**RICHMOND (YORKS) GOLF CLUB**

**LADIES SECTION**

**INFORMATION FILE**



**Version 2024.1**

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**THIS DOCUMENT TO BE REVIEWED AS AND WHEN REQUIRED**

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**Objectives of the Ladies Section:**

To promote the game of golf, uphold and implement decisions made by the Board of Richmond (Yorks) Golf Club Limited and bring to the notice of the Board issues relating to the Ladies section. It will conform to the Rules of Richmond (Yorks) Golf Club Limited and be affiliated to England Golf and, therefore, subject to their rules. The Ladies are also affiliated to the YLCGA via payment of an annual fee paid directly by The Club.

 **The day to day management of the Ladies Section will be administered by the Admin Team:**

|  |  |
| --- | --- |
| Lady Captain | One year, statutory position |
| Lady Vice Captain | One year, statutory position |
| Handicap Secretary | Maximum of 3 years |
| Competition Secretary | Maximum of 3 years |
| Ladies Section Representative | Maximum of 3 years |
| WiG Champion |  |

This group will aim to meet once each calendar month and report back to the Ladies’ Section should there be the need. The Lady Captain will have the casting vote in the case of a tie.

The Lady Vice Captain will be responsible for taking notes at meetings and disseminating them to the Team; posting notification of election of post holders and organising the formal aspect of the Section meeting.

Handover between the incumbent Lady Captain and the Vice-Captain will take place on Presentation evening each year.

Election of the Handicap Secretary, Competition Secretary and Ladies’ Section Representative will be achieved by the posting of a nomination form 28 days prior to end of October Section meeting. This will be a Section Meeting and Social Evening to meet the Ladies Section Team, Team Captains and Reps. Should there be more than one nomination for any post there will be a vote and all attendees can vote irrespective of their status, other than those partaking in the ‘Beginners’”Learner Deal.

The Competitions Secretary will organise the competitions as defined in the fixture list under our defined competition rules.

The Ladies Section Representative will be responsible for organising the locker room rotas, arranging sundries for the locker room, and being responsible for the Ladies’ Section petty cash.

Women in Golf Champion: Appointee nominated by the Board. The agenda of activity is determined by service level agreement with England Golf. WiG Champion works in collaboration with the Board and the Lady Vice Captain to promote golf to women and girls. Arranges appropriate events and activities to help beginners transition from lessons to on course activities.

Other roles to be carried out by members of the Ladies’ Section at the request of the Lady Captain, namely:

A Team Captain, White Rose Team Captain, Weekend League Team Captain, Friendlies Team Captain, YSLGA, TLGA Reps, Triple Trophy Team Captain. \*\*

**Membership Categories within the Ladies Section: Full, Veteran, Flexi, Junior, ‘Beginners’ Learner Deal’:**

* Five-Day members are not eligible to play in any Club Competitions at the weekend other than on Lady Captain’s Day and the Big “O” Birthday Competition.
* Junior girls, who support the Junior Competitions, are welcome to play in all Ladies’ competitions at the discretion of the Lady Captain. They may not qualify for the Most Improved Lady Golfer Trophy.
* Flexi members may use their points to play in all qualifying Stableford competitions and one Medal competition per month.
* Flexi members may use their points to enter Trophy Competitions APART from the Fawcett, Stabler, Zetland Cup and the Club Championship.
* Flexi members may not represent Richmond Golf Club in County Team Inter-club matches and certain other competitions.

 **Competitions:**

* **General Rules**:
* Any lady member wishing to compete in a qualifying competition must have an active WHS Handicap Index and pay the competition fee through the purse on BRS.
* Any lady member may play in a qualifying competition tee time slot, but not compete in the competition. However, she must pay the tee time reservation fee as follows: (£1.50 for 18 holes) (£1.00 for 12 holes) (£1.00 for 9 holes). Players in the competition have priority.
* Any lady member may play in a qualifying competition to attain a WHS Handicap but must pay the tee time reservation fee, as above.
* **Quick reference competition information is posted on the Competition Secretary’s notice board.**
* All WHS rules must be strictly adhered to.
* Buggies may be used in Medal, Stableford and Trophy Competitions under the following conditions:
	+ The person is over the age of 65 or
	+ Permission has been given by the Lady Captain or Lady Vice Captain or
	+ Medical certification has been provided
* Any hole-in-one, on a proper green on Richmond Golf Course, scored in a competition that is in the fixture book or arranged by the Team or Lady Captain, qualifies for inclusion on “A Hole-in-One Board”, kindly presented by Lesley Calvert.
* In the event of a tie in a Medal, Stableford or Trophy competition, the winner will be decided on the back nine, six, three or one: a 36-hole competition being decided on the second card only.
* Should a player’s HI alter before a competition takes place resulting in that player being over the maximum HI for entry they may play using the maximum HI for that competition.
* Should a player’s HI fall below HI entry level for the competition they must play in the competition applicable to their new HI. e.g. moving from MALLERBURN TO FALKLANDS.
* A player may not enter a Voucher competition if their HI allows entry to a Trophy competition.
* Members may visit the cloakroom briefly before teeing off on the 10th or 1st tee in a competition.

**All Qualifying Competitions:**

* A player who signs into the competition, but for some reason does not tee off, is deemed not to have played and her exact handicap index is not altered
* If a player has to leave the course during a qualifying round due to illness (not pre-existing), either her own or her partner’s, in consultation with the Handicap Secretary, Competition Secretary and Lady Captain, her card will be destroyed without penalizing her handicap.
* Ladies playing in the evening should note they may not be off the first tee. When playing off the 10th tee Ladies do not have priority over other players who have completed the front nine. They do, however, have priority over any player wishing to start on the 10th tee.
* In every qualifying competition a card must be marked by a member of Richmond Golf Club who holds an a WHS handicap.
* If more than 2 temporary greens are in use, or the course is altered by more than 100 yards, qualifying competitions may not be held.
* Players playing in any designated competition may play from either red or blue tees using the appropriate card.

**Medals and Qualifying Stablefords**:

* Medal and Stableford qualifying competitions may be played at any time on the designated day provided they are played with a member of Richmond Golf Club with an active WHS handicap. However, it is preferable that competitions are played within the ladies allocated times.

 o **Medal Prizes are awarded for**:

 o Silver Division - Handicap Index 0 – 21

 o Bronze Division - Handicap Index 21.1 - 34.5

 o Copper Division - Handicap Index 34.6 +

 **O**  **Stableford Prizes are awarded for**:

 o Silver Division - Handicap Index 0 – 21

 o Bronze Division - Handicap Index 21.1 - 34.5

 o Copper Division - Handicap. Index 34.6 +

**Trophy Competitions**:

* All Trophy competitions are drawn. The Competition Secretary enters players names on BRS in the allocated competition time slots. Trophy Competitions are also qualifying and must be rearranged or cancelled if they cannot be played on the day of the fixture ...
* When entering please indicate preferred playing time and the Competition Secretary will do her best to accommodate.

**Club Championship:**

* To be able to play in the Club Championship a member must have played in 3 qualifying competitions during the current season unless there are extenuating circumstances.
* The first round will be in threes in handicap order, highest going out first.
* The second round will go out in gross order, the highest going out first.
* The winner of the Gross Club Championship may not also win the Nett Club Championship.
* If there is a tie in the Nett Competition the winner will be decided by count back 9,6,3,1.
* If there is a tie for the Gross Competition after the second round, the winner will be decided by playing holes 16, 17 and 18 on the same day. If there is still a tie then holes 16, 17 and 18 will be played to sudden death.
* If the course is closed for more than 1 ½ hours during the Championship, then the competition will be cancelled and played on another day. ***(See Terms of Competition list - page 9)***

**Nine Hole Qualifying Competitions:**

* For those wishing to play only nine-holes please be aware of your partners’ needs.
* Members may choose to play a nine-hole Medal or Stableford, using the appropriate 9-hole card. Both will be played under Stableford format.
* Nine-hole cards can be found in the Locker Room. Take one of these, as the Stroke Indices on each hole are different from the 18-hole card.
* Please note your handicap is different for both nines. A conversion sheet is available next to the bureau to calculate your appropriate handicap. Please ensure you record your gross score and the Handicap Secretary will do the rest.
* If a nine-hole competitor wishes to play further holes, she can.
* Should enough ladies play 9 holes only, a 9 Hole Trophy will be presented to the player with the best five cards.
* Players with Handicap Indices within the Silver Division may not compete for the Trophy.

**Team competitions:**

* For team games where handicaps have been specifically matched, late entrants must contact the Competition Secretary and may not be able to take part in the Competition.

**Winter Competitions:** Decided upon by the Lady Captain.

 **Postponement/Cancellation of Qualifying Competitions:**

* Responsibility for access to the course rests with the Head Greenkeeper, or in his absence, his staff using operating procedures detailed in the Course Management Policy. In their absence the decision to close the course should be made by Club Officials.
* Medals and Qualifying Club Stableford competitions may only be postponed if the course is closed all day on the designated day.
* One Day Trophy Competitions: **Only applies if there is NO 5.00 p.m. tee time**. If the course is closed for more than 1 ½ hours during the competition, then the competition will be cancelled and played on another day.
* Two Day Trophy Competition - If in the event of inclement weather the first round cannot be completed by all the entrants, then the entrants who have not completed their first round should be given the opportunity to complete their first round on the 2nd Day, before play commences on the 2nd round.
* A competition may be rearranged if there are no entrants or all players withdraw.

**Eclectic Competition:**

* As an entry to the Eclectic Competition, a player’s best score on each hole throughout the qualifying season is counted together to produce the best possible 18 hole card over that season.

  **O** **Prizes are awarded for**:

 o Silver Division - Handicap Index 0 – 21.0

 o Bronze Division - Handicap Index 21.1 - 34.5

 o Copper Division - Handicap Index 34.6 +

 o You should enter your eclectic scores even if you have a **No-Return** as they will count.

**Mixed Gender Competitions:**

An adjustment will be made (in favour of the Ladies) depending on the competition and which tees the men play from. In all mixed competitions the ladies will play from the Ladies Tees. In all cases, the ladies’ handicaps should be altered to account for the course rating difference after any appropriate allocation is determined. England have an excellent mixed tee calculator for all mixed competitions. The terms of each competition will be displayed on the board in the lounge and in the club shop on the day. Players will book online tee times with the exception of the Denis Atkin.

**Pairs:**

* For mixed partner 4BBB competitions, the ladies’ handicaps should have the Course Rating

 adjustment added after the recommended fraction (85%) is applied.

* If a Stableford competition, players should score against the Ladies’ Par and Stroke Index. 4BBB comps you play off your own card so not applicable
* For Foursomes and Greensomes, the ladies’ handicaps should have the Course Rating adjustment added afterthe partnership handicap is calculated as:
* Foursomes – ½ the aggregate handicaps
* Greensomes – lower handicap x 0.6 plus higher handicap x 0.4

 **Matchplay**

* The ladies should have the Course Rating adjustment applied after this is determined.
* In 4BBB Matchplay shots should be taken from the low player

**Abandoned Competitions**

* If players do not complete the competition but the course remains open, the entry fee is forfeit.

**General (Casual Rounds): (Acceptable Score Submissions for Handicap Purposes).**

**Golfers with a handicap index who wish to submit further competition and/or general play scores for handicap purposes must ensure they comply with Rule 2 of the WHS Rules of Handicapping.**

**In summary, golfers are required to:**

* Declare their intent to submit a score via the England Golf app, or via the relevant process defined at the club where the round will be played.
* Be in the company of at least one other person, who can act as a marker (subject to satisfying other Rules of Golf requirements).
* Always follow the rules of golf.
* Play over a tee set with a current Course Rating and Slope Rating, where length and normal playing difficulty is maintained and consistent.
* Scores must be pre-registered on the day of play prior to the round, by the means established by the Handicap Committee.
* A Committee may accept a score which was not pre-registered if all the above criteria are met. A score from an unauthorised format will not be acceptable under any circumstance.
* Players should be reminded that an electronic return of a score has the same status as a physical scorecard; and the score must be attested by the marker who witnessed the round as soon as possible after play.
* Any player who uses acceptable scores for the purpose of manipulating their handicap index will be subject to disciplinary action by the club.

 **Players’ Responsibilities:**

* All players should make themselves acquainted with the Etiquette and Rules of Golf.
* Please remember that it is your responsibility to keep up with the pace of play of the group ahead of you. Should you lose a hole on the group in front you, let the group behind you through.
* All players must have an active WHS handicap index and be a member of the golf club to compete in qualifying competitions. Provided a player retains membership of an affiliated golf club designated to manage and maintain handicaps, a player’s handicap will not expire.
	+ Every member is responsible for her own handicap
	+ If a player’s handicap is omitted from the top of the card they will not be disqualified if the handicap has been recorded at the bottomor signed into BRS.
	+ Playing off a lower handicap than your correct one you penalize yourself but are still in the competition but playing off a higher one results in disqualification.
	+ For all Qualifying competitions, and any other competition designated by the Lady Captain, the competitor must sign in on BRS prior to commencement of play. If unable to sign in, or if you have forgotten to sign inbefore playing, please to do so at the first opportunity after your round.
	+ Players who sign into the competition but return their card unsigned are disqualified. However,this does count for handicap.
	+ In a stroke competition, players who pick up their ball are disqualified from the competition; however, they should continue to mark their card for handicap purposes.
	+ For drawn competitions the sign-up sheet will be taken down 5 days prior to the competition and the draw will be made and entered onto the BRS system which will automatically email players their tee time. If you have forgotten to enter then contact the Competition Secretary and she will try to accommodate you. If you are unable to play let the Competition Secretary know as soon as possible, cancel yourself from the BRS system and, also, out of courtesy, let your playing partners know.
	+ For Medal and Stableford qualifiers, if you are unable to play in a competition cancel yourself from the BRS system and, out of courtesy, inform your playing partners.

 **To obtain a handicap:**

* + The equivalent of at least 3 full cards at Richmond Golf Club**,** in the presence of a Member of Richmond Golf Club must be submitted. These can be made up of 9 Hole scores (using the 9 Hole cards for each half taking into account you have no priority on the 10th) or 18 Hole scores (using the 18 Hole card) or a combination of both the 9 Hole and 18 Hole scores as long as the total is the equivalent of 3 x 18 hole scores.
	+ Once scorecards totalling 54 holes or more have been submitted, an initial handicap index will be awarded based on an adjusted average relative to the number of scores that have been submitted. This will continue until a fully-developed handicap with 20 scores on record is achieved.
	+ Players may play off either the Red or Blue tees using the appropriate card.
	+ All cards must be headed “For Handicap” dated,marked and signed by a person who holds a WHS Handicap.
	+ Completed cards must be placed in the Ladies White Score Box near the sign-in computer in the corner of the main lounge area. A contact telephone number on one of the cards would be appreciated.
	+ The Stableford Point Alternative Procedure will be applied. The highest score accredited on par 5s will be 9, par 4s will be 8 and par 3s will be 7.
	+ The Handicap Secretary will notify the member when a handicap has been obtained.

**Terms of Competitions List**

\* Flexi Members are not eligible for these competitions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competition** | **Day** | **Description** | **Cost** | **Flexi** |
| **Club Championship \*** | Sat or Sun | Stroke – 36 holes. Any member holding a WHS Handicap may take part but play off Handicap Index 34.5 | £3.00 | No |
| **Medal Competitions** | Wed or Sun | Silver Division: Handicap Index 0 – 21.0Bronze Division: Handicap Index 21.1 – 34.5Copper Division: Handicap Index 34.6 +Min 6 players per division.Stroke.  | £3.00 | 1 Per Month |
| **Stableford Competitions** | Wed or Sun | Silver Division: Handicap Index 0 – 21.0Bronze Division: Handicap Index 21.1 – 34.5Copper Division: Handicap Index 34.6 +Min 6 players per division |  | Yes |
| **Early Birds** | Wednesday | Stableford. Non-qualifying.No Handicap Index limit.6am Shot Gun start –  | £3.00 | Yes |
| **Fairfield Trophy** | Wednesday | Stableford. Max H. Index 51.5 | £3.00 | Yes |
| **Fawcett Trophy \*** | Sat & Sun | Stroke. 2 rounds – consecutive days. Any member holding a WHS Handicap may take part but play off Handicap Index 34.5 | £3.00 | No |
| **Garget Trophy** | Wednesday | Stableford. Max Handicap Index 51.5 | £3.00 | Yes |
| **Georgian Cup** | Wednesday | Stableford. Max Handicap Index 51.5 | £3.00 | Yes |
| **Jay De Bee** | Sunday | Medal Winners final to be held in year of medal win. Stroke.  | £3.00 | Yes |
| **Joan Oram Pairs**  | Sunday | Pairs 4BBB Stableford. No Handicap Index Limit. | £6 p/c | Yes |
| **Jubilee Vase** | Sunday | Stroke. Any member holding a WHS Handicap may take part but play off Handicap Index. 34.5  | £3.00 | Yes |
| **L.C. Hughes** | Wednesday | Stableford. Max Handicap Index 51.5  | £3.00 | Yes |
| **Mallerburn Trophy** | Wednesday | Stableford. Min Handicap Index 29.2 Division Cup  | £3.00 | Yes |
| **Bend Hagg Trophy** | Wednesday  | Stableford. Min Handicap Index 29.2 Division Cup  | £3.00 | Yes |
| **Falklands Trophy** | Wednesday  | Stableford. Max Handicap Index 29.1 Division Cup  | £3.00 | Yes |
| **Mike Lee Trophy** | Sunday | Stroke. Any member holding a WHS Handicap may take part but play off Handicap Index 34.5  | £3.00 | Yes |
| **Philpott Trophy** | Sunday | Stableford. Max H. Index 51.5  | £3.00 | Yes |
| **Zetland Cup \*** | Sunday | Stroke. Any member holding a WHS Handicap may take part but play off Handicap Index 34.5 | £3.00 | No |
| **Veterans Cup** | Wednesday | Stableford. Over 55’s Cup. No Handicap Limit. | £3.00 | Yes |
| **9 Hole Trophy** | Wednesday | Stableford – Either 9 may be played using the designated Card and appropriate handicap from the chart in the Locker room. Best 3 cards from rounds numbered 1 – 10. No Handicap Index Limit. Silver division players may not win. | £2.00 | Yes |
| **Daily Mail 4somes** | Sunday  | Pairs 4BBB. No Handicap Index Limit, but there is for the actual Daily Mail Foursomes. | Free | No |
| **Past Captains Cup** | Wednesday | Stableford. Organised by Immediate Past Captain. Non-Qualifier | Free | Yes |

**Knockout Competitions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competition** | **Day** | **Description** | **Cost** | **Flexi** |
| **Stabler** | Any day | Match play - Any member may compete but play off Handicap Index 32.7 | £3.00 | No |
| **Yorkshire Foursomes** | Wednesday | Foursomes Stroke. ½ combined (maximum combined handicap of 60)Ladies membership numbers decide the number of qualifying pairs. [www.ylcga.org.uk](http://www.ylcga.org.uk/) for entry form | Free | No |

 **Mixed Competitions:**

See Mixed Rules in the Competition section regarding additional strokes allowed when playing with or against gentlemen. Terms of competition will be displayed on the noticeboard in the club lounge and in the club shop on the day.

|  |  |  |
| --- | --- | --- |
| **Competition** | **Description** | **Cost** |
| **Family** | Two-person stableford Texas Scramble (Any relationship) | £6 |
| **Ron Earle** | 4BBB Stableford.  | £6 |
| **Darby & Joan** | 4BBB Stroke.  | £6 |
| **Gibson Shield** | 4BBB Stroke.  | £6 |
| **Val Fenn** | 4BBB Stableford  | £6 |
| **Denis Atkin** | Greensome Stableford - Drawn for partners0.6 of lowest, 0.4 of highest  | £6 |
| **Ladies vs Rabbits** | 4BBB match match-play.  |  |
| **Ladies vs TOFFS** | TOFFS to decide on format |  |

## Charity Competitions – entered at Lady Captains discretion

|  |  |  |  |
| --- | --- | --- | --- |
| **Competition** | **Day** | **Description** | **Cost** |
|  |  |  |  |
| **Ping** | Wednesday | Stableford. 4BBB. Winning couple to go forward. Winner decided on the day over back 9, 6, 3, 1. [www.pingchampionship.com](http://www.pingchampionship.com/)  | £5 per pair |
| **Charity Comp**  | Wednesday &Sunday | Runs alongside a Stableford Qualifying competition with donations requested.  |  |

## Other Competitions:

|  |  |  |  |
| --- | --- | --- | --- |
| **Competition** | **Day** | **Description** | **Cost** |
| **Fun Comps** | Monday toSaturday | No Handicap Index Limit. | £2.00 or£3.00 |
| **Spring Comp** | Sunday &Wednesday | 3 ball Am Am.  | £3.00 |
| **Autumn Comp** | Sunday & Wednesday | Either 3 ball Am Am Stroke Or 3 ball Texas Scramble | £3.00 |
| **Winter Comp** | Wednesday  & Sunday | Stableford – Decided upon by Lady Captain. Course Handicap. | Pay as you go £2.00 or £3.00 |
| **Castle Competition** | Monday to Saturday | 12 hole Stableford played over 10 weeks.Course HandicapBest 5 scores out of 10 to count.  | £20.00 |

**Rules of the Birdie Tree:**

Any singles Qualifying competition to count.

**Calculation performed on BRS.**

Worked out using the stroke index of the hole and handicap applicable that day.

|  |  |  |
| --- | --- | --- |
| **Handicap** | **Stroke Index of Holes** |  |
|  | **1-6** | **7-12** | **13-18** |  |
| 0 - 6 | 1.5 | 1.0 | 0.5 | Points |
| 7 - 12 | 2.0 | 1.5 | 1.0 |  “ |
| 13 - 18 | 2.5 | 2.0 | 1.5 |  “ |
| 19 - 24 | 3.0 | 2.5 | 2.0 |  “ |
| 25 - 30 | 4.0 | 3.5 | 3.0 |  “ |
| 31 - 36 | 5.0 | 4.5 | 4.0 |  “ |
| 37 - 54 | 5.5 | 5.0 | 4.5 |  “ |

If an eagle was scored: points x 2 for the hole in the handicap category.

# Most Improved Golfer Formula

This calculation is performed using the Computer system.

**Triple Trophy Results:**

Tripartite match between Catterick, Bedale and Richmond played each year by team of 8 who each play a medal round, with 7 best cards to count. All nett results are totalled to produce the winning team. In the event of a match being cancelled an alternative date agreed by all three clubs should be tried for but if this

is not possible before the end of the year then the match will be replayed at the hosting club the following year.

**The Trophy was presented by Fred Thorpe in 1973.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Played At** | **Won By** |  | **Year** | **Played At** | **Won By** |
| 1973 | CATTERICK | CATTERICK |  | 2010 | BEDALE | CATTERICK |
| 1974 | BEDALE | BEDALE |  | 2011 | RICHMOND | RICHMOND |
| 1975 | RICHMOND | CATTERICK |  | 2012 | CATTERICK | RICHMOND |
| 1976 | CATTERICK | RICHMOND |  | 2013 | BEDALE | BEDALE |
| 1977 | BEDALE | CATTERICK |  | 2014 | RICHMOND | RICHMOND |
| 1978 | RICHMOND | RICHMOND |  | 2015 | CATTERICK | CATTERICK |
| 1979 | CATTERICK | CATTERICK |  | 2016 | BEDALE | CATTERICK |
| 1980 | BEDALE | CATTERICK |  | 2017 | RICHMOND | RICHMOND |
| 1981 | RICHMOND | RICHMOND |  | 2018 | CATTERICK | CATTERICK |
| 1982 | CATTERICK | CATTERICK |  | 2019 | BEDALE | BEDALE |
| 1983 | BEDALE | BEDALE |  | 2020 | RICHMOND | RICHMOND |
| 1984 | RICHMOND | RICHMOND |  | 2021 | CATTERICK | CATTERICK |
| 1985 | CATTERICK | CATTERICK |  | 2022 | BEDALE | BEDALE |
| 1986 | BEDALE | BEDALE |  | 2023 | RICHMOND | RICHMOND |
| 1987 | RICHMOND | RICHMOND |  | 2024 | CATTERICK |  |
| 1988 | CATTERICK | CATTERICK |  |  |  |  |
| 1989 | BEDALE | CATTERICK |  |  |  |  |
| 1990 | RICHMOND | CATTERICK |  |  |  |  |
| 1991 | CATTERICK | CATTERICK |  |  |  |  |
| 1992 | BEDALE | CATTERICK |  |  |  |  |
| 1993 | RICHMOND | RICHMOND |  |  |  |  |
| 1994 | CATTERICK | CATTERICK |  |  |  |  |
| 1995 | BEDALE | RICHMOND |  |  |  |  |
| 1996 | RICHMOND | RICHMOND |  |  |  |  |
| 1997 | CATTERICK | CATTERICK |  |  |  |  |
| 1998 | BEDALE | RICHMOND |  |  |  |  |
| 1999 | RICHMOND | RICHMOND |  |  |  |  |
| 2000 | CATTERICK | CATTERICK |  |  |  |  |
| 2001 | BEDALE | BEDALE |  |  |  |  |
| 2002 | RICHMOND | RICHMOND |  |  |  |  |
| 2003 | CATTERICK | CATTERICK |  |  |  |  |
| 2004 | BEDALE | RICHMOND |  |  |  |  |
| 2005 | RICHMOND | RICHMOND |  |  |  |  |
| 2006 | CATTERICK | CATTERICK |  |  |  |  |
| 2007 | BEDALE | BEDALE |  |  |  |  |
| 2008 | RICHMOND | RICHMOND |  |  |  |  |
| 2009 | CATTERICK | RICHMOND |  |  |  |  |

**Appendix A – Guidance for Lady Captain:**

**Fixture List:**

* Prepare the Fixture List

**Ladies Christmas Dinner:**

* Organise Christmas Dinner. Presentation of Birdie Tree Winner and Eclectic winners
* Liaise with Gents Captain on Festive Competitions. Organise prizes.

**During the Year:**

* If unable to be present at a competition ask your Vice Captain, a previous Lady Captain or representative to stand in for you.

**COMPETITIONS ORGANISED BY LADY CAPTAIN:**

Winnings will be credited to players’ wallets after each medal, stableford or trophy – actual trophies will be given at Presentation Evening.

**Mixed Competitions:**

* Responsible for organising the Club Mixed Competitions.
* Terms of competition will be displayed on the noticeboard in the club lounge and in the club shop on the day.

**Early Birds:**

* Remind the Green keeper, Club Secretary and Professional. Ensure the ladies locker room is open.
* Book breakfast with the catering staff and ensure the Greens-staff/Pro are invited or receive a ‘bacon butty’.

**Triple Trophy:**

* Competition played for by Catterick, Bedale and Richmond on an annual basis, the venue rotating between the clubs. Lady Captain is responsible for selecting a Captain.

**Am-Am Spring and Autumn Competitions:**

* Winnings will be credited to players’ walletswhich can be exchanged for goods from the Club Shop or used in the Clubhouse Bar.

**Fun/Make up and Play Competitions:**

* Lady Captain’s discretion.

**Winter Competition:**

* To be decided upon by the Lady Captain.

Captains’ Week:

* Denis Atkin Mixed –If possible, played during Captains’ Week. Other events can be jointly agreed by the Captains and arranged**.**

**Lady Captain’s Day:**

* Lady Captain chooses competition, date and time.

 **OTHER INFORMATION RE COMPETITIONS:**

**Trophy, Medal & Stableford Fees:**

* Prize money will be calculated in the following way: 50% of the entry goes to the Club. Remaining monies are split equally 3 or 2 ways, depending if 3 or 2 divisions are represented. Prize money will be allocated to first & second place winners of each division on a 60/40% basis.
* Medals and Stablefords (spread over Wednesday and Sunday) are played between April and September.

**OTHER INFORMATION:**

**Quiz Nights:**

Organise and run Quiz nights with the Gent’s Captain. Quiz nights are held on the last Friday of each month. If you are unable to be present for a Quiz Night, please ask a member of the club to stand in for you.

**Board Meetings:**

 By invitation or request, attend first half hour of Board Meetings to highlight issues relating

 to the Ladies Section.

**Fund Raising:**

 Arrange appropriate fundraising activities such as fashion show, coffee morning, afternoon tea

 event, Christmas Fayre.

**COMPETITIONS ORGANISED BY OTHERS:**

**Eclectic:**

£3 Fees collected by Handicap Secretary and she buys the prizes to be presented at the Christmas Dinner.

**Medal Salver:**

* Information is collected by the Handicap Secretary and prize presented on Presentation evening.

**Ladies Open Day/Days:**

* These are agreed with the Board organiser.

 **A Team , Weekend League, Dales Alliance, Triple Trophy, White Rose and Friendly Teams:**

* Run by individual team captains who have been chosen by the Lady Captain.
* Organise a Delegate to attend the Delegates Meetings of the YLCGA.

**Tee Times:**

* Times for competitions change when the clocks are altered. (March to October, October to March)

**Presentation Evening:**

* After the last qualifying competition liaise with Club Secretary regarding trophy winners for Presentation Evening.
* All Trophies, Medal Salver, Lady Captain’s Salver and Most Improved Golfer are presented on presentation evening.
* Hand over to your Lady Vice Captain.

**Appendix B – Guidance for Lady Vice Captain:**

* Deputise for and assist the Lady Captain when necessary.
* Make notes throughout the season of anything that may need to be changed during your year in office.

**Learners and New Lady Members:**

* Work closely with Women's Charter Champion to promote/uphold the aims of the R&A Women in Golf Charter 2018**.**
* Work with the Professional to encourage new ladies.
* Work with the Board on recruitment of new ladies.
* Report to Board at quarterly intervals.

**Exchange Day:**

* Organise Exchange Day and ask Lady Captain to present prizes**.**

**Your Vice Captain:**

* Start thinking about a Vice Captain! Sound out one or two people to see if they would be willing to stand should they be asked. Remember they must be someone you can work/get on with but ask Past Captains for advice should you wish.

**Fixture List:**

* In September the draws for the A, White Rose and Weekend League teams will be posted on the Yorkshire Ladies County Golf Association (YLCGA) website so begin to make fixtures with the Clubs we have been drawn to play. Teesside Alliance dates for next season are available from the Teesside Alliance representative also on the TLGA website.
* Use the current year’s fixture list as a guide.
* Contact your Friendly clubs. We normally play Catterick and Darlington, Blackwell and Barnard Castle, home one year and away the next.
* Arrange fixtures with Gents, TOFFS, Juniors and Rabbits.
* Liaise with the Club Secretary to finalise the dates to ensure there are no clashes.
* Check out Teesside Union dates with the Club Secretary and ensure the Competition Secretary has booked the 10th tee on BRS for the Ladies at 5pm on medal and trophy days.
* Liaise with the Gents Vice Captain as regards the Club Championship and Captains Week.
* Ensure mixed competitions and Triple Trophy dates are included.
* Confirm with Competition Secretary that Daily Mail Foursomes and Ping entry has been made.

**Other Duties:**

* Organise next year’s appointments for:

 o A Team, White Rose, Weekend League, Dales Alliance and Triple Trophy team Captains.

* + YSLGA representative.
	+ Friendlies organiser.
* Prepare the notice boards for the New Year.

**Presentation Evening:**

* Assist the Lady Captain in laying out the trophies and with the presentation of same on Presentation Evening and Christmas Dinner.
* Take over as Lady Captain for the following year.

**Appendix C – Guidance for Handicap Secretary:**

**Start of Year – January 1st**

* Review all handicaps and inform members of any changes to Handicap.
* Make self and Members familiar with any changes to the WHS Handicapping System by visiting website [www.englandgolf.org/handicapping](http://www.englandgolf.org/handicapping) or R&A.

**Throughout the Season:**

* Using the Club Fixture List enter competitions into the computer a few at a time.
* Following each qualifying competition:
	+ Check players have signed in (or signed the book if the computer is inoperable) and signed their card correctly.
	+ Ensure the competitions are played over qualifying conditions.
	+ Close the competition.
	+ Print out revised Eclectic sheet after each Eclectic qualifying competition and display, put previous sheet filed in Eclectic Folder.
	+ Maintain a process for recording any players non qualifying competitive scores to inform the handicapping process.
	+ Post results on “How Did I Do” website.
	+ Retain all qualifying cards for the current year.
* Liaise with Lady Captain/Competition Secretary if a competition is cancelled to alter in ClubV1.
* Form a Handicapping Committee of yourself and 2 assistants. This committee will meet regularly to discuss all scores disclosed to them before reaching any decision on adjusting players’ handicaps.

**At the end of the Season:**

* Collect Eclectic fees for the following year at the AGM.
* Determine winners, and inform Lady Captain, of:
	+ 4 best Medal scores in year for Medal Winners Final entry.
	+ Medal Salver
	+ Eclectic competition
* Decide upon and procure Eclectic competition prizes for presentation at the Christmas Dinner. It is up to the Handicap Secretary to divide up the prizes but usually 1st, 2nd and 3rd.

**Appendix D – Guidance for Competition Secretary:**

* Have a list of the Competition Fixtures and inform Pro of any last minute changes.
* Trophy Book to record the annual competition winners.

**Responsibilities:**

* When the Fixture List is complete, add all competitions onto BRS.
* During the season, ask for entries for Drawn competitions 3 weeks before the competition.
* If possible, the Sunday competition draw should be done by the previous Wednesday and the Wednesday draw by the previous Sunday.
* Tee times for drawn competitions will be automatically emailed via BRS to all members who have entered.
* For the Daily Mail Foursomes register the winners on the website [www.mailgolf.co.uk](http://www.mailgolf.co.uk/)
* Make out competition cards for Am-Am and Texas Scramble.
* Liaise with Lady Captain as regards external and charity competitions. Competition Secretary usually makes the draw, sends off results and monies, and checks that players are available for subsequent rounds.
* Liaise with the Lady Captain who is responsible for Voucher competitions in inclement weather, liaise with Lady Captain and Club Professional and check whether the course has more than 2temporary greens in use or the course length is reduced by more than 100 yards: if so, the competition is a non-qualifier.
* If a player drops out after the draw has been made, amend if easy to do so or re-draw.
* The Jay De Bee competition entrants will be the winners of the current year’s Medals. It is a Stroke competition.

**Stabler Trophy Competition:**

* Entry list should be put up by 1st March.
* The draw sheet is put on the notice board in April, with the due date for completion of each round being determined by the number of players in the competition.
* A copy of the competition rules should be placed alongside the competition sheet.
* In the event of any disputes, the Competition Secretary and Lady Captain will discuss in line with the competition rules.
* **Stabler Rules:**
1. The first named player must contact the second named player AS SOON AS POSSIBLE after the draw has been made or when the next round opponent(s) are known.
2. They should offer a minimum of four dates of which 2 should be at the weekend and 2 during the week, prior to the prescribed date for the completion of each round.
3. If the second named player is unable to play on any of the offered dates, then they must concede the match.
4. Should a first named player be unable to play on the arranged date, their opponent shall have the privilege of offering 2 new dates, which must still be within the prescribed date for the completion of each round.
5. The player who alters the first date, if unable to play on the second date, must concede.
6. No match date may be altered more than once except when the course is closed, then a further date may be arranged by mutual consent. In this event the Lady Captain must be notified and in conjunction with the Competition Secretary they will determine an outcome. Their decision is final. This is the ONLY occasion whereby an extension beyond the prescribed date MAY be given. In this event the match MUST be played within 7 days and Rule 5 would still apply.

**Daily Mail Foursomes**

* Entry to this national competition is done on-line by the Competition Secretary at [www.mailgolf.co.uk](http://www.mailgolf.co.uk/) .

**Charity and Other External Competitions:**

* Entry on-line. Collect score cards, entry money and send cheque, with results (photocopying all documents sent in the post) to the organiser.
	+ Ping 4BBB.
	+ Yorkshire Foursomes - How many go through to the divisional final of the Yorkshire Foursomes is dependent on the number of lady members in the current year. Obtain numbers from the Club Secretary, check the Yorkshire Ladies Handbook to establish how many pairs qualify. Once winners have been decided send money and all entrants names to the organisers. Maximum combined handicap of 60.
	+ Coronation Foursomes - Only one couple go through to the divisional final. Once winning couple has been decided send money and details to the organisers.

**Appendix E – Job Descriptions:**

## Immediate Past Captain’s Duties:

* Arrange Past Lady Captains Competition + friendly games for one year.

## Duties of the Teesside Lady Golfers Alliance (TLGA)

Each Club representative must be responsible for the following:

* Confirming contact details and providing a list of members for the following year to the Alliance Secretary, no later than the February meeting of representatives.
* Returning all trophies to the Alliance Secretary at the February meeting of representatives.
* Ensuring that membership fees, as set by the Committee, are collected and paid to the Lady Treasurer no later than the date of the Annual General Meeting.
* Selling raffle tickets for the Charity day.
* Ensuring each member knows the date of the Annual General Meeting and gathering any resolutions for discussion at the Annual General Meeting.
* Presenting any such resolutions to the Alliance Secretary no later than 21 days prior to the date of the Annual Meeting.
* Ensuring each member, having paid their fee, receives a copy of the fixture card.
* To arrange with their Club Secretary any date and price for an event as requested by the Alliance Secretary, and to arrange suitable written confirmation.
* Ensuring Lady Members are aware of the date of the Annual Dinner and encouraging as many lady members to attend as possible.
* Attending all Teesside Alliance Committee Meetings or appointing a deputy.

**For Each Event:**

* Ensure that there is a list requesting entrants made available to all their club Alliance members three weeks before the event.
* Forwarding to the Alliance Secretary the list of their club’s entrants NO LATER THAN 10 a.m., Friday, 10 days prior to the date of the fixtures. Late entries will only be accepted at the discretion of the Alliance Secretary.
* Ensuring entry fees are paid by cheque, made out to TLGA, presented on the day of the event.

**For an event held at their Club:**

* Registration table manned by volunteers prior to commencement of play until the last players have completed their round ensuring that...
	+ Players handicaps are correct and that cards are issued and received back and checked after completion of their round.
	+ Players understand the nature of the game to be played.
	+ Players are as prescribed on the draw sheet.
* Provide a team of starters to ensure all players.
	+ Start on time.
	+ Understand the game to be played.
	+ Where and what the 150 markers are, together with any other distance markers.
	+ If there are any coloured flags indicating the position of the pin on the green.
	+ Any other characteristics peculiar to the course.
* To make available the Lady Captain, or substitute, to offer a vote of thanks

**Yorkshire Ladies A, White Rose and Weekend League Captains’ Duties:**

* Obtain a list of the match dates from the Lady Captain and arrange all other details.
* Post a sheet on the notice board for ladies to indicate which matches they are available for.
* Select the team.
* Near the date confirm time with opposing match captain.
* Liaise with the Club Professional to confirm tee-times for home matches.
* Organise catering – sandwiches and coffee on arrival, post-match refreshments.
* Organise travelling arrangements.
* Accompany team or delegate.
* Be responsible for postponement decision with opposing Captain in case of bad weather.
* Be responsible for filling last-minute cancellations.
* Check players handicaps and on the day agree match pairing and prepare cards.
* Be responsible for completing results sheets and posting to YLCGA representative.
* Be responsible for collecting Match Fees and after the last match handing these to the Club Secretary.
* Host or delegate the post-match refreshments and speak on behalf of the team.
* Complete the Inter Club Fixture Form online on the YLCGA Website.

## Ladies Friendly Match Captain:

* Obtain a list of the match dates and times from the Lady Captain.
* Post an entry sheet on the notice board.
* Select the team, check all can play.
* Near the date confirm time with opposing team captain.
* Organise travelling arrangements, if necessary.
* Organise catering arrangements – coffee and biscuits on arrival, post-match refreshments.
* Be responsible for cancellation decision with opposing Captain in case of bad weather.
* Accompany team or delegate.
* Check players handicaps and on the day agree match pairing and prepare cards.
* Be responsible for filling last-minute cancellations.
* Host or delegate the post-match refreshments and speak on behalf of the team.

## Ladies Dales Alliance (Winter) Captain’s Duties:

* The league is made up of 6 teams from Richmond, Bedale, Catterick, Thirsk & Northallerton, Romanby and Ripon.
* 3 pairs per club. Format to be Greensome Stableford applying handicap rule, i.e. 60% of the lowest and 40% of the highest. Handicap limit of 36.
* There are 6 fixtures between October and March, playing once at all teams’ home venues.
* Cancelled fixtures will be re-arranged once within a fortnight and, if cancelled again, will not be played.
* The overall winner of the Trophy will be the club with the greatest number of points after the last match.
* At each of the matches there will be individual pairs prizes given for 1st, 2nd and 3rd, along with 2 ball competitions.
* The Annual General Meeting will be held in March after the last match, which the club representative is expected to attend.

 **Exchange Day Date Co-Ordinator’s Duties:**

* Write to prospective clubs in good time – 4 to 5 years beforehand.

 After the Ladies AGM pass the letter of confirmation, regarding that year’s exchange to the new

 Lady Vice Captain.

##  Yorkshire Senior Ladies Representative’s Duties:

* Put the list of competitions on the notice board and send off the entries.
* Endeavour to attend the AGM, usually held in Leeds in October.
* Collect the membership fee, usually at the RGC AGM.

**Appendix F – Donors of Trophies and Cups:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Trophy and Cup** | **Presented By** |
|  |  |  |
|  | **MIXED** |  |
| 1976 | Darby and Joan | Gordon and Nan Lowe |
| 1980 | Gibson | Bob and Wendy Gibson |
| 1982 | Families | Margaret Hopkins |
| 1986 | Ron Earle | Ron Earle |
| 1990 | Van Fenn | Mr Fenn in memory of Val |
|  | Denis Atkin |  |
| 1995 | Over the Swale | Hugh Hillary |
|  | **LADIES** |  |
| 1905 | Zetland | Marchioness of Zetland when 9 hole course  |
| 1946 | Mallerburn | Gentlemen Golfers |
| 1963 | Georgian | Frank Rodber |
| 1968 | Stabler | Celia Stabler |
| 1972 | Fawcett | Mr Fawcett to commemorate opening of 18 hole course |
| 1972 | Fairfield | John Shepherd |
| 1973 | Triple Trophy | Fred Thorpe |
| 1975 | Garget | Doris Garget |
| 1975 | Veterans | Celia Stabler |
| 1976 | L C Hughes | Lydia C Hughes to commemorate opening new Club House |
| 1976 | Jubilee Vase | Thelma King |
| 1977 | Mike Lee | Mike Lee |
| 1977 | Medal Salver | Margaret Hopkins |
| 1979 | Jay Dee Bee | Joan Bramer |
| 1980 | Joan Oram Pairs | Joan Oram |
| 1980 | Most Improved Lady | Gwen Fletcher |
| 1981 | Bend Hagg | Mr King husband of Thelma |
| 1982 | Club Championship (Gross) | Mary McCormack |
| 1982 | Club Championship (Nett) | Norman Newton |
| 1982 | Falklands | Bought by the Club |
| 1988 | Past Captains | Evelyn Robinson |
| 2000 | Lady Captain’s Day Nett Prize | Gisela Courtney |
| 2009 | Philpott Trophy | Christine Harman |
| 2009 | 9 Hole Trophy | Dorothy Furby |
| 2009 | Early Bird Jemima Puddleduck | Susan MacKellar |
| 2009 | Birdie Tree Pigeon | Susan MacKellar |

  **Abbreviations explained:**

**YLCGA:** Yorkshire Ladies County Golf Association. Membership paid for by RGC and allows us to play in competitions arranged by the County.

**YSLGA:** Yorkshire Senior Ladies’ Golf Association : you may join as soon as you reach 50 and have a handicap index of 35.0. Competitions are advertised in the corridor outside the ladies locker room.

**TLGA:** Teesside Ladies Golf Alliance.