



LADIES OPEN GUIDELINES

JUNE 2021

Ladies Committee FINAL 2021

1) Introduction

- a) The ladies section currently run 5 open competitions and these are:-
 - i) Mixed Charity Day Greensomes Stableford (MAY)
 - ii) Ladies 3 ball alliance Stableford (JUNE)
 - iii) Seniors Mixed Greensomes Stableford (JULY)
 - iv) Ladies Weekend AMAM (OCTOBER)
 - v) Mixed Greensomes Stableford (OCTOBER)

2) Competition formats

- a) The format of the competitions is the responsibility of the ladies section committee. They agree the competition type, handicap limits etc.

3) Setting up Competition

- a) The forms are updated from the ladies section in conjunction with the organising committee
- b) The forms are drafted out and checked with the individual contacts prior to being sent out.
- c) The forms are put on the club website (Phil Kay) and also entered into BRS on line booking system.
- d) ONLINE booking is the preferred method of entry
- e) The forms are completed and generally on line by 1st November
- f) Forms to have a closing date two weeks before open
- g) Usual tee times are shown in **appendix 1**

4) Records of entrants

- a) For all entries received via paper format the contact will keep a record. These entrants will be input into the BRS system by the contact and cheques paid to Lynn in the office (**see Appendix 2 for process**)
- b) Once the entries are completed the organising committee will print off a start sheet from BRS page 'print today's starting sheet'. Copies of this listing can be given to the proshop, starter, house manager and a copy in the locker room.
- c) Lifestyle members can either pay member rate and use a card round or visitor rates

5) Prizes

- a) All 5 competitions are nett competitions. There are no gross prizes
- b) For each competition the organising committee will try and get as many prizes as possible, which will be dependant on entries.
- c) The organising committee along with the contact decides the prizes for each competition. She is to consider, M&S gift cards, pro shop vouchers or prizes. Each prize is accompanied with a bottle of wine and/or flowers etc. if vouchers are used as the prizes
- d) Except for charity day all other opens to make around a 20% profit.

6) Prize & Raffle Tables

- a) The organising committee sets up the prize table on the day. They also display the value of all the prizes for visitors to view.
- b) The prize table cloths are kept in the secretary's office
- c) The contact will set up a table for raffle prizes – NO RAFFLES IN 2021. Provide charity box
- d) The organising committee will ask member to assist in doing the raffle.
- e) There are usually 4 to 6 prizes for each open. Please see **appendix 3** for suggested values for each open
- f) Email Bobby Darley re flower rota a week or so before open.
- g) All moneys from raffle and bills to be paid into the office

7) Food

- a) Food is not included on the entry forms. Organiser to email Bobby Darley who will arrange specials for the day. These to be ordered at the bar by the players before play
- b) Email Bobby Darley to ensure bacon sandwiches, coffee etc. are available for visitors and members on the day. I.e. ensure kitchen is open and that all players have a chance to eat

8) Course

- a) The organising committee will liaise with Head Greenkeeper on any local rules for Ground under repair that needs high lighting before the competition. They also determine position of red tees ensuring that distance complies with R&A. i.e. no shorter than 100 yds from measured course or 10 yards from the tee box. Our opens are non qualifying so don't need to be as strict

9) Competition Day

- a) The organising committee will set up competition booking in tables in the lounge or the pro shop. They will have written out the cards and noted handicaps indexes
- b) The organiser will ensure that the Player Welcome Leaflet is printed in time to hand out on the open day – kept of downstairs computer and a welcome notice in A4 format
- c) The pro shop will input the results via clubV1
- d) Distance measuring devices are allowed for all competitions
- e) Buggies are allowed for all competitions
- f) If entrants are late don't disqualify them just slot them in where possible and send others off earlier
- g) Ensure the half way house is clean and drinks provided. Ensure soap is provided via locker room committee member. Any money spent is claimed back from admin – alternative to provide water and biscuits at sign in
- h) The organising committee will determine conditions on the day for:-
 - i) Suspension of play - **appendix 4**
 - ii) Local Rules
- i) The organising committee will arrange for starters and where needed a spotter on the first tee. They will do minimum of 2 hour stint.
- j) The starter will have a copy of the start sheet and a list of conditions and format of the day to pass onto players on first tee. Using starter Information **appendix 5**
- k) Scores to be displayed in the clubhouse using the TV link AFTER all competitors have started. Or live leaderboard on the clubV1 members app

10) Helpers Expenses and Staff costs

- a) Starter, spotters and helpers will usually do 2 hr stints and will be provided with a free tea/coffee. Anyone on duty all day will also be entitled to a free sandwich.

11) Cancellation or Rescheduling

- a) If the competition is abandoned due to bad weather then the results will stand IF 50% of the field have completed their rounds. If less than 50% then the competition is cancelled and rescheduled for another date where possible. All entrants who cannot play on the rescheduled date will have their entry money refunded.

12) Presentation

- a) Presentation will take place after the last players are changed and/or the prize winners have returned
- b) Organiser thanks every one and introduces the Ladies Captain (and Captain if a mixed)
- c) The organiser will have discussed presentation format with ladies Captain (& Captain) before presentation
- d) The prize winners or their representatives are requested to attend presentation

13) After competition

- a) Complete 'competition proforma' **appendix 6** and present to next ladies committee meeting.

14) Pandemic Information

- a) In the event of a pandemic no raffle or nearest the pin prizes. A letter will be emailed to contestants from Steve Russell regarding procedure for each open about two weeks beforehand. Example attached (**appendix 7**)
- b) Ensure hand sanitizers are in place at check in desk. Check dispenser at halfway house has been filled
- c) Track & Trace – All players will need to leave a contact phone number at sign in. Organiser will list players for them to sign. Sheets given to the pro shop who keeps them for 21 days

APPENDIX 1

OPEN	USUAL TEE TIMES	
	FROM	TO
CHARITY DAY	10.30	14.00
3 BALL ALLIANCE	10.00	14.00
SENIOR MIXED GREENSOMES	10.30	14.00
LADIES WEEKEND AMAM	10.30	13.30
MIXED GREENSOMES	09.30	13.00

APPENDIX 2

ENTERING CHEQUES ONTO BRS

Organiser will have their own login details.

Via Timesheet go to open day in calendar

Click on the tee time (eg 10.30) you wish to enter players

Click on dropdown box for **Players** and enter mandatory detail ie Handicap CDH and Club. If entering a home member start typing surname and their details will show then click on their name to add

Click on **Contact details** and enter the main contact especially their email address as this is where additional notifications will be sent.

Click on **Payments** and enter description as – Payment by Cheque/s eg Barclays. Add date of entry. In method choose cheque and enter amount

Click on Apply.

Submit any cheques to Lynn in the office

**ENSURE ALL PLAYERS HAVE PAID – THERE SHOULD BE
A RED OR GREEN £ SIGN**

APPENDIX 3

PRIZE FUND PER PERSON

PRIZE	Charity Day X2	3 Ball Alliance X3	Seniors Mixed X2	Weekend Open AMAM X4	Oct Mixed X2
1 st	50	50	65	40	60
2 nd	40	40	60	35	50
3 rd	30	35	50	30	40
4 th	25	30	40	25	30
5 th	20	20	30	20	25
6 th		15	20		45
No Of Players 2021/19	68	69	66	68	68
Entry Fee Member	12	10	12	10	13
Entry Fee Visitor	18	16	18	16	20
Member /Visitor	48/20 A	29/40 A	46/20 E	31/41 A	48/20 E
Est Income	£936 A	£930 A	£912	£800	£1024
NTP, B9, F9	£0	£72	£0	?	?
TOTAL PRIZE FUND Exc Drinks etc	£300	£642	£540	£560	£450
Less 20% Profit	£187	£186	£182	£160	£205

A=Actual, E= Estimate

Depending on number of entries the number of prizes can be increased.

Prizes can also be provided for:-

- Nearest the pin
- Front 9
- Back 9

The value of these prizes is usually £10 each but restrict to two.

October Mixed Greensomes

Usually provide mulled wine and nibbles at half way house

APPENDIX 4

SUSPENSION OF PLAY

Immediate Suspension of Play for reasons of Danger

In the event of thunder or lightning **ONE PROLONGED BLAST** on a siren will signify an immediate suspension of play

Players will mark their balls and must return to the clubhouse immediately without playing any further strokes

Suspension of Play for other reasons

If play is suspended, other than for reasons of danger the signal for suspension of play will be **THREE SHORT BLAST REPEATED**

Players must complete the hole they are playing, or mark their balls where they lie. They must not start playing the following hole.

Resumption of play

The signal for resumption of play is **TWO SHORT BLAST REPEATED**

Play must not be resumed until the organising committee has ordered resumption of play.

The policy in no way replaces the player's responsibility for her own safety, or her rights under rule 6.8aⁱⁱ to discontinue play if she believes there is danger from lightning

APPENDIX 5

STARTERS INFORMATION

You will require:

- Spare scorecards
- Start sheet, Format of the day and clip board
- Marker Pens
- Local Rules in addition to those on the card – If any

Please ensure your pairings are together before explaining the following:

- Confirm whether placing or no placing – usually PLACING between 1st October to 30th April but sometimes extends into May
- Ask them to check that they do not have more than 14 clubs in their bags
- Ask them to identify their golf balls
- Explain any additional Local Rules if any – otherwise on the card.
- Measuring Devices are allowed
- Explain - In the event of lightning they DO NOT have to wait for the klaxon, mark the ball and evacuate the golf course as quickly as possible.
- **DO NOT START THEM EARLY**

Please DO NOT give any advice regarding how to play any of the holes

APPENDIX 6

Income /Expenditure Form

NAME OF COMPETITION	LADIES OPEN
NAME OF CONTACT	AN ORGANISER
DATE OF COMPETITION	09-May-21

Receipt	Number	Cost £	Total £
Members	21	10.00	210
Visitors	47	13.00	611
Total	68		821
Expenses			Total £
Drinks/Cups/Refreshments - Halfway House			7
Prizes (Vouchers, Plants etc)			635
Drinks for starters & Spotters, Desk etc.			6
Other expenses (eg refunds)			0
Total			648
Profit (@ least 20%)			253

Raffle receipts to charity			£80
-----------------------------------	--	--	------------

TO BE REPORTED TO LADIES COMMITTEE

APPENDIX 7

PANDEMIC LETTER TO PARTICIPANTS – EXAMPLE

As you will be aware Bridgnorth Golf Club has to comply with the current Government regulations regarding gatherings and social distancing.

Social gatherings of more than six people are illegal in England up to 17th May 2021. This applies both indoors and outdoors with a limited number of exceptions. Groups of six people may be made up of individuals from different household, both indoors and outdoors.

Gatherings of more than six people must be avoided at all times, including for registration or for presentations.

To help make your day run as smoothly as possible could you assist by complying with the following guidelines:-

Full details attached:-

Hand sanitising gel is provided throughout the building- everyone is encouraged to use regularly

The indoor club bar & dining room will be CLOSED.

The club has an undercover seating area and a large terrace where a food and beverage service will be provided. Table Service only and face coverings should be worn until seated.

On arrival please register on the main terrace or in the Pro shop (face coverings will be required)
The format and set up of the course on the day will be slightly different to normal as follows:

- No rakes in bunkers. Place your ball within 6 inches. Please smooth the surface as best as you can after play.
- Do not touch the pins/flags.
- The hole cups have an insert to prevent ball from dropping to the bottom of the hole.
- Avoid sitting on benches where possible.
- Ball washers and bins are not to be used.
- Toilet facilities are available in the main club house.
- The changing rooms and changing room toilet facilities will be closed.
- The half-way house toilets will be open. Extra sanitizers will be in place, which must be used.

On completion of your round please return to the Pro shop with your card and read out your scores to the members of staff in charge.

There will be NO Prize Presentation on completion of the competition.
Prize winners will receive notification and prizes through the post.