



Welcome to the role of MCLGA Club Representative

As a MCLGA Club Representative we want to thank you for your support to MCLGA, and your own Club, and give you some important information about your role and responsibilities to assist you during your three-year term. We have also included a version of this document, which we ask you place on the MCLGA Notice Board at your Club. We look forward to meeting you soon.

Message from the Captain



Isla McCrone

I am delighted you have agreed to become or continue as a MCLGA Club Representative. We currently have 21 [Club Representatives](#) who form the MCLGA Committee together with myself, as Captain and the other 5 [MCLGA Officials](#). As a Committee we meet four times a year in February, May, August and October. You are fulfilling an important role for the County and your Club, so we hope the following information will help support you in your role. I hope you enjoy your term as Club Representative, and I look forward to working with you.

Role and Responsibilities

1. To attend MCLGA meetings

- 1.1 We ask that you attend the four MCLGA meetings (Feb, May, Aug and Oct) and Annual General Meeting (AGM) each year (Nov) and represent the MCLGA members of your Club, proactively obtaining and communicating these members' views, as necessary. Where you are unable to attend, please arrange a substitute to represent your Club.

2. To act as co-ordinator for your Club

This relates to existing, and prospective, MCLGA members at your Club and includes:

- 2.1 Passing on information to MCLGA members as agreed at MCLGA Committee meetings. This can be done by posting on your Club's MCLGA Notice Board, via email or a WhatsApp group (which you would need to create with all your Club's MCLGA members). This may also include seeking members' opinions to be fed back to MCLGA Committee meetings.
- 2.2 Providing player and handicap information which helps with consideration for the County, Junior or Development Squads.
- 2.3 Informing the MCLGA Captain of any notable achievements of your Club MCLGA members (and also the Junior Secretary in respect of any girl members) and generally making the MCLGA Captain and/or Secretary aware of any relevant information on MCLGA members.
- 2.4 Proactively communicating with your female members to raise awareness of MCLGA and the benefits of membership. This includes directing prospective members to [how to join](#) on the MCLGA website; and advising them of the conditions of entry (which can be found in the [Constitution](#)) at the time of admission to membership.

- 2.5 Proactively informing the [MCLGA Secretary](#) of:
- (a) any low handicap players joining your Club; and/or
 - (b) any MCLGA member who moves away from the County catchment area.

Waiting List

- 2.6 When relevant, displaying details of the MCLGA Waiting List on your Club's MCLGA Notice Board. The MCLGA Secretary will, from time to time, ask for up-to-date information regarding women on the Waiting List and this should be provided by the specified date.

3. To help with the running of a number of MCLGA competitions

- 3.1 We ask you to volunteer your help with the running of the Championship and Spring, Summer and Autumn Meetings, especially if your Club is the host venue. Please advise the [MCLGA Secretary](#).

4. To run the 5-a-side and Greensomes league matches for your Club

This is a key aspect of your role. However, this can be delegated to players who represent their Club in these teams. The Secretary should be notified who they are. The role includes:

5-a-side League

- 4.1 Arranging the league match fixtures for the coming season and notifying the [MCLGA Vice Captain](#), as appointed recorder, of all agreed dates and start times. This task usually commences immediately following the October Committee Meeting, so it is important to be around in October/November to arrange mutually suitable dates for matches. All dates must be confirmed by 31 January each year.
- 4.2 Confirming to the [MCLGA Vice Captain](#) by 31 January each year, that every player, who might play in the 5-a-side league matches, is a full or honorary member of MCLGA, or has been confirmed on the MCLGA Waiting List. This involves making sure your Club Members, who may be called upon to play for your Team, have applied, and paid for MCLGA membership and where relevant, been confirmed on the Waiting List.
- 4.3 Ensuring awareness of the [5-a-side Terms](#) and, if not a playing member of your Club Team, to ensure that an **Acting Team Captain** is appointed for matches. The Team Captain will exchange their Team List with the opposition and sign for the match result.
- NOTE: The match result must be recorded on the [5-a-side Results Sheet](#) and forwarded to the [MCLGA Vice Captain](#) within 48 hours.**
- 4.4 Notifying the [MCLGA Vice Captain](#) as soon as possible if matches have to be cancelled/rearranged, and then confirming the revised date.
- NOTE: Please ensure adherence to Rule 20 of [5-a-side Terms](#).**

Greensomes League

- 4.5 Arranging the league match fixtures for the coming season and notifying [MCLGA Greensomes Recorder](#) of all agreed dates and start times. This task usually commences immediately following the October Committee Meeting, so it is important to be around in October/November to arrange mutually suitable dates for matches. All dates must be confirmed by 31 January each year.
- 4.6 Confirming to the [MCLGA Greensomes Recorder](#) by 31 March each year:

- (a) which Club a member have chosen to play for where they are a member of more than one participating club;
 - (b) the list of their two separate squads, where a Club has two participating teams.
- 4.7 Ensuring awareness of the [Greensome Terms](#) and [MCLGA Terms of Competition](#). The Team Captain will exchange their Team List with the opposition and sign for the match result.
- NOTE:** The match result must be recorded on the [Greensomes Results Sheet](#) and forwarded to the [MCLGA Greensomes Recorder](#) within 48 hours.
- 4.8 Notifying the [MCLGA Greensomes Recorder](#) as soon as possible if matches have to be cancelled/rearranged, and then confirming the revised date.

5. [To encourage support for the County and County Team](#)

- 5.1 We ask you to encourage attendance from your Club MCLGA members at Inter-County Matches, Junior and other County events and by offering support as caddies/trolley pullers.

6. [To offer support with the Junior Section](#)

- 6.1 We ask you to help out by attending a minimum of one of the monthly coaching sessions held at the Braids Driving Range, and/or the associated 9-hole competitions (Braids Princes & Swanston Templar courses), regardless of whether your Club has juniors actively participating. Club Representatives will be in attendance at each coaching session and competition, and you will be notified of the agreed rota.

7. [To assist with adhoc projects and sub-committees](#)

- 7.1 We ask you to be willing, from time to time, to assist in projects and/or sub-committees upon which the Committee has agreed.