



RICHMOND (YORKS) GOLF CLUB

WOMENS SECTION INFORMATION FILE



Version 2026.1
Updated on 3rd March 2026

Contents

	Page
• Objectives of Woman's Section	2
• Membership Categories	3
• Competition – General Rules	3
• General (Casual Rounds)	5
• Players Responsibilities	6
• Obtaining a Handicap	6
• Terms of Competitions	7
• Rules of the Birdie Tree	8
• Most Improved Golfer Formula	8
• Triple Trophy Results	9

Appendices:

• Appendix A – Guidance for Women's Captain	10
• Appendix B – Guidance for Women's Vice Captain	12
• Appendix C – Guidance for Handicap Secretary	13
• Appendix D – Guidance for Competition Secretary	14
• Appendix E – Job Descriptions	16
• Appendix F – Abbreviations Explained	18
• Appendix G – Donors of Trophies and Cups	19

Objectives of the Woman's 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 Women's 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 Women 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:

Women's Captain	One-year, statutory position
Women's Vice Captain	One-year, statutory position
Handicap Secretary	Maximum of 3 years
Competition Secretary	Maximum of 3 years
Women's Section Representative	Maximum of 3 years
WiG Champion	

This group will aim to meet when necessary and report back to the Women's Section. 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 Women's Captain and the Vice-Captain will take place on Presentation evening each year.

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

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

The Women's Section Representative will be responsible for organising the locker room rotas, arranging sundries for the locker room, and being responsible for the Women's 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 Women's 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 Women's Section at the request of the Women's Captain, namely:

Scratch, A, B, White Rose and Weekend League Team Captains; Friendlies Team Captain; YLCGA, YSLGA and TLGA Reps, Dales Alliance and Triple Trophy Team Captains.

Membership Categories within the Women's Section: Full, Veteran, Flexi, Junior and Academy Deal.

- Junior girls, who support the Junior Competitions, are welcome to play in all Women's competitions at the discretion of the Women's Captain. They may not qualify for the Most Improved Women's 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 represent Richmond Golf Club in County Team Inter-club matches and certain other competitions provided their points are used for both home and away matches.

Competitions:

General Rules:

- Any female 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 female member may play in a qualifying competition to attain a WHS Handicap but must pay the tee time reservation fee, as above.
- 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
 - 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 list or arranged by the Woman's Captain, qualifies for inclusion on "A Hole-in-One Board", kindly donated 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.
- 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 needs 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 Woman's Captain, her card will be destroyed without penalizing her handicap.
- Women 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 must play from red tees.

Medals and Qualifying Stablefords:

Prizes are awarded for:

- Division 1 – Up to 29.1
- Division 2 – 29.2 and above

Trophy Competitions:

- All Trophy competitions are drawn.
- Entry will be on BRS and tee times will be notified directly to each player via the BRS system.

Club Championship:

- To be able to play in the Club Championship a member must have played in 3 Club 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:

- Members may choose to play in the nine-hole Trophy competition, using the appropriate 9-hole card. This will be played under Stableford format and be awarded to the winner of the merit table once all rounds are complete.
- 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. 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.

Winter Competitions:

- Format to be decided by the Women's 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 cancelled or 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:

- The Eclectic Competition records a player's best score on each hole throughout the qualifying season. This produces the best possible 18-hole card over that season.
- Entry is £3.00 for the season.
 - o **Prizes are awarded for:**
 - o Division 1 - Handicap Index 0 – 29.1
 - o Division 2 - Handicap Index 29.2 and above

Mixed Gender Competitions:

An adjustment will be made (in favour of the Women) depending on the competition and which tees the men play from. In all mixed competitions the women will play from the Women's Tees. The terms of each competition will be displayed in the lounge and in the club shop on the day. Players will book tee times online with the exception of the Denis Atkin, where partners are drawn.

Pairs:

- 4BBB comps are played off Gents/Women's own card.
- Greensomes – lower handicap x 0.6 plus higher handicap x 0.4

Matchplay

- The women should have the Course Rating adjustment applied after this is determined.
- In 4BBB Matchplay shots should be taken from the player with the lowest HI.

Abandoned Competitions:

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

General Play (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 bottom or they have signed in.
- 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 Women's Captain, the competitor must sign in prior to commencement of play. If unable to sign in, or if you have forgotten to sign in before playing, please 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.
- **If you are unable to play in a competition cancel yourself from the BRS system and, out of courtesy, inform your playing partners and the Competition Secretary.**

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 6 x 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 the Red tees.
- 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 Women's 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 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 must play off Handicap Index 34.4	£3.00	No
Medal Competitions	Wed or Sun	Division 1 – 0 – 29.1 Division 2 – 29.2 and above Stroke	£3.00	1 Per Month
Stableford Competitions	Wed or Sun	Division 1 – 0 – 29.1 Division 2 – 29.2 and above	£3.00	Yes
Early Birds	Wed	Stableford. Non-qualifying. No Handicap Index limit. 6am Shot Gun start	£3.00	Yes
Fawcett Trophy *	Sat & Sun	Stroke. 2 rounds – consecutive days. Any member holding a WHS Handicap may take part but must play off Handicap Index 34.4	£3.00	No
Fairfield Trophy	Wed	Stableford	£3.00	Yes
Garget Trophy	Wed	Stableford.	£3.00	Yes
Georgian Cup	Wed	Stroke	£3.00	Yes
L.C. Hughes	Wed	Stroke	£3.00	Yes
Mallerburn Trophy	Wed	Stableford.	£3.00	Yes
Falklands Trophy	Wed	Stableford.	£3.00	Yes
Bend Hagg Trophy	Wed	Stableford.	£3.00	Yes
Philpott Trophy	Wed	Stableford.	£3.00	Yes
Veterans Cup	Wed	<i>Stableford. Over 55's Cup. No Handicap Limit.</i>	£3.00	Yes
Past Captains Cup	Wed	<i>Stableford. Organised by Immediate Past Captain.</i>	£3.00	Yes
9 Hole Trophy	Wed	<i>Stableford – Assuming enough ladies play this will be decided on a Merit Table.</i>	£2.00	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 must play off Handicap Index. 34.4	£3.00	Yes
Mike Lee Trophy	Sunday	Stroke. Any member holding a WHS Handicap may take part but must play off Handicap Index 34.4	£3.00	Yes
Zetland Cup *	Sunday	Stroke. Any member holding a WHS Handicap may take part but must play off Handicap Index 34.4	£3.00	No
Daily Mail * 4 somes	Sunday	<i>Pairs 4BBB. No Handicap Index Limit, but there is for the actual Daily Mail Foursomes.</i>	Free	No
Queen Bee	Sunday	Stableford two divisions. No HI index limit	£3	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*		Women's membership numbers decide the number of qualifying pairs. www.ylcga.org.uk for entry form. The Competition Secretary will notify members how many pairs are eligible should they wish to play.		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 in the club lounge and in the club shop on the day.

Competition	Description	Cost
Family	Greensome Stroke 0.6 of lowest, 0.4 of highest	£6
Ron Earle	4BBB Stableford.	£6
Darby & Joan	Greensome Stroke 0.6 of lowest, 0.4 of highest.	£6
Gibson Shield	4BBB Stableford.	£6
Val Fenn	4BBB Stableford	£6
Denis Atkin	Greensome Stroke - Drawn for partners 0.6 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 Women's 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	£5 per pair
Charity Comp	Wednesday & Sunday	Runs alongside a Stableford Qualifying competition with donations requested.	

Rules of the Birdie Tree:

Any singles Qualifying competition to count. Worked out using the stroke index of the hole and handicap applicable that day. If an eagle was scored: points x 2 for the hole in the handicap category.

Handicap	Stroke Index of Holes			Points
	1-6	7-12	13-18	
0 – 21	2.5	2.0	1.5	Points
22 - 35	3.0	2.5	2.0	“
36 - 54	4.0	3.5	3.0	“

Most Improved Golfer Formula

This calculation is performed using the Handicap Change & Handicap at Set Date Report on England Golf.

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	CATTERICK
1988	CATTERICK	CATTERICK	2025	BEDALE	BEDALE
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 the Women’s Captain:

General Duties	
Fixture list	<ul style="list-style-type: none"> • Prepare fixture list
Ladies Christmas Dinner	<ul style="list-style-type: none"> • Organise Christmas dinner, presentation of Birdie Tree winner and Eclectic winners. • Liaise with Gents Captain on Festive Competitions. Organise prizes.
During the year	<ul style="list-style-type: none"> • If unable to be present at a competition ask your Vice Captain, a previous Lady Captain or representative to stand in for you.
Board Meetings	<ul style="list-style-type: none"> • By invitation or request attend quarterly Board meetings.
Quiz Nights	<ul style="list-style-type: none"> • 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.
Fund Raising	<ul style="list-style-type: none"> • Arrange appropriate fundraising activities such as fashion show, coffee morning, afternoon tea event, Christmas Fayre.
Competitions Organised by Lady Captain	
Mixed Competitions	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Remind the Green keeper, Club Secretary and Professional. Ensure the women’s 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	<ul style="list-style-type: none"> • Competition played for by Catterick, Bedale and Richmond on an annual basis, the venue rotating between the clubs. Women’s Captain is responsible for selecting a Captain.
Fun/ make-up and play competitions	<ul style="list-style-type: none"> • Women’s Captain’s discretion.
Winter Competition	<ul style="list-style-type: none"> • To be decided upon by the Women’s Captain.
Captains Week	<ul style="list-style-type: none"> • Denis Atkin Mixed – If possible, played during Captains’ Week. Other events can be jointly agreed by the captains’ and arranged • Women’s Captain chooses competition, date and time.
Info re other competitions	<ul style="list-style-type: none"> • Medals and Stablefords (spread over Wednesday and Sunday) are played between April and September.

Competitions Organised by Others	
Eclectic	<ul style="list-style-type: none"> • £3 Fees collected by Handicap Secretary, and she buys the prizes.
Medal Salver	<ul style="list-style-type: none"> • Information is collected by the Handicap Secretary and prize presented on Presentation evening.
Ladies Open Day/Days	<ul style="list-style-type: none"> • These are agreed with the Board organiser.
Scratch A Team, W/E leagues, Dales Alliance, Triple Trophy, White Rose,	<ul style="list-style-type: none"> • Run by individual team captains who have been chosen by the Women's Captain. • Organise a Delegate to attend the Delegates Meetings of the YCLGA.
Friendly Matches	<ul style="list-style-type: none"> • Organised by the previous Women's Captain
Queen Bee	<ul style="list-style-type: none"> •
Tee Times	<ul style="list-style-type: none"> • Times for competitions change when the clocks are altered. (March to October, October to March)
Presentation Evening	<ul style="list-style-type: none"> • After the last qualifying competition liaise with Competition 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 Women's Vice Captain.

Appendix B – Guidance for Women’s Vice Captain:

General	<ul style="list-style-type: none"> • Deputise for and assist the Women’s Captain when necessary. • Make notes throughout the season of anything that may need to be changed during your year in office.
Learners and New Female Members	<ul style="list-style-type: none"> • 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 w Arrange appropriate fundraising activities such as fashion show, coffee morning, afternoon tea event, Christmas Fayre with the Board on recruitment of new women members. • Report to Board at quarterly intervals.
Exchange Day	<ul style="list-style-type: none"> • Organise Exchange Day and ask Women’s Captain to present prizes.
Your Vice Captain	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The draws for the Scratch, A, White Rose and Weekend League teams will be posted on the Yorkshire Ladies County Golf Association (YLCGA) website. Once known ask your team Captains 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. • As your Friendlies Captain to contact 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 women 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	<ul style="list-style-type: none"> • Organise next year’s appointments for: <ul style="list-style-type: none"> ○ Scratch, A, B Team, White Rose, Weekend League, Dales Alliance and Triple Trophy team Captains. ○ YSLGA, TA and YLCGA representatives. ○ Friendlies organiser • Prepare the notice boards for the New Year.

Presentation Evening	<ul style="list-style-type: none"> • Assist the Women’s Captain in laying out the trophies and with the presentation of same on Presentation Evening and Christmas Dinner. • Take over as Women’s Captain for the following year.
----------------------	---

Appendix C – Guidance for Handicap Secretary:

Start of the Year	<ul style="list-style-type: none"> • Make self and Members familiar with any changes to the WHS Handicapping System by visiting website www.Englandgolf.org/handicapping or R&A. • Set division handicap limits so there are roughly equal numbers of players in each division.
Throughout the season	<ul style="list-style-type: none"> • Using Golf Genius enter competitions into the computer a few at a time. • Following each qualifying competition: <ul style="list-style-type: none"> ○ Check players have signed in and signed their card correctly. ○ Ensure the competitions are played over qualifying conditions. ○ Close the competition on Golf Genius and deduct entry fees from competition purses on BRS. ○ Print out revised Eclectic sheet at the end of each month and post on notice board. ○ Retain all qualifying cards for the previous 12 months and then destroy. • Liaise with Women’s Captain/Competition Secretary if a competition is cancelled. • Form a Handicapping Committee of yourself and 2 assistants. This committee will meet to discuss any decision on adjusting players’ handicaps.
At the end of the season	<ul style="list-style-type: none"> • Collect Eclectic fees for the following year at the AGM. • Determine winners of: <ul style="list-style-type: none"> ○ Medal Salver ○ Eclectic competition ○ Most Improved Golfer ○ Birdie Tree • Decide upon and procure Eclectic competition prizes. It is up to the Handicap Secretary to divide up the prizes but usually 1st, 2nd and 3rd in each division. • Review all handicaps October/November and inform members of any changes to Handicap.

Appendix D– Guidance for Competition Secretary:

<p>Responsibilities</p>	<ul style="list-style-type: none"> • Have a list of the Competition Fixtures and inform relevant people of any last-minute changes. • Update Trophy Book to record the annual competition winners. • When the Fixture List is complete, add all competitions onto BRS. • 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 • Liaise with Women’s 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 Women’s Captain and Club Professional and check whether the course has more than 2 temporary greens in use or the course length is reduced by more than 100 yards: if so, the competition is a non-qualifier. • The Jay De Bee competition entrants will be the winners of the current year’s Medals. It is a Stroke competition
<p>Stabler Trophy Competition</p>	<ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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.

	<p>5. The player who alters the first date, if unable to play on the second date, must concede.</p> <p>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.</p>
Daily Mail Foursomes	<ul style="list-style-type: none"> • Entry to this national competition is done on-line by the Competition Secretary at www.mailgolf.co.uk
Charity and other External Competitions	<ul style="list-style-type: none"> • Ping 4BBB: Entry on-line. Collect score cards, entry money and send cheque, with results (photocopying all documents sent in the post) to the organiser. • Yorkshire Foursomes: How many go through to the divisional final of the Yorkshire Foursomes is dependent on the number of women members in the current year. Obtain numbers from the Club Secretary, check the Yorkshire Women's Handbook to establish how many pairs qualify.

Appendix E– Job Descriptions

Immediate Past Women’s Captain’s Duties:

- Arrange Past Woman’s Captains Competition + friendly games for one year.
- Arrange match dates and let Women’s Captain and Club Secretary know to ensure no clashes.
- 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.

Duties of the Teesside Lady Golfers Alliance (TLGA)

- 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 AGM.
- 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 BACS.

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 Women's Captain, or substitute, to offer a vote of thanks

Yorkshire Ladies Scratch, A, B, White Rose and Weekend League Captains' Duties:

- Obtain a list of the opposition teams from the Women's Captain and arrange match dates and 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 Shop to confirm tee-times for home matches.
- Organise catering if required.
- 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 emailing 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, if required, and speak on behalf of the team.
- Complete the Inter Club Fixture Form online on the YLCGA Website.

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 Greensomes 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 Women's AGM pass the letter of confirmation, regarding that year's exchange to the new Women's 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– 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.

Appendix G– 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
2025	Queen Bee	Mark and Lynda Thorpe