



BARNARD CASTLE GOLF CLUB

Ladies' Section

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LADIES'

SECRETARY

MANUAL

LADIES' MANUAL

THIS MANUAL CONTAINS INFORMATION FOR THE LADIES' EXECUTIVE COMMITTEE AND REPLACES ALL OTHER MANUALS AND FILES.

It should be used in conjunction with the current England Golf, World Handicap SYSTEM, R & A and also D.C.L.G.A. literature.

The information contained is also relevant to all lady members, who should acquaint themselves with the contents. There is, therefore, 1 copy in the bookcase in the Ladies' Locker Room for members to consult. There are a further 4 copies for the Lady Captain, Vice-Captain, Handicap/Competition Secretary and Secretary. If the Vice-Captain is also the Competition Secretary then the Treasurer will be given the fourth copy.

The original contents have been passed by the Ladies' Committee at meetings held in 2001 and updated in 2002, 2004, 2010 and 2019, 2020 and 2022. The alteration to details in this Manual will have to be passed in committee and recorded in the minutes.

MAIN INDEX TO LADIES' MANUAL (2022)

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SECTION A

GENERAL INFORMATION

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GENERAL INFORMATION

COUNTY WEEK

If A Barnard Castle Lady is playing, the Lady Captain sends card of good wishes to County Captain and any Barnard Castle ladies who are playing for the county team before start of County Week.

COMMITTEE MEETINGS

There will be a monthly Committee Meeting unless it is deemed to be unnecessary.

The President will also be notified of all Committee Meetings.

Agendas to be distributed one week in advance of meeting. (prepared by the Lady Captain or Secretary).

Minutes of meeting typed by Secretary to be issued with time for amendments before they go to the next Committee meeting.

Arrange date for the next meeting.

When confirmed as correct a copy of the minutes must be displayed on the Ladies' notice board.

MANAGEMENT COMMITTEE

The Lady Captain and Lady Vice Captain sit on Management Committee. They have voting rights on the Management Committee provided they have been a club member for the length of time stated in the Club Rules.

Lady Captain is not an ex-officio member of management.
Ref. Management meeting - August 2001

LADIES A.G.M

(See Club and Ladies Constitution)

AGENDA FORMAT - (Must not include Any Other Business)

The Annual General Meeting will take place in the Clubhouse on at

1. Respectful silence for those members who have died this year.
2. Apologies for absence.
3. Minutes of the previous year's AGM and SGM if appropriate
4. Matters arising.
5. Hon Treasurer's Report (Copies of final account to distribute at the meeting)
6. Competition/ Handicap Secretary's report
7. Proposals received (if in time scale according to constitution)
8. Lady Captain's Report
9. Election of Officers and Executive Committee for 20...../20....
10. Handing over of office (Speech and Necklace with Badge attached)

Subscriptions to be paid

Durham County Senior Ladies' Golf Association Society	£	Rep
Lady Captains' Society	£	Rep
Teesside Alliance	£	Rep

(If you do not wish to continue membership please inform the appropriate representative)

PROGRAMME PLANNING

LADY CAPTAIN, VICE-CAPTAIN

Use fixture calendar from previous year to arrange programme.

The provisional fixture list should be constructed by the Lady Captain, the Competition Secretary and Vice-Captain and could possibly be shown to two past Lady Captains. It must be checked in detail with Club Competition Secretary and possibly the Club Captain (re Captains' weekends).

LADY CAPTAIN'S DAY or JOINT CAPTAIN'S DAY – normally held on a Saturday. Date and type of competition/s chosen by the Captain Elect. A combined weekend or a separate day is the next year's Lady Captain's prerogative.

Events that require winners going forward to another round must be arranged in plenty of time, each will have a date for sending entry form, see Secretary or Competition Secretary.

COUNTY EVENTS: These take precedence over club events, make sure Scout Cups are not on the same day as our Ladies' Open.

COUNTY WEEK: Check dates as this affects our Club Championship (also the Sunday prior to County Week when our County Players could be travelling to venue for County)

Check for events (these may also be visiting parties) which are to be held on our course or elsewhere by consulting the CLUB /COMPETITION SECRETARY.

Club Championship should be played on same day as the men, check with Club Competition Secretary.

COUNTY SHIELD MATCHES: Arranged at Secretaries & Captains Meeting in October at Castle Eden Golf Club. Committee meeting 27th Aug.2001. May be attended by Vice-Captain, Competition Sec., Handicap Sec., Team Organiser or Secretary (Max. 3 people). Take the table flag to identify position. Open Day Posters MUST NOT be distributed on this day. A Distribution Day (Swap Shop) in January at Durham City G.C. is organised by the County Committee for this purpose.

Decide on our Open Posters format in October/early November and duplicate. The posters for clubs in our county including the Men's and Mixed open posters (see Club Sec) should be taken to the swap Shop in January at Durham. The posters for clubs, outside of the county, can be sent in the post with the Men's and Mixed Open posters (see Club Sec.) Also advertised on the internet. Make a committee decision in about July/August which teams to enter, as forms seem to have to be returned earlier and earlier.

PROGRAMME PLANNING continued: - (To include Competition Sec. & Secretary)

INFORMATION which has to be sent in by the Secretary:-

WINNERS OF: -

1. DAILY MAIL FOURSOMES (Previous years results)
2. AUSTRALIAN SPOONS
3. CORONATION FOURSOMES
4. MAY LOWERY (MAY Medal)
5. CANCER CHARITY – played with EILEEN DRIVER

Entry to Annodata Team Event (previously Mail on Sunday)

Last Committee meeting in Year, committee need to decide if the club is to enter – rounds are played from January.

THOMLINSON CUPS - The two lowest handicap players in Silver and Bronze, to be asked if they wish to represent the club in this event by the Lady Captain.

MEDALS and STABLEFORDS – 14 medals and 4 stablefords when possible. Medals to be played before the Musto Trophy.

JUNIORS – Girls may play in all ladies competitions providing they have the required handicap

ANNIVERSARY VASE - should be as near April 11th as possible.

OPENING DAY - may be Anniversary Vase, Easter Rose Bowl or fun (Stableford) competition, followed by tea in the clubhouse, depending upon when Easter falls. If a fun competition, prizes are bought by the Lady Captain with the entry money.

BIRKBECK TROPHY - Spring, Summer and Autumn. Do not have the Autumn Competition too late in the season, not in October when getting dark earlier.

MIXED OUTING - Arranged by Vice-Captain for her year as Lady Captain. Summer school holidays, if possible. Arrange this as far in advance as possible then more likely to get the date wanted. Committee meeting (3 March 2020) 9 hole members are eligible to play if there are spaces remaining after 18 hole members have had time to sign up.

LADIES EXCHANGE - arranged by Secretary, useful to contact the exchange Lady Captain the previous year so can arrange some details and again just prior to visit. Committee meeting (3 March 2020) 9 hole members are eligible to play.

HALL TROPHY – 3 or 4 played yearly – originally Saturday only. Now may include Friday or Sunday. Preferably not next to a mixed competition. The dates for the playing of this trophy to be flexible, after consultation with Club Secretary and considering planned Fixture Card. 9 hole members can play but must pay the green fee for the extra 9 holes.

PROGRAMME PLANNING continued: -

FRIENDLY MATCHES – Vice Captain or friendly match team organiser to contact the Vice-Captain or the previous year, as some clubs e.g. Masham and Bedale do not want matches every year finding other Clubs may be necessary. Usually three or four clubs involved each year, arrangements to be made as far in advance as possible.

Committee meeting July 2001. Those players unable to stay for a meal after a Friendly Match, but who are able to play, should put their names down as reserves.

Committee meeting (3 March 2020) 9 hole members are eligible to play if there are spaces remaining after 18 hole members have had time to sign up.

CHARITY COMPETITIONS - many requests, but the charities we have supported in the past seem to be sufficient, with money raised for the County Charity from an event (chosen by the Lady Captain) discussed in Committee.

Eileen Driver includes cancer charity donation.

Golf Foundation: Committee Decision (11th July 2018). Entry fees given as donation.

Breast Cancer Now.

RNLI.

Charity Competitions – Restructuring (Committee October 12th 2023 meeting)

As there are a lot of charity competitions each year, sometimes with only a few entries, it was decided that in the future, a decision would be made at a committee meeting at the start of the playing season over which 2 or 3 to support. One of these should be the charity chosen by our Lady County Captain.

FUN COMPETITIONS - Fit in if and when possible as they are popular (e.g. Scramble, Waltz, Irons only, to include Junior Girls where possible)

Medal Dates – to ensure the course is fully playable check with Head Green Keeper.

Committee meeting (3 March 2020) In line with BCGC Management decisions 9 hole members are only eligible to play in 9 hole competitions. 9 hole competitions should be run alongside some 18 hole competitions throughout the year.

DECEMBER TO MARCH**CHRISTMAS COMPETITION & TEA**

9 Hole Competition – Lady Captain's Choice of Format.

Entrance money if requested for Section, Lady Captain provides prizes.

Start Time usually 1.00 pm

Arrange tea with Caterer- menu, price and table setting. Christmas cake or pieces of cake should be included in the price and arranged with the Caterer. (Committee meeting 15th May 2019)

Captain to arrange Winter Events as required;

Suggestions: - Winter Stableford
Winter Matchplay

Scrambles or Team Games
Group Coaching Sessions
Pre-Match “Get Together”

WINTER SOCIAL EVENTS

Indoor Activities e.g. Bridge, Whist. These may be organised if Lady Captain wishes and there is sufficient interest.

Run possibly on a Tuesday afternoon after a 9 hole Fun Competition, or instead of golf if inclement weather.

Winter socials may be arranged to raise money for Ladies Section.

COMPETITIONS

General Information

(Committee Update April 2021)

All Ladies competition dates are in the fixture book and can also be found on the electronic booking system. Where dates are amended new dates will be circulated via the notice board/ social media. Ladies can sign up to play via BRS/ Club V1 unless they are seeded or drawn matches where they will have to sign up in advance.

If the competition is a drawn or seeded ladies will need to sign up by the advertised deadline date so the draw can be made and people allocated tee times.

In line with BCGC management decision (Sept 2020) 9 Hole members are restricted to playing only in 9 hole competitions. Exceptions are exchanges and friendlies dependent on popularity. (Committee Decision 3 March 2021)

Competition fees are as follows:-

Entry Fee	-	£2.00 per person
Mixed Competitions	-	£2.00 per person
Charity Competitions	-	£2.00 per person
Lady Captains Charity Competitions		Lady Captain may choose

Prize Money (Non- Charity Competitions) 1st - £5.00, 2nd £3.00

Score cards – renew as necessary from the Office.

Committee Meeting 27th August 2001

Adverse weather – Committee members present on the day will make a decision regarding cancellation of competition with reference to R&A

CONDITIONS OF ALL COMPETITION SUSPENSIONS – See R & A rules.

SUNDAY AND OTHER TROPHY COMPETITIONS

Ladies may sign up to play in a draw at the allocated tee times.

Those members who cannot play at this time will be allowed to play at a different time with the exception of the Easter Rose Bowl, Club Championship, Musto Trophy, Centenary Plate, the Jackson Trophy, the Balfour Vase (committee decision April 1st 2014) and the Arthur Watson Flag competition (Committee Decision May 5th 2022). They will be responsible for booking their own tee time. In this situation they may have their cards marked by another player not in the competition who is eligible to mark.

Before play, all players must sign into the competition electronically via an app or the terminal. They must have sufficient funds on their electronic purse to cover the entry fee. Purses can be topped up online, at the office or in the pro shop.

The draw for a Sunday Competition will be available on BRS by the previous Thursday

COMPETITIONS

Competitors make out their own score cards and are responsible for their own playing handicap.

COMPETITIONS (continued)**MIXED COMPETITIONS**

Make sure men are aware if they are playing off Yellow or white tees

Balfour Vase & Jackson are white for men.

Foursomes and Greensomes run by the Ladies use the Ladies' Stroke Index.

Each player uses their own index for other competitions.

TEAM MATCHES, EXCHANGE DAY and FRIENDLY MATCHES.

The Team Captain normally:-

Arranges transport for away matches.

Checks that the home match time is on the outside Notice Board beside the Pro Shop.

Arranges home meals and pre-match coffee/biscuits with the Caterer and submits the required number of meals.

LADIES OPENS

Arrangements and scorecards for this day are organised by the Lady Secretary,

Prizes and the prize table are arranged by the Lady Captain and Lady Vice Captain. Prizes will be dependent on entry numbers and bought with the help of the office.. (Committee Decision May 5th 2022).

COUNTY /EXTERNAL COMPS. RUN IN CONJUNCTION WITH LADIES CLUB COMPETITIONS

The results for these competitions are given to Ladies' Competition Secretary (e.g. Coronation Foursomes, May Lowery, etc.). Make sure the winners are willing to go forward to the next round - at times it could be fourth or fifth competitors who are able to go forward.

Make sure any County Trophies or Shields are available for Club Presentation Evening.

MIXED COMPETITIONS

Display Entry Sheets in the Men's Locker Room after obtaining permission from Club Secretary or Seniors' Captain, as appropriate. The draw can be found on BRS.

MIXED OUTING

Arranged by the Lady Vice-Captain for following year. If a coach is required this should be paid for by those taking part. Lady Captain provides prizes.

LADIES EXCHANGE

Arranged by the Ladies' Secretary several years in advance. Any coach for this outing is paid for by the Ladies' Section from funds, if available. Lady Captain purchases prizes where the prizes are bought from entry fees in line with the amount charged for existing competitions. (Committee decision 15th May 2019)

FRIENDLY MATCHES

Arranged by Vice-Captain or ladies representative for following year. It is usual to approach the clubs played against in the current year first to see if they wish to continue playing Friendly Matches.

GENERAL THINGS TO REMEMBER

Check (although this is a duty of one of the committee) that there are plenty of toiletries including sanitary supplies and they are kept topped up.

Check stock of raffle tickets, envelopes, competition cards and stationery. If supplies are needed urgently purchase and give receipts to the Friends of the Ladies' Section Treasurer who will reimburse you, otherwise contact Friends of the Ladies' Section Treasurer. Friends of the Ladies' Section Treasurer must be contacted if any large amounts are involved.

Book money will be collected by the Friends of the Ladies' Section Treasurer.

COUNTY EVENTS on Barnard Castle course. Also Teesside Alliance, County Seniors. or events with lady visitors.

WELCOME CARD

Inform Caterers
Arrange early coffee and sandwiches if required.

Flowers for cloakroom, table etc. is the responsibility of the lady in charge of flowers

Speech after prize giving.

HANDICAPPING SYSTEM- The World Handicap System

This is constantly undergoing change so please find the latest rules on the internet. A new handicapping system came into place on the 1st November 2020. This is your World Handicap System or WHS.

World Handicap System: WHS guide and explanation

From 1st November 2020

Your World Handicap Index will be based on the average of the best eight scores out of the last 20. This along with a course rating will give the handicap you will play off at any course. The slope rating is a number that indicates the relatively difficulty of a course of bogey golfers compared to scratch golfers. The slope rating at BCGC for ladies playing off the red tees is 132. You can look up your WHI on the handicap board at the club or multiply your WHI by the slope rating and divide by 113 to give you your handicap at any course.

Handicap Committee

The Handicap System will be operated by four persons i.e. Ladies' Competition/Handicap Secretary and three other members of the ladies' committee

At the end of the playing season, a report is to be produced of the recommendations of changes to ladies' handicaps and a report of all ladies' competition scores. After the handicap committee have discussed the recommendations, if a player is to have their handicap altered, the player should be notified in writing.

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- 2. NEW MEMBERS: ATTAINING A FIRST HANDICAP**
- 3. HANDICAP STROKE PLAYING ALLOWANCES**
- 4. JUNIORS**
- 5. ELECTION OF LADY PRESIDENT**

WHAT IS WHS

How will it affect you?

1. The maximum WHI for ladies will be 54.
2. After playing in a competition, your WHI can go up, down or stay the same. Check howdidido.com for results of a competition and handicap changes. Your WHI will only change if your score is one of your best 8 in the last 20 or if one of your scores used to calculate your WHI is removed from your last 20 results.
3. There will no longer be competition or non-competition handicaps you will not have to submit a minimum of 3 scores so long as you remain a member of an Affiliated Golf Club you will never lose your handicap Index. To maintain an accurate handicap index it is recommended that players return at least 20 scores over 2 years
4. There is a Handicap Committee, which will carefully consider your results in home and away competitions and may alter your handicap invoking the correct rule.
5. Members will have a CDH I.D. which can be found on the howdidido.com website or 'app'. Players can print their own handicap certificate from the website and take to away competitions.
6. Handicap Review will take place annually at the end of the playing system and recommendations will be made via the computer.
7. Supplementary scores can be submitted. You must sign in electronically via the app or computer for supplementary round before going out on the course. Your handicap can go up or down or stay the same.

A:6.2

NEW MEMBERS

Due to increasing number of new members who are beginners, and also several members who have a WHI of 36 or more, group-coaching sessions will be organised by the Captain at the beginning of the season.

Means of introducing new members and showing them round the course.

ATTAINING A FIRST HANDICAP

Please check latest WHS rules



ENGLAND GOLF

PLAYING HANDICAP: MANDATORY ALLOWANCES TABLE

PLAYING HANDICAP: MANDATORY ALLOWANCES TABLE

FORMAT OF PLAY	TYPE OF ROUND	MANDATORY HANDICAP ALLOWANCE
STROKEPLAY	Individual	95%
	Individual Stableford	95%
	Individual Par/Bogey	95%
	Individual Maximum Score	95%
	Fourball	85%
	Fourball Stableford	85%
	Fourball Par/Bogey	90%
MATCHPLAY	Individual	100%
	Fourball	90%

STROKEPLAY	Foursomes	50% of combined team handicap
	Greensomes	60% low handicap + 40% high handicap
	Pinehurst/Chapman	60% low handicap + 40% high handicap
	Best 1 of 4 Stroke Play	75%
	Best 2 of 4 Stroke Play	85%
	Best 3 of 4 Stroke Play	100%
	All 4 of 4 Stroke Play	100%
	Scramble (4 players)	"25%/20%/15%/10% from lowest to highest handicap"
	Scramble (2 players)	35% low/15% high
	Total score of 2 match play	100%
	Best 1 of 4 Par/Bogey	75%
	Best 2 of 4 Par/Bogey	80%
	Best 3 of 4 Par/Bogey	90%
	4 of 4 Par/Bogey	100%

WORLD HANDICAP SYSTEM



www.Englandgolf.org

JUNIORS

Information/Policies are held in the office.

ELECTION OF LADY PRESIDENT

- The Lady President must be a Past Captain of Barnard Castle Golf Club and a current member of Barnard Castle Golf Club.
- Nominations can be made in writing to the Ladies' Honorary Secretary by a Past Captain of Barnard Castle Golf Club Ladies' Section or a member of the Executive Committee of the Ladies' Section with the prior consent of the nominee.
- In the event of more than one nomination, a ballot shall be held with all Past Captains of Barnard Castle Golf Club Ladies' Section and members of the Executive Committee of the Ladies' Section entitled to a vote.
- Ballot papers shall be returned to the Ladies' Honorary Secretary.
- The Lady Captain and the Ladies' Honorary Secretary will collate the results. In the event of a tie, the decision will be made by drawing lots.
- The Lady Captain will announce the new Lady President.

Please find on the next page, a template of the original letter



BARNARD CASTLE GOLF CLUB

Ladies' Section

Harmire Road, Barnard Castle, Co Durham. DL12 8QN

Hon. Secretary
(Name)

Lady Captain
(Name)

10th July 2013

Dear Past Captain or Member of the Executive Committee

It does not seem like five years since our last Lady President was elected but the time has arrived for us to again appoint a Lady President.

Our Ladies Section Constitution states:

'This would be an honorary position of five years standing carrying no executive duties with the entitlement to attend Ladies' Committee Meetings ex-officio. The appointment would be made by the Executive Committee and Past Captains of the Ladies' Section.'

On the 28th August 2012 the following procedure for the election of our Lady President was approved.

- *The Lady President must be a Past Captain of Barnard Castle Golf Club and a current member of Barnard Castle Golf Club.*
- *Nominations can be made in writing to the Ladies' Honorary Secretary by a Past Captain of Barnard Castle Golf Club Ladies' Section or a member of the Executive Committee of the Ladies' Section with the prior consent of the nominee.*
- *In the event of more than one nomination, a ballot shall be held with all Past Captains of Barnard Castle Golf Club Ladies' Section and members of the Executive Committee of the Ladies' Section entitled to a vote.*
- *Ballot papers shall be returned to the Ladies' Honorary Secretary.*
- *The Lady Captain and the Ladies' Honorary Secretary will collate the results. In the event of a tie, the decision will be made by drawing lots.*
- *The Lady Captain will announce the new Lady President.*

If you wish to make a nomination, could you please write to our Ladies' Secretary, (Name), (Address). The closing date for nominations is Saturday 10th August.

Yours sincerely

Lady Secretary

SECTION B

Responsibilities of Committee

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- 1. Lady Captain**
- 2. Vice-Captain**
- 3. Lady Secretary**
- 4. Competition/Handicap Secretary**
- 5. Treasurer**

Role description Lady Captain Barnard Castle Golf Club.

The Captains have a critical role in creating a positive and dynamic environment for members. They should consistently demonstrate the values of the club and also encourage members and visitors to adhere to these. Captains provide a point of contact for the playing membership and, a place where playing matters can be addressed through the correct channels.

At Barnard Castle Golf Club the Ladies' Captain will:

- Assist the Club Captain to provide leadership on golfing aspects of the club.
- Attend the Management Committee meetings and assist the Management Committee in understanding the needs of all sections of the membership.
- Maintain the integrity, standards and ethics of the club and of the game of golf.
- Build positive relationships with club members, understanding their diverse needs and uniting their voices.
- Be an ambassador for the club and its members at appropriate events and functions.
- In conjunction with other members of the Management Committee when appropriate, resolve sensitive club and membership issue in a confidential manner.

Responsibilities:

- Chair the Ladies Section Committee meetings to enable playing and membership matters to be raised and addressed.
- Specific responsibilities relating to the Ladies Section are outlined in section B1.1 to B1.3 of the Ladies Manual (Red Book).
- As detailed above, there is also a responsibility to the wider membership of Barnard Castle Golf Club.

Privileges:

It is recognised by the club the role of Lady Captain involves considerable responsibilities and time. In recognition of this, the club will afford the following privileges to the Lady Captain, which she may choose not to take.

- Honorary membership during the term of office to cover the cost of expenses incurred during the term of office.
- A club jumper/outer layer (not waterproof) and polo shirt to be worn when undertaking ambassadorial duties.
- An entitlement to a reserved starting time in ladies / club competitions.
- A car parking space reserved in the car park for use during term of office.

Role description Lady Vice Captain.

- Deputise for the Lady Captain as required.
- Attend Management Meetings along with / deputise for Lady Captain.
- Attend Ladies' Committee Meetings.
- Specific duties relating to Lady Vice Captain are detailed in The Ladies Manual (Red Book) B2.

(Approved by Management 2022)

Lady Captain's Duties within the ladies section

1. Arrange calendar with help of Club Secretary.
2. Lady Captain normally organises all mixed competitions including Hall Trophy.
3. Ask ladies on the committee and team captains if they would like to continue with the same role.
4. Buy a gift for the retiring Lady Captain to be presented at the Ladies' AGM (cost approx. £20.00) - which is refunded from the Ladies' Treasurer.
5. Chair committee meetings
6. Organise a fund raising event(s) e.g. coffee morning (often in February)
7. Attend Management Meetings along with the Ladies' Vice Captain.
8. Assist outgoing Lady Captain and Lady Competition Secretary with the Presentation Night (setting up and on night)
9. Attend the main club AGM and announce the new Ladies' Committee.
10. Organise the Winter Competitions and the Christmas Competition
11. Arrange Christmas lunch following a Tuesday Competition e.g. soup and sandwiches.
12. Write a January Newsletter with key dates for all members
13. Attend 'Swop Shop' on a Sat am sometime in January at Durham City with one other member of committee.
14. Ensure that the caterer has all of the dates and numbers for when catering is required (include matches, friendlies, opens, external competitions, coffee morning etc.
15. Just before start of golfing season (March time), arrange and put up list for 3/4 group lessons with the Professional
16. Arrange opening day tea. Eclectic prizes and the Winter Competition prizes presented.
17. Ladies Invitation. Check with treasurer the vouchers required for prizes. Help with raffle.
18. Open Day. Check vouchers organised with Pro Shop or elsewhere depending on club situation..
19. Ladies Exchange. Leave card and chocolates(or similar) for visiting team in Ladies' Room
20. Invite ladies with lowest handicap to play in Thomlinson Cups(both silver and bronze division)
21. Arrange the Ladies Invitation.
22. Arrange Lady Captain's Day/Joint Captain's Day.

LADY CAPTAIN EXPENSES

Christmas competition prizes 1st, 2nd, 3rd

Joint Captain's Day, ladies prizes and mixed if this competition takes place. A contribution may be provided by the club.

Mixed Outing

Birdie Tree prize at the end of the golfing year.

BIRDIE TREE

Starting date - Opening day competition and tea

Closing date - End of October

Rules – Please write your name, date, hole number where you got the birdie on a piece of paper below the notice board. Have this signed by your playing partner. Place in the birdie results container.

The lady organising the tree will add your name to the correct bird.

After the closing date, the Lady in charge, will count up the birdies for each lady and let the Lady Captain know the result.

Prepare the birds ready for the next year.

ARRANGE CALENDAR with a Past Captain

Arrange calendar with help of Club Secretary with any known fixture prior to Castle Eden meeting. As a starting point, the club fixtures will be transferred to the following year. Amend this based on discussions through the previous year.

1. Discuss with the Club Captain the date of the Club Captain's Day and whether to have a Joint Captains Mixed
2. Add to the calendar in preparation for Castle Eden meeting County, Past Captains, Vets and Alliance fixtures
3. Attend the Castle Eden meeting in October with two other committee members or Team Captains. The Castle Eden meeting is usually attended by 3 ladies from the Secretary, Captain, Vice-Captain or team captains.
Take information re available dates.
Take confirmation sheets to the meeting along with stand to display name of club.
Give and receive confirmation details.
On return check with club that dates are acceptable.
Send email to each club to confirm that fixtures have been added to our club's fixture list.
4. Two weeks from Castle Eden meeting send the complete list of match fixtures (both teams) to the Co. Match Sec.
5. Organise date for the Ladies' Outing/Exchange (venue already arranged). Have written confirmation.
6. If you wish to have a Mixed Outing/Exchange, try and organise date and venue. This can be an exchange (not easy to find clubs who offer this). If difficult to arrange then consider special competition at B.C.G.C.
7. *Contact clubs and suggest dates for the Friendly Matches the following year. (Try and get confirmations, name of contact and email address).*
8. Once match dates are confirmed, arrange friendlies.
9. Give the club Office Administrator completed diary with:-
 - Club fixtures
 - Match fixtures
 - Friendly matches.
 - Exchange(s) Date
 - Durham Co. & Teesside Alliance match fixtures

Note: Allow time for Anderson and Sivewright fixtures to be confirmed by home clubs first.

FIRST COMMITTEE MEETING

After AGM hold a short meeting with the whole committee (including the new members) to allocate different roles of responsibility. (See last year's list for the number of jobs etc). Delegate as many jobs as possible.

WINTER COMPETITIONS

1. Tuesday 9 hole winter competitions
2. 16 hole Winter stableford competition
3. Christmas Competition

CHRISTMAS COMPETITION

- Confirm with caterer the date of the 9 hole Christmas Competition
- Get a cost for the tea/meal afterwards.
- Arrange approximate time that it will be needed.
- Christmas cake or pieces of cake should be included in the price and arranged with the caterer. (*Committee meeting 15th May 2019*)
- If the weather prevents the competition from going ahead have back-up plan e.g. quiz, games

COMMITTEE MEETINGS

Usually held in January and then monthly, where it is deemed to be necessary.

ONGOING

Throughout the year try and support various ladies who are representing the club in events e.g. Thomlinson Cups, Daily Mail Foursomes etc. Update members of their progress.

Discuss with Ladies' Secretary if you want anything extra putting on the Agenda for Meetings. Deliver flowers or similar and a 'Get Well' card to ladies who have been ill. (Approximate cost £10) Occasionally this may also include a lady whose spouse/partner has died. Expenses to be reimbursed from Lady Treasurer.

Try and find out if any new ladies have joined and introduce yourself. Arrange 'fun' competitions to incorporate these ladies into the section.

PARKING SPACE: Lady Captain's parking space is passed to the New Lady Captain at the Ladies' AGM.

VICE-CAPTAIN'S RESPONSIBILITIES

- Deputise for Lady Captain if required.
- Order and present flowers to the Lady Captain on Lady Captain's Day/Joint Captain's Day approx. cost £20.00. To be reimbursed by the Lady Treasurer
- Ladies AGM Presents Outgoing Lady Captain with flowers or gift (£20).
- Attend Management Meetings
- Attend Committee Meetings

Lady Secretary's Duties

- After Ladies' AGM take minutes from a short meeting with the whole committee (including the new members) to allocate different roles of responsibility, Send minutes to Lady Captain and distribute with Agenda and financial report before the next committee meeting.
- Attend the Castle Eden meeting in October or arrange a deputy.
- Take minutes at committee meetings, send to Lady Captain and distribute minutes and financial report received from the Treasurer before the next meeting. Put copies of recent minutes on the ladies' room board and previous copies in the file in the cupboard.
- Put notice on notice board so all Lady Members know the date of the next committee meeting.
- Attend County AGM
- Attend 'Swop Shop' on a Sat am (or arrange a deputy) sometime in January at Durham City with one other member of committee. Take Open posters to give paper copies to clubs.
- Put up a notice on the main board giving members information about county competitions, with information about how to enter and pay. Send entries to the County Competition Secretary.
- Organise the Ladies' Open, draw and entries received from The Office Administrator. Write cards with a message and instructions on the back. Put up notice asking for help on the table throughout the day and for raffle prizes. Arrange for starters on the tee and give them a starting sheet. Make sure caterers know numbers and give a starter sheet to them.
- Arrange the Past Captains' meal and menu with the caterers. Send out letters to Past Captains for the Golf and /or meal. Liaise with the caterers for the meal options.
- August: Send entry forms for county club competitions for the next golfing year.
- Prior to the Ladies AGM, send email inviting ladies AGM with dates between which nominations and proposals can be made and the previous AGM minutes. Put up relevant notices on the ladies' board with nominations and any proposals and a list of names for ladies to express their intent to attend the AGM or give their apologies.
- Put out signing in sheet at AGM and take the minutes at the AGM

COMPETITION / HANDICAP SECRETARY RESPONSIBILITIES

Presentation Night

1. Prepare list of trophy and medal winners, place on Notice Board for members to indicate their availability on Presentation Night. Chase up those who do not comply.
2. Make sure that all mementoes and vouchers are ready for Presentation Night.
3. Prepare trophies and mementoes on the day. Read out winners. Make sure all trophies are returned to the Trophy Cabinet at the end of the evening.

Over the Winter Period (December/January)

1. Prepare blank Entry Sheets and Draw Sheets where needed for the new season place in the correct files in the sideboard.
2. Register for external competitions, e.g., Daily Mail Foursomes, Ping, Medal winners etc.
3. Empty the box of score cards from last playing season.
4. Remove all used sheets from Competition File – store Result Sheets in correct file (entry sheets not required).
5. Enter all competitions for the new season on Club V1

Competitions

1. Display Entry Sheet with any 'extra' information on the Notice Board 3 weeks prior to competition if necessary or make ladies aware of up and coming competitions via WhatsApp Group. For Mixed Competitions, display an Entry Sheet on the Men's Notice Board if necessary.
2. Check ladies time slots have been allocated for usual tee times on a Tuesday and Sunday
3. (Committee meeting 15/5/23) At the end of each competition, check score cards in line with England Golf Store cards when needed in the computer cupboard for a maximum of a year.
4. After last competitor has entered their score into the computer, close the competition and run off the results sheet if needed.
5. Record Trophy and medal winner's names and scores (down to 3rd place).

6. Both Knockout Competitions begin on the 1st May. After the draw has been made, make out chart with last day for each round and Rules of the Competition attached.
7. Check that winners' names for Qualifying and Charity competitions e.g., May Lowery, Ping, Daily Mail Foursomes, Coronation Foursomes Medal Winner are sent off .If a cheque is required, see the Treasurer.
8. Check information has been automatically sent to England Golf if anyone gets a Hole in One (see website).
9. Help Lady Captain with her Captain's Day and Lady's Invitation cards if required.
10. Liaise with the Vice Captain regarding fixtures for the following year.
11. After the last qualifying competition calculate the winners of the following competitions:- Allan Salver, Evans Order of Merit, McLuckie Memorial Shield and Young Shield.
12. Inform Club Competition Secretary and the Office Administrator to order brass update for the Honours Boards.
13. Arrange 9 hole qualifying competitions throughout the year as required.
14. Prepare reports for the Ladies' AGM and also for each Committee Meeting.
15. The Handicap Secretary is in charge (together with the Handicap Committee) of all the ladies' WHI and is governed by the Rules and Regulations of WHS.
16. Before the end of December (and midyear if necessary) the Handicap Committee must meet and undertake a Handicap Review, where all members' WHI are discussed individually. Check the rules and regulations..
17. The Handicap Secretary should attend meetings called by the County Handicap Secretary throughout the year.
18. If members play in qualifying competitions at other clubs or venues, then these results must also go on to the computer when the information is received.
19. Advice and help must be given to ladies and juniors who require;
 - an initial WHI
 - General Play Round scores
 - Clarifying the difference between WHI, Course Handicap and Playing Handicap

ENGRAVING OF TROPHIES

Information to be supplied to the Club Competition Secretary and the Office Administrator for trophies to be engraved in good time before the Presentation Evening.

ROLE OF TREASURER (15th May 2023)

1. Responsibilities for running the Friends of the Ladies' Section Barnard Castle Golf Club Account.

- Ensure the bank account has 3 approved signatories for the cheque book and arranging any changes.
- Create online account to access online banking – must be a 2-person authorised account.
- Hold all cash in a safe secure cash tin/location.
- Paying in cash and cheques to the bank.
- Making cash, cheque, and online payments.
- Produce monthly transactions accounts - spreadsheet format.
- Save electronic copies on a memory stick – held secure in cash tin.
- Hold printed copies of the monthly transaction accounts in an annual file (Oct – Sep).
- Collate hard copies of bank statements and hold in annual accounts file (Oct – Sep).
- Produce a breakdown of expenditure for Committee Meetings.
- Present Annual Accounts at Ladies' Annual General Meeting (AGM).
- Charity and Winter entry fees and prizes are to be accounted for and paid out.
- Ensure sufficient golf balls are provided for prizes, when required.

2. Liaison with Club Treasurer/Pro Shop

- Official Competitions (in Diary)
- Entry fees and prizes are club responsibility
- Ensure sufficient balls are provided for prizes
- Unofficial Competitions (not in Diary)
- Collecting entry fees and giving out prize money
- Buying balls for prizes

3. Supporting Fund Raising Events

- Provide support and floats for Ladies/Club Organised events and raffles.

4. Gifts for Team Captains

(Committee decision 24th June 2020 to bring in line with section 6 below)

A gift of £20 should be given to each team captain (Anderson, Sivewright and Friendly) as a thank you at the end of the playing season. Individuals can choose whether to accept it.

These are to be presented as vouchers (to be decided at the time), paid by 30th September and accounted for prior to the end of year financial closedown.

(Committee decision March 2nd 2022)

5. Gifts for Vice Captain, Competition Secretary, Secretary and Treasurer of Friends of the Ladies Section.

(Committee decision 16th April 2020).

A gift of £20 should be given as a thank you. Individuals can choose whether to accept it.

These are to be presented as vouchers (to be decided at the time), paid by 30th September and accounted for prior to the end of year financial closedown.

(Committee decision March 2nd 2022 and May 5th 2022)

From October Committee meeting 12th 2023

- Handicap/Competition Secretary to receive £40 due to extra time used

SECTION C

ENGLAND GOLF MEDAL COMPETITION

INDEX

1. ENGLAND GOLF MEDAL COMPETITION
2. COMPETITIONS PLAYED IN CONJUNCTION WITH MEDAL DAYS

1. **ENGLAND GOLF MEDAL COMPETITION** Reference England Golf Website

Format

- Club Qualifying Rounds Clubs may run a minimum of four and up to twenty-four stroke play competitions per calendar year that must be nominated as an England Golf Medal Club Qualifying round prior to play.
- Any, or all, of these competitions may be played in conjunction with a club stroke play competition, as authorised by the club committee and must be a qualifying competition for handicap purposes.
- There shall be no compulsory draw or entry fee for players competing in a club qualifying round only. But where a Club Competition is played in conjunction with an England Golf Medal Club qualifying round, the club committee may make its own terms regarding draws, starting times and entry fees for this joint competition.
- The winner shall be the player returning the lowest aggregate of four net scores in the designated qualifying competitions.
- In the event of a tie the winner shall be decided on the net score of the last 9, 6, 3 and 1 hole(s) of all four cards added together.

Regional Medal Finals

- The top 120 players within each region who return the lowest aggregate differential of four net scores in relation to the SSS in the club qualifying medals will qualify.
- Only the winner of the club medal is eligible to compete in one of the six regional finals. No substitutions are allowed.
- Club medal winners shall play in their respective regional medal final. If over-subscribed there will be a reserve list.
- The regional medal final shall be played over 18 holes of medal stroke play, qualifying for handicap purposes with full handicap allowance.
- The winner in each regional medal final shall be the player who returns the lowest net score over 18 holes and shall be presented with a trophy and a memento at the Grand Final.
- Ties to determine places into the Grand Final shall be decided on the net scores of last 9, 6, 3 or 1 holes of the round. If a tie still arises it shall be decided on the last 9, 6, 3 or 1 holes of the first nine holes of the round.

SECTION D

CLUB TROPHIES

INDEX

1. Anniversary Vase
2. Easter Rose Bowl
3. Helmer Trophy (Bronze)
4. Friend Rose Bowl
5. Past Captains' Trophy
6. Arthur Watson Trophy
7. *Balfour Vase (Mixed)
8. Elsie Armstrong Trophy
9. Club Championship
10. Nett Championship
11. Eileen Driver Trophy
12. Birkbeck Trophy (Silver)
13. McLuckie Trophy (Bronze)
14. Musto Trophy
15. *Jackson Trophy (Mixed)
16. Handicap Matchplay Championship
17. Sympathy Vase (Runner up in Handicap Matchplay Championship)
18. Young Shield (Bronze)
19. Allan Salver
20. Jean McLuckie Memorial Shield (Silver)
21. Centenary Cup
22. Evans Order of Merit Trophy
23. Whiteford Junior Girls Trophy
24. Kinghorn Junior Girls Trophy
25. Foursomes Matchplay Trophy
26. Ladies Centenary Plate
27. Linda Carlino Trophy
28. Angela Roscoe Memorial Cup

* Non qualifying competitions UNLESS STATED OTHERWISE

HANDICAP ALLOWANCE 95% of playing handicap

ENTRY FEE £2.00

PRIZES 1st Trophy + £5.00
 2nd £3.00

NAME	ANNIVERSARY VASE
TROPHY	Large cut glass vase Presented to the Ladies' Section in 1982 by Mr K. Chapman, to mark the anniversary of its founding - 11th April 1907
COMPETITION	Strokeplay
MAXIMUM HANDICAP	Club Championship, Anniversary Vase, Friend Rose Bowl and the three Birkbeck Trophy Competition (all Stroke play and played on a Sunday) to have a maximum handicap of 40 in line with England Golf (Committee Decision 24 th June 2020)
DAY PLAYED	The nearest Sunday to April 11th.

NAME	EASTER ROSE BOWL
TROPHY	Silver rose bowl on black plinth Lion head handles approximately 6" diameter
ORIGIN	1981 Presented by Mr Ken Chapman
COMPETITION	Stableford
PRIZES	Prize money donated by Caroline (Caz) Smith and Sue Blaeford to cover from 2022 for the next five years to 2026. 1 st £15 2 nd £10 3 rd £5
DAY PLAYED	Easter Sunday or Easter Monday All players must enter the Sunday draw at 1 p.m..

D:3

NAME	HELMER TROPHY (BRONZE DIVISION)
TROPHY 8" high on a 3" square plinth	Silver cup with handles and lid
ORIGIN	Presented in 1956 by Miss K. Helmer Captain 1957 & 1958
COMPETITION	Strokeplay
DAY PLAYED	Tuesday
PRIZE	Trophy
	Played during a summer Month in conjunction with a Tuesday (Committee decision May 2010). Seeded draw

D:4

NAME	FRIEND ROSE BOWL
TROPHY	Small solid silver rose bowl with mesh and decorative edge. Approximately 4 ½" high.
ORIGIN	Presented 1907 by Mrs. H.P. Friend Captain 1907
COMPETITION	Strokeplay
MAXIMUM HANDICAP	Club Championship, Anniversary Vase, Friend Rose Bowl and the three Birkbeck Trophy Competition (all Stroke play and played on a Sunday) to have a maximum handicap of 40 in line with England Golf (Committee Decision 24 th June 2020)
DAY PLAYED	Sunday

D:5

NAME	PAST CAPTAINS' TROPHY
TROPHY	Crystal Rose Bowl on plinth
ORIGIN	1991 Presented by Mrs. J.M. QUILTER Captain 1990
COMPETITION	Stableford QUALIFIER
ENTRY FEE	None
PRIZE	Trophy
DAY PLAYED	Saturday
NOTE	Lady Captain arranges the dinner. Secretary invites all Past Captains to dinner. Current Lady Captain may take part but cannot win the trophy unless they have been a Lady Captain previously..
N.B.	Current Lady Captain may now take part in County Captains' Society competitions, provided she becomes a member of the Society at the beginning of the year.

Non members cannot win and should play off their last playing handicap.

D:6

NAME	ARTHUR WATSON TROPHY
TROPHY	Original trophy was a male golfer on a black plinth, approximately 13" high. Replaced in 2000 with female golfer
ORIGIN	Original presented by Mr. & Mrs. Smurthwaite 1962. New trophy purchased by Ladies' Section.
COMPETITION	Strokeplay "Flag" Competition and Medal
ALLOWANCE	The flag is placed where the player's strokes have run out (including handicap allowance).
	NOTE Players must complete the 18 holes strokeplay or they will be classed as an N/R for handicapping purposes.
DAY PLAYED	SUNDAY

Committee decision August 22nd 2017 All players must enter the Sunday draw

If the competition ends in a draw, it should be a tie.

D:7

NAME	BALFOUR VASE (MIXED)
TROPHIES	LADIES: Silver rose vase approximately 8" high with fluted top. MEN: Silver tankard with griffon knob on plinth
ORIGIN	Vase presented by Mrs J. Raw - Captain 1984 (Previously Griffon Trophy)
COMPETITION	Foursome Medal
HANDICAP ALLOWANCE	½ Combined Handicaps Men off white tees
ENTRY FEE	£4.00 per couple
PRIZES	1st Trophies + 3 balls each 2nd 2 balls each If there are a minimum of 10 couples enter.
DAY PLAYED	Sunday
NOTE	Ladies choose own partner Draw for fourball On this course it is advantageous if the ladies drive the odd numbered holes (e.g. 13th & 15th) and the men drive the even numbered holes.

Committee Decision Nov 2008. Players can play the course before the competition

Committee decision April 1st 2014 All players must enter the Sunday draw at 1 pm..

D:8

NAME	ELSIE ARMSTRONG TROPHY
<u>TROPHY</u>	Silver cigarette box, approximately 5" square
<u>ORIGIN</u>	Presented by Mrs Elsie Armstrong Captain 1966
<u>COMPETITION</u>	Par
<u>DAY PLAYED</u>	Sunday

NAME	CLUB CHAMPIONSHIP
<u>TROPHY</u>	Sherry decanter with silver neck mounted on walnut plinth, approximately 10" high.
<u>ORIGIN</u>	Presented by Boothman & Hillery 1991
<u>COMPETITION</u>	36 Hole Scratch Strokeplay.
<u>HANDICAP ALLOWANCE</u>	None
MAXIMUM HANDICAP	Club Championship, Anniversary Vase, Friend Rose Bowl and the three Birkbeck Trophy Competition (all Stroke play and played on a Sunday) to have a maximum handicap of 40 in line with England Golf (Committee Decision 24 th June 2020)
<u>ENTRY FEE</u>	£2.00
<u>PRIZE</u>	Championship Trophy + £5.00
<u>DAYS PLAYED</u>	<i>Committee decision 28/08/ 01</i> To be played on the same day as Men's Championship. Starting times to be agreed with Club Competition Secretary when planning next year's fixtures.

Post notice in good time for entries. Check well in advance for starting times
All players must enter the Sunday draw.

NAME	NETT CHAMPIONSHIP (HANDICAP CHAMPIONSHIP TROPHY)
ENTRY FEE	Combined with Club Championship
TROPHY	Crystal vase
ORIGIN	Presented by Mr J. Atkinson 1995
COMPETITION	36 hole strokeplay competition
MAXIMUM HANDICAP	As above for Club Championship
PRIZE	Trophy + £5.00 (Committee decision Sept.2010)
DAY PLAYED	Run in conjunction with Club Championship
NOTE	Players may enter both competitions. All players must enter the draw

The winner of the Club Championship cannot also win the Handicap Trophy.

D:11

NAME	EILEEN DRIVER TROPHY (CANCER CHARITY)
TROPHY	Silver gilt cup with handles on a black plinth Approximately 5" high
ORIGIN	Presented by Mrs Eileen Driver Captain 1976
COMPETITION	Stableford
ENTRY FEE	£2.00 All money to Cancer Charity (Macmillan) top up donation to £35.00 - committee decision 2000
PRIZE	1st Trophy + Cancer Charity Spoon/Badge
DAY PLAYED	Tuesday (in the summer months)
NOTE	Spoon arrives in February from Macmillan Fund. Seeded draw.

D:12

NAME	BIRKBECK TROPHY (SILVER DIVISION) Medal
TROPHY	Silver cup with handles, on plinth, approximate height 6"
ORIGIN	Presented by Mrs N. J. Birkbeck in 1965 Captain 1938, 1944, 1946, 1960, and 1961.
COMPETITION	Strokeplay 3 Rounds –Spring, Summer and Autumn Aggregate of gross scores
MAXIMUM HANDICAP	Club Championship, Anniversary Vase, Friend Rose Bowl and the three Birkbeck Trophy Competition (all Stroke play and played on a Sunday) to have a maximum handicap of 40 in line with England Golf Committee Decision 24 th June 2020)
Committee decision. Sept.1999	If a player is in the Birkbeck for the 1st round then she stays in the competition for the 2nd & 3rd rounds.
DAY PLAYED	
Committee decision 28/08/01	Sunday, but not a Bank Holiday

Cup repaired September 2011 as badly damaged.

NAME	McLUCKE TROPHY (BRONZE DIVISION)
<u>TROPHY</u>	Silver cup with handles, on plinth, approximate eight 7"
<u>ORIGIN</u>	Presented by Mrs J. McLuckie 1975 Captain 1975
<u>COMPETITION</u>	Strokeplay - Two Rounds Aggregate of gross scores
<i>Committee Sept. 1999</i>	If a player is in bronze for the first round and she drops her handicap into silver, she can still play in the competition for the 2 nd round. If a player is in the McLuckie for the 1 st round then she stays in the competition for the 2 nd round.
<u>PRIZE</u>	Trophy
<u>DAY PLAYED</u>	Tuesday <i>Committee decision May 2010</i> – to be played during the summer months in conjunction with two Tuesday Medals. Seeded draw

NAME	MUSTO TROPHY
TROPHY	Silver cup on silver column with plinth, Approximate height 10"
ORIGIN	Presented by Mrs Musto 1981
COMPETITION	Strokeplay
Committee decision 19/09/01	Competitors must have been 1st 2nd or 3rd in all Medals from October the previous year.
ENTRY SHEET Committee decision 28/08/01	List all eligible players and request that they tick if they are available, if not, no substitute is found.
DAY PLAYED Committee decision 29/06/01 draw	Sunday block booking with a draw. All players must enter the

NAME	JACKSON TROPHY (MIXED)
<u>TROPHY</u>	Silver cake stand in two tiers (Lady) Quaich (Gent) – Scottish drinking cup
<u>ORIGIN</u>	1921
<u>COMPETITION</u>	Foursomes Stableford
<u>HANDICAP ALLOWANCE</u>	Half of combined handicaps Men play off white tees. Stroke index taken from the Ladies' Card .
<u>ENTRY FEE</u>	£4.00 per couple
<u>PRIZES</u>	1 st - Trophies plus 3 balls each 2 nd - 2 balls each (Committee decision June 2020). To bring this in line with the Balfour vase a minimum of 10 couples need to enter for the balls to be awarded.
<u>DAY PLAYED</u>	Sunday
<u>NOTE</u>	Draw for partners Draw for fourball Lists posted in Gents' and Ladies' rooms

Committee Decision Nov 2008. Players can play the course before the competition)

Committee decision April 1st
2014

There will be a normal entry sheet and draw, All players must enter the draw

<u>NAME</u>	YOUNG SHIELD (BRONZE DIVISION)
<u>TROPHY</u>	Oak Shield with silver mount centre, surrounded by small name shields
<u>ORIGIN</u>	
<u>COMPETITION</u>	Awarded to bronze player with lowest aggregate of her four best Medal scores over the year.
<u>PRIZE</u>	Trophy
<u>ENTRY FEE</u>	None
<u>NOTE</u>	Either the winner of the Young Shield (Bronze) or the winner of the Jean McLuckie Memorial Shield (Silver) will win the England Golf Medal. Combined in 2010

<u>NAME</u>	ALLAN SALVER
<u>TROPHY</u>	Silver Plate
<u>ORIGIN</u>	Original presented 1976, in memory of Mrs K. Allan - Captain 1973 Replaced by Ladies' Section in 2000
<i>Committee decision May 2004</i>	
<u>COMPETITION</u>	Awarded to the player with the season's greatest reduction in handicap, using computer formula.
<u>ENTRY FEE</u>	None

D:20

NAME	JEAN McLUCKIE MEMORIAL SHIELD (Silver)
<u>TROPHY</u>	Oak shield with silver mount centre, surrounded by small name shields.
<u>ORIGIN</u>	Presented in 1994 in memory of Mrs. Jean McLuckie – Captain 1975
<u>COMPETITION</u>	Awarded to silver player with the lowest aggregate of four best Medal scores over the year.
<u>PRIZE</u> <u>ENTRY FEE</u>	Trophy None
<u>NOTE</u>	Either the winner of the Young Shield (Bronze) or the winner of the Jean McLuckie Memorial Shield (Silver) will win the England Golf Medal.

D:21

NAME	CENTENARY CUP
<u>TROPHY</u>	Ornate silver cup with two handles.
<u>ORIGIN</u>	Purchased by the Ladies' Section in 1998 to celebrate the centenary of the Golf Club
<u>COMPETITION</u>	Stableford
<u>DAY PLAYED</u>	A Sunday nearest to the inauguration date of B.C.G.C.(10 th June ?)

NAME	EVANS ORDER OF MERIT TROPHY
<u>TROPHY</u>	Lady Golfer on plinth
<u>ORIGIN</u>	Presented by Mrs Sylvia Evans Captain 1991
<u>COMPETITION</u>	The best 10 scores from all qualifying competitions at B.C.G.C. in the playing year. Points awarded for 1 st – 10 th places in qualifying competitions. Winner 10 points etc. Computer works out result.
<u>PRIZE</u>	Trophy
<u>ENTRY FEE</u>	None

NAME	GRACE WHITEFORD JUNIOR GIRLS TROPHY
<u>TROPHY</u>	Quaich (Scottish drinking bowl)
<u>ORIGIN</u>	Presented by Mrs Grace Whiteford Captain 2001
<u>COMPETITION</u>	Most improved junior golfer of the year
<u>PRIZE</u>	Trophy
<u>ENTRY FEE</u>	None
	Computer calculation showing greatest reduction in handicap during the current year. Manual 3.1.8 Performance Analysis.

NAME	KINGHORN JUNIOR GIRLS TROPHY
TROPHY	Junior girl golfer on wooden plinth
<u>ORIGIN</u>	Presented by Mrs E. Kinghorn 2002 Captain 2002
<u>COMPETITION</u>	The 3 best stableford scores from the Summer Trophy Qualifying Competitions.
<u>PRIZE</u>	Trophy
<u>ENTRY FEE</u>	None
<u>NOTE</u>	<p>Qualifying Stableford Competitions run for juniors from June until end of school summer holidays.</p> <p>This would give juniors the opportunity to return 3 official competition scores for handicap.</p> <p>Any junior girl eligible to join in L.G.U. Medal on a Tuesday could have their scores converted into Stableford points for entry into this competition. This would allow the junior girls to become an integral part of the Ladies' Section.</p> <p>If there are girls playing the Medal concurrently with this competition, although their scores will be converted from Medal to Stableford, they must only be added to the computer result for the Trophy, after the Medal competition has gone through the computer.</p>

NAME	FOURSOMES MATCHPLAY TROPHY
<u>TROPHY</u>	Two lady golfers on a rectangular wooden plinth
<u>ORIGIN</u>	Presented by Mrs. Sheila Kilgarriff in 2005 Engraving back-dated to 2000
<u>COMPETITION</u>	At present played in conjunction with the Daily Mail Foursomes Qualifier
<u>FORMAT</u>	See Rules of Daily Mail
<u>ENTRY FEE</u>	£4.00 per couple

Rules of Entry for K.O. Competitions

1. The person or team on the top half of the draw is responsible for contacting the opponent(s) during the first 10 days of the particular round to be played.
2. She or they must then offer 3 dates for the tie to be played with a minimum of 10 days between the first and last date. If this is not done, the opponent may claim the tie without recriminations.
3. If the dates offered are unacceptable, the opponent(s) must offer 3 alternative dates.
4. If the tie is not completed before the closing date, both players and teams will be scratched from the competition.
5. Injured players should forfeit the tie as soon as it becomes apparent that she (or they) will remain injured.
6. It is the responsibility of the winner(s) of any given tie to record the result as soon as the tie is completed. Failure to do so could result in the winner(s) forfeiting the tie as if it has not been completed.

NAME	LADIES' CENTENARY PLATE
<u>TROPHY</u>	Crown Derby Plate on Plinth.
<u>ORIGIN</u>	Purchased by the Ladies' President, Mrs. Margaret Barker in 2007 to celebrate the Centenary of the Ladies' Section of the Golf Club. The Ladies' Section was formed on 23 rd April 1907
<u>COMPETITION</u>	Stableford
<u>DAY PLAYED</u>	A Sunday nearest to the inauguration date of the ladies' section of B.C.G.C.
Committee decision April 1st 2014	There will be a normal entry sheet and all ladies must enter draw,

Lady Captain to remember to invite Mrs Barker to presentation. Winners must attend.

NAME	LINDA CARLINO TROPHY
<u>TROPHY</u>	Cut glass claret jug on a mahogany plinth.
<u>ORIGIN</u>	Presented in 2010 by Mr. Charles Carlino in memory of Linda Carlino. Captain in 1977.
<u>COMPETITION</u>	Stableford
<u>DAY PLAYED</u>	Tuesday (during the summer months)
<u>NOTE</u>	Seeded draw

NAME	ANGELA ROSCOE MEMORIAL CUP
<u>TROPHY</u>	Silver cup with two handles, engraved on the base, standing on a wooden plinth.
<u>ORIGIN</u>	Presented in 2013 by Mr. and Mrs Roscoe in memory of their daughter Angela Roscoe.
<u>COMPETITION</u>	Stableford
<u>DAY PLAYED</u>	Tuesday (during the summer months)
<u>NOTE</u>	Seeded draw

SECTION E

OTHER COMPETITIONS

INDEX

1. Opening Day
2. Hall Trophy
3. Australian Spoons (Bronze Division) E.L.G.A.
4. Coronation Foursomes L.G.U.
5. Ladies' Invitation
6. Captain v Vice-Captain
7. Turkey Trot
8. Christmas Competition
9. Lady Captain's Winter Competitions
10. Ladies with Seniors
11. Ladies v Seniors
12. Eclectics
13. Scramble
14. Ladies' Open
15. Lady Captain's Day
16. Ladies' Outing
17. Mixed Outing
18. Club Captains' Day / Weekend
19. Pro-Am

E:1

OPENING DAY

Opening Day usually 1st Sunday in April

Depending when Easter falls in the calendar – this could be a fun competition or combined with the Anniversary Vase or Easter Rose Bowl. Entry fee covers the cost of prizes.

Followed by afternoon tea - arrange menu and cost with the caterer.

Social members may be invited to tea.

Present any outstanding prizes from Winter Competitions.

Golf Balls required for Winter Eclectic winners.

HALL TROPHY

This competition was renamed with permission from Mrs Sue Hall, who donated the trophy with the given title "The Divorce Stakes".

FORMAT Greensome Stableford
Handicap – 60% of low playing handicap and 40% of high
 Men play from yellow tees
 Use ladies' stroke index
 Partner must be a member of B.C.G.C.

ENTRY FEE £4.00 per couple

PRIZES 1st - Silver Tray (awarded after each competition and held by winners until next competition.) plus – 3* golf balls each
 2nd - 2* golf balls each

* If less than 8 couples
 1st – 2 golf balls each
 2nd – 1 golf ball each
 (Committee decision May 2010)

The Lady Captain will arrange the dates for these competitions when planning the Fixture List with the Club Secretary. Usually 3 or 4 to be played between April and September.

Popular days are Friday, Saturday and Sunday usually after 3.00pm.

Avoid other Mixed Competitions in the Fixture List.

This competition is a social event and will be followed by a meal if possible in the clubhouse, to be arranged by the Lady Captain with the caterer.

Rule 7b does not apply i.e. – Players will be able to have played on the course prior to the competition.

Originally, this was always a Greensome Stableford competition (popular) but Mrs. Hall did say that the Lady Captain could alter the format if she so wished.

Customary to sit as a group for the meal after the last competition.

AUSTRALIAN SPOONS

The decision to enter this competition is made on a yearly basis

Northern Division Competition

Entries can continue throughout the playing season until the closing date (possibly May / June).

Venues and date for further rounds on poster on notice board

Entrants must be available to go forward to the Regional and National Final.

This foursomes competition may be entered any number of times and with different partners throughout the playing period.

Markers need not be competitors.

The qualifying partnership must not change for the Regional Final.

Dates and venues for the Regional Final will be sent to the Lady Secretary.

ENTRY FEE Check poster. (£2 per player / £4 per card in 2019)

FORMAT 18 holes Stableford Foursomes on current handicap.

HANDICAP Check poster. 15 to 40 (in 2019)

If the winning couple are not available to play in the 2nd round, then the 2nd, 3rd or 4th pairs will be given the option of playing.

CHECK CURRENT YEAR INFORMATION FOR MORE DETAILS AND ANY CHANGES.

CORONATION FOURSOMES

Check poster or internet for current rules and regulations.

Peugeot Competition - See Poster

Foursomes Stableford Competition

Played on a Tuesday

One round – own choice of partner- played in March, April or early May.

Check venues and dates for the Area Final and display on entry sheet.

Entry ? per couple Check details on poster
(Mementoes are given to club winners if
there is a minimum 4 pairs entering)

Handicap Allowance – half the combined playing handicaps.(Check poster)

Format – Foursomes (alternate drives & alternate shots)

The best 100 nett scores in the region will qualify for the Area Final.

The winners of the Area Final shall be eligible to compete in the National Finals.

Entry sheet with results, fees and choice of Area Final venue, must be filled in by the Ladies' Competition Secretary and returned to the Manager of the Final.

LADIES' INVITATION

Committee decision - 18th June 2002 – format changed to team event.

Lady Captain is responsible for arranging the Ladies Invitation

FORMAT	Teams of three players – one of whom must be a Barnard Castle member. Best two Stableford Scores from three to count on each hole except on par 3's when all three scores will count. Guests must be a member of a golf club with a WHI.
HANDICAP ALLOWANCE	Full
DAY	Tuesday
TIME	Afternoon – 10 minute intervals
PRIZES	The Lady Captain and Lady Vice-Captain organise (M and S vouchers for prizes.) The number and cost of prizes depends upon the entry.
ENTRY FEE	Contribution towards prizes - ????? per team. Plus cost of buffet meal (home player pays for her guest/guests) Entry fee should be paid in advance.

The Lady Captain organises this event.

The Lady Captain and Lady Vice-Captain to set up prize table and organise flowers.

Total entry fees to be paid in advance to Ladies' Treasurer. Entry sheet to be marked accordingly.

RAFFLE	(optional) £1 per ticket. It is most helpful if a member, who is not playing, sells the raffle tickets. Prizes – mainly bottles – saved from those donated for Open Day / Ladies' Invitation. Lady Captain puts up a notice requesting prizes.
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WINTER COMPETITION

FORMAT Lady Captain chooses format for these competitions

Prizes Prizes from entry fees as vouchers , which are presented at the Opening Competition the following year.

ENTRY FEES Paid in Ladies Section Box

LADIES WITH SENIORS

Arrange date with Seniors' Captain. March/April

One lady partners one gentleman.
Ladies receive 3 entitlement shots

FORMAT 4BBB Matchplay
90% difference in playing handicaps (taken from the lowest handicapped player)
3 entitlement shots for ladies, given before 90% calculated.
All play off yellow stroke index with 3 entitlement shots for ladies. (Ladies play off red tees men from yellow
The difference of the course rating is used to calculate entitlement shots. (Committee decision May 5th 2022)

PRIZE No trophy / prize

Suggestion – the two captains play in Team A
the two vice-captains play in Team B
No formal meal. Order own food and drink.

LADIES V SENIORS

TROPHY COMPETITION

August or September: Lady Captain's Team v Seniors' Captain's Team

FORMAT 4BBB Matchplay
90% difference in playing handicaps taken from the lowest handicapped player.
3 entitlement shots for ladies, given before 90% calculated.
All play off yellow stroke index with 3 entitlement shots for ladies. (Ladies play off red tees men from yellow.
The difference of the course rating is used to calculate entitlement shots.
(Committee decision May 5th 2022)

(The winner of the trophy makes sure the trophy is engraved)
No formal meal. Order own food and drink.

ECLECTICS

Organised by committee member with responsibility for Eclectics.

(Committee decision 28th August 2001)

Winter Eclectic November to end or middle of March

Prizes presented on Opening Day

Spring Eclectic April to end of June

Summer Eclectic July to end of October

Spring and Summer Eclectics - Prizes presented on first occasion following closure of that season's Eclectic Competition.

Ties to be decided on back 9 etc.

(Committee decision 11th Dec. 2001)

Spring and Summer Eclectics will start on the 1st Medal day after the closure of the last eclectic.

Winter Eclectic will start with the first 18 holes completed after the close of the Summer Eclectic.

(Committee Decision June 2020).

For all eclectics the number of divisions depends on the number of entries. To play in the 18 hole Eclectic, 9 Holes can be played on the first day and another 9 holes can be played on a second day if a lady does not wish to play 18 holes on the first day.

ENTRY FEE	£2.00	18 holes
	£1.00	9 holes

REGISTRATION Complete entry in Eclectic File for first 18 hole round – marker signs also.

Changes thereafter to improved scores must be made on day of play and signed by marker a minimum of 9 holes to be played of social or competitive golf can be used for this purpose).

Ladies to carry an eclectic card with them in their golf bag for the marker to update and sign on the course and then these can be transferred to the file in the ladies area. (Committee Decision March 2022)

(Committee Decision 1993) - Allowance 5/8th of handicap.

PRIZES 1st - 3 balls, 2nd - 2 balls, 3rd – 1 ball
(Number of players to be taken into consideration)

(Committee Decision 1993) - Eclectic scores may be changed in Stableford competitions but only if the score for the hole is within Stableford Points and a minimum of 9 holes have been played.

This also applies to 9 hole Winter comps e.g. Waltz, Coloured Ball, etc., where stroke and Stableford scores are used by individual players in Team Games. Not in a Scramble or similar.

Verification 2000 – Eclectic scores may not be changed after playing in D.C.L.G.A. Team matches, Friendly matches or Open Better Ball Competitions.

SCRAMBLE

FORMAT	Teams of two, three or four.
Strokeplay.	Each player MUST take e.g. six or four drives.
HANDICAP ALLOWANCE	See Section A:6.4 of Red Book If possible – one high handicap, one medium and one low. Computer draw on “balanced” is easiest way.
ENTRY FEE	£2 each
PRIZES	2 Balls each for 1st Team 1 Ball each for 2nd Team Number of golf balls awarded depends on the number of entries

LADIES' OPEN

Arranged by Ladies' Secretary in conjunction with the Ladies' Committee, usually the first Tuesday of County Durham Schools' Summer Holiday

POSTERS

In the September Committee Meeting a decision should be made for the format of the Ladies' Open the following year.

Format for 2022

1. WH Limit of 36
2. All players receive 85% of their playing handicap
3. Format: 2 scores on all holes apart from the 18th when all 4 scores count
4. Entry fee £50 per team

Posters to be distributed at the January County Meeting for Captains and Secretaries at Durham City Golf Club.

INFORMATION TO BE INCLUDED ON THE POSTER

Club	Format	Date
Handicap Allowance	Closing Date for Entries	Cost
Prizes	Secretary's Address	

No entry money refunded if cancellation made in the last month and no substitute can be found

RAFFLE Prizes donated by members – save some, especially bottles, for Ladies' Invitation. Charge £1 per ticket with morning and afternoon draws.

TWO'S Competition is part of the entry fee

In the July Open, prizes of vouchers will be determined by the number of entries and a decision will be made nearer the event re a prize for a team of home club members, again determined by the number of entries. As there is not a poster, it is no longer written that you cannot have a team of Barnard Castle ladies. (Committee decision May 5th 2022)

SECRETARY'S DUTIES

Prior to the competition, arrange for the following:-

1. Drinks and biscuits in the Halfway House for self-service or equivalent
2. Availability for meals with caterer.
3. Tables available for signing in, raffle and prizes. Organise helpers.
Detailed information required for the competition table.
4. Scorecards to be written in advance with information/ scoring attached.

HELPERS

1. Starters
 2. Raffle sellers
 3. People to help at the competition table
 4. Flowers
- CAPTAIN 1. Speech and prize giving

(

LADY CAPTAIN'S DAY or JOINT CAPTAIN'S DAY

**** PLEASE NOTE**** The following information is only a guide.

The Lady Captain may choose when she wants her Captain's Day (this decision is made prior to taking office as details must be ready for the Fixture Card which goes for printing in October).

DATE - This can be a Saturday or a Sunday on a different weekend or the same weekend as the Club Captain's or a Joint Captains' Day.

FORMAT – This is the sole choice of the Lady Captain

Half-way House on 9th hole - may arrange and provide drinks & snacks.

Helpers needed - usually family or friends.

Club pays for buffet - arrange food with Steward/Stewardess.

Arrange block booking for starting times with Club Secretary

PRIZES – These are left to the discretion of the Lady Captain.

The competitors may be divided into categories.

The Lady Captain may choose to have a putting competition, longest drive holes, nearest the pin holes (check recording flags are in place) etc etc.

Flowers to be arranged as necessary for prize table etc.

Lady Vice Captain to order and presents flowers to Lady Captain.

LADIES' OUTING

If an EXCHANGE with another Club is arranged ensure that a block booking is available for the visitors.

Check that the changing rooms are clean and tidy, with paper towels etc. Ask flower ladies to provide arrangements for Ladies' room. Provide welcome card if you wish with small chocolates or similar.

Arrange meals with the exchange Lady Captain and caterer.

Advise menus available and prices.

Committee decision 11th Aug.1998 - Organise competition/competitions, each Lady can pay £3.00 each towards prizes rather than the Captain paying for them if the Lady Captain so wishes.

Check everyone has transport and knows route to club, or travel by coach.

E:17

MIXED OUTING

Next year's Lady Captain i.e. present Lady Vice Captain, arranges venue, price and meal.

Confirm bookings by letter.

FORMAT - Afternoon 18 hole – usually 4 B.B.B.Stableford. If the cost is per day and not per round, those prepared and willing to, can also play in the morning. Lady Captain to organise.

PRIZES - Lady Captain provides and pays for prizes.

E:18

CLUB CAPTAIN'S DAY/WEEKEND

Lady Committee members assist - Flower arrangements and manning the amenity hut if required.

In past, the Club Captain has invited the Ladies to play on the Friday 3.00 p.m. onwards in the CAPTAIN'S & LADY CAPTAIN'S MIXED. Club Captain & Lady Captain to share prize costs.

If any late starters - needs to be a Mixed Greensome as 4 B.B.B. will take too long.

Competitors pay for their own meals.

E:19

PRO-AM

Arranged by the Club Competition Secretary, together with the Professional Golfers' Competition Secretary.

Three amateurs to play with one professional. The amateurs may be men, ladies or a mixture of both. Either one person sponsors a team or the three amateurs split the entry cost of entry.

In 2004 the cost of entering a team of Barnard Castle members was £150.00 .

SECTION F
TEAM MATCHES

INDEX

Full details for County Team matches can be found on the County website. Copies are updated on the Ladies' Notice Board

- | | | |
|-----------|--|------------|
| | | F:1 |
| 1. | County Shield Matches
County Shield Matches are arranged at the "Captain's and Secretaries' Meeting" held in October at Castle Eden Golf Club. If possible the Competition Secretary, Lady Captain and Secretary to attend. (i.e. 3 representatives) | |
| 2. | Anderson Shield Matches (Scratch)
Daytime League
See Durham County Ladies' Golf website or our notice board
Team of 7 or 5 | F2 |
| 3. | Sivewright Shield Matches (Handicap)
See Durham County Ladies' Golf website or our notice board
Team of 5 | F3 |
| 4. | Duties of the Anderson Shield Team Captain | |
| 5. | Duties of the Sivewright Shield Team Captain | |
| 6. | Friendly Matches | |

DUTIES OF THE ANDERSON SHIELD TEAM CAPTAIN

1. In January, get a copy from the Handicap Secretary of all players with a handicap between 0 – 22.
2. Get a Copy of all league matches for the coming season.
3. Make a chart of these players and the season's matches, asking players to tick their availability.
4. Duplicate enough Match Results Sheets (two per match).
5. Duplicate enough Team Sheets (one per match).
6. Post team sheet at least two weeks prior to the match. Team chosen in order of handicap.
7. A week prior to the match, check the Team Sheet and organise travelling arrangements for an away match.
8. On the day of the match (especially home fixtures):-
 - (a) arrive at least 30 minutes early to welcome the opposing team.
 - (b) make out Team Sheets in order of handicap but these only become official 10 minutes prior to start of match – this is important if any late team change has to be made.
 - (c) at home fixture introduce your team. Make sure that nobody is going on the tee 15 minutes before match start time.
 - (d) give out scorecards to the opposition.
 - (e) inform the opposition re distance markers and significance of coloured flags.
 - (f) at the end of the match make sure that both result sheets are the same i.e. ours and the oppositions.
 - (g) inform the stewardess when all players are in and ready to eat.
 - (h) make the speech at the end of the meal (if the Lady Captain is not present) – home team speech first.
 - (i) send match result to the County Match Secretary.

If there are any queries or disputes before or after the match, refer to the “Guidelines for Matches” produced by D.C.L.G.A. These are found on the Match / Handicap Notice Board in the Ladies locker room.

DUTIES OF THE SIVEWRIGHT SHIELD TEAM CAPTAIN

1. In January, get a copy from the Handicap Secretary of all players handicaps, especially those between 21 – 30.
2. Get a copy of all handicap matches for the coming season.
3. Make out a chart of high silver players, bronze players and the season's matches, asking players to tick their availability.
4. Duplicate enough Match Results Sheets (two per match).
5. Duplicate enough Team Sheets (one per match).
6. Post Team Sheet at least two weeks prior to the match. Remember that only two silver players can play on the team.
7. A week prior to the match, check Team Sheet and organise travelling arrangements for an away match.
8. On the day of the match (especially home fixtures):-
 - (a) arrive at least 30 minutes early to welcome the opposing team.
 - (b) make out team sheets, in order of handicaps but these only become official 10 minutes prior to the start of the match – this is important if any late team change has to be made.
 - (c) at home fixture introduce your team. Make sure that nobody is going on the tee 15 minutes before match start time.
 - (d) give out scorecards to the opposition.
 - (e) inform the opposition re distance markers and significance of coloured flags.
 - (f) at the end of the match make sure that both result sheets are the same i.e. ours and the oppositions.
 - (g) inform the stewardess when all players are in and ready to eat.
 - (h) make the speech at the end of the meal (if the Lady Captain is not present) – home team speech first.
 - (i) send match result to the County Match Secretary.

If there are any queries or disputes before or after the match, refer to the "Guidelines for Matches" produced by D.C.L.G.A. These are found on the Match / Handicap Notice Board in the Ladies locker room.

FRIENDLY MATCHES

Lady Captain or her representative to arrange with other Lady Captains, confirm dates Home and Away, confirm tee off times, arrange meals with the caterer.
All players pay for their own meal.

Committee decision JULY 2001

ENTRY SHEET

List for those able to play and stay for a meal.
Draw a line under number required.

Reserve list if over subscribed.

All lists on the one entry sheet.

Format - 4BBB Matchplay – 90% difference in handicaps.

Usually 12 members in each team.

Committee meeting July 2001. Those players unable to stay for a meal after a Friendly Match, but who are able to play, should put their names down as reserves.

Committee meeting (3 March 2020) 9 hole members are eligible to play if there are spaces remaining after 18 hole members have had time to sign up.