

Mid Wales County Golf Association

COMMITTEE MEMBER RESPONSIBILITIES

2024 COMPETITIONS

INTRODUCTION

The Committee is grateful to its members who have volunteered to take on the responsibility of liaising with the Host Club which will, on the day, be organizing our MWCGA County Card competition at their Club. This paper sets out your role as the Committee Member responsible for a Card competition.

The Committee has decided that in 2024 if for any reason there is no presentation, then prize vouchers will be posted out to winners after the event.

A list of the competition guidelines will have been sent to the Host Club Ladies' Section, via their Delegate. A copy of that document is included at the end of this paper. This will provide you with information on the role we have asked the Host Club to undertake and what your role will be.

YOUR ROLE

Following the competition closing date, the Competitions' Secretary will have sent the Host Club and all delegates the **competition start sheet**, which will list you as the nominated person to deal with late entries/withdrawals and any queries.

You are recommended to liaise with Host Club County Delegate at least one month before the competition start date. Name and contact details will be given to you by the MWCGA Competitions' Secretary, Sue Jones, when she sends you the start sheet.

The start sheet will also be posted on the MWCGA web site: www.MWCGA.co.uk and on Facebook.

As the Committee Member nominated by the Committee to deal with any Club queries, we have listed below some of the main items you may need to deal with:

PRIOR TO THE COMPETITION

1. You should familiarise yourself with the 'Competitions' Format and Administration' document as it relates to the competition you are overseeing. (doc ref: [Dropbox/MWCGA Shared Folder/2023 Competitions/Competition Formats for 2023](#))
2. You should familiarise yourself with the H & S policy and procedures/checklists (doc ref: [Dropbox/MWCGA Shared Folder/Policy Documents/H & S Policy Document](#)) and ask the Host Club to complete the competition/event check list
3. Once the Start sheet is published, yours will be the contact number on that start sheet, so you will need to deal with any requests for any late entries, change of entries or cancellations.
4. Cancellations may involve start sheet adjustments and the Host Club Delegate/contact should be advised of any changes and she should be asked to advise all relevant parties at their club e.g., Caterers, Professional. N.B. The Cancellation Policy is listed in the County Card booklet and in the Competition Formats 2023 document – an extract is set out below.

CANCELLATION POLICY

3.1 **Cancellations** will be accepted and entry fees refunded for cancellations made up to 10 days prior to the competition day.

3.2 **Competition Cancellation Policy:** A competition should proceed as planned unless the **course is declared closed or unplayable**. However:

- Ideally entrants would be hopefully given a pre-warning/advised by Facebook/Website or email/other method if there was likely to be an issue due to storm or extreme weather conditions.
- It was recognised that leaving the decision, to suspend or cancel the competition, to the morning of the competition might mean some players may have already started their journey to the course.
- Entrants should be advised to contact the organiser after 9am on the morning of the competition.
- Play may be suspended during a competition due to lightning or other weather factors but play would be resumed as soon as possible.
- If the weather conditions on the day meant that some players could not travel to the venue (e.g. road flooded), then consideration would be given to refunding their entry fee due to exceptional circumstances.

5. **At least one month prior to the competition** you are recommended to liaise with Host Club County Delegate and check all arrangements are in place as listed below:
- Tee times have been reserved.
 - Catering arrangements are in place, as appropriate.
 - A Registration Desk has been organised.
 - Check that the Host Club is familiar with the format of the competition and the prizes to be awarded
 - Slope rating information is available for players to calculate their Course and Playing Handicaps.
 - Local rules and any other course information is made available on the day.
 - **H & S policy competition/event check list has been completed**
 - Check that a Starter and ball spotters have been arranged, as required and that the appropriate handicap calculation sheets are available (e.g for Greensomes/Texas scramble)
 - For 2024 the Committee has decided to hold prize givings and presentations of the cups/trophies. Winners unable to stay for prize giving will be sent their prize vouchers after the event.
 - Be in possession of the MWCGA **First aid kit, Klaxon ?**, Flag and banner and raffle bag (or know who is bringing them) and ensure that they are available for the competition
 - Score cards – Individual competitions – check that the Club score cards will be made available for players and that any local rules are also available.
 - Score cards – Teams of 3 - please note that for various Teams of Three competitions, the relevant MWCGA score cards will need to have been downloaded from Dropbox by the Committee member and forwarded to the Club Delegate for printing. These can be found at: [Dropbox\MWCGA Shared folder\2023 Competitions/ Teams of 3 scores cards 2023](#)

For Qualifying Competitions check that the Host Club Handicap Secretary is able to create the competition on their computerised Handicap system (for all qualifying competitions).

- CDH numbers for entrants will be provided by MWCGA Competitions' Secretary, Sue Jones.
- Check whether the host club uses PSI, or if they will sign the players in, and if PSI is used Arrangements are in place for players to sign into the competition
- Players can record their own scores via a PSI (Personal Sign In) screen, if used – or if not possible, that the cards will be collected and that the Handicap Secretary (or a designated person) will enter all score cards
- The results can be produced at the end of the competition, to include results in the three (Silver, Bronze and Copper) Handicap or Age Divisions

For Teams of 3

- A designated person – or place – is available to collect all the score cards at the end of the round.
- The competition results can be produced at the end of the day.

The Committee member should ensure that the Competition results' sheet for the relevant competition has been downloaded from Dropbox and printed, ready to be completed. This can be found at: [Dropbox\MWCGA Shared folder\2023 Competitions\Results Sheets.](#)

ON THE DAY - be there early if possible

- Deal with any issues e.g., bad weather, cancellations, late entry fees
- Liaise with Club Handicap Secretary, check results and complete the results' sheet
- Write out prize vouchers (given to you by the Treasurer)
- Organize the Prize Giving, and liaise with Ladies' Club Captain and MWCGA President/MWCGA Captain to arrange who is doing what
- MWCGA Speech to include – **thanks to the Host Club**, the catering, Captain/helpers etc
- Remind everyone about the next Competition

- Collect up raffle bag, MWCGA Flag and banner, first aid kit and klaxon etc and ensure that they are available for the next competition.
- Arrange for the winners to sign for the trophies and remind them to get the trophy engraved and returned (clean) to the following year's competition.
- Arrange to pass raffle money, any late entry money, and any spare vouchers to the Treasurer (Sue Jones)

Arrange that the results' sheet and any photos are scanned and emailed to:

- * **Lisa Hughes**, the MWCGA Publicity Officer (lisahughes35@hotmail.com), for the website
- * **Sue Jones**, the Treasurer (suejones3754@gmail.com), so she has a list of the winners to produce and to post the prize vouchers, if no presentation is held.

Arrange for the completed Competition/event H & S check list sheet to be forwarded to Barbara Flanagan

MWCGA COUNTY CARD COMPETITIONS 2024

HOST CLUB ROLES

INTRODUCTION

The MWCGA Committee is extremely grateful to the Host Club for their support in hosting and organising this MWCGA event. For 2024 the Committee has decided to hold prize givings and presentations of the cups/trophies, but winners unable to stay for prize giving will be sent their prize vouchers after the event.

To help with the organisation of the forthcoming event, below is listed:

- the roles the **MWCGA Committee** will undertake and
- those that we would be grateful if the **Host Club** would undertake.

If you have any queries, please do not hesitate to contact the MWCGA Competitions' Secretaries. Their names and email addresses can be found on our web site (www.mwcfga.co.uk) and at the end of this document.

MWCGA COMMITTEE ROLES

1. Following the closing date for competition entries, the County Competitions' Secretary will;
 - a liaise with the Host Club and advise of the number of confirmed entries.
 - b distribute to the Host Club a competition start sheet that will include the name of the nominated MWCGA Committee Member
2. The nominated MWCGA Committee Member will:
 - a attend the event and
 - b be available to discuss conditions of play and other issues presented on the day
 - c ensure that competition results' sheet is available on the day
 - d supply some raffle prizes, tickets and float (funds from the raffle will be used to help finance the County Team). Any raffle prizes donated by the Host Club would be much appreciated. and if the host club is happy to run a raffle.
 - e If a Club wishes to hold a 2's sweep, they will be asked to inform the Committee Representative that they will be doing so.
3. The County Competitions' Secretary will post the start sheet on the MWCGA web site (www.mwcfga.co.uk) and on Facebook.

HOST CLUB ROLES

1. On receipt of the Start Sheet from the Competitions' Secretary, the Host Club is requested to:
 - a arrange to display the Start Sheet on the Locker Room notice board and
 - b make a copy available for the Registration Desk.
 - c If appropriate, pass copies of the start sheet to the Host Club Secretary/Manager, Ladies' Captain, Caterer, Professional.

PRIOR TO COMPETITION DAY:

- a Liaise with the Club Manager/Secretary with regard to checking reserved tee times.
- b Liaise with the Club caterers regarding catering requirements for the competition day.
- c Arrange for the Competition/Event H & S check list to be completed

- d Arrange for a computerised competition entry/results system to be made available and operational.
- e Arrange a Registration Desk, starters and ball spotters, if appropriate.
- f Local rules and any other course information will be available on the day
- g Slope rating information is available for players to calculate their Course and Playing Handicaps
- h Check the format of the competition, the prizes to be awarded and have the appropriate handicap calculation sheets (e.g Greensomes/Texas Scramble) available on the desk, as required
- i Prepare score cards, which players can collect from the Registration Desk. Where appropriate, a Team of 3 score card will be provided by MWCGA and sent to the Host Club for printing before the competition.

ON THE DAY:

1. **BEFORE PLAY** provide a Registration desk - tasks to include:
 - a making score cards available for collection
 - b confirming Handicap Indexes
 - c providing details of local rules or any relevant course conditions.
 - d in case of bad weather conditions have access to a klaxon
 - e providing Slope charts, and helping players work out their Course and Playing Handicaps
 - f for individual qualifying competitions, providing a PSI computer for all competitors, so that they can sign into the competition.
 - g collecting any outstanding entry or Entry/Membership fees (as indicated to you by MWCGA),
 - h where appropriate, collecting information/payment for meal requirements as requested by the Club caterers.
 - i Selling raffle tickets (to help fund County Teams) and a 2's sweep competition tickets. In the event of no 2s being achieved, balls to be awarded to birdies or eagles
 - j providing a Starter/s and, if appropriate, ball spotters, and brief them accordingly.

3. **AFTER PLAY** close the competition and complete the competition results sheet.
 - a For TEAM competitions the player's score cards should be collected in one place, so that the scores can be checked, and results of the competition produced.
 - b For INDIVIDUAL competitions, the player's score cards should EITHER be input in the Club computer by each player, OR one person should collect all the cards and input all scores.
 - c Close the competition and produce results and help complete the Results sheet (provided by the MWCGA Committee Member).
 - d Arrange for a presentation table to be available for the end of the competition. The Ladies' Captain is invited to join the presentation party and welcome MWCGA. The MWCGA Committee member will say a few words, read the results and invite the MWCGA President/MWCGA Captain, or if they are not present, then the Host Ladies' Captain to present the trophies and prizes.

4. The MWCGA Committee Member, present on the day, will liaise with the Host Club to finalise the results' sheet and arrange for its publication on the MWCGA Website/Facebook. She will also arrange for any remaining the prize vouchers to be posted out to all the winners.

Contact Details:

MWCGA Competition Secretaries:

Barbara Flanagan (Borth)

email: b.flanagan2@icloud.com

Tel: 07870 134 258

Sue Jones (St Giles)

email: suejones3754@gmail.com

Tel: 07460 115 537

Mid Wales County Golf Association

HEALTH & SAFETY POLICY RISK ASSESSMENT CHECK LIST

To be completed by the Host Club Delegate and MWCGA Committee Delegate

ITEM	INFORMATION	CHECK
MWCGA EVENT		
DATE & LOCATION		
EVENT ORGANISER'S NAME & DETAILS	COUNTY: CLUB:	
DETAILS OF CLUB'S HEALTH & SAFETY OFFICER		
LOCATION OF CLUB'S FIRST AID FACILITIES		
DETAILS OF QUALIFIED FIRST AIDER ON THE DAY		
LOCATION OF TELEPHONES		
EMERGENCY NUMBERS		
ACCESS AREA FOR AMBULANCE		
NEAREST A & E UNIT		
HAZARDOUS AREAS ON COURSE or AREAS OF HIGH RISK		
EXTREME HOT WEATHER PLANS		
ADVERSE WEATHER PLANS		
AVAILABILITY & LOCATION OF KLAXON/HOOTER		
LOCATION OF ACCIDENT/INCIDENT BOOK		
ADDITIONAL INFORMATION		

SUSPENSION OF PLAY CONSIDERATIONS

- *Electric Storms - Thunder & Lightning.*
- *Poor Visibility - Fog, where a player cannot see the total distance of the intended shot.*
- *Adverse Weather - Torrential Rain, Hail & Snow, creating hazardous underfoot conditions.*
- *Major Disaster - Road, Rail & Air crashes.*

DANGEROUS SITUATION - SUSPENSION OF PLAY

1. The Organiser of the event should ensure that all on course personnel are familiar with the suspension of play procedure and are able to operate the klaxons correctly.
2. Suspension of Play will be signalled by One long blast of the Klaxon.
3. Should the suspension of play be for thunder and lightning all players on the course should do their utmost to ensure that they are in a safe position i.e.: away from trees and do not have any clubs in their hands and should they have an umbrella up ensure that it does not have a metal shaft.
4. Before ordering the re-commencement of play the Organiser should ensure that from their perspective there is no longer any danger from thunder or lightning.
5. If there is a likelihood of adverse weather 'Safety On The Course' notices should be displayed prominently at the check in desk and brought to the attention of all the Competitors.

RESUMPTION OF PLAY

1. Resumption of play will be signalled by Two blasts of the klaxon.
2. Competitors whether they are on the course, in shelters or in the clubhouse, will be informed by the Organiser that play will be resumed shortly.
3. Competitors will be given sufficient time from this notification to the two blasts of the klaxon, to reach the point on the golf course where they were when play was suspended.
4. When Competitors are back where they were when play was suspended the Organiser will report this fact and the order to sound the klaxons (2 short blasts) will be given.
5. No Competitor shall resume play until the 2 klaxon blasts have been blown.
6. Failure to comply shall lead to the Competitor being disqualified.

ILLNESS /ACCIDENT PROCEDURE

First on the scene

Should an emergency relating to physical harm or illness occur on the course during an event the Organiser must immediately contact the First Aid person and ensure that he/she is despatched to the scene as soon as possible. If appropriate, contact the appropriate emergency service using either 999 or the local number provided in the preview sheet.

Play in the vicinity may be suspended to assist with the safety of persons attending the casualty and to assist with the arrival of any emergency vehicles required.

COMPETITORS NOTES FOR GUIDANCE

ADVERSE CONDITIONS - SAFETY ON THE COURSE

For your own safety please ensure that you read this Notice.

Note to Rule 6-8b

When play is suspended by the Committee, if the players in a group are between the play of two holes they shall not resume play until the Committee has ordered a resumption of play.

If they are in the process of playing a hole they shall discontinue play immediately and shall not thereafter resume play until the Committee has ordered a resumption of play. *Penalty for breach of condition: Disqualification.*

Note: A suspension of play will be signalled by a prolonged blast on the klaxon.

Players will be notified to resume play by two blasts on the klaxon.

Every effort will be made to ensure the warning is sounded with sufficient time to allow for all Competitors, to evacuate the course prior to an electric storm striking the course.

The Committee WILL BLOW THE KLAXONS AND THAT IS THE SIGNAL FOR ALL TO MAKE THEIR WAY FROM THE COURSE. SHOULD IT NOT BE POSSIBLE TO GIVE SUFFICIENT WARNING TO CLEAR THE COURSE PRIOR TO AN ELECTRICAL STORM STRIKING THEN PLEASE READ THE FOLLOWING ADVICE.

This advice is designed to be of help and assistance and are not instructions or part of the Conditions of the event and the MWCGA and Host Club are not liable for any damage or injury caused by the following of this advice.

- Do NOT seek cover in wooden or metallic shelters, wherever they are located, unless the shelter in question is fully enclosed and is properly earthed. Should play be suspended by the Committee and there is insufficient time to evacuate the course please stand away from your golf clubs and trolley, and do NOT put up your umbrella.
- When the warning Klaxon is sounded ensure that you do NOT stand under any overhead power lines.
- Do NOT shelter under trees or on any high ground.
- Do NOT take cover in wooden or metallic shelters, unless the shelter in question is fully enclosed and is properly earthed.

as at

14/11/2022

Course Handicap	Individual	4 Ball Matchpla y	Best 2 of 3 or 4	Best 2 of 3 or 4	Best 1 of 4	Foursomes	Greensomes		Texas Scramble					
	95%	90%	85%	80%	75%	50%	L - 60%	H - 40%	35%	30%	25%	20%	15%	10%
+ 3	+ 3	+ 3	+ 3	+ 2	+ 2	+ 1	+ 2	+ 1	+ 1.05	+ 0.90	+ 0.75	+ 0.60	+ 0.45	+ 0.30
+ 2	+ 2	+ 2	+ 2	+ 2	+ 1	+ 1	+ 2	+ 1	+ 0.70	+ 0.60	+ 0.50	+ 0.40	+ 0.30	+ 0.20
+ 1	+ 1	+ 1	+ 1	+ 1	+ 1	+ 0	+ 1	+ 0	+ 0.35	+ 0.30	+ 0.25	+ 0.20	+ 0.15	+ 0.10
0	0	0	0	0	0	0	0	0	+ 0.00	+ 0.00	+ 0.00	+ 0.00	+ 0.00	+ 0.00
1	1	1	1	1	1	0	1	0	+ 0.35	+ 0.30	+ 0.25	+ 0.20	+ 0.15	+ 0.10
2	2	2	2	2	1	1	2	1	0.70	0.60	0.50	0.40	0.30	0.20
3	3	3	3	2	2	1	3	1	1.05	0.90	0.75	0.60	0.45	0.30
4	4	4	3	3	3	2	4	2	1.40	1.20	1.00	0.80	0.60	0.40
5	5	5	4	4	3	2	5	3	1.75	1.50	1.25	1.00	0.75	0.50
6	6	5	5	5	4	3	6	4	2.10	1.80	1.50	1.20	0.90	0.60
7	7	6	6	5	5	3	7	5	2.45	2.10	1.75	1.40	1.05	0.70
8	8	7	7	6	5	3	8	6	2.80	2.40	2.00	1.60	1.20	0.80
9	9	8	8	7	6	4	9	7	3.15	2.70	2.25	1.80	1.35	0.90
10	10	9	9	8	7	4	10	8	3.50	3.00	2.50	2.00	1.50	1.00
11	10	10	9	8	7	5	11	9	3.85	3.30	2.75	2.20	1.65	1.10
12	11	11	10	9	8	5	12	10	4.20	3.60	3.00	2.40	1.80	1.20
13	12	12	11	10	9	6	13	11	4.55	3.90	3.25	2.60	1.95	1.30
14	13	13	12	11	9	6	14	12	4.90	4.20	3.50	2.80	2.10	1.40
15	14	14	13	11	10	6	15	13	5.25	4.50	3.75	3.00	2.25	1.50
16	15	14	14	12	11	7	16	14	5.60	4.80	4.00	3.20	2.40	1.60
17	16	15	14	13	11	7	17	15	5.95	5.10	4.25	3.40	2.55	1.70
18	17	16	15	14	12	8	18	16	6.30	5.40	4.50	3.60	2.70	1.80
19	18	17	16	14	13	8	19	17	6.65	5.70	4.75	3.80	2.85	1.90
20	19	18	17	15	14	9	20	18	7.00	6.00	5.00	4.00	3.00	2.00
21	20	19	18	16	14	9	21	19	7.35	6.30	5.25	4.20	3.15	2.10
22	21	20	19	17	15	9	22	20	7.70	6.60	5.50	4.40	3.30	2.20
23	22	21	20	17	16	10	23	21	8.05	6.90	5.75	4.60	3.45	2.30
24	23	22	20	18	16	10	24	22	8.40	7.20	6.00	4.80	3.60	2.40

(2 players) 35% / 15%

Course	Individual	4 Ball Matchplay	Best 2 of 3 or 4	Best 2 of 3 or 4	Best 1 of 4	Foursomes	Greensomes		Texas Scramble					
	95%	90%	85%	80%	75%	50%	L - 60%	H - 40%	35%	30%	25%	20%	15%	10%
25	24	23	21	19	17	11	15	10	8.75	7.50	6.25	5.00	3.75	2.50
26	25	23	22	20	18	11	16	10	9.10	7.80	6.50	5.20	3.90	2.60
27	26	24	23	21	18	11	16	11	9.45	8.10	6.75	5.40	4.05	2.70
28	27	25	24	21	19	12	17	11	9.80	8.40	7.00	5.60	4.20	2.80
29	28	26	25	22	20	12	17	12	10.15	8.70	7.25	5.80	4.35	2.90
30	29	27	26	23	20	13	18	12	10.50	9.00	7.50	6.00	4.50	3.00
31	29	28	26	24	21	13	19	12	10.85	9.30	7.75	6.20	4.65	3.10
32	30	29	27	24	22	14	19	13	11.20	9.60	8.00	6.40	4.80	3.20
33	31	30	28	25	22	14	20	13	11.55	9.90	8.25	6.60	4.95	3.30
34	32	31	29	26	23	14	20	14	11.90	10.20	8.50	6.80	5.10	3.40
35	33	32	30	27	24	15	21	14	12.25	10.50	8.75	7.00	5.25	3.50
36	34	32	31	27	24	15	22	14	12.60	10.80	9.00	7.20	5.40	3.60
37	35	33	31	28	25	16	22	15	12.95	11.10	9.25	7.40	5.55	3.70
38	36	34	32	29	26	16	23	15	13.30	11.40	9.50	7.60	5.70	3.80
39	37	35	33	30	26	17	23	16	13.65	11.70	9.75	7.80	5.85	3.90
40	38	36	34	30	27	17	24	16	14.00	12.00	10.00	8.00	6.00	4.00
41	39	37	35	31	28	17	25	16	14.35	12.30	10.25	8.20	6.15	4.10
42	40	38	36	32	28	18	25	17	14.70	12.60	10.50	8.40	6.30	4.20
43	41	39	37	33	29	18	26	17	15.05	12.90	10.75	8.60	6.45	4.30
44	42	40	37	33	30	19	26	18	15.40	13.20	11.00	8.80	6.60	4.40
45	43	41	38	34	30	19	27	18	15.75	13.50	11.25	9.00	6.75	4.50
46	44	41	39	35	31	20	28	18	16.10	13.80	11.50	9.20	6.90	4.60
47	45	42	40	36	32	20	28	19	16.45	14.10	11.75	9.40	7.05	4.70
48	46	43	41	36	32	20	29	19	16.80	14.40	12.00	9.60	7.20	4.80
49	47	44	42	37	33	21	29	20	17.15	14.70	12.25	9.80	7.35	4.90
50	48	45	43	38	34	21	30	20	17.50	15.00	12.50	10.00	7.50	5.00
51	48	46	43	39	34	22	31	20	17.85	15.30	12.75	10.20	7.65	5.10
52	49	47	44	40	35	22	31	21	18.20	15.60	13.00	10.40	7.80	5.20
53	50	48	45	40	36	23	32	21	18.55	15.90	13.25	10.60	7.95	5.30
54	51	49	46	41	36	23	32	22	18.90	16.20	13.50	10.80	8.10	5.40

(2 players) 35% / 15%