

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

THE ANNUAL GENERAL MEETING

LADY PRESIDENT

The Lady President shall be elected at the Annual General Meeting and will normally serve for a period of not more than two years. The Lady President *may* attend committee meetings at her discretion in a non-voting capacity. *She may contribute to any discussion.*

The Annual General Meeting shall be held in December of each year. Notice of the date and time of the Annual General Meeting shall be given on the Ladies' notice board at least 30 days prior to the date of the meeting.

- a) Any member desirous of moving a resolution at the Annual General Meeting shall give notice thereof in writing to the Honorary Secretary, with a proposer and a seconder, not less than 21 days prior to the date of the meeting
- b) A Special General meeting may be called at the discretion of the Committee or within 14 days of receipt by the Honorary Secretary of a written requisition signed by 25% of the total Ladies' Section Membership stating the reason for which such meeting is to be called. Not less than 7 days clear notice shall be given by the Honorary Secretary to the members of any Special General Meeting and the purpose of such meeting shall be stated.
- c) A quorum of 25% of the Ladies Section membership entitled to vote must be present at any Annual General Meeting or Special General Meeting.
- d) Social members shall not be entitled to vote and no vote by proxy shall be permitted at any Annual General meeting or Special General Meeting.
- e) Notice shall be given by the Honorary Secretary of an Annual General Meeting or Special General Meeting stating the business to be transacted thereat and no business other than that of which notice has been given shall be put forth at such meeting.
- f) Resolutions at an Annual General Meeting or Special General Meeting shall be passed by a simple majority of the votes cast by the members present at the meeting. The Lady Captain shall be the Chairman of the meeting and shall have the casting vote.

THE AUDITORS

Auditors shall be appointed at The Annual General Meeting and shall hold office for one year and shall be eligible for re-appointment. The accounts of the Ladies' Section shall be audited before being presented to the Annual General Meeting.

THE BYE LAWS

None of the Bye Laws of the Ladies' Section shall be repealed or altered and no Bye Laws made except by majority vote at an Annual General Meeting or Special General Meeting.

- a) In accordance with the Constitution and Rules of Harpenden Common Golf Club the Bye Laws of Harpenden Common Ladies Golf Section shall be notified to the Executive Committee and shall have effect unless rescinded by the Executive Committee

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WORKING NOTES

Procedure

If an area of procedure is not covered by the Bye Laws of the Ladies Section, reference must be made to the Constitution and Rules of H.C.G.C.

Election of Officers – notice for nominations to go up in November.

Nominations – the 2 year rule is for The Club Management Committee and does not apply to the Ladies Section Committee.

Proxy Voting – There is no provision for proxy voting in the Ladies ByeLaws.

Trophy Winners – those unable to attend the AGM are expected to nominate someone to pick up their trophy.

Trophies – Trophies to be presented at the AGM and not on the day of the competition with the exception of Victory Cup

The New Year Trophy, the Manyweathers and the Hudson are given on the day and again at the AGM.

BYE LAWS OF THE HARPENDEN COMMON LADIES' GOLF SECTION

LADIES SECTION

The Ladies' Section shall comprise the lady members of Harpenden Common Golf Club, excluding social members, and shall be named Harpenden Common Ladies section.

AIMS & OBJECTIVES

The object of the Ladies' Section is to promote the golfing interests of the lady members generally and to organize competitions and arrange matches with other clubs.

AFFILIATION

The Ladies' Section shall be affiliated to EG and the Ladies Golf Union.

LADIES' DAY

A draw shall be the main procedure of Ladies' Day.

THE COMMITTEE

The management of the Ladies' Section shall be vested in the committee comprised of the Lady Captain, Vice Captain, Honorary Secretary, Honorary Treasurer, Handicap Secretary and **six ordinary members.**

Officers and members of the committee shall be elected at the Annual General Meeting and shall be eligible for re-election. Excepting nominations unopposed, election shall be by ballot.

- a) The Lady Captain shall normally hold office for a period of one year and remain a member of the committee for one year following her captaincy.

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- b) The Honorary Secretary, Honorary Treasurer and the Handicap Secretary shall be nominated and elected annually at the Annual General Meeting and shall remain voting members of the committee through-out their term of office
- c) Other ordinary members shall be elected to serve a term of three years, but no ordinary member shall serve more than six consecutive years.
- d) Retiring ordinary members of the committee seeking re-election need not be re-nominated.
- e) All candidates for election to the committee shall be playing members of Harpenden Common Golf Club (5 day or 7 day)
- f) The committee shall meet once a month and five members shall form a quorum. The Lady Captain shall preside as Chairman of the committee and have the casting vote.
- g) Nomination for officers and committee shall be signed by a proposer and seconder and be entered on the form provided by the Honorary Secretary. All nominations must be received not less than 14 days prior to the Annual General Meeting.
- h) The committee may fill casual vacancies in its' body by appointment. Any person so appointed shall remain a member of the committee until the next Annual general Meeting.
- i) The committee shall have the power to co-opt non committee members to assist with specific projects and events. Such members shall not be entitled to attend committee meetings
- j) If the Lady Vice Captain elect is not a current member of the Ladies' Committee she may be invited to attend committee meetings as an observer and contribute to the discussion at the discretion of the Chair, but has no voting rights.
- k) **Lady President**
The Lady President shall be proposed for a 2 year term by the committee, but is subject to election by members at the AGM. The Lady President may attend committee meetings and participate in discussion in a non voting capacity

SELECTION OF THE LADY VICE CAPTAIN

In line with new legislation, The Equalities Act 2010 there has been a change in the process for selection of the Lady Vice Captain. There will now be a notice put in the Ladies Changing room asking for candidates to be nominated.

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CHECKING CARDS

Separate out any cards found in the box which are not for the competition of the day (eclectic, extra day cards, etc.) Sort cards in order of best scores and in order of divisions when appropriate.

Check all cards for essential information: handicap, signatures of player and marker must be on the card. Mark DQ any cards that do not contain all this essential information. Any such cards will still be used for handicap purposes.

Ideally the player will also add her name, date and name of competition to the card but this is not essential and may be added by the card checker. The absence of this information does NOT give rise to disqualification.

Check the best cards which are likely to be winners and runners up:

- **Check that card indicates all of the information described above**
- **Check that handicap and/or strokes received is correct.**
- **Check scoring on card and check for correct total number of points/strokes indicated.**
- **Make sure that any winners and runners up are eligible to enter the competition of the day**

Once winners and runners up have been determined, enter the names in the competitions book (indicating "taken from" in the event of a count back on a tie). Also enter the names of any qualifiers in the event of a qualifying round.

When appropriate, make out vouchers for winners and runners up. The amount of vouchers will be determined by the entrance fee money collected on the day (see separate schedule of voucher amounts).

Write out results on piece of paper to give to the Lady Captain. Return all cards to the score card box and lock it.

TIE BREAKER COUNT BACK

MEDAL COMPETITIONS

(cards with equal net scores)

First compare the gross scores on last nine holes (10-18) less ½ handicap. If net results still equal, then compare gross scores on the last six holes (13-18) less 1/3 handicap. If net results still equal, then compare gross scores on last three holes (16-18) less 1/6 handicap. If net results still equal, then compare gross scores on the last hole (18) less 1/18 handicap.

STABLEFORD COMPETITIONS (cards with equal number of points)

First compare number of points scored on the last nine holes (10-18). If still equal, then compare number of points scored on the last six holes (13-18). If still equal, then compare number of points scored on the last three holes (16-18). If still equal, then compare number of points scored on the last hole (18).

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PAR COMPETITIONS (cards with equal number + / - points)

First compare net result of +/-0 scored on the last nine holes (10-18). if still equal, then compare net result on the last six holes (13-18). If still equal, then compare net result on the last three holes (16-18).

If still equal, then compare net result on the last hole (18).

GREENSOME AND FOURSOME (cards with equal number of medal strokes or stableford points)

Count back as per the above medal or stableford procedure.

TEXAS SCRAMBLE

(cards with equal gross scores)

First compare gross scores on the last nine holes (10 -18). If still equal, then compare gross scores on the last six holes (13 - 18). If still equal, then compare gross scores on the last three holes (16 - 18). If still equal, then compare gross scores on the last hole (18)

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COMPETITION VOUCHERS

Following a vote at the 2011 AGM it was decided not to present glasses for Monthly Medal Winners and that only a voucher would be given

Medals – in each Division

1 st Place	Voucher
2 nd Place	Voucher
3 rd Place	Voucher

Provided that there are sufficient entries and not more than 2/3 of total income is paid out in prizes

If less than 6 players enter in a division, prizes should be reduced to 1st only in that division.

The above is a guide only and will on the day be left to the Card Checkers discretion to decide on the vouchers paid out based on the number of members playing.

Individual Competitions drawn in divisions. (e.g. Medal Format, Stablefords, Par Competitions)

1 st Place	Voucher
2 nd Place	Voucher
3 rd Place	Voucher

Provided that there are sufficient entries and not more than 2/3 of total income is paid out in prizes

If less than 6 players enter in a division, prizes should be reduced to 1st only in that division.

The above is a guide only and will on the day be left to the Card Checkers discretion to decide on the vouchers paid out based on the number of members playing.

Open draw Competitions

Prize money should be distributed between A and B divisions (approximately equal numbers).
Provided that there are sufficient entries and not more than 2/3 of total income is paid out in prizes

Team competitions

1st Place	Voucher
2 nd Place	Voucher
3 rd Place	Voucher

Provided that there are sufficient entries and not more than 2/3 of total income is paid out in prizes.

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Knock Out Competitions.

100% of the fees are divided 60/40 between the winners and the runners up.

Winter and Spring Eclectic Competitions.

100% of the fees are divided 60/40 between the winners and the runners up in each division.

Lambart Cup and Burley Trophy.

100% of fees divided 60/40 between winners and runners up.

Vouchers to be presented at the AGM

Hudson Trophy.

Best gross score over 36 holes.

Winner £15 voucher and trophy

Runner Up £10 voucher

Best nett score over 36 holes

Winner: £10 voucher.

Runner Up £ 5 voucher.

(Amount amended 7/15)

Vouchers and trophy presented on the day

Trophy presented at AGM

Joan Manyweathers Bowl.

Best net score £20 Voucher

Runner up £10 Voucher

Vouchers and trophy presented on the day

Trophy presented at AGM

9 - hole Competition

Winner: Six players or more
 Voucher

Less than 6 players – a golf ball.

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THE DRAW

PROCEDURE

BEFORE PLAYERS ARRIVE

1. Prepare competition book by entering date and name of competition. *The Lady Captain has the discretion to play in a 2 ball or 3 ball.*
2. Get out board with name tags, tins for entrance fees, etc., Put out sheet for the days competition.
3. Prepare starting time sheet for the day's competition.
4. Check details of the day's competition for any special provisions such as optional entry (some charity and qualifying competitions).

AS PLAYERS ARRIVE

Silver Division to arrive by 10.10 am.

Bronze Division by 10.20am.

1. Write each player's name in the book as they pay their fee and take name tag from board (list names in appropriate column when draw is by divisions).
2. Keep name tags in separate groups according to divisions or according to time of the draw entered.

In case of optional qualifying competitions, note beside name entered in book whether player has entered the optional competition as well as the competition of the day.

PLEASE NOTE – If you are doing the draw for the month and partners have already been chosen for the competition of the day you will need to get out the competitions file and a competitions sheet for signing. The money for the competitions is put in an envelope and put in the card drawer.

On competition days when there is a draw for partners, ladies should have their golf equipment ready and their shoes on at least 10 minutes prior to the draw which they are entering and prior to paying to enter.

All names on match lists at closing date will be entered into the draw. If there is an odd number for fourball, foursomes, Texas scramble etc format then last names drawn will be held as reserves. All entrants have equal status.

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THE DRAW

Names are drawn in threes unless the format of the competition dictates otherwise.

1. In an Open Draw Team Competition the Lady Captain is drawn first followed by the ladies who are to play with her.
2. Draw three names to start from the 1st and 10th tees some minutes before 10.30 to ensure that players are actually on the tees at that time.
3. Draw three names at a time, calling out names, time and starting tee. Enter names of players on the starting time sheet and also enter name of Lady Captain and her partner(s) who will have gone out early.

Draw in twos - tee-off times at 6 minute intervals:

Silver with an odd number of players, the last lady should be paired with the lowest handicap player from the division below.

Bronze with an odd number of players, the last pair should make up to a three.

Draw in threes - tee off times at 8 minute intervals

Silver Division 5 names left, draw 3 to play. The last two should be joined by the lower handicapped player from the division below.

Silver Division 4 names left, each pair should be joined by the lowest handicapped player from the division below to make up to a three.

Bronze Division 5 names left, draw three to play and the last two will play as a 2 ball.

Bronze Division 4 names left, draw the names as two pairs who will then play as 2 balls.

If there are less than 9 players at the time the draw takes place the competition should be played as one division only.

STABLEFORD OPEN DRAW (not drawn in divisions). 10.20

PAR DRAW

10.20 Bronze

10.40 Silver Division

Divisions amended at AGM 2011 as above

Division Breaks to be decided by the Committee as per AGM 2012

Bronze Division starting at 10.20 go out in 2s. Allow 8 minutes between each starting time.

Silver Division play in 3s. Allow 8 minutes between each starting time.

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MEDAL DRAW

- 10.20 Silver Division
- 10.30 Bronze Division

Divisions Amended at AGM 2011 as above

Division Breaks to be decided by the Committee as per AGM 2012

AFTER THE DRAW

Count total number of players and check that entrance fee money collected is correct.

Replace name tags on board and return board, tins, etc to cupboard.

**Leave entrance fee money (with note indicating number of players and amount collected.
Also enter number in competitions book and lock money away.**

Leave competitions book out on the table with the starting time list.

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ELIGIBILITY FOR COMPETITIONS

Active handicaps required for all monthly medals, stablefords and trophy competitions, including mixed events. Maximum handicap for trophy competitions is 42.4.

Full membership required to win a trophy competition.

Only a maximum of 2 temporary greens to be on the course for a major competition.

The minimum number of entrants for a Trophy competition, e.g medal or qualifying competition is 10 players.

The minimum for the Hudson or Joan Manyweathers or any other 36 hole competitions is 6.

If these numbers are not achieved it is the responsibility of the competitions Committee to decide if the competition is to be played in the form advertised.

This rule will apply to the following competitions:-

- **Anniversary Trophy**
- **Archer Cup**
- **Ayot Green Cup**
- **Burley Trophy**
- **Rosemary Carroll Greensome Trophy**
- **Sadie Facer**
- **Isobel Gibbs Bowl**
- **Godfrey Trophy**
- **Hudson**
- **Jubilee Cup**
- **Jubilee with Harpenden**
- **Joan Manyweathers**
- **Lady President's Putter**
- **Lambart Cup**
- **Neech Trophy**
- **E & V Suggitt Challenge Bowl**
- **Phyl Tearle Trophy**
- **President's Trophy**
- **Summer Knockout Final Competition**

Trophies

Trophies to be presented at the AGM and not on the day of the competition, with the exception of the Victory Cup & New Year Trophy, that are presented on the day of the competition only and not at the AGM.

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The Manyweathers and the Hudson are given both on the day of the competition and at the AGM.

Winter Eclectic and Winter Knockout are presented at the Spring Meeting. Summer Eclectic presented at Autumn Meeting.

From January 2023 – no lady can win a Trophy if they have not submitted 10 cards in the previous year.

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USE OF GOLF BUGGIES IN LADIES' COMPETITIONS

(Included Jan 2017)

A player must walk at all times during a competition round unless the use of a golf buggy has been authorised by a member of the ladies competition committee responsible for organising the competition.

A golf buggy may be used by a player who has requested permission prior to the competition because they have a disability or age related problem and can provide (if requested) a current medical certificate to support their request.

“Disability” is defined as:

A person has a disability if she has a physical or mental impairment which has a **substantial and long term adverse effect on her ability to carry out normal day to day activities.** (At HCGC to include age related problems)

NB A golf buggy shall be for the sole use of the authorised player and her equipment.

In adverse conditions, for health and safety reasons, permission for the use of a golf buggy may be withdrawn.

INFORMATION FOR HONOURS FRAMES (Amended March 2017)

When the ladies changing rooms were rebuilt in 2003 it was decided to replace the existing Honours Boards with framed Honours Lists. The original wooden Honours Boards are stored in the under-eaves cupboard off the Ladies Shower area.in the new changing rooms

Suggett and Carroll Trophy will need to be separated in 2006 and the Archer Cup will need a separate frame in 2008. Provision has been made for these three honours lists. Extra frames and mounts are stored in the under-eaves cupboard off the Ladies Shower area.

It will be several years before any others will need new frames and to date no provision has been made for mounts and frames for these.

FRAMES

Purchased from Artscape in Harpenden

They are made by Neilsen.

Size 40 x 50cms Ash Wood 240750 Cost £28.08 each (10% discount)

MOUNTS

Cut by Anne Fennell mid-green No 17 in her catalogue.

PRINTING

The Printing is Bookman Old Style.

Font sizes are

Ladies Section Heading -48

Trophy Name -28

Winners Names -22

The templates for each competition are stored on the Ladies Section Computer.

Paper purchased from Rymans St Albans.

VELLUM LAID PAPER 100 grms A Cream

It is the job of the immediate past Lady Captain to update the Honours Boards each year

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MISCELLANEOUS

ALTERNATIVE DAY LADIES

“Alternative Day Ladies” are those who, due to business or professional commitments, are unable to play on a Tuesday. Alternative Day Ladies can now play an EG Medal before the Spring and Autumn meeting but would still not be part of the Tuesday competition unless they play on the day

JUNIOR LADY PLAYERS

The Junior Ladies are entitled to play in all Tuesday competitions under the same provisions that apply to all other Lady Members.

CADDIES

Family members are not allowed to act as caddies (August 1999)

COMPETITION FINALS (CLUB)

The finalists of any Club Competition are required to request the Lady Captain to appoint a Referee.

A ‘referee’ should be appointed to decide questions of fact and apply the Rules. S/he must act on any breach of a Rule that is reported to her/him.

A Referee should not attend the flagstick, stand or mark the position of the hole, lift the ball or mark its position.

COMPETITION CANCELLATION BY A MEMBER

If it is necessary to withdraw from a competition that is either pre-drawn or the playing order has been established before the event, please inform the Competitions Secretary. Please do not add names to the list.

A lady who has to withdraw should also notify her playing partners and, if possible, find another lady to take her place. The Competition’s Secretary may know of ladies wishing to play.

Priority should always be given to any lady on a reserve list or who has already informed the Competitions Secretary that she is available to play.

COMPETITION CANCELLATION

(Amended October 2016)

The cancellation of a competition on the day that is due to be played will be decided upon by the Competitions Committee.

This will comprise, if available,

Lady Captain,

Lady Vice Captain,

Competition Secretaries

Handicap Secretary

A minimum of 3 for the committee to be quorate. In the event that this is not quorate then the Captain makes the decision.

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Guidelines

If the course is deemed playable and a qualifying Competition is scheduled for that day then the competition must be played and should not be rescheduled. It is the individual member's decision as to whether or not they play.

If the course is deemed unplayable by either the Club Official or the Competitions Committee then the following will apply:

If the competition is cancelled in totality the following rule 33(2d) will apply

Rearrangement:

If possible the competition will be rearranged as follows:

- i) A medal within 4 weeks
- ii) Other competitions on a date organised by the Competitions committee.

This may mean that a club competition may not be played in that particular year.

If the competition is linked Weekends and Tuesdays and only one date is rearranged then the date with the greatest number of entrants will take precedence and these results will be used to declare the results.

36 Hole competition

If the competition is cancelled before the start of the competition then the notes above will apply.

If the competition has to be halted prior to completion then either of the following options can be adopted:

Replay the entire competition OR

The first round will stand and then the second 18 holes to be played on another day when a medal is due to be played in the morning.

DISQUALIFICATION

The following errors and omissions can be the basis for disqualification of a player from the competition of the day with further details in Section 6.2 B of the handbook: To avoid this see Hints on Page 31

- Card not signed by the player. 6.6A
- Card not signed by the marker 6.6 B
- Card scored in incorrect order, ie. scores for holes 1-9 entered on second half of the card and scores for holes 10-18 entered on first half of the card. A score entered on the card which is lower than was actually scored.
- Once the card had been handed in it cannot be amended 6.6 C
- Incorrect score being put down 6.6 D

NB. The person checking the cards will notify any player of disqualification

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COMPETITION DISQUALIFICATION

How to Avoid:

- On starting make sure your correct handicap is on the card.
- During play check each hole score with your partner before recording the results.
- After playing sign the card and check it has been signed by the marker before handing it in.

See Notes On Disqualification In The Section “Checking Cards” (page 27) or the Official Rules Handbook Section 6.2 B, which outlines reasons for disqualification.

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COMPETITION FORMATS

Foursomes. Two players form a team. One player tees off at the even holes and one on the odd holes. They then hit alternate shots at each hole until they hole out.

Add the two handicaps together and then half it. If it is a Foursomes stableford round up or down to the nearest full handicap.

If it is a foursomes medal then play off the exact (halved) handicap.

Greensomes. Game for teams of two where both partners drive, choose the best drive and then play alternate shots for the rest of hole.

Playing handicap is obtained by taking 0.6 of the lower of the two and add it to 0.4 of the higher of the two. If handicaps are the same then it is half the combined. Exact handicap for stroke play but round up or down for stableford playing handicap.

Fourball-Betterball. Teams of two play their own ball and count only the 'better ball' or score on each hole.

COMPETITIONS OVERSUBSCRIBED

If a competition is over-subscribed, the Lady Captain and Lady Vice Captain will be automatically included and rest will be decided by ballot. All entrants have equal status in the draw.

COMPETITION RESULTS

WHEN INCORRECT

If a result is incorrect and not discovered on the day of the competition, the result will stand.

COMPETITIONS (STABLEFORD)

If two stableford competitions are played in one month, one of them shall be an open draw and the other drawn in divisions. If there is only one stableford competition in one month it can be either an open draw or in divisions at the discretion of the Ladies Committee.

FORMAL COMPETITIONS PROCEDURE:

- In the event of adverse weather conditions, when the course remains open for play, a Committee Quorum (3) should make the decision on the best procedure
- A starting delay of 30 minutes may be agreed and review take place following that time
- Should the formal competition be cancelled, those wishing to play an informal competition shall be free to do so, pairing up with whoever is available
- Minimum players for Trophy Competitions 10
- Minimum players for Qualifying Competitions 6

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HANDICAP DIVISIONS

Silver Division – 0 – 23.8 (CH – 25)

Bronze Division – 23.9 - 54

Committee to determine where the breaks are as per AGM 2021

HANDICAP REQUIREMENTS

Entry to Medal Competitions is restricted to those players with a valid handicap. If you have any questions regarding handicap please contact: Handicap Secretary.

OBTAINING A HANDICAP

Players with no handicap or a non competition handicap may join in on a Ladies Day, in an individual competition, and that card is to be used to towards obtaining a handicap. The person is unable to take a prize until a valid handicap has been obtained.

A player, may also play with a Member of Harpenden Common Golf Club, and record a card, which can then be submitted for handicap purposes.

3 cards must be submitted, to obtain an official handicap, and should be marked, in addition to name and date, “ For Handicap Purposes”, and put into the box in the Ladies Locker Room. If clarification is required please contact a member of the Ladies Committee, list of names in Ladies Locker Room.

COMPETITION HANDICAPS

As from 1st March 2014, those Ladies who have returned three qualifying scores during the past year will have a competition handicap marked with a ‘C’ . Ladies without a competition handicap will be allowed to play in our Ladies competitions but will not be able to take a prize. If you play in a pairs competition, both you and your partner will not be eligible for a prize. Other golf clubs may not permit you to play in Opens etc.

To regain a competition handicap you must return sufficient cards to increase your total of qualifying scores to three. These could be supplementary medal scores, played when convenient to you or on a Tuesday when a medal is being played. When playing a supplementary score, please sign the red entry book in the locker room.

MARKING CARDS

Make sure that you indicate on your score card all of the following:

- Your name (only enter player B if you are playing as a team)
- The date.
- Name of the competition.
- Your handicap.

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PLAYING MATCHES ON A TUESDAY

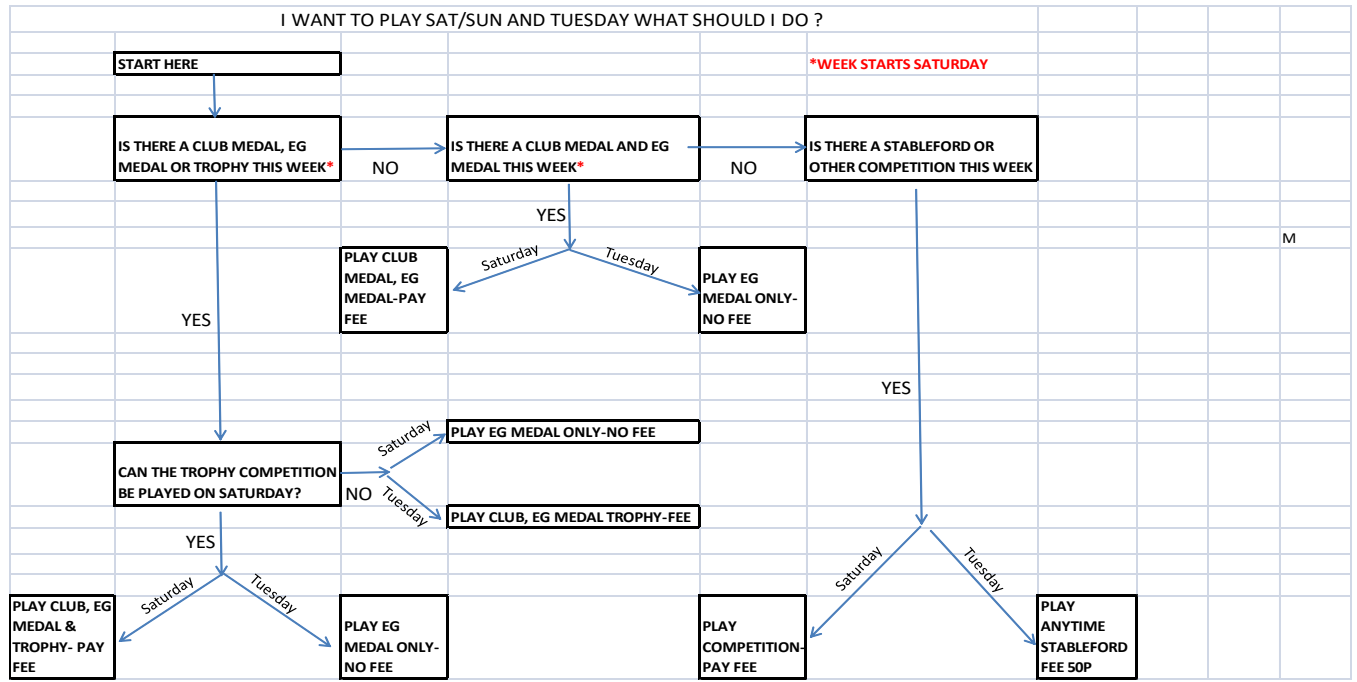
Allowable only at the discretion of the Lady Captain and if played after the ladies have completed the first nine holes to avoid using booked tee times

TROLLEY BAN

When ladies are required to carry their clubs on the course it is **requested** that those with concessions take a max of 7 clubs on their trolleys. (see notice in the club house)

WEEKEND PLAY

There are no restrictions to when ladies may play at weekends, taking into account any booked tee times.



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Auditors shall be appointed at The Annual General Meeting and shall hold office for one year and shall be eligible for re-appointment. The accounts of the Ladies' Section shall be audited before being presented to the Annual General Meeting.

THE BYE LAWS

None of the Bye Laws of the Ladies' Section shall be repealed or altered and no Bye Laws made except by majority vote at an Annual General Meeting or Special General Meeting.

- a) In accordance with the Constitution and Rules of Harpenden Common Golf Club the Bye Laws of Harpenden Common Ladies Golf Section shall be notified to the Executive Committee and shall have effect unless rescinded by the Executive Committee

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

WORKING NOTES

Procedure

If an area of procedure is not covered by the Bye Laws of the Ladies Section, reference must be made to the Constitution and Rules of H.C.G.C.

Election of Officers – notice for nominations to go up in November.

Nominations – the 2 year rule is for The Club Management Committee and does not apply to the Ladies Section Committee.

Proxy Voting – There is no provision for proxy voting in the Ladies ByeLaws.

Trophy Winners – those unable to attend the AGM are expected to nominate someone to pick up their trophy.

Trophies – Trophies to be presented at the AGM and not on the day of the competition with the exception of Victory Cup

The New Year Trophy, the Manyweathers and the Hudson are given on the day and again at the AGM.

BYE LAWS OF THE HARPENDEN COMMON LADIES' GOLF SECTION

LADIES SECTION

The Ladies' Section shall comprise the lady members of Harpenden Common Golf Club, excluding social members, and shall be named Harpenden Common Ladies section.

AIMS & OBJECTIVES

The object of the Ladies' Section is to promote the golfing interests of the lady members generally and to organize competitions and arrange matches with other clubs.

AFFILIATION

The Ladies' Section shall be affiliated to EG and the Ladies Golf Union.

LADIES' DAY

A draw shall be the main procedure of Ladies' Day.

THE COMMITTEE

The management of the Ladies' Section shall be vested in the committee comprised of the Lady Captain, Vice Captain, Honorary Secretary, Honorary Treasurer, Handicap Secretary and **six ordinary members.**

Officers and members of the committee shall be elected at the Annual General Meeting and shall be eligible for re-election. Excepting nominations unopposed, election shall be by ballot.

- a) The Lady Captain shall normally hold office for a period of one year and remain a member of the committee for one year following her captaincy.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

- b) The Honorary Secretary, Honorary Treasurer and the Handicap Secretary shall be nominated and elected annually at the Annual General Meeting and shall remain voting members of the committee through-out their term of office
- c) Other ordinary members shall be elected to serve a term of three years, but no ordinary member shall serve more than six consecutive years.
- d) Retiring ordinary members of the committee seeking re-election need not be re-nominated.
- e) All candidates for election to the committee shall be playing members of Harpenden Common Golf Club (5 day or 7 day)
- f) The committee shall meet once a month and five members shall form a quorum. The Lady Captain shall preside as Chairman of the committee and have the casting vote.
- g) Nomination for officers and committee shall be signed by a proposer and seconder and be entered on the form provided by the Honorary Secretary. All nominations must be received not less than 14 days prior to the Annual General Meeting.
- h) The committee may fill casual vacancies in its' body by appointment. Any person so appointed shall remain a member of the committee until the next Annual general Meeting.
- i) The committee shall have the power to co-opt non committee members to assist with specific projects and events. Such members shall not be entitled to attend committee meetings
- j) If the Lady Vice Captain elect is not a current member of the Ladies' Committee she may be invited to attend committee meetings as an observer and contribute to the discussion at the discretion of the Chair, but has no voting rights.
- k) **Lady President**
The Lady President shall be proposed for a 2 year term by the committee, but is subject to election by members at the AGM. The Lady President may attend committee meetings and participate in discussion in a non voting capacity

SELECTION OF THE LADY VICE CAPTAIN

In line with new legislation, The Equalities Act 2010 there has been a change in the process for selection of the Lady Vice Captain. There will now be a notice put in the Ladies Changing room asking for candidates to be nominated.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

CHECKING CARDS

Separate out any cards found in the box which are not for the competition of the day (eclectic, extra day cards, etc.) Sort cards in order of best scores and in order of divisions when appropriate.

Check all cards for essential information: handicap, signatures of player and marker must be on the card. Mark DQ any cards that do not contain all this essential information. Any such cards will still be used for handicap purposes.

Ideally the player will also add her name, date and name of competition to the card but this is not essential and may be added by the card checker. The absence of this information does NOT give rise to disqualification.

Check the best cards which are likely to be winners and runners up:

- **Check that card indicates all of the information described above**
- **Check that handicap and/or strokes received is correct.**
- **Check scoring on card and check for correct total number of points/strokes indicated.**
- **Make sure that any winners and runners up are eligible to enter the competition of the day**

Once winners and runners up have been determined, enter the names in the competitions book (indicating "taken from" in the event of a count back on a tie). Also enter the names of any qualifiers in the event of a qualifying round.

When appropriate, make out vouchers for winners and runners up. The amount of vouchers will be determined by the entrance fee money collected on the day (see separate schedule of voucher amounts).

Write out results on piece of paper to give to the Lady Captain. Return all cards to the score card box and lock it.

TIE BREAKER COUNT BACK

MEDAL COMPETITIONS

(cards with equal net scores)

First compare the gross scores on last nine holes (10-18) less ½ handicap. If net results still equal, then compare gross scores on the last six holes (13-18) less 1/3 handicap. If net results still equal, then compare gross scores on last three holes (16-18) less 1/6 handicap. If net results still equal, then compare gross scores on the last hole (18) less 1/18 handicap.

STABLEFORD COMPETITIONS (cards with equal number of points)

First compare number of points scored on the last nine holes (10-18). If still equal, then compare number of points scored on the last six holes (13-18). If still equal, then compare number of points scored on the last three holes (16-18). If still equal, then compare number of points scored on the last hole (18).

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

PAR COMPETITIONS (cards with equal number + / - points)

First compare net result of +/-0 scored on the last nine holes (10-18). if still equal, then compare net result on the last six holes (13-18). If still equal, then compare net result on the last three holes (16-18).

If still equal, then compare net result on the last hole (18).

GREENSOME AND FOURSOME (cards with equal number of medal strokes or stableford points)

Count back as per the above medal or stableford procedure.

TEXAS SCRAMBLE

(cards with equal gross scores)

First compare gross scores on the last nine holes (10 -18). If still equal, then compare gross scores on the last six holes (13 - 18). If still equal, then compare gross scores on the last three holes (16 - 18). If still equal, then compare gross scores on the last hole (18)

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

COMPETITION VOUCHERS

Following a vote at the 2011 AGM it was decided not to present glasses for Monthly Medal Winners and that only a voucher would be given

Medals – in each Division

1 st Place	Voucher
2 nd Place	Voucher
3 rd Place	Voucher

Provided that there are sufficient entries and not more than 2/3 of total income is paid out in prizes

If less than 6 players enter in a division, prizes should be reduced to 1st only in that division.

The above is a guide only and will on the day be left to the Card Checkers discretion to decide on the vouchers paid out based on the number of members playing.

Individual Competitions drawn in divisions. (e.g. Medal Format, Stablefords, Par Competitions)

1 st Place	Voucher
2 nd Place	Voucher
3 rd Place	Voucher

Provided that there are sufficient entries and not more than 2/3 of total income is paid out in prizes

If less than 6 players enter in a division, prizes should be reduced to 1st only in that division.

The above is a guide only and will on the day be left to the Card Checkers discretion to decide on the vouchers paid out based on the number of members playing.

Open draw Competitions

Prize money should be distributed between A and B divisions (approximately equal numbers).
Provided that there are sufficient entries and not more than 2/3 of total income is paid out in prizes

Team competitions

1st Place	Voucher
2 nd Place	Voucher
3 rd Place	Voucher

Provided that there are sufficient entries and not more than 2/3 of total income is paid out in prizes.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

Knock Out Competitions.

100% of the fees are divided 60/40 between the winners and the runners up.

Winter and Spring Eclectic Competitions.

100% of the fees are divided 60/40 between the winners and the runners up in each division.

Lambart Cup and Burley Trophy.

100% of fees divided 60/40 between winners and runners up.

Vouchers to be presented at the AGM

Hudson Trophy.

Best gross score over 36 holes.

Winner £15 voucher and trophy

Runner Up £10 voucher

Best nett score over 36 holes

Winner: £10 voucher.

Runner Up £ 5 voucher.

(Amount amended 7/15)

Vouchers and trophy presented on the day

Trophy presented at AGM

Joan Manyweathers Bowl.

Best net score £20 Voucher

Runner up £10 Voucher

Vouchers and trophy presented on the day

Trophy presented at AGM

9 - hole Competition

Winner: Six players or more
 Voucher

Less than 6 players – a golf ball.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

THE DRAW

PROCEDURE

BEFORE PLAYERS ARRIVE

1. Prepare competition book by entering date and name of competition. *The Lady Captain has the discretion to play in a 2 ball or 3 ball.*
2. Get out board with name tags, tins for entrance fees, etc., Put out sheet for the days competition.
3. Prepare starting time sheet for the day's competition.
4. Check details of the day's competition for any special provisions such as optional entry (some charity and qualifying competitions).

AS PLAYERS ARRIVE

Silver Division to arrive by 10.10 am.

Bronze Division by 10.20am.

1. Write each player's name in the book as they pay their fee and take name tag from board (list names in appropriate column when draw is by divisions).
2. Keep name tags in separate groups according to divisions or according to time of the draw entered.

In case of optional qualifying competitions, note beside name entered in book whether player has entered the optional competition as well as the competition of the day.

PLEASE NOTE – If you are doing the draw for the month and partners have already been chosen for the competition of the day you will need to get out the competitions file and a competitions sheet for signing. The money for the competitions is put in an envelope and put in the card drawer.

On competition days when there is a draw for partners, ladies should have their golf equipment ready and their shoes on at least 10 minutes prior to the draw which they are entering and prior to paying to enter.

All names on match lists at closing date will be entered into the draw. If there is an odd number for fourball, foursomes, Texas scramble etc format then last names drawn will be held as reserves. All entrants have equal status.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

THE DRAW

Names are drawn in threes unless the format of the competition dictates otherwise.

1. In an Open Draw Team Competition the Lady Captain is drawn first followed by the ladies who are to play with her.
2. Draw three names to start from the 1st and 10th tees some minutes before 10.30 to ensure that players are actually on the tees at that time.
3. Draw three names at a time, calling out names, time and starting tee. Enter names of players on the starting time sheet and also enter name of Lady Captain and her partner(s) who will have gone out early.

Draw in twos - tee-off times at 6 minute intervals:

Silver with an odd number of players, the last lady should be paired with the lowest handicap player from the division below.

Bronze with an odd number of players, the last pair should make up to a three.

Draw in threes - tee off times at 8 minute intervals

Silver Division 5 names left, draw 3 to play. The last two should be joined by the lower handicapped player from the division below.

Silver Division 4 names left, each pair should be joined by the lowest handicapped player from the division below to make up to a three.

Bronze Division 5 names left, draw three to play and the last two will play as a 2 ball.

Bronze Division 4 names left, draw the names as two pairs who will then play as 2 balls.

If there are less than 9 players at the time the draw takes place the competition should be played as one division only.

STABLEFORD OPEN DRAW (not drawn in divisions). 10.20

PAR DRAW

10.20 Bronze

10.40 Silver Division

Divisions amended at AGM 2011 as above

Division Breaks to be decided by the Committee as per AGM 2012

Bronze Division starting at 10.20 go out in 2s. Allow 8 minutes between each starting time.

Silver Division play in 3s. Allow 8 minutes between each starting time.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

MEDAL DRAW

- 10.20 Silver Division
- 10.30 Bronze Division

Divisions Amended at AGM 2011 as above

Division Breaks to be decided by the Committee as per AGM 2012

AFTER THE DRAW

Count total number of players and check that entrance fee money collected is correct.

Replace name tags on board and return board, tins, etc to cupboard.

**Leave entrance fee money (with note indicating number of players and amount collected.
Also enter number in competitions book and lock money away.**

Leave competitions book out on the table with the starting time list.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

ELIGIBILITY FOR COMPETITIONS

Active handicaps required for all monthly medals, stablefords and trophy competitions, including mixed events. Maximum handicap for trophy competitions is 42.4.

Full membership required to win a trophy competition.

Only a maximum of 2 temporary greens to be on the course for a major competition.

The minimum number of entrants for a Trophy competition, e.g medal or qualifying competition is 10 players.

The minimum for the Hudson or Joan Manyweathers or any other 36 hole competitions is 6.

If these numbers are not achieved it is the responsibility of the competitions Committee to decide if the competition is to be played in the form advertised.

This rule will apply to the following competitions:-

- **Anniversary Trophy**
- **Archer Cup**
- **Ayot Green Cup**
- **Burley Trophy**
- **Rosemary Carroll Greensome Trophy**
- **Sadie Facer**
- **Isobel Gibbs Bowl**
- **Godfrey Trophy**
- **Hudson**
- **Jubilee Cup**
- **Jubilee with Harpenden**
- **Joan Manyweathers**
- **Lady President's Putter**
- **Lambart Cup**
- **Neech Trophy**
- **E & V Suggitt Challenge Bowl**
- **Phyl Tearle Trophy**
- **President's Trophy**
- **Summer Knockout Final Competition**

Trophies

Trophies to be presented at the AGM and not on the day of the competition, with the exception of the Victory Cup & New Year Trophy, that are presented on the day of the competition only and not at the AGM.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

The Manyweathers and the Hudson are given both on the day of the competition and at the AGM.

Winter Eclectic and Winter Knockout are presented at the Spring Meeting. Summer Eclectic presented at Autumn Meeting.

From January 2023 – no lady can win a Trophy if they have not submitted 10 cards in the previous year.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

USE OF GOLF BUGGIES IN LADIES' COMPETITIONS

(Included Jan 2017)

A player must walk at all times during a competition round unless the use of a golf buggy has been authorised by a member of the ladies competition committee responsible for organising the competition.

A golf buggy may be used by a player who has requested permission prior to the competition because they have a disability or age related problem and can provide (if requested) a current medical certificate to support their request.

“Disability” is defined as:

A person has a disability if she has a physical or mental impairment which has a **substantial and long term adverse effect on her ability to carry out normal day to day activities.** (At HCGC to include age related problems)

NB A golf buggy shall be for the sole use of the authorised player and her equipment.

In adverse conditions, for health and safety reasons, permission for the use of a golf buggy may be withdrawn.

INFORMATION FOR HONOURS FRAMES (Amended March 2017)

When the ladies changing rooms were rebuilt in 2003 it was decided to replace the existing Honours Boards with framed Honours Lists. The original wooden Honours Boards are stored in the under-eaves cupboard off the Ladies Shower area.in the new changing rooms

Suggett and Carroll Trophy will need to be separated in 2006 and the Archer Cup will need a separate frame in 2008. Provision has been made for these three honours lists. Extra frames and mounts are stored in the under-eaves cupboard off the Ladies Shower area.

It will be several years before any others will need new frames and to date no provision has been made for mounts and frames for these.

FRAMES

Purchased from Artscape in Harpenden

They are made by Neilsen.

Size 40 x 50cms Ash Wood 240750 Cost £28.08 each (10% discount)

MOUNTS

Cut by Anne Fennell mid-green No 17 in her catalogue.

PRINTING

The Printing is Bookman Old Style.

Font sizes are

Ladies Section Heading -48

Trophy Name -28

Winners Names -22

The templates for each competition are stored on the Ladies Section Computer.

Paper purchased from Rymans St Albans.

VELLUM LAID PAPER 100 grms A Cream

It is the job of the immediate past Lady Captain to update the Honours Boards each year

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

MISCELLANEOUS

ALTERNATIVE DAY LADIES

“Alternative Day Ladies” are those who, due to business or professional commitments, are unable to play on a Tuesday. Alternative Day Ladies can now play an EG Medal before the Spring and Autumn meeting but would still not be part of the Tuesday competition unless they play on the day

JUNIOR LADY PLAYERS

The Junior Ladies are entitled to play in all Tuesday competitions under the same provisions that apply to all other Lady Members.

CADDIES

Family members are not allowed to act as caddies (August 1999)

COMPETITION FINALS (CLUB)

The finalists of any Club Competition are required to request the Lady Captain to appoint a Referee.

A ‘referee’ should be appointed to decide questions of fact and apply the Rules. S/he must act on any breach of a Rule that is reported to her/him.

A Referee should not attend the flagstick, stand or mark the position of the hole, lift the ball or mark its position.

COMPETITION CANCELLATION BY A MEMBER

If it is necessary to withdraw from a competition that is either pre-drawn or the playing order has been established before the event, please inform the Competitions Secretary. Please do not add names to the list.

A lady who has to withdraw should also notify her playing partners and, if possible, find another lady to take her place. The Competition’s Secretary may know of ladies wishing to play.

Priority should always be given to any lady on a reserve list or who has already informed the Competitions Secretary that she is available to play.

COMPETITION CANCELLATION

(Amended October 2016)

The cancellation of a competition on the day that is due to be played will be decided upon by the Competitions Committee.

This will comprise, if available,

Lady Captain,

Lady Vice Captain,

Competition Secretaries

Handicap Secretary

A minimum of 3 for the committee to be quorate. In the event that this is not quorate then the Captain makes the decision.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

Guidelines

If the course is deemed playable and a qualifying Competition is scheduled for that day then the competition must be played and should not be rescheduled. It is the individual member's decision as to whether or not they play.

If the course is deemed unplayable by either the Club Official or the Competitions Committee then the following will apply:

If the competition is cancelled in totality the following rule 33(2d) will apply

Rearrangement:

If possible the competition will be rearranged as follows:

- i) A medal within 4 weeks
- ii) Other competitions on a date organised by the Competitions committee.

This may mean that a club competition may not be played in that particular year.

If the competition is linked Weekends and Tuesdays and only one date is rearranged then the date with the greatest number of entrants will take precedence and these results will be used to declare the results.

36 Hole competition

If the competition is cancelled before the start of the competition then the notes above will apply.

If the competition has to be halted prior to completion then either of the following options can be adopted:

Replay the entire competition OR

The first round will stand and then the second 18 holes to be played on another day when a medal is due to be played in the morning.

DISQUALIFICATION

The following errors and omissions can be the basis for disqualification of a player from the competition of the day with further details in Section 6.2 B of the handbook: To avoid this see Hints on Page 31

- Card not signed by the player. 6.6A
- Card not signed by the marker 6.6 B
- Card scored in incorrect order, ie. scores for holes 1-9 entered on second half of the card and scores for holes 10-18 entered on first half of the card. A score entered on the card which is lower than was actually scored.
- Once the card had been handed in it cannot be amended 6.6 C
- Incorrect score being put down 6.6 D

NB. The person checking the cards will notify any player of disqualification

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

COMPETITION DISQUALIFICATION

How to Avoid:

- On starting make sure your correct handicap is on the card.
- During play check each hole score with your partner before recording the results.
- After playing sign the card and check it has been signed by the marker before handing it in.

See Notes On Disqualification In The Section “Checking Cards” (page 27) or the Official Rules Handbook Section 6.2 B, which outlines reasons for disqualification.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

COMPETITION FORMATS

Foursomes. Two players form a team. One player tees off at the even holes and one on the odd holes. They then hit alternate shots at each hole until they hole out.

Add the two handicaps together and then half it. If it is a Foursomes stableford round up or down to the nearest full handicap.

If it is a foursomes medal then play off the exact (halved) handicap.

Greensomes. Game for teams of two where both partners drive, choose the best drive and then play alternate shots for the rest of hole.

Playing handicap is obtained by taking 0.6 of the lower of the two and add it to 0.4 of the higher of the two. If handicaps are the same then it is half the combined. Exact handicap for stroke play but round up or down for stableford playing handicap.

Fourball-Betterball. Teams of two play their own ball and count only the 'better ball' or score on each hole.

COMPETITIONS OVERSUBSCRIBED

If a competition is over-subscribed, the Lady Captain and Lady Vice Captain will be automatically included and rest will be decided by ballot. All entrants have equal status in the draw.

COMPETITION RESULTS

WHEN INCORRECT

If a result is incorrect and not discovered on the day of the competition, the result will stand.

COMPETITIONS (STABLEFORD)

If two stableford competitions are played in one month, one of them shall be an open draw and the other drawn in divisions. If there is only one stableford competition in one month it can be either an open draw or in divisions at the discretion of the Ladies Committee.

FORMAL COMPETITIONS PROCEDURE:

- In the event of adverse weather conditions, when the course remains open for play, a Committee Quorum (3) should make the decision on the best procedure
- A starting delay of 30 minutes may be agreed and review take place following that time
- Should the formal competition be cancelled, those wishing to play an informal competition shall be free to do so, pairing up with whoever is available
- Minimum players for Trophy Competitions 10
- Minimum players for Qualifying Competitions 6

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

HANDICAP DIVISIONS

Silver Division – 0 – 23.8 (CH – 25)

Bronze Division – 23.9 - 54

Committee to determine where the breaks are as per AGM 2021

HANDICAP REQUIREMENTS

Entry to Medal Competitions is restricted to those players with a valid handicap. If you have any questions regarding handicap please contact: Handicap Secretary.

OBTAINING A HANDICAP

Players with no handicap or a non competition handicap may join in on a Ladies Day, in an individual competition, and that card is to be used to towards obtaining a handicap. The person is unable to take a prize until a valid handicap has been obtained.

A player, may also play with a Member of Harpenden Common Golf Club, and record a card, which can then be submitted for handicap purposes.

3 cards must be submitted, to obtain an official handicap, and should be marked, in addition to name and date, “ For Handicap Purposes”, and put into the box in the Ladies Locker Room. If clarification is required please contact a member of the Ladies Committee, list of names in Ladies Locker Room.

COMPETITION HANDICAPS

As from 1st March 2014, those Ladies who have returned three qualifying scores during the past year will have a competition handicap marked with a ‘C’ . Ladies without a competition handicap will be allowed to play in our Ladies competitions but will not be able to take a prize. If you play in a pairs competition, both you and your partner will not be eligible for a prize. Other golf clubs may not permit you to play in Opens etc.

To regain a competition handicap you must return sufficient cards to increase your total of qualifying scores to three. These could be supplementary medal scores, played when convenient to you or on a Tuesday when a medal is being played. When playing a supplementary score, please sign the red entry book in the locker room.

MARKING CARDS

Make sure that you indicate on your score card all of the following:

- Your name (only enter player B if you are playing as a team)
- The date.
- Name of the competition.
- Your handicap.

HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

PLAYING MATCHES ON A TUESDAY

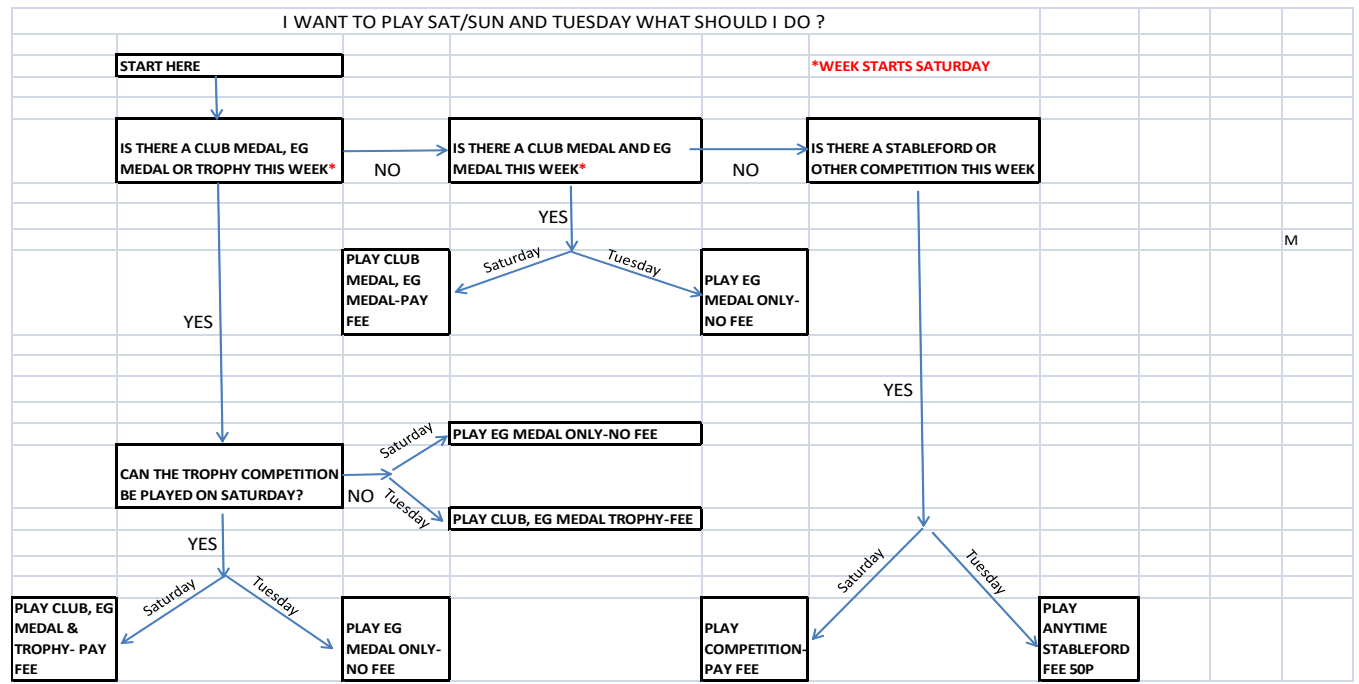
Allowable only at the discretion of the Lady Captain and if played after the ladies have completed the first nine holes to avoid using booked tee times

TROLLEY BAN

When ladies are required to carry their clubs on the course it is **requested** that those with concessions take a max of 7 clubs on their trolleys. (see notice in the club house)

WEEKEND PLAY

There are no restrictions to when ladies may play at weekends, taking into account any booked tee times.



HARPENDEN COMMON GOLF CLUB – LADIES SECTION HANDBOOK

Over the past few years the committee has worked hard on unifying competitions for all members of the Ladies Section where possible, however the system of allocation of playing partners has not been addressed. This was discussed at a committee meeting and the following procedure is to be adopted with immediate effect. The changes only affect non sign up competitions.

The main change will affect the Saturday players. The Tuesday draws will continue as present, in divisions or an open draw depending on the format of the day.

The Saturday situation is slightly more complicated due to the various playing times, and whether tee times are bookable or not, BUT the one point which needs to be stressed is that players who on a Saturday (or a Sunday) are playing the competition of the day are in a separate draw to those who are playing socially. The two groups are NOT to be mixed in the draw.

However on the day, after the draw is completed, if the players in the competition find it acceptable and there is a 'space' in the competition group, the competition players can choose to invite a lone social player to join them. For example if there are five players in the competition, the group drawn with only two competition players can choose to invite a lone social player to join them. Then there will be two groups of three. If there are three competition players and one is willing to play with a social golfer then there will be two groups of two.

Social Golfers who wish to play on a Saturday/Sunday

It is advisable that the individuals make an arrangement to play with other social golfers, and if it is a day with bookable tee times to contact the general office to book a tee time.

BUT, all ladies (those entering the competition and those playing social golf) will need to be at the 1st tee at 9.15 to join the queue to endeavour to tee off at 9.30am, with the draw for the competition entrants taking place first followed by social golfers.

The Change

Saturdays - bookable tee times

Players entering the competition of the day should arrive at the tee at least 15 minutes prior to the first booked time to enable the draw to take place. The draw for these players will take place using the balls in the air method. If the draw is in divisions, to ensure continuity of play and use of tee times, if necessary the lowest handicap bronze player should play with silver, to make up a 3.

Players who have requested a bookable slot but **DO NOT** intend to play the competition of the day will be in a separate draw, after those playing in the competition, thereby ensuring parity with Tuesday play.

If the bookable tee time is at any other time than the morning, the same method as above will be used, with again priority and a separate draw for those playing the competition of the day.

If a "Tuesday" lady wishes to play the competition of the week at the weekend they must contact the office and request to be added to the bookable tee time list. They will not be able to play the same Ladies Club competition on the Tuesday as well. Similarly if a "Saturday" lady wishes to play the competition on the Tuesday they should be at the club in the locker room at the appropriate time as indicated on the white board.

Saturdays – non bookable tee times

Qualifying competitions e.g. medal, stableford, par – the same procedure as above will apply.

On a roll up Saturday, that is, NO competition and NO bookable times then the draw will take place on the 1st tee about 9.15am ready to tee off around 9.30am (time dependant on numbers queuing). This would be the ideal time to play an ANY TIME STABLEFORD CARD, remember to pay the entry fee.

Ladies Committee (Revised January 2020)