**OXFORDSHIRE BRONZE LEAGUE ADMINISTRATOR TASK LIST**

NB: all updated documents\* to be sent to Sarah Clarke

(OLCGA Web Manager) for posting on OLCGA website

[webmanager.olcga@gmail.com](mailto:webmanager.olcga@gmail.com)

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| **DATE** | **ACTION** |
| By end Oct | Send out introductory letter to all reps with minutes of previous year’s AGM and update Rep contact list as necessary. Remind clubs to arrange their match fixture dates for the next year by November 30th (or incur a penalty!) and to provide dates to the Administrator.  Remind them that all matches must be completed by August 31st. |
| By end Nov | Remind people to get match fixture dates to Administrator by November 30th. Compile the table of all the match fixture dates\* |
| By Feb 1st | Send out blank match results sheet\* to reps for all divisions |
| Distribute updated contact list for forthcoming year \* (take note of those who don’t want their details made public). |
| Distribute Rules and Guidelines – updated following previous AGM\* |
| Distribute (updated) 5 year cycle of Divisions\* |
| April - August | Collate match results and update league table of results\*  NB. be mindful of formally announcing semi-finalists too early!  Do this when **all** matches have been played. |
| By August 1st | Check tee times have been reserved for semi-finals and Final  (recommend reserving 7 tee times to allow a buffer either side of the 5 matches) |
| By Sept 1st | Send out Final Results table to all reps\* |
| Do draw for semi-finals with 2 other club members and notify clubs of all arrangements. Send details to OLCGA web manager. |
| Advise all reps of semi-finalists |
| Request items for AGM agenda from Club reps |
| Contact next year’s administrator to arrange handover |
| By mid-sept | Arrange Final at Administrator Club unless they are finalists, in which case arrange at nearby club |
| Arrange return of engraved, polished trophies for winners |
| Send out agenda for AGM and lunch invites for finals to all club reps |
| Request any changes to club rep’s details for following year |
| By end of October | Update Championship Roll\*  Hand over all documents to next year’s Administrator |