



EST. 1981



## CONVENORS DUTIES 2018 - 38<sup>th</sup> Pennant

- 1 Convenors should make themselves fully familiar with the Condition of Entry for 2018.
- 2 Get in touch with all the clubs in their division and establish contacts after obtaining club contact names from Masters Pennant Captain.
- 3 Have a "meeting" of the divisional clubs to determine which dates best suit clubs for completing the round robin qualifying games, Note: 13<sup>th</sup> May & 10<sup>th</sup> June are **not** required to be used but may be used by agreement between teams. NB: **LAST** date of Divisional Play **24<sup>th</sup> June**. Divisional play **may start early i.e. before 6<sup>th</sup> May** if it is desirable to allow for possible washouts or otherwise. **NB: The 1<sup>st</sup> July CANNOT be used as a spare day for playing washed out games. If your Division wishes to allow for any washed-out days, any additions to the published Draw will be considered The Official Draw for that Division in accordance with Condition 4f.**
- 4 Determine hosting dates for each course avoiding clashes with local events.
- 5 Determine hosting tee times for each course within **8:00-11:30** constraints. **NB: 11:30** is the LAST hit-off. Bring to the clubs attention Condition 7(e) of the Conditions of Entry.
- 6 Issue a draw for their division. Divisions are required to play Home/Away format where possible. I will supply automatic draws (uses Excel). **I strongly suggest a predetermined draw, allocating host dates and times be sent to clubs with the Convenor dealing with any perceived problems when clubs raise them. Finalise draw by 17<sup>th</sup> December 2017.**
- 7 Advise all clubs that if there are any changes to the final draw it is the responsibility of the host club to notify:
  - a. All teams within the division
  - b. The divisional convenor
  - c. The Masters Pennant Captain.
- 8 Provide The Masters Pennant Captain with a copy of the final draw.
- 9 Discuss refreshments with each club contact in an attempt to standardise.
- 10 Resolve any problems or enquiry within their divisions.
- 11 Remind clubs that results of each game **MUST** be:
  - a. Telephoned with individual match results to AAP **02-9322-8000** on the day of play
  - b. Email to [competition@masterspennant.com.au](mailto:competition@masterspennant.com.au) on the day of play
  - c. Advise The Masters Pennant Captain of **course closures - ESSENTIAL.**
- 12 Keep up to date scores and standings of all clubs in your division, checking with team managers/captains for verification, and be the first point of contact for any team Manager to avoid duplication of information.
- 13 In an effort to publicise the Masters Pennant we would like the Convenors to forward any happenings or items of interest from their division.

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