

Job Description of the Division Organiser

The main aim of the Division Organiser is to ensure the smooth running of their division of the League

The Division Organiser must be someone who is: -
familiar with PCs and email
organised and is a good communicator.

Details of the role –

1. By the end of February obtain dates and tee times from Team Captains of the participating clubs for the following year. Tee times should start around 10am on one day preferably in March or October although this is not mandatory.
2. By 7th March email the dates to the League Liaison Officer who will oversee the fixture list of the Gold and Silver Leagues in order to avoid a duplication of dates whenever possible
3. Plan the match schedule of which clubs are drawn against each other, trying to ensure teams do not play each other on the same course as the previous year and wherever possible allocate tee-times bearing in mind the travelling distances for players. PC tools available to help with this process.
4. Book the combined Division One and Division Two annual November meal, the venue to alternate between the HOME Clubs of the Division Organisers
 - Obtain menu & cost options, circulate the details to Team Captains around September and collate responses (including payment) from them.
 - Liaise with host Club concerning all aspects of the meal.
 - Chair the AGM/discussion, take minutes if necessary and publish these to Team Captains after the meeting.
5. Put together a year book and distribute a copy to each Team Captain at the November meal.
The yearbook will contain –
 - a. Final results from the current year
 - b. Dates, venues, tee-times for next years fixtures
 - c. Contact details of all next years Team Captains, Vice Captains & Clubs
 - d. Latest version of the Rules of the League
6. The Organiser will receive results from the winning Team Captains after each match by email or phone. She will then email all the results and the current status of the league to the Team Captains, Vice Captains and League Liaison Officer after each match.
7. In the event of adverse course and/or weather conditions she will make decisions and contact Team Captains.