

# The Association of Kent Veteran Golfers



## The role of Club Representative

Our Association is run by volunteers. We currently have c.960 members based at 39 Kent golf clubs. WE play all our matches from the Yellow (middle) tees. Dress code is Jacket & Club tie or 'smart casual' at individual player's choice.

Each club elects a member as their Representative to be responsible for the administration of our Association's affairs within his club, and for liaison with the Committee. The role of the Representative within each club is of vital importance to our Association, for without them it would be impossible to organise our activities throughout the County.

### Guidelines for the role of Club Rep:

- 1) Each autumn the Club Rep will receive from the Membership Secretary, Peter Johnson, a copy of the most recent membership list at that club and an appropriate number of new membership cards
- 2) The Association's year end is 31<sup>st</sup> December and the annual subscription, currently £3pa, is due in January (no later than the 31<sup>st</sup>)
- 3) The Club Rep collects the membership fees, updates the membership list, including CDH numbers, and returns the list to the Membership Sec [who is [peterl.johnson@tiscali.co.uk](mailto:peterl.johnson@tiscali.co.uk)] who updates the master database and sends back the club list with any new members' AKVG numbers added. The Rep forwards all fees by BACS to AKVG; sort code 40-25-25; account # 51678914; adding the reference: [members]-[your club].
- 4) The Club Rep gives each of his members their card, showing name and CDH and AKVG number. Existing members retain their AKVG membership number. New members will be allocated a number by the Membership Sec.
- 5) 4 to 5 weeks before a match each Club Rep will receive by email the entry form and an invitation letter showing the entry fee, payment details and deadline date. The Club Rep is asked to place the invitation letter on his club's Vets noticeboard where his members wishing to enter can write their names
- 6) A few days before the deadline date the Club Rep will collect the invitation letter and transcribe the members' names and CDH # on to the entry form. The Club Rep will have collected the entry fees and will now forward them by BACS to AKVG; sort code 40-25-25, account # 51678914, adding the reference: [your club]-[venue name].
- 7) By the deadline date the Club Rep will email or post the entry form to AKVG and make payment to AKVG by BACS or cheque
- 8) Approx 2 weeks before each event the Club Rep will receive by email the "Order of play". This will detail his club's entry (taking account where possible of pairing preferences indicated on the entry form), the playing names of his members, and their starting time and tee number
- 9) In recognition of their highly valued contributions to the Association, all Reps are invited to play in an exclusive annual competition for the Representatives' Decanter, followed by a meal and a meeting to review AKVG matters with members of the Committee.