Oxfordshire Golf Captains – Committee Aide Memoire

Introduction

This document sets out decisions made, to avoid having to trawl through past minutes. It should be updated whenever a relevant decision is made at a meeting (committee or AGM). It does NOT include anything covered by the Rules, as this would be unnecessary duplication. The Secretary should ensure that all committee members have the latest version of the Rules. Charges for events and matches are not included as they are updated annually in the budget, and ratified at the AGM.

Policies

Policy	Date	Details
Key Documents	25/7/19	Both for ease of access, and to resolve any issues in the event of an Officer's sudden demise, key documents are now stored in One Drive. Here is the link (it is password protected) https://1drv.ms/f/s!AqaD9KJkpxcjhsw6s3lRe94fcwwfbg
Club Reps	25/7/19	Are listed on the web site
Vice Captaincy Selection Panel	9/11/2009	Comprises the President, Captain, Vice-Captain and Secretary
New Members	31/8/2011	No longer require a proposer and seconder
Other County Captains	17/6/2015	Membership is not available to other county captains now playing at Oxfordshire clubs
AGM practice	25/1/2012	The names of members who had passed away during the year should be read out before the minute's silence
Death of members	2/3/2011	Members' deaths be circulated to all members with e-mail, not just the Committee
Circulation of information to members	29/8/2012	All circulation to be done by email in future, unless a member has made a specific request for postal service. *(In January 2013 all members were circulated by post to this effect, and the Secretary now keeps a register of those who require postal service)*
	24/10/2011	A request had been received from a member to circulate details by email to all members of a forthcoming (non-golf) event. The committee noted that there could be data protection implications and agreed that, whilst it was acceptable to inform members of golf-related events in this way, it would not be appropriate in relation to other events.
Committee Dinner	25/1/2012	The auditor is eligible to attend (as a paying guest)

Jubilee	2/3/2011	Full handicap in future (previously ¾)
Mixed Greensomes	29/6/2011	Handicaps for the Mixed event are to follow the EGU recommended stroke allowance, i.e. lower handicap x 0.6 plus higher handicap x 0.4, rather than 3/8 of the combined as had applied to all previous events.
OGC Captain's discount	11/10/16	Because of the number of events the Captain is required to attend it was agreed that a discount would be applied for all OGC match and event fees. For clarity, this does not include the Jubilee, Four Counties and Founders, nor social events (AGM, committee dinner). The amount to be agreed at budget time
Donations - main events Spring Captain's Day President's Day Mixed Greensomes Autumn Meeting	25/10/2013	**Voluntary** donations to host clubs will be made according to a sliding scale as shown below. The higher donations also compensate the host club where two tees are required.

Numbers: Players	Donation
1	£325
40	£375
45	£400
50	£425
55	£450
60	£475
65	£500
70	£525
75	£550
80	£575

Donations - Four Counties & Jubilee	23/4/14	Donations will be made in future, at levels agreed at the prior budget meeting.
Donations - home matches	7/10/14	A donation of £150 to be made to the host club for home matches where four or more groups tee off a second tee (at our request).
Donations - Founders' Cup	25/10/2013 19/2/14 7/10/14	A fixed donation of £250 to compensate for low attendances. Or - where applicable - when entertaining other counties in lieu of the annual dinner With VIPs now invited numbers at this event will be higher; however, the level of donation to remain at £250
Cornwall	27/1/2010	Agreed a policy on selection for the Cornwall tour. The full policy is available from Roger Sillence in a separate document, which should also be available on One-Drive.
Founders' Cup	25/1/2012 19/2/14	The auditor is <u>not</u> eligible to play unless he is eligible on other grounds Past Officers of the club (Secretary, Match Secretary, Treasurer), are included in the eligibility list where they are not already eligible through being a Past Captain.
Home Club Captain	18/4/2012	Current club captains need not join the OGC before being able to play in an event staged at their home club (but see 19/2/14 below)

	25/10/2013	The current home club captain should receive courtesy regardless of the number of events held at his club during his year of captaincy.
	19/2/14	Clarified that any current club captain who wishes to play in an event or match not on their home course must join the OGC and must pay the annual sub
Team Selection	30/1/2008	Team selection to be done in advance for the whole season
	1/8/2012	Up to six reserves should be selected for each match. The Match Secretary would then deal with any cancellations and replacements.
Matches	26/2/2013	Match Day Managers will be issued with a set of guidelines for their responsibilities. This will take account of the proposal to include a match report and photographs for the website.
Event and match dining	1/9/2010	Members are expected to stay for dinner after matches, on the basis that we are entertaining guests. Any member unable to stay will not be selected for the match team. The Secretary should include an appropriate reference in the availability letter each year. The situation in respect of events is less contentious, and although the expectation is that members should stay for dinner, it is not mandatory.
	AGM 2012	Dinners at future events to comprise 2 courses, not three.
Trophies	9/11/2009	**Hookham Trophy** to be based on the best two scores from the four events each year
	27/1/2010	Individual winners are not asked to arrange the engraving of the trophies. A member of the committee (currently Roger Sillence) should arrange the engraving and return the trophy to each winner once engraved. The trophies held by the Captain would all be engraved at the end of each year.
	29/6/2011	Trophy donated by Theo Ziffo to be used for the Hampshire match
	28/9/12	John Moore Trophy to revert to the Autumn Captain's Tour
	28/9/12	President's Putter (donated by Stuart Gibbs) to be used for future President's Day meetings
	25/7/19	Trophy now awarded for the pairs knockout
	31/8/22	**Powell Cup** (Autumn Meeting team competition). With effect from 2023, any team with more than 4 players must nominate 4 players before play starts and only those 4 will be used for the 3 scoring cards for that team. The player responsible for making the nominations will be the one who has been a member for the longest time.
Trophies - insurance	15/11/2010	The committee noted that it had not been possible in the past to obtain insurance at a reasonable cost, but agreed that it would cover the cost if individual committee members wished to add any cover to their existing household policies.

Dress code	25/7/19	With the exception of current club captains, only OGC shirts and sweaters may be worn in both matches and events. The standard OGC tie is expected to be worn at dinner. OGC jackets are not mandatory, but strongly encouraged.
Captain's Tour	1/7/2009	Blazers are not required for the annual trip
Annual Dinner	AGM 2013 19/2/14	The AGM voted to abandon the Annual Dinner in favour of a golfing event to which VIPs are invited. Decision by vote taken to invite VIPs to the Founders Cup