

**SATURDAY STROLLERS  
GOLF SOCIETY  
GUIDELINES**

Updated October 2020

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## **INTRODUCTION**

The Saturday Strollers Golf Society was formed in 1998.

The Society celebrated its 20<sup>th</sup> Anniversary in 2018 and to mark the special occasion all past Captains' were invited to the President's dinner and were awarded a special gift. All but two of the former Captains' were able to attend the dinner.

The Society has gone from strength to strength each year and it is in no small measure due to the hard work of its Past Captains.

The list of past Captains (1998 to Date) can be found on the website.

## **COVID-19**

Due to the Covid-19 pandemic which hit Ireland in February 2020, there are a lot of temporary changes to the guidelines and day to day procedures for managing and operating the Society. These changes are ongoing and are based on the Government's direction and NEPHET's recommendations.

We are operating in line with the GUI/ILGU and Leopardstown Golf Centre's instructions, based on their interpretation of these recommendations.

The Captain is charged with keeping the Society up to date with the temporary changes and she will continue to do so until it is safe to revert to our usual Guidelines, as outlined in the following sections.

## **ANNUAL GENERAL MEETING (AGM)**

The AGM shall be held in November/December each year to follow the end of the financial year, which is 31<sup>st</sup> October. The Captain will chair the AGM.

The Honorary Secretary will issue a Notice advising all members of the date for the AGM. It will be issued six weeks before the AGM, and will incorporate the nominations for the required number of new committee members. Nominations for the committee will close three weeks prior to the AGM. The nominees must be proposed and seconded by society members.

If it transpires that there are more nominations than places available on the Committee a postal ballot will take place. On receipt of returned ballot papers the nominees with the most votes will be elected to the committee. In the case of a tie, a committee meeting will be held and a vote taken by the committee.

All motions to be raised at the AGM must be received in writing by the Honorary Secretary no later than 14 days prior to the AGM. All motions, if passed, will be proposed and seconded by the committee.

The Honorary Secretary will record the minutes of the AGM and file a copy in the Official Minute Book, pending the Lady Captain's signature. The Minute Book is held for safe keeping by the Secretary and passed on to the next incumbent. The AGM minutes will be made available to the members and, upon approval by the members, will be signed by the Lady Captain at the following years AGM.

## OFFICERS AND COMMITTEE

A Committee consisting of no more than 10 members will manage the Society.

The process for nominating new committee members is outlined in the AGM section above.

The length of service of a committee member can range from 1 year to a maximum of 3 years. Rotation of committee members will be staggered so as to ensure that the flow of expertise is not jeopardised. The total number of committee members retiring each year should be limited to 3.

New members to the committee shall take office on the 1<sup>st</sup> January, following their election at the AGM.

The current vice-Captain will invite a member of the Society to be her vice-Captain for the following year. The incoming vice-Captain must be a present or past committee member.

The current vice-Captain will take up office as Lady Captain on the 1<sup>st</sup> January with the outgoing Lady Captain taking up office as Lady President.

In addition to the Captain and vice-Captain the following positions will complete the committee.

- Honorary Secretary
- Treasurer
- Assistant Treasurer
- Social Secretary
- Handicap Secretary
- Assistant Handicap Secretary
- IT Executive
- Assistant IT Executive

Assistant committee members will assume the full role upon retirement of the corresponding committee member.

Upon retirement of a committee member the incoming Captain will invite a society member to join her committee in place of the outgoing committee member

## **ROLES AND RESPONSIBILITIES**

### **THE ROLE OF VICE-CAPTAIN**

The role of the Vice-Captain is to shadow the Captain in all her duties so that there is a seamless handover when the times comes. As part of her brief the vice-Captain needs to be proficient with the website and BRS system. Training will be provided to the vice-Captain prior to her taking up her duties. Should the Lady Captain be unable to attend to her duties from time to time then the Vice-Captain will fill in for her.

### **THE ROLE OF THE TREASURER AND HER ASSISTANT**

- Lodge to bank account all membership fees received in post or in person (cheques/cash);
- Check on-line banking service for payments received;
- Cross-check payments received against the member database and at the end of January make contact with the members who have not paid their annual membership fee to clarify if they are re-joining;
- Keep Captain updated with membership renewals;
- Give all completed membership forms received by post to Asst. Treasurer;
- Manage the petty cash float and keep receipts/log of payments made;
- Re-imburse Captain and Committee members for any expenses made by them and ensure that they submit supporting receipts;
- Pay Leopardstown for social events held and for monthly golf fees;
- At the request of various Committee members pay deposits to secure venues e.g. away golf days, overnight accommodation etc.;
- Pay non-Leopardstown venues on the night in question for Captain's/President's and Christmas Party expenses;
- Maintain a record of payments with a view to producing the annual income and expenditure statement for AGM (in consultation with the Captain);
- Engage with Auditor after financial year end (31<sup>st</sup> October) and before AGM;

### **ASSISTANT TREASURER**

- Update the member Database into Renewals, New Members, Pavilion Members and Leavers;
- Cross check Renewal Applications with database in order to update changes to postal, email addresses and/or telephone/mobile numbers;
- Co-ordinate re-printing members directory and have sufficient copies to circulate to full and pavilion members at the Captain's Drive-in.

## THE ROLE OF HONORARY SECRETARY

The Secretary will be responsible for the following:

- Receive Agenda from Captain and circulate to Committee with minutes of the previous meeting, one week in advance of meeting;
- Print a copy of meeting minutes for Captains signature at meeting;
- Record minutes of meeting and send draft to Captain for approval;
- Post Captain's approval circulate minutes to Committee;
- Make out rota for score card markers – 3 months at a time;
- Make contact with new members at the start of the new year, convey the Captain/committee arrangements to them in relation to their introduction to the Society and their first game of golf;
- Deal with correspondence received from members i.e. bring issues to Lady Captain/Committee that need review before responding;
- AGM:
  - Put up notice for new Committee members and invite motions (six weeks in advance of AGM)
  - If motions received, bring to Captain/Committee's attention for review
  - Bring attendance list to AGM for member's signature;
- Purchase stationery / stamps;
- Post/circulate annual renewal membership letters / pavilion member letters and new members correspondence at end of December;
- Monitor compliance with Society Guidelines and GDPR.

## **THE ROLE OF HANDICAP SECRETARY AND HER ASSISTANT**

The Handicap Secretary will be responsible for the following:

- Put up the Annual Calendar of Events on Notice Board in the locker room;
- After weekly score cards have been marked, email a copy of the updated Handicap List to the IT Executive for uploading to Web-site;
- Check who has won Player of the Month, inform Captain, and put up poster announcing winner in locker room;
- Check Birdie winners at the end of each month and put up list of winners in Locker Room;
- Put up knockout sheet for Match play in June for play to commence in July;
- Co-ordinate preparation of Score Cards in advance for special competitions i.e. Siren starts, Captain's Drive-in, Captain's/President's day etc);
- Keep a written record of weekly winners and obtain signatures when vouchers are presented;
- When needed, ask the Treasurer to purchase more vouchers ensuring a supply is always in stock;
- Keep all score cards with relevant weekly competition list for the calendar year.

## **THE ROLE OF I.T. EXECUTIVE AND ASSISTANT**

- Email Leopardstown Golf Centre the weekly timesheet on Friday evening after competition is closed;
- Update website with competition results received each week;
- Upload various website updates from time to time;
- Complete IT tasks as may be delegated by the Lady Captain.

## THE ROLE OF SOCIAL SECRETARY

- Make reservations for various functions being held in Leopardstown to include dates/time of event, numbers, menu, price and logistics for the following events:
  - Captain's Drive-in (usually February) – hot buffet lunch
  - Easter Bonnet Competition – soup/sandwiches
  - Charity day (usually May)
  - AGM (usually mid to late November) – tea/coffee and finger food
  - Mulled wine & mince pies (December)
- Golf Away Days
  - Make enquiries regarding venues, golf fees, tee times, restaurant facilities and, following discussion with Committee, make booking and arrange for deposit to be paid by the Treasurer
  - Make sure to have a contact name and one week before the event confirm the booking.
- Golf Away Weekend
  - Following discussion of venues with Committee, make enquiries about overnight trip, generally 1 – 2 nights option, rates for single/double occupancy, golf fees, dinner menu and price and tee times
- Events i.e. Captain's Drive-in, Charity day, Captain/President day, AGM etc.
  - Order and arrange delivery of cake for drive-in;
  - Purchase prosecco, wine, water, juice, balloons etc.
  - Options for table quiz during events where no after dinner entertainment

*note: various Committee members help with these tasks*
- Christmas Party Entertainment  
With the support of the Committee agree on who will provide the entertainment and make the booking.

## **MEMBERSHIP**

The maximum number of members in the Society shall be 120.

Any member who has failed to pay their annual subscription by the due payment date will automatically forfeit their membership.

If the membership is less than 120 then that number of vacancies can be offered to new members. A waiting list of persons wishing to join the Society is held by the Honorary Secretary.

Membership applications forms are reviewed by the incoming Captain and Honorary Secretary who will determine if the application will be accepted. Vacancies will be filled from the top of the waiting list. It is not permissible to by-pass anyone on the list. Accepted member nominations must be proposed and seconded by a society member.

## **NEW MEMBERS PACK**

All new members will be provided with a soft copy of the New Member Guide comprising the following:

- Dress Code
- Timesheet Operation
- Golf Etiquette
- Golf Rules Summary

In addition to the above each Captain will decide with her committee how to manage the introduction of a new member(s) to the society.

## **SUBSCRIPTIONS**

Members will receive their renewal subscription notice at the start of the calendar year. The preferred payment method is via electronic funds transfer (EFT) or alternatively by cheque. Cheques must be posted to the Treasurer whose postal details will be on the renewal notice.

Society subscriptions will be reviewed annually and will be determined by the Captain and her committee with reference to the previous years' expenditure.

Failure to pay a subscription by the due date will result in an automatic cancellation of membership. The relevant member will be advised in writing of said cancellation.

The Captain and President are exempt from paying their society subscription during their year of tenure. In place of this they will present the Captain's/President's prize, to the value of the annual subscription, to the winner.

The outgoing committee should leave sufficient funds on account for the incoming committee to continue operating until new subscriptions have been received.

If for any reason there is a significant surplus of funds in the account after the financial year end then, after a review by the Captain and Treasurer, the committee pay approve a credit against the following years subscriptions. This credit will not be applied against new member fees or refunded to members not renewing their membership.

## **INSURANCE COVER**

The Society's insurance cover is only valid during society playing hours i.e. from the first tee-off time to the completion of the round from the last tee of time. It is also valid on official Society outings.

It does not cover play on the back 9 on a Saturday outside the above timings or on another golf course (other than the Society's official outings).

The current insurance policy provides full cover for members aged 18-75 years. Members over 75 are covered for public liability only i.e. not covered for personal accident. They must provide this cover for themselves.

The insurance details are available on the website.

## **ANNUAL FUNCTIONS**

The following functions will be held annually:

- Captain's Drive-in (Siren-start, greensome team event (at Captains discretion) + lunch)
- Captain's Day (competition + dinner)
- President's Day (competition + dinner)
- AGM (finger food)
- Committee Dinner (December)
- Mulled Wine & Mince Pies (December)
- Christmas Dinner (December)

In addition to the above 2/3 away golf days will be organised when Leopardstown is closed for racing.

Also, a golf weekend away and a week abroad will be organised, each individual one taking place every second year. The incoming Captain will announce details in relation to the week abroad at the AGM.

## **CAPTAIN'S AND PRESIDENT'S DAY**

The Captain will decide on the date for her Captain's Day and will liaise with the President on the date for her day. It will be at their discretion whether either day's competition will be played on one day (18 holes) or over two separate Saturdays (9 holes each day).

The Captain will liaise with the Captains of the other Saturday Societies to agree necessary changes to tee-times or swaps from Front 9 and Back 9 for both days.

The Captain and her committee will make all arrangements for the dinner and prize giving, and can decide to have it on the same day as the competition takes place or on another day.

The Captain will liaise with the President on her requirements for her special day.

The Captain and Handicap Secretary will agree arrangements for marking the cards on both days.

In order to be eligible for the Captain's/President's prize and runner up prize, a member must have entered three cards in the previous six weeks of play.

New members are not eligible to win the Captain's/President's prize and runner up prize.

## **WEEKLY COMPETITIONS**

There must be at least 12 players in a category (A, B or C) to have a competition. If the required number of competitors is not met then no prize will be awarded for that category on the week in question. However, depending on the total numbers playing, a category may be joined with another category to make a competition. The Captain and/or Handicap Secretary will make the determination.

If a player finishes their round of golf before completing the 9 holes, then their scorecard should show '0' against each hole not played and mark the card 'DNF'.

New members must complete three cards in order to secure an official society handicap, after which they will be eligible to enter the weekly competitions.

Leopardstown Golf Centre will dictate the number of players per line and the time gap between each line.

### **Timesheet**

- The Captain is responsible for setting up the timesheet each week in the BRS system, which is shared with the Saturday Swifts. The timesheet opens up on a Thursday evening at 19:00 hrs, 9 days in advance of the date of play. It closes on a Friday evening at 18:00, 1 day in advance of the date of play.
- Each member has their own unique passcode to access the timesheet to put their name down for golf. If they need to take their name off the time sheet after it closes on the Friday evening, the day before play, they must let their playing partners know via text or a phone call. They must also phone Leopardstown Golf Centre on the Saturday morning and advise them to take their name off the list. The space is then available for anyone who phones up checking for vacant slots.

### **Score Cards**

- Members must follow the guide for in-filling of scorecards which is circulated in advance of Captain's and President's day. Any ambiguity regarding entries may result in a disqualification of a card from a competition.

### **Marking Score Cards**

- The committee rotate the marking of score cards each week. A rota is drawn up and circulated by the Secretary. Rules for marking the cards are circulated to the committee, in particular new committee members, at the start of each year. New committee members are trained in using the laptop and entering the scores into the BRS system.

### **Handicaps**

- The handicap sheet is updated and posted to the website after each competition. Rules for handicapping can also be found on the website and outlines categories of handicaps, buffer zones and explains exactly how the handicap system works.

### **Competitions**

- The general competition played on a Saturday is Single Stableford. From time to time there are team events with siren starts i.e. Rumble, Scramble. Rules for specific team competitions will be circulated in advance of said competitions.

### **Birdie's**

- A member who scores a birdie will receive a 'birdie prize' from the Captain. This will be acknowledged with the general competition results each week and posted on the website. A member will receive one birdie prize, for their first birdie, per year.

### **Inclement Weather**

- Should the golf course be closed due to inclement weather the Captain will text the playing members on the day that the course is closed.

## **DRESS CODE**

The dress code is the same as any golf Club/Society. It should be smart and casual and reflect our status as a Society to be looked up to. You should respect your playing partners and turn up dressed accordingly.

To be noted in particular, you should not wear tracksuits, jeans, leggings or jeggings.

Golf shoes must be worn on the course.

We have an official Saturday Strollers golf society jumper which is navy with our society logo. If you would like to purchase one you can do so from Express Embroidery on 1800 925 722.

## **GOLFER OF THE YEAR**

Each year the 'Golfer of the Year' will be awarded a Plaque and a cheque or other prize, to acknowledge their achievement. The Plaque is passed on to the following years winner.

At the start of the calendar year the Captain will indicate which dates and how many Saturday's will be selected as 'Golfer of the Year' competition days. It is usual to indicate 8 dates out of which a player's 6 best score cards will be picked, to calculate their total points for the Award.

The 'Golfer of the Year' points will be kept by the Handicap Secretary. The member with the highest number of points will be awarded 'Golfer of the Year'.

## **GREEN AGENDA**

Single use plastics, or disposable plastics, are used only once before they are thrown away or recycled. World-wide, only 10-13% of plastics are recycled. Most plastics will not biodegrade and, after many years, will breakdown into tiny particles releasing toxic chemicals which make their way into our food and water supply or finds its way into the ocean. We produce hundreds of millions of tons of plastic every year, and it has become obvious that we need to use less plastic and move towards environmentally sustainable products.

In an effort to support the global wide Green agenda, the Saturday Strollers Golf Society will no longer provide members with plastic bottled water before golfing events.

## **GENERAL DATA PROTECTION REGULATION (GDPR)**

Under GDPR the Saturday Strollers Golf Society is required to notify you of your personal data held by the Society, and the purposes for which the Society processes your personal data.

The Society is a Controller of your personal data, and any correspondence in relation to your personal data processed by the Society should be addressed to the following:

The Secretary,  
Saturday Strollers Golf Society,  
C/o Leopardstown Golf Centre,  
Dublin 18.

We collect some or all of the following information provided by you through our membership process for the purposes of recording you as a member of the Society:

1. Name;
2. Residential Address;
3. Telephone number (landline and/or mobile);
4. E-mail address;
5. Handicap record.

The purposes for which the Society processes your personal data is

1. General administration of the Society;
2. Communicating with you regarding Society golf events;
3. Collection of annual Society membership fees;

Your personal data will not be shared or distributed to anyone external to the Society and only given to other Society members with your permission.

The Society will retain your personal data for the period of your membership of the Society.

### **Right to withdraw consent**

You have the right to withdraw your consent to the Society processing your personal data at any time by notifying us in writing at the contact address set out above.

### **Right of Access to your personal data**

You may request access to your personal data held by the Society at any time by writing to the contact address set out above.

### **Complaints**

If you are not satisfied with the way in which the Society is processing your personal data, you have the right to make a complaint to the Office of the Data Protection Commissioner.