



LADIES WORKING GUIDELINES

MARCH 2021

Ladies Committee

Clubs Byelaws Rule 16

The lady members of the club shall be entitled to form their own Committee for the purpose of the management and control of their own section within the framework of England Golf and the R&A. The Ladies Committee shall not be entitled to pass any resolutions concerning the control or management of the clubs affairs

The ladies shall hold an Annual General Meeting on a day in March and as required shall appoint a representative to the Shropshire Ladies' County Golf Association and shall at that meeting nominate any necessary members to the Board of Directors and sub committees.

Annual General Meeting

The ladies shall hold an Annual General Meeting in March of each year.

Postal votes will be available for voting on resolutions at the AGM for those members who are unable to attend due to sickness, holiday or work commitments. Postal votes will be available from the Ladies Secretary and should be applied for at least 7 days prior to the meeting and returned at least 48 hours before the AGM. At the AGM resolutions will be discussed before a paper vote is taken by those attending the meeting. A resolution shall be carried if the majority of votes are in favour.

The Ladies Committee comprises:-

- Captain
- Vice Captain
- Past Captain
- Secretary
- Competition Secretary
- Handicap Secretary
- Other Committee members to a maximum of 10, whose duties include acting as SLCGA Delegate, overseeing ladies finances, locker room and assisting committee officers as and when necessary.

Members of the Committee should have a proposer and seconder and be elected at the Ladies AGM, with a limit of three years on Committee unless holding the position of Vice Captain, Captain or Past Captain.

After serving for three years on Committee, members should stand down and are then not eligible for re-election for one year. A member who has served on Committee for 3 consecutive years may, if she wishes, stand to be elected as an officer and serve for up to 3 further years

In the event that there are vacancies for an officer then the Committee may co-opt lady members to fill these vacancies, who will have full voting rights. They will then be eligible to stand for election after one year.

In addition to the 10 elected committee members up to a further 2 ladies may be co-opted onto committee if required. These ladies can also attend the committee meetings if they so wish and have voting rights

The Ladies Committee generally meets once each month at a time convenient to the majority of the committee. (Not always necessary during the winter months). Ladies Committee Meetings require a quorum of **five** committee members present.

Members of the Ladies Committee will have responsibility and autonomy in making everyday decisions that affect the Ladies Section. No individual member can make a decision without consulting the Ladies Committee. Matters that relate to other sections of the club will be referred to the relevant Director where their decision is final.

Roles and Responsibilities.

1.0 Captain

- Takes office immediately before Any Other Business at Ladies AGM.
- Chairs the Ladies Committee Meetings.
- In agreement with the Club Captain and Secretary interviews new lady members with the Ladies Secretary/ Vice Captain, ensuring they have the necessary documents that relate to the Ladies Section.
- Organises Lady Captain's Drive In, Lady Captains Day, Ladies Day Out, Coffee Morning and Ladies Christmas Lunch. Other events as necessary.
- Gives a verbal report about her year in office at the Ladies AGM.
- The Captain or one of her committee is entitled to go on the board as ladies representative and has a vote
- Provides information about the Ladies Section for inclusion in the club newsletter, web site and for the local press.
- Appoints organisers for the Scratch, Handicap and Mini League. These ladies need not be committee members

2.0 Vice Captain

- Stands in for the Lady Captain as and when necessary
- Purchases a gift for the retiring Captain and presents it to her at the AGM (*Optional*)
- Purchases flowers or other gift to present to the retiring Captain at the AGM on behalf of the Ladies Section
- Organises the teams for Friendly matches and arranges the after match food with the kitchen
- Purchases a prize on Lady Captain's Day. (Usually a Nett prize but in agreement with Lady Captain).
- Interviews lady applicants for membership with the Lady Captain if required
- Liaises with the Competition Secretary regarding the ladies fixture list, keeping open competitions at a similar time each year.
- When selecting her Vice Captain, having consulted with the Lady Captain, will invite the person of her choice to become her Vice Captain. In the event of a problem, the Vice Captain will in writing call a meeting of the Past Captains to seek help and advice.

3.0 Secretary

- Takes office after Any Other Business at the AGM.
- The outgoing Secretary is responsible for the AGM minutes being collated and reproduced for the following year.
- Sends out the AGM minutes and the Agenda at least 21 days prior to the AGM
- Posts a notice about the AGM in the locker room 11 weeks prior to the AGM asking for resolutions to be submitted to the Secretary at least 28 days before the AGM, to ensure inclusion in the Agenda.
- Posts the nomination list for committee in the locker room 11 weeks prior to the AGM. This notice is taken down at 5.00pm 35 days prior to the AGM.
- Sends out voting slips if a postal vote is required.
(See section about eligibility, page 1).
- Submits a report in January to the Club Secretary for inclusion in the club AGM booklet that is distributed to club members prior to the main AGM.
- Takes minutes at all meetings and sends a copy of the signed minutes to the Club Secretary to distribute to the Executive Committee.
- Displays a copy of the signed minutes and files a copy to be kept in the locker room.
- Keeps the original signed copy of the minutes on file.
- Sends a copy of the minutes by email to all lady members.
- Maintains the Index of Minutes.
- Deals with any correspondence after referral to Lady Captain/ Committee.
- Keeps a copy of the names and contact details of all lady members.

- Ensures that the list of telephone numbers is up to date, provides copies for ladies.
- Arranges for a member of the committee to keep the locker list up to date and to supply and order locker keys as necessary.
- Interviews lady applicants for membership with the Lady Captain.
- Is responsible for the Petty Cash

4.0 Competition and Handicap Committee

The Competition and Handicap Committee to comprise a minimum of 3 people and to include the Competition Secretary, Handicap Secretary and at least one other member. The Handicap Committee is responsible for ensuring compliance with the golf clubs specified obligations and responsibilities under the Rules Of Handicapping

4.1. Competition Secretary

Responsibility for planning and organising all ladies competitions.

- Compiles the Fixture List in conjunction with the club competitions committee and liaises with the Lady Captain, keeping the Open meetings at a similar time every year.
- Updates the BRS system with all the ladies fixtures for the year ahead.
- At the Ladies AGM, reports on the year's competition and trophy winners. (Obtains gift cards/ or equivalent for the all the winners.)
- Arranges for the ladies trophies to be engraved before presentation evening
- Organises the Ladies Invitation and the prizes.
- Ensure winners sign Trophy registers for non major trophies taken home
- With Lady Captain organises posters and cards for ladies day out
- Prepares cards/handicap allowance when necessary for shortened course Fun Comps

4.2 Handicap Secretary

Responsibility for everything after a competition has been played.

- Ensure all players who wish to submit social scores register their intention to do so prior to play in the pro shop
- Ensures players Handicap Indexes are kept up to date.
- Where a player has been disqualified accept score if it complies with Rule 2.1b of Rules of Handicapping.
- Enters the competition results in the competition book and posts the results on the notice board ensuring all results have been published to the Central Database of Handicaps and howdidido.
- Ensures all ladies have submitted their scores via the proshop or via HDID app by 23.59 on the day of play
- Handicap certificates will not be printed off
- Attends Handicap Secretary Meetings of the Area Handicapping Authority as necessary.
- Determines the winner of the EG medal and announces winner at Christmas meal. Player receives EG medal at Regional final.
- Ensures results are available for sending to Bridgnorth Journal and Shropshire Star via nominated club member or employee.
- Ensures that the club is entered for all the competitions listed in the Competition Secretary's "Other competitions Folder"
- Supplies a list of cup winners and a report to the Club Competition Secretary ready for the Presentation Supper.
- Enters all ladies competitions onto club V1
- Keeps a listing of income and outgoings for comps as per proforma
- Provide winners listings for Major trophies, Medals, Stablefords, Minor Trophies and Fun Comps. To be completed by end of November

Joint Competition and Handicap Committee:-

- Organises the draw for knock-out competitions. This draw will take place with the Competition and Handicap Committee members with the result being posted on 1st April or shortly after
- Carries out an annual review of all handicap indexes between 31st October and 1st March every year and makes adjustments as necessary complying with Rule 7 page 70 to 77 of the Rules of Handicapping
- Advises Area Handicapping Committee of any changes to the course that may affect the standard scratch. (Change in course length, preferred lies outside period 1st October to 30th April, teeing up on fairway.)
- Jointly organise 36 Hole championships
- Agree and update Ladies Competition Rules annually
- Ensures ladies/mixed opens are entered onto visitors module of BRS.
- Stand In for competition or handicap secretary as required

5.0 Finance

Responsibility for all financial matters for the ladies section.

- Obtains a copy of the nominal ledger from the Club accounts officer and reviews entries for accuracy.
- Raises any disputed entries or queries with Club accounts officer.
- Prepares a monthly report on income and expenditure for the section.
- Prepares the annual budget/forecast income and expenditure for the section and submits it to the Club Treasurer.
- Prepares a cash flow forecast for the 12 months using the annual budget/forecast income and expenditure and calendar of events to enable income levels and expenditure levels to be tracked and reviewed on a month by month basis.
- To inform committee at the November meeting of funds to be spent by the end of December

6.0 County Delegate

The term of office is 3 years minimum, 5 years maximum, following the up-date of the EG/SLCGA Club Delegate Job description in April 2008, the Club Delegate is required to be a member of her Club Committee.

- Represents the Ladies Section at all County Meetings and reports back to the Committee.
- Distributes the County Fixture Books.
- Ensures that the County Treasurer receives any monies for the Wynne Corrie Trophy and the Ritchie Salver – liaise with handicap team who fill out the form
- Is responsible for returning any trophies won the year before to the County.
- Works with County Officials in the necessary arrangements when hosting any County fixtures held at the club.

7.0 Past Captain's Delegate - (The Retiring Captain)

- Buys the Past Captains Prize for Captains Day
- Organises the Past Captains' Dinner at Bridgnorth.
- Gives a report at the Bridgnorth Ladies' AGM.
- Maintains an up to date list of Bridgnorth Lady Captains and ladies who have served at other clubs to ensure that all Shropshire past captains receive relevant information from the society.
- Ensures that any nominations for committee reach the Secretary by the required date, a letter will be sent to eligible Clubs. Past captains to be informed and nominations to be posted on notice board.
- Collects annual subscriptions from fellow Past Captains and sends with completed form (distributed at the Greensomes Meeting in August with the A.G.M. notices) to the Secretary together with a cheque made payable to Society of Shropshire Lady Golf Captains by 1st January.

- Ensure that members receive their fixture booklets, given to delegates at the County Junior Coffee morning in February. If the delegate cannot attend, the booklets will be given to a member to take back to the Club.
- Assists with arrangements of any fixture that may be held at your club during the year. Liaises with the Secretary and your Club regarding catering etc.
- Informs the Secretary of any member who dies during the year. Arranges representation at the funeral and sees that a £10 donation is given on behalf of the Society. (Reclaimable from the Treasurer).
- Ensures that any member who is seriously ill receives a gift to the value of £10.00 (Reclaimable from the Treasurer).
- Liaises with the member of the committee responsible for ordering sweaters or sweatshirts with the Society badge for club members.
- Advises the Secretary of The Society if the delegate changes after the Membership Forms have been returned.

8.0 Club Development Liaison Officer

This role will focus on communication with potential new lady and junior girl golfers, particularly from the tuition sessions

- Liaison with the ladies Club Development Representative
- Co-ordination of early personal contact with potential ladies and girls through the group ladies 'Get into Golf' teaching sessions
- Liaison with the Club Professional regarding ladies who are ready to purchase 'Get into Golf' vouchers or Lifestyle or Full membership
- Regular contact and monitoring of progress of ladies and girls new to golf membership of all types including 'Get into Golf'
- Liaison with the Lady Captain and Vice Captain and Committee to support individual mentoring/buddy system, for ladies who need to be supported on the course
- Working with ladies representatives who assist the Professional at the teaching sessions to identify potential new members
- Working with Committee on marketing initiatives, relevant to ladies golf
- Highlighting any issues to the committee, which adversely affect retention of ladies at the golf club.