

EAST CHESHIRE INTER CLUB SHIELD



TEAM CO-ORDINATOR'S ROLE

Purpose of the Role

To liaise with the Club Match Secretaries of your league to gather the Match Results and record them on the Match Results Sheet.

Create a welcoming and supportive environment to encourage participation in events and contribute to the continuity of the Community.

Skills and knowledge

- To be able to send and receive emails, including attachments
- Input data from Match Results Sheets into your Master Spreadsheet which uses Excel software
- Be able to find the Rules on the ECICS website to be able to refer to them in the event of a query

Main Tasks

Be aware of the match dates of your squad so that you can ensure you collect in all the results. The Secretary will send you a list of dates of the matches to be played at the beginning of the season.

Record the overall Match Result in terms of the number of games won on the Master Spreadsheet provided. Match Secretaries have been instructed to send you a photo of the results on the day of the Match using the generic ECICS email address.

Chase any outstanding Results using the Match Secretary Contact List provided by the Secretary

Forward your Master Results Sheet to the WebMaster, currently Treasurer@ecics.co.uk, ensuring that you update the date in the top right hand corner to the last day in the month, at the end of each month, from April to August. These results will then be posted on the ECICS website.

Ensure that any over-riding handicap restrictions are applied, as each division has a maximum handicap which needs to be applied correctly. Check for any obvious errors on the Match Result Sheet and clarify the result if necessary. You are not responsible for checking players' handicaps, course slopes and accordingly calculations of playing handicaps, as most of this information is not available to you and is the responsibility of the Match Captains.

Before you take over your role, set up your ECICS generic email address on your smart phone / tablet or personal computer and set up your email account signature in the format below. You will be provided with a password to access the account. If you change the password, you will need to inform the Website Manager – currently the Treasurer. Guidance will be given on how to set up your email account, if required.

Respond to any email or telephone enquiries promptly. Anything you don't know the answer to after referring to the rules, you should refer to the Secretary who may copy in the Committee Members who will consult and agree the response for you to pass back to the Match Secretary.

As you are a member of the Committee, you will be invited to attend committee meetings. The Chair usually calls a committee meeting at the beginning of the season as a team building exercise so you can meet your colleagues. There is an annual Management Meeting in September where proposals for rule changes are formulated, followed by the AGM in October, which you should attend if available. If you are unable to attend, you should send your 'Apologies' in advance to the Secretary@ecics.co.uk.

Be prepared to assist at the attendance of finals, where two officials are ideally present, to run the final and collect the results.

Assist in finding a replacement for your Role well in advance of the end of your term as well as clubs to host the finals.

Apply the Values of the Community in your dealings with other Members and Committee Members. Our Values can be found in the WHO WE ARE AND WHAT WE DO document at www.ecics.co.uk.

Indication of time involved

About 1 to 2 hours per week during April to August to collate and record results, and respond to enquiries, usually via email.

Attendance at Management Meeting and AGM – 1-2 hours

Template for Email Signature :

Barbara Allen

Barbara Allen
Secretary ECICS
M: 07850 584264



**EAST CHESHIRE
SHIELD**

Visit our website www.ECICS.co.uk for more information

Encs:

Master Results Spreadsheet
List of Match Secretaries
List of Committee Members
How to set up your ECICS Email Account

Updated 15.6.24

The East Cheshire Shield is a Golf Community run by a committee of volunteers for the competitive enjoyment of ladies golf

Chair: Jane Tyler ☎ 07850 416982 ✉ Chair@ecics.co.uk
Secretary: Barbara Allen ☎ 07850 584264 ✉ Secretary@ecics.co.uk
Treasurer: Fiona Liggett ☎ 07752 701389 ✉ Treasurer@ecics.co.uk