

The Association of Kent Veteran Golfers



The role of Club Representative

Our Association is run by volunteers. We currently have c.700 members based at 43 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 (known colloquially as the 'Rep') to be responsible for the administration of our Association's affairs within his club, and for liaison with the Committee. The role of the Rep 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, Jeff Root (jeffrey@silvertrees19.plus.com), a copy of the most recent membership list at his club and an appropriate number of new membership cards
- 2) The Club Rep collects the membership fees from existing and new members at his club, updates the membership list, including CDH numbers, and returns the list to the Membership Sec who updates the master database. The Rep forwards all fees by BACS to AKVG; sort code 40-25-25; account # 51678914; with the reference: "members-[his club]".
- 3) The Association's annual subscription, currently £3pa, is due by January. The Club Rep gives each of his members their card, writing in his name and CDH number. Additional members are welcome to join later in the season for £3.
- 4) 4 to 5 weeks before each match the Club Rep will receive by email from the President an invitation letter showing the match fee, payment details and deadline date. The Club Rep is asked to make his members aware, by email &/or noticeboard, so they can sign up.
- 5) Before the deadline date the Club Rep will give the President the names of his players (with CDH # of any new members) and forward the collected match fees by BACS to AKVG, with the reference: "[his club]-[venue name]".
- 6) Approx 2 weeks before each event the Club Rep will receive by email from the President the "Draw and Order of play" showing the names of his playing members, their starting time and tee number. The Draw is also published on the website (www.akvg.com) under the Fixtures tab. After each match the results and Leaderboard are published under the Results tab.
- 7) 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.