Port St Mary Ladies Golf Club
Role Profile
Competition Secretary

The competition Secretary is responsible for the club competitions at Port St Mary Golf Club and will work with the committee and be supported by the Assistant Competition Secretary to arrange the club competitions.

Responsibilities

- Produce the annual Fixture List in conjunction with the Ladies Committee by Mid-February
- Publish the fixture list via email and the website before the start of the 18 hole competitions in March
- Set up the Saturday competitions (9 and 18 holes) as appropriate on Handicap Master, ideally 4 weeks before the competition date.
- Set up the Club night competitions on Handicap Master.
- Inform club members via email (PSMLGC@gmail.com) when new entry lists are available on Master ScoreBoard
- Book Daily Tee times when required for Shotgun starts and Club Nights
- Complete any draws required for the weekly competitions and email the entrants via Handicap Master
- Publish competitions and start sheets from Handicap Master to Master Scoreboard and via email to competitors at least one day before the competition.
- Manage Port St Mary Open Competitions ensuring visitors are set-up in Handicap Master before the competition and start sheets made available to clubs and competitors
- Manage any other Club Open Competitions putting up posters and sending in entries, if required.
- Talk to the Green keepers in advance of any shotgun starts so the greens can be prepared in time for the competition.

Competition Guidelines

- Generally, the club will aim to offer an equal number of Stableford, and medal competitions spread evenly throughout the Season.
- Medals will generally be 2 ball draws split equally by handicap i.e. 2 sections split by lower and higher handicaps, the split will vary depending upon the spread of handicaps of the entries.
- Stable fords will be PYO except for Opens where there will be a draw
- Competitors can choose to play outside the draw or booked tee times for any competition, although the Handicap Secretary must be made aware of later start times.