

TEILGIN AGUS AMAIS ÉIREANN
PITCH AND PUTT IRELAND



**Pitch and Putt
Ireland**

Administration Guidelines

Chairman

The most important position within the club is that of Chairman, who can be either male or female. The selection of a capable person to occupy the position of Chairman is a matter of special importance as the success or failure of the club rests largely on the leadership qualities of the person occupying the chair. Like all committee persons, the Chairman should have a thorough knowledge of the Rules of Play and Constitution of Pitch and Putt Ireland and also of the Club Rules and Constitution together with knowledge of meeting procedure.

The principal qualities necessary for a Chairman are tact, firmness and impartiality. As the orderly conduct of a meeting is essential to get through an agenda in a proper manner, it is vital that the Chairman is capable of controlling others which means remaining calm at all times.

The Chairman must be prepared to lead by example and devote a lot of time and effort in ensuring that the club and its members are progressing as they and it should be.

The Chairman in conjunction with the Secretary calls a meeting of the committee and they prepare the Agenda for discussion also. Meetings should be held at regular intervals to ensure that all committee members have an input into the decision-making process of the club.

In chairing a meeting, the Chairman:

- Firstly, has the minutes of the previous meeting read, usually by the Secretary, these are then adopted with or without amendment and finally signed and dated by the Chairman.
- Ensures that the Agenda is strictly adhered to.
- Allows all members a fair opportunity to speak on each topic before a consensus is reached or calls for a vote to determine the decision.
- Does not have pre-conceived notions on the outcome of any matter. Has a casting vote on any issue where the vote is tied
- Announces the date, time and venue of next meeting.
- Ensures that all decisions taken by the committee are acted upon.
- Should promote a culture of confidentiality in relation to meeting proceedings amongst all committee members.

The Chairman, as the most senior office holder in the Club, should also hold the position of **Designated Officer (DO)** in relation to the implementation of the *Code of Ethics and Good Practice for Children's Sport in Ireland*. The role of the Designated Officer is detailed in the *Code* (pages 41-43). An additional resource for the DO is *Children First (National Guidelines for the Protection & Welfare of Children) 1999 & the Children First Act 2015*.

The *Code* has been forwarded to all clubs and is also available on the Sport Ireland website at www.sportireland.ie. The PITCH AND PUTT IRELAND Policy Document in relation to the *Code* is included in these guidelines and is also available on the PITCH AND PUTT IRELAND website in the PITCH AND PUTT IRELAND Child Welfare link in the Development section.

Secretary

The Club Secretary has many responsibilities and duties within the club, some of which are detailed below:

- Prepare an agenda for each meeting in conjunction with the Chairman.
- Notify all committee members of the date, venue and time of meeting.
- Ensure that the minute book, correspondence and copies of other correspondence relevant to the meeting agenda are available at the meeting.
- Read minutes of previous meeting.
- Read all correspondence to the meeting.
- Ensure that all correspondence to be answered is done and that copies are kept on file.
- Take notes of meeting for inclusion in the official minute book.

Note: Minutes should be written up shortly after the meeting. Minutes are a record of decisions taken not a verbatim account.

- Act on matters assigned to the Secretary by the meeting.
- Ensure that club members are kept informed of relevant decisions taken by use of club notice board, newsletter etc.
- Arrange the Annual General Meeting (AGM) as required.
- Arrange for nominations and ballot papers at the AGM.
- Compile an Annual Report to AGM.
- Ensure that the club is properly affiliated to PITCH AND PUTT IRELAND each year.
- Ensure that all club members are registered on the appropriate PITCH AND PUTT IRELAND forms.
- In clubs where there is no Competition Secretary and/or Registrar, the Club Secretary is responsible for that position(s).

Qualities of the Secretary

- Good organiser, tidy and methodical, able to give attention to detail.
- Available to attend meetings and have access to different means of communication i.e. email, fax, etc.
- Write the minutes with clarity.
- Diplomatic and capable of getting on well with people.
- Conscientious and have an interest in the position.
- Have a good knowledge of clerical procedures.
- Do things in an efficient and timely manner.

Minutes of Meetings

- Minutes of all meetings should be brief, and task based.
- Include the following: date, those present, absent and apologies. A running total of how many meetings each member attends should be kept so that it is easier to work out for the AGM report.
- Item under discussion.
- Who is to action it and when?
- Detailed discussion but who said what is not required.
- Date of next meeting.
- The Committee Secretary is required to distribute Minutes to the committee.

Treasurer

The Treasurer is responsible for the financial affairs of the club, these must be recorded in an organised and efficient manner requires the assistance of number books for record and receipt purposes.

Income & Expenditure Books

All income must be recorded under the appropriate headings e.g. Membership Fees, Competition Revenue, Sponsorship, Grants, Fund-raising ventures etc.

All expenditure is similarly recorded under headings e.g. Prizes, Registration and Affiliation Fees, Insurance, Ground Maintenance, Wages, Printing, Postage, Stationery etc., etc. Expenditure should be receipted.

Expenditure

All expenditure should be made by cheque only with appropriate cheque number recorded in addition to the payee's name, amount, date and category of expenditure. The Treasurer should also retain receipts for all items of expenditure.

Cheques should be signed by at least two committee members usually the Treasurer with either the Chairman or Secretary. It would be advisable to have more than two people nominated to the bank as signatories so as to ensure availability of the required number of signatories.

Income

All income should be lodged in full (no cash payments deducted) and receipted by Treasurer to the person handing it over.

Lodgement

The Treasurer should ensure that he has a lodgement book with the relevant bank account details listed thereon. All lodgements should be detailed in full in the Income and Expenditure book e.g. cheque amounts and source, cash amount and source. An analysis of lodgement make-up should also be recorded, e.g. amount in Membership fees, Sponsorship etc., etc.

Bank Statement

The Treasurer should ensure that the club receives a bank statement on a regular basis e.g. monthly, bi-monthly.

In reconciling the statement with his own records, the Treasurer should check that all lodgements made are posted to the account and then mark off the number of all paid cheques against his own records in the Expenditure Book after ensuring that the correct amount has been credited or debited as appropriate. Items such as bank charges, interest charges and bank fees will appear on statements on occasions and these charges will have to be entered in the Expenditure Book. The Treasurer can now reconcile the balance as per the statement as against his own records by making allowance for any outstanding lodgement(s) and/or cheque(s).

The Treasurer should be aware of pending Expenditure e.g. Rent, Rates, Insurance falling due and foresee a possible financial crisis in the future and recommend to the committee the necessary steps to avoid such a situation arising.

Registrar

The role of the Registrar within a Pitch and Putt club is an important and complex one. Various duties and responsibilities have been assigned to the Registrar over the years.

Affiliation

- The Club Secretary along with the Club Registrar is responsible for the affiliation of the club each year.
- The Affiliation Form is sent out from Central Office. This form should be completed legibly and in full.
- Affiliation may be made at any time of year.
- Affiliation may be accepted/rejected.
- A club must have permanent use of a course or written agreement for limited usage.
- The appropriate County/Regional Board must approve an application from a new club.

Registration

- Applications must be made on an official and appropriate Registration Form.
- The form must be filled in accurately and completely, use of codes etc.
- All Registration Forms sent to Central Office should be copied for the clubs own records.
- On receipt of Registration Cards from Central Office check that all details contained on each card is correct.
- Application for registration may be made at any time but expires on the last day of February each year.
- No applications for registration will be accepted unless the club is affiliated for that year.

Handicaps

- A player shall have one handicap only.
- All handicaps should be granted fairly.

Open Results

- Open results e.g. prize list, must be submitted to the relevant County/Regional Board for approval.
- Returns must be submitted for all competitions which have County/Regional Board or NEC approval.
- Open returns forwarded to Central Office within 7 days.

Role of the Registrar regarding handicaps

- To monitor the handicap system and its implementation.
- To ensure that a Competition Book is maintained by the club and available for inspection by a duly authorised PITCH AND PUTT IRELAND official.

Affiliation Form

The form must be signed by the following club officers: Chairman, Secretary and Treasurer. At least fifteen adult registrations which must include the above designated club officers must accompany the affiliation application. Please ensure that all sections of the form are completed and that the affiliation fee is included in the remittance to Central Office.

Note: Clubs must renew their affiliation each year.

Adult Registration Form (White)

- This form is used for registering members who were registered in the preceding year and who

for statistical purposes only are referred to as Category A members. The following details for each member must be included:

- Registration Number
- First Name
- Surname.
- Male or Female status. (Designated by an M or F)
- Handicap.

Adult Registration Form (Blue)

- This form is used for registering members other than those who were registered in the preceding year.
- New Members who are referred to as Category B for statistical purposes only.
- Members registering after a lapse in membership i.e. not registered in preceding year but were previously registered with PITCH AND PUTT IRELAND are referred to as Category C for statistical purposes only.
- Juveniles attaining adult status on reaching their sixteenth birthday are referred to as Category D for statistical purposes only.

The following details for each member must be included in the appropriate places on the form:

- **New Members (Category B)**
- First Name.
- Surname.
- Male or Female status. (Designated by an M or F.).
- Handicap.

Lapsed Members (Category C)

- Previous Registration Number.
- First Name.
- Surname.
- Male or Female Status (Designated by a M or F)
- Handicap.
- Club and year last registered.

Ex-Juvenile (Category D)

- Juvenile Registration Number.
- First Name.
- Surname.
- Male or Female status. (Designated by an M or F.)
- Handicap as designated by club.

Please ensure that the appropriate registration fee is included for each registration. Ex-Juveniles who have been registered in the current year as Juveniles are not required to pay the adult registration fee for the duration of that year.

Juvenile Registration Form (Pink)

Juveniles must be at least eight years of age in order to be eligible for registration. Juveniles must present their birth certificate to their Club Secretary prior to being registered for the first time so as to confirm their age.

The following details for each Juvenile are required on the Registration Form:

- Surname.
- First Name.
- Male or Female status. (Designated by an M or F).
- Date of Birth.

PITCH AND PUTT IRELAND National Handicap System

The Club registrar along with the Competition Secretary administer the PITCH AND PUTT IRELAND National Handicap System. Training and support for clubs can be arranged through the County Board or through Central Office.

The PITCH AND PUTT IRELAND National Handicap System can be accessed at <https://www.irishpitchandputt.ie/handicap-system/>

The club is responsible for setting the starting Handicap for all new members and thereafter the PITCH AND PUTT IRELAND National Handicap System takes control of all Handicap adjustments. Clubs are required to enter a minimum of 7 competitions onto the system per annum. This can include the Club Strokeplay, Club Matchplay and 5 other competitions.

Further information on the PITCH AND PUTT IRELAND National Handicap System can be obtained from Central Office.

