



CONVENORS DUTIES 2012

- 1 Get in touch with all the clubs in their division and establish contacts after obtaining club contact names from Masters Pennant Captain.
- 2 Have a “meeting” of the divisional clubs to determine which dates best suit clubs for completing the round robin qualifying games, Note: 14th May & 10th June are **not** required to be used. **LAST** date of Divisional Play **24th June**.
- 3 Determine hosting dates for each course avoiding clashes with local events.
- 4 Determine hosting tee times for each course within **8:00-11:30** constraints. Bring to the clubs attention Condition 6(e).
- 5 Prepare a draw for their division. Divisions are required to play Home/Away format where possible. I will supply automatic draws (uses Excel).
- 6 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.
- 7 Provide The Masters Pennant Captain with a copy of the final draw.
- 8 Discuss refreshments with each club contact in an attempt to standardise.
- 9 Resolve any problems or enquiry within their divisions.
- 10 Remind clubs that results of each game are:
 - a. Telephoned to AAP 02-9322-8000 on the day of play
 - b. Faxed to The Masters Pennant Captain 02-9899-2282 on the day of play
- 11 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.
- 12 In an effort to publicise the Masters Pennant we would like the Convenors to forward any happenings or items of interest from their division. These items may be included in the updates that we will be posting on the website.

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