on ClubV1/HowDidIDo up to 16:00 the day before the game.

Entrants with special requests must email the identified Steward for the day before 4pm on the day preceding the Competition.

For all Handicap Qualifying Competitions in the published Games Program, entrants should sign into the competition on the PSI in The Members Bar. Players who sign in on the PSI and subsequently find they cannot play should inform the Duty Steward (and their playing partners, if, in a team game) immediately.

For non-Qualifying Competitions, entry into PSI and score recording is not required.

A member of The Seniors Committee will be Steward (Starter) to ensure that tee times are adhered to and deal with any no shows or late arrivals.

Scores should be entered via the PSI in The Members Bar. Two players should always be present when entering scores, one to call and one to enter. This not only speeds up the process but

alleviates the possibility of errors. Should an error be found, team results should be checked and adjusted accordingly.

Scorecards should then be placed in The Seniors Scorecard Box in the Gents Locker Room.

3.2. Blind Partner Draw

In a three-ball game, when two or four players are left at the end of the draw, the players will play as a pair(s) with a blind partner draw taking place at the end of the game.

3.3 Conditions for Changing/Cancelling a Competition

The committee reserves the right to change/cancel a competition if less than 12 entries are received for a team game or 10 entries for an individual game.

The committee may also cancel a competition the night before or on the day based on the weather forecast. Upon arrival at the course should it be closed due to adverse weather conditions and start times delayed, the Steward on duty may cancel the competition. Any seniors who decide to wait for the course to re-open or play on The East Course should arrange their own game.

3.4 Highest Score

The player with the highest score in a team game but is not part of a winning team will receive a sleeve of 3 golf balls. Normal countback rules apply.

3.5 Players who leave the game due to unforeseen circumstances

The scores for the holes not played by players who leave the game, due to unforeseen circumstances, will be determined by a blind draw. Such players should pay the entrance fee.

3.6 Seniors Medal, Bogey Par and Stableford Competitions

These competitions will be played off the yellow or white tees as allowed by the club. There is a minimum entry of 10 entrants needed for any individual qualifying game to proceed. Entry fee is £4 which includes £1 for a Two Pot competition. Individual results are split into 2 divisions by handicap. Singles prize money is credited to the competitor's virtual money account administered by The Treasurer.

3.7 Seniors Games Prize Money

Prize money should be paid as detailed in the Prize Money Tables. The pay-out philosophy is to achieve the widest distribution of available prize money while, at the same time, maintaining a worthwhile first prize.

3.8. Blind Partner Prize Money

A drawn blind partner will receive an equal share of the prize unless he or she has already won a prize, in which case he or she will receive the greater of the two. Any remaining money will go back into Seniors Funds.

3.9. Additional Tee Times / Tenth Tee Starts

The Seniors Section will, as a matter of policy, do everything it can not to abuse the tee time privileges it has been granted (i.e., Summer 7.15am until 9.00am and winter 7.30am until 9.00am) every Monday and Wednesday excluding Bank Holidays. Therefore, additional tee times should only be booked (by the Committee) in exceptional circumstances and where possible e.g., a large number of entries for a competition.

Under club rules tenth tee starts in competitions are not permitted. This also applies to routine Seniors games. Player's booking their own tee times and starting from the tenth are automatically excluded from the day's game.

4. Major Board Competitions (Majors)

"Majors" are the:

- Seniors Championship
- Scratch Cup
- Summer and Winter Pairs
- Winter Singles
- Summer Mixed Greensomes

All members of the Senior Section in current good standing may take part in the above. To be in good standing members must have:

- played 10 games with the Senior's Section in the 12 months preceding the competition. Defined games are:
 - Team games and individual stablefords as shown in the published Games Programme. These will be games that qualify towards the handicap index and the non-qualifying team games
 - All Interclub matches excluding invitationals
 - Christmas Event
 - Captain's Change-over Day

➤ Captains Charity Day

- Games eligibility is monitored monthly and shown in 'Games Checker' in the Seniors website as www.seniortrc.online/home/update section
- have a valid current Handicap Index
- have paid their annual subscription.

In exceptional circumstances e.g. health etc. the committee may waive the above.

Groupings and order of play in "Major" competitions and Team Games will be randomly drawn. Committee members may be positioned in the order of play, without being drawn, to be available for administration work.

An overview of the major competitions along with rules and organisation guidance is laid out in Appendix 2.

5 Handicaps

5.1 Methodology

The World Handicap System (WHS) is now responsible for all Handicap calculations.

All golfers that belong to an affiliated club will have a Handicap Index which travels to other affiliated clubs.

A Handicap Index is calculated by taking the average of best 8 gross differential scores (developed) from a player's last 20 games and is updated after every game that is returned to The WHS.

This Handicap Index is converted to a Course Handicap, based on the slope index of the course played.

A Playing Handicap is 95% of a Course Handicap and is mandatory in Club Singles Competitions.

Knockout Competitions are based on Course Handicaps, with the following adjustments: -

Singles 100% of difference; In 4BBB, 90% of Course Handicap is calculated from each player, then its 100% of the difference from the lowest player (with effect from 1/10/21)..

5.2. Maximum Handicap

The maximum Course Handicap allowance is 54 for all seniors except for (a) The Seniors Championship (b) Seniors knock Out competitions, where the maximum handicap is 36.

6 Code of Conduct and Disciplinary Procedure.

The Seniors Section will follow the TRC Code of Conduct

- The Seniors Sections ethos is that the game should be played to the highest standards of behaviour, both on and off the course.
- In the event that a member has concerns over the behaviour of another member, they should endeavour to resolve the matter directly. However, in the event that the situation cannot be resolved, or the member does not feel comfortable in resolving directly. Then the matter should be brought to the attention of a committee member without delay.

In the event that the committee feels the situation cannot not be resolved, it will be referred to the TRC under the Code of Conduct.

The Section will follow the TRC Disciplinary Procedure.

7 Hole-in-One Insurance

In any organized seniors' game, the costs of drinks (on the day) up to a maximum of £100 will be paid to those achieving a hole in one. A bar receipt, on the day, for the drinks must be handed to a committee member.

8 Finance (Seniors Fund)

8.1 Philosophy

The money in the fund should be used to promote the enjoyment of the Seniors Section, while at the same time maintaining a sufficient balance to cover cash flow needs and unforeseen circumstances.

8.2 Financial Operations

Day to day financial operations, reporting, budget projections and purchasing guidelines are covered in Appendix 3 (Financial Operations).

8.3 Surplus Funds (from golf competitions)

Surplus monies remaining from normal Seniors Competitions will be placed into the Seniors account and used to benefit future prizes.

9 On the Course

9.1 Flooded Bunkers

The rules of golf apply to flooded bunkers.

9.1a Bunkers Out Of Play and GUR

Club local rules re the bunkers and surrounding areas will apply

9.2 Unsheathed Trees

The club local rule applies. Relief can only be taken when the tree is staked or sheathed.

9.3 Temporary Greens

Where a temporary green is in use, a player's score shall be deemed as "the number of strokes to get within one putter's length of the hole plus one" for Non-qualifying games. For Qualifying games, the ball must be putted out.

10. Maintenance of TRC Honours Boards

Every year, after the Seniors Championship, the committee will e-mail the TRC Competitions Secretary (cc; The Chairman) and provide him with the winner's names of the Seniors Section Major Board Competitions together with the name of the following year's Seniors Section Captain. If requested, the Seniors Section will meet the costs for the board updates.

PART B – TERMS OF REFERENCE

11 Purpose

The purpose of the committee is to put into effect the wishes of the majority of the Seniors Section. It is important for committee members to always listen to the comments of members and have valid points that emerge considered by the committee and any conclusions fed back.

12 Re-election

Save for The Captain, The Vice-Captain and The Treasurer, the other Committee members retire annually at the AGM. The remaining Committee members who wish to stand for re-election, along with any other proposals for committee membership received, will be proposed. Should the total of prospective members exceed the required number (usually 9 or 10) a closed vote will be taken.

13 Meetings

The committee should aim to meet on the first Wednesday of each month with all decisions minuted.

14 Delegation

The Committee may function more effectively if all tasks are identified and responsibility for them allocated to willing Committee members. Committee members should be aware of each other's holidays and other absences from golf days.

15 Responsibilities

The Committee should ensure:

- Competition notices are emailed/ posted, at the proper time and people reminded to put their names down and initial them.
- General notices are emailed/ posted promptly.
- Games programmes are produced and posted on The Seniors Website
- Trophies, golf balls, wine and other prizes are purchased.
- Trophies, golf balls, wine and nearest the pin markers etc. are brought to the club on the day of the competition.
- Competition results are emailed to all Seniors.
- Play-by dates are set for knock out competitions.
- Prize money is properly paid out.
- All policies and procedures are applied.

16 Organising the AGM

16.1 Purpose

The purpose of the AGM is to ratify the policies and procedures by which the Seniors section operates.

16.2 Scheduling

The Seniors Section AGM will be held on or close to the newly elected Captains Drive In. The newly elected Seniors Captain will commence his office from 1st April for one year until the 31st of March, thus the term will run concurrently with the TRC Club Captain.

The elected Seniors committee shall take office immediately and will normally serve until the following Seniors AGM.

16.3 Organisation

- The function room should be booked in advance, as early as possible.
- Six weeks before the AGM, post a notice requesting Agenda items and
- Committee membership nominations.
- Prepare Captains Report.
- Prepare Treasurer's Report

- Prepare the Agenda and any other reports that are required.
- One week before the AGM hold a Committee Meeting to discuss the Committee's position on the agenda item issues, and to decide who speaks on what subjects.
- Ask management to have tables and chairs arranged in the function room during the day of the AGM.
- Request bar steward is on duty.

16.4 AGM

- Committee election held, if required. Election slips prepared in advance.
- The meeting closes after the last item on the agenda has been completed

16.5 Post AGM

- Within one week of the AGM, produce meeting minutes and post them on the Seniors Web Site.
- At the Committee Meeting following the AGM, any Seniors Guideline amendments required as a result of AGM decisions (and/or any prior Committee decisions) to be presented to the Committee for approval.
- At subsequent Committee meetings any unresolved issue arising from the AGM to remain on the Committee Agenda until resolved.

APPENDIX 1 – GAMES PROGRAMMES

The summer season runs from the 1st April to the 30th September. The winter season runs from the 1st of October to the 31st of March.

Whenever possible, the Summer games programme will include 4 singles handicap competitions every month:

- 3 Senior's Stableford (2 off Yellow tees and 1 off White)
- 1 Seniors Medal or Bogey Par (alternating monthly) (Off Yellow tees)

The Winter programme will be developed during the Summer months

Other games will be chosen from:

- 2 from 3
- Waltz
- Reverse Waltz
- 3-4-5
- 5-4-3
- Multiplier

- Sixes
- Reverse Sixes
- Texas Scramble
- Ryder Cup
- Treble up
- Singles
- Cross Country

Games tried and dropped include:

- Blind Draw Stableford 3 from 3
- Blind Pro' 1 from 3
- Yellow ball (with in water penalty)
- American Foursomes
- 2 from 3 Bonus
- Florida Scramble
- 3 Clubs and a Putter

The rules/formats for all the games book and can be found on the TRC Seniors website in "Formats"

Eclectic

During the summer and winter there are an Eclectic Competitions. The format for which can also be found on the TRC Seniors Website. This is free to enter and will include results from all Seniors qualifying games. It is run on Club v1.

The Handicap fraction would be in line with the club.

APPENDIX 2 – MAJOR BOARD COMPETITIONS

There are 7 "Major" competitions, each of which has a trophy/Prize which are presented at relevant events during the year

1 SENIORS CHAMPIONSHIP

The Seniors Championship is a 36-hole competition played over two consecutive Senior's days from the yellow tees. There are prizes awarded for day 1 and day 2 but the Seniors Championship is awarded to the player with the best-combined score over the two days.

In addition, there is also a Super Seniors prize for entrants over 72 years of age (This is not a Board competition).

2 SCRATCH CUP

This is awarded to the player with the lowest gross score in the Seniors Club Championship over both days

3 KNOCK OUT COMPETITIONS

These comprise of Summer and Winter Singles, Summer and Winter Pairs.

4 SUMMER MIXED GREENSOMES (with The Ladies Section)

A one day event held in the summer.

Specific Rules for each competition will be posted on the notice board (with the entry form) included on The TRC Seniors Web Site and sent out via email.

The following rules apply to all the Knockout competitions:

- If a player(s) do/ does not make himself/themselves available to play their match and do not have a good reason for this, they will be disqualified from the competition.
- For the Pairs competition, under R&A Rule 23.4, "One or Both Partners May Represent the Side". It is not necessary for both partners to be present or, if present, for both to play on each hole.
- The Committee decides what constitutes "good reason" based on the specific circumstances involved
- Time extensions may be given to matches when exceptional circumstances that are acceptable to the Committee, caused the match not to be played by the due date
- Tossing a coin may be considered if a time extension is justified but cannot be applied without causing a problem
- Entrance fees will be displayed on the competition notice and via email.

APPENDIX 3 FINANCIAL OPERATIONS

A Financial account should be maintained with all expenditure/income items entered the account on the day of transaction. A financial projection for the coming year should also be prepared in March and both the current situation and the projection for the new year should be presented to the AGM where any changes to the annual fee will be approved or rejected.

The fees and winnings associated with the Seniors games are tracked after each game, or function. The costs associated with the events are entered into each senior's games pot and consolidated at the end of each month whereupon Seniors are advised of their to date financial position. Seniors either receive the outstanding winnings into their own bank account via a bank transfer or pay for their outstanding costs into the Seniors' Account via a bank transfer. All the payments either in or out of the Seniors' Account are managed via bank transfers. (we are a cashless section)

APPENDIX 4 AGM NOTIFICATION TEMPLATE



Notification of AGM.

To be sent to all Seniors Section members at least 6 weeks prior to the AGM.

Please be advised that this year's AGM will be held on or as near to 29/3/23 at the club commencing after Golf

Nominations for Committee places ⁽¹⁾ and proposals for agenda items ⁽²⁾ must be received in writing (or e-mail) no later than one week prior to the meeting.

There will not be an item "any other business" on the agenda so it is imperative that if a member wishes to raise an issue they follow the above procedure.

Note

Nominees will be expected to make regular attendance at Committee meetings (every 4 to 6 weeks,) and participate in the general administration of the section. After the first year the new member may be asked to undertake a more specific role and/or Vice Captaincy leading to the subsequent role of Seniors Section Captain.

Seniors Section Captain

Date