

ELTON FURZE GOLF CLUB
OFFICIAL DOCUMENTS LIST 2017

Document Title	Document owner	Document date	Description	Locations
Official Document List (this document)	Secretary	22 Mar 2017	List of official documents, document owners and dates of latest versions	Club website & Handbook
Introduction	Secretary	1 Jan 2017	Contains general information about the Club	Club website & Handbook
General Committee List 2017	Secretary	21 Feb 2017	List of current committee members and their contact details	Club website & Handbook
Men's Section Competition Coordinator list	Men's Comp Secretary	22 Mar 2017	Lists men responsible for coordinating teams	Club website & Handbook
Ladies' Section Club Officers list	Ladies' Secretary	1 Jan 2017	Lists women responsible for coordinating teams	Club website & Handbook
Proprietor and Committee Responsibilities	Secretary	21 Feb 2017	Distinguishes between Proprietor and Committee responsibilities	Club website & Handbook
Club Constitution	Chairman	28 Nov 2016	Describes the basis of the Golf Club and how it runs	Club website & Handbook
Financial Information	Treasurer	1 Jan 2017	Describes basic information about how Members' funds are managed and safeguarded	Club website & Handbook
Handicap Information	Men's Handicap Secretary	1 Jan 2017	Current information about handicapping and our compliance with CONGU regulations	Club website & Handbook
Seniors' Section	Seniors' Captain	1 Jan 2017	Describes the Seniors' Section	Club website & Handbook
Juniors' Section	Juniors' Organiser	1 Jan 2017	Describes provision for Juniors' golf	Club website & Handbook
Club Matches	Secretary	1 Jan 2017	Describes the requirements for club matches	Club website & Handbook

Competition Rules	Men's Comp Secretary	1 Jan 2017	Describes the rules for entering competitions	Club website & Handbook
Knockout Competition Rules	Men's Comp Secretary	1 Jan 2017	Describes the rules and regulations for knockout competitions	Club website & Handbook
Local Rules	Secretary	1 Jan 2017	Describes all the local rules that apply at EF	Club website & Handbook
Supplementary Scores	Men's Comp Secretary	1 Jan 2017	Explains how to submit 'Supplementary' scores	Club website & Handbook
Competitions Bible	Men's Comp Secretary	24 Jan 2017	Describes the format of all Club competitions	Club website, Handbook & Pro Shop
Use of Buggies	Secretary	1 Jan 2017	Explains the Club's policy for using buggies in competitions	Club website & Handbook
Disciplinary Procedure	Secretary	1 Aug 2009	Contains details of disciplinary procedures	Club website & Handbook

Master copies of all documents are retained in MS Word and pdf by the Secretary, but they are kept up to date by the Document Owner