

Puttenham Golf Club Ladies Section Rules

Updated January 2021

Contents

Rules of Membership of the Ladies Section.....	2
Membership, Committee, Captain, Meetings & AGM.....	2
General Competition Rules	3-6
Medals, Stableford & Par Competitions, Pairs and Team Events	4
Competition Entry, Withdrawal, Cancellation or Abandonment of a Competition.....	4-5
Entrant Numbers and Prizes for Competitions	5
Singles Event Prize Monies	6
Competitions held on a Non-Measured Course & Match Play Requiring Play on Measured Course.....	6
Green Fees for External Match Play Competitions	6
Course Conditions for Internal Ladies Match Play Competitions	6
Club Prohibition of Match Play in Winter	6
Internal Ladies Knockout Competitions Draw Rules	6
Use of Buggies & Use of Measuring Devices	6
Handicap Divisions at Puttenham	7
Handicaps for New Members and Regaining at Handicap after Lapse	7
Casual Round Scores	7
How do I improve my handicap index.....	7
Playing Safe and Staying Safe	8
Appendix I Competitions and Trophies	9-15
National Competitions	9
Coronation Foursomes, Daily Mail Foursomes, Annodata Matchplay	9
Individual Competitions	
Scratch Score Cup, Burn Handicap Bowl & Orchid Cup.....	10
Shanks Trophy, Lady Captain's Day Heather Dwane Flag Trophy	10
Wood Putter Cup 1987	11
Individual - Main and Alternate Day Competitions	
Davies Trophy, Doris Gurney Challenge Bowl Seniors Trophy, Grannies Trophy	11
MacKenzie Cup, 3 Clubs Plus Putter & Tiger Tees.....	12
Individual Ongoing Competitions	
Scratch Match Play Salver Match Play Cup, Godwin Salver Winter Rose Bowl	12
Nan Tuite Cup, Dixon Salver, Mattie Trophy, Birdie & Par Tree Trophy & Young at Heart Trophy	13
Pairs Competitions	
4 Ball Better Ball Championship	13
Pairs Competitions - Main Day and Alternate Day Events	
Cruickshank Foursomes, Presidents Trophies & Rosemary Bowl	14
Pairs Competitions - Knockouts	14
High-Low Challenge Salvors, Stovold Foursomes, Dixon Plate, Leap Cup	14
Eclectic Trophies, Summer Eclectic & Winter Eclectic	14-15
National Competition Entries, Local Texas Scramble Rules, Bowmaker Competition Rules	16
Competition Calendar	16-17
Appendix II Roles and Responsibilities Ladies Committee	18
Appendix III Document Revision History	20- 21

Rules of Membership of Ladies Section

Membership

All Ladies are full and equal members of Puttenham Golf Club and are bound by the Rules thereof. Membership shall be in any one of five categories:

- a) 7-day
- b) Village Club
- c) Junior
- d) Social
- e) Flexible Points

However, provision is made for an additional category of Life Membership, which shall be granted to a member who has made an outstanding contribution to the Club. Such Life Membership shall follow approval of a proposed and seconded resolution to an Annual General Meeting of the club.

Section

Ladies shall have playing rights on the Course in accordance with their category of membership and in accordance with the rules of Puttenham Golf Club. These latter rules provide for the Ladies' Section to have exclusive rights to the first tee on Tuesday mornings between 08:00 and 10:30. There is a Ladies main day and alternate day as designated in the competition rules within this document. The competition rules shall be set out by the Ladies Committee and reviewed annually. Any lady entering any competition shall be bound by the rules of that competition.

To the extent that Ladies' competitions continue to be held separately, both within the Club and for external matches, events and fixtures, such affairs shall be managed by a Committee representing the Ladies Section.

Committee

The Committee shall consist of Lady Members elected for a 3 year term at an Annual General Meeting, always providing that the Committee may co-opt additional members at any time. Such co-opted members shall be temporary full members of the Committee but shall submit themselves for election at the next AGM following their co-option. Lady members proposed for election onto the Committee must be members of Puttenham Golf Club in any category. There shall be no more than 10 members of the Committee, but their numbers shall include the Captain and Vice-Captain. Committee members shall carry out specific responsibilities, as delegated by the Captain and acknowledged by the Committee as a whole. The Committee includes 3 officers and they may serve for an additional time on the Committee as stated below:

Captain	One year
Vice-Captain	One year
Competition Secretary	Three years

Serving as an officer may extend the time on the Committee but no Committee member should serve more than 6 years without seeking re-election, or accepting the position of Vice-Captain and subsequently Captain.

All members shall carry one vote in respect of Committee decisions and if required the Ladies' Captain shall have the casting vote. A minimum of 5 Committee members shall be required to form a quorum. The Committee shall appoint a lady member to represent the Ladies' section at Surrey Ladies County Golf Association (SLCGA) meetings. If this representative is not a Committee member, she should report back to the Committee on SLCGA matters.

Note: Due to COVID19 and the significant disruption to golf arrangements for 2020/2021, The Captain / Vice Captain have been asked to take an extended term of two years to March 2022 to bring us back into the normal cycle

Captain

The Captain and Vice-Captain of the Ladies' Section shall be elected at the Annual General Meeting. A working party consisting of present Captain, present Vice-Captain and three past Captains will confer, approve and if necessary, vote on the Captain Elect's (i.e. current Vice-Captain) choice of Vice-Captain.

Although it is generally understood that the Vice-Captain will go on to be Captain in the following year, election nevertheless has to be carried at the AGM. The members of the Ladies' Section shall be informed of this choice not less than two months prior to the AGM.

Meetings

The Committee shall meet at least 6 times a year, at such times and places notified by the Honorary Secretary and shall have the full power to carry out the affairs of the section.

Annual General Meeting (AGM)

An AGM shall be held within twelve months of the previous AGM. Suggestions for topics to be included in the Agenda shall be proposed in writing by members of the Ladies' Section, not later than two weeks prior to the AGM.

Changes to the Rules of Membership of Ladies Section shall be made only when two thirds of the members present at an AGM vote for such a change. Changes to the General Competition Rules may be made by committee or taken to the AGM as deemed appropriate.

General Competition Rules

Committee Competition Responsibilities

The Ladies' Captain is responsible for the calendar of events. The Competitions Secretary and her deputy are responsible for the organisation of knockouts and various trophy events as specified in Appendix I. They maintain a list of all winners and runners up. Collecting cups and trophies for engraving before the Club Presentation evening is carried out by a designated person. They publish a list of competition winners for non-handicap events, other than those indicated by the Ladies' Captain (e.g. Captains Day, Captain vs. Vice-Captain). The determinations of some awards are the responsibility of other committee members or lady members as specified in Appendix I.

Responsibility for special competitions such as Autumn and Spring Meetings, and Invitations is delegated to committee members.

The Pro Shop is responsible for maintaining WHS Handicap Rules compliance. They ensure production of results from computer records for handicap qualifying events and others as listed in **Error! Reference source not found.** Additionally they provide information to the Competition Secretary for determination of qualification for competitions or trophy awards and the designated committee member for birdies. A member of the committee is responsible for the Eclectic competition.

The Surrey Ladies County Golf Association club competitions such as the Wallis, Pearson, Hicks, and Centenary Bowl have specific rules and responsibility for organisation is delegated by the Ladies' Captain.

Friendly Matches are scheduled by a nominated committee member in liaison with the Vice-Captain and Captain for compilation of the diary. Day to day organisation is delegated to the Friendly Match Organiser.

Please see the identified roles and responsibilities for this year's committee in the Appendices section

A designated committee member is responsible for organising the documentation for the club to enter the competitions listed in 0.

Tuesday is Ladies Day (Main day) and Sunday is the Main Alternate Day

Weekend competitions may also be played on Saturday. Although the distinction between alternate and main day players has been removed for competitions, it is retained in this document. This enables a distinction between players who mainly play weekends only and those who primarily play on weekdays.

Competition Playing Groups

There is a roll up system for most competitions with allocation of partners by the lady member on Tuesday 'Desk Duty'. For roll up purposes pre-arrangement to play together is discouraged, with the exception of the lady member on desk duty or new players to the club. Allocation of playing partners is generally on order of arrival, but some matching of handicaps occurs for Medals. On the weekend roll up competitions Medals are played in handicap order, for all others, cards are drawn to determine playing partners.

Where numbers allow on routine Tuesday roll ups Medal, Stableford and Par competitions will be in twos for those who arrive before 08:30 and in threes thereafter. Bowmakers and Texas Scrambles will be played in threes, and other types of play (e.g. Greensomes, Foursomes, Four Ball Better Ball) in fours. Special competitions will be as indicated on sign-up sheets. Weekend singles competitions may vary in number of players per group, but team competitions must be as for Tuesdays.

Medals

England Golf (EG – previously EWGA) stipulate a maximum of twenty four and minimum of four Medal competitions per year. At Puttenham there is generally one Medal a month between March and November plus some additional

ones incorporated into special competitions. Medals are not held in December, January and February. Medals rounds are held in compliance with EG rules.

Stableford and Par Competitions

These are held according to the fixture list. There must be at least four Par competitions held from 1st October to 30th April to allow the award of the Dixon Salver.

Players may play singles competitions on both the Main and Weekend day, paying the entry fee on each occasion. The best card will count for the competition but both cards will count for handicap if qualifying. When a trophy and monthly competition are combined (e.g. Davis Trophy Medal) the first round will count towards the trophy, and the monthly competition.

A number of Nine Hole qualifying Stableford competitions may be organised each year.

Pairs and Team Events

Players may only play on one of the days (i.e. Main or Weekend). There is no restriction or prior notice of play required, with the exceptions of competition sign up requirements for named competitions.

Special Trophies, Knock-Outs, Qualification Events

The rules regarding trophies and knockouts are listed in Competitions and Trophies. Additional competitions are run on a national basis and are governed by the awarding organisation (e.g. Daily Mail Foursomes).

Competition Entry

Stablefords (including 9 hole competitions), Medals and Pars are all rollups unless otherwise stated. In Medals, ladies will be put with players of similar handicaps as they arrive.

For roll-up competitions players must indicate their intention to play by registering on the PSI electronic terminal or via the Howdidido App on your phone. The competition fee will be deducted from the players Club Card on registration. Scores must be entered on the terminal/ phone by the end of the day of the competition.

Out of courtesy to the members, ladies should arrive by 9.30 on Tuesdays. At the Weekends arrangements vary as there is no course closure for ladies. In general, Sunday play commences at 10:00, with ladies meeting in the Spike Bar to draw cards at 9.45. Ladies are entitled to play in any of the Men's Tables on a Saturday and should liaise with the Named Table Organiser. There is opportunity for Saturday play in the Summer months (April to October) tee off will be 11:00, and in Winter months 10:00 which could be used for ladies to play knockout matches.

On Tuesdays, players should identify themselves to the Committee member on Desk Duty. At the weekend the players should identify themselves to the organiser of the Day.

If the competition is not a roll-up, a sign-up sheet is displayed on the notice board at least four weeks in advance of play. This is usually for 'Fun Events' / Pairs and Team Events. There is no requirement to sign up for Birdie or Par Tree competitions and Eclectics.

Withdrawal from Competitions

When a sign-up sheet has been removed or an order of play drawn up, the participating players are committed to compete. Any player withdrawing, for any reason, may forfeit their entry fee or the match (in the case of Knockouts). It is the player's responsibility to inform the Competition Secretary or the person responsible for the competition as indicated on the sign-up procedure of her withdrawal. In a pairs competition the playing partner may be required to mark a card and will still be liable for their element of the entry fee.

If the competition involves pre-payment of competition fees there will only be a refund given for withdrawal if the player(s) inform the Competition Secretary at least 3 days in advance of Competition commencement. A shorter notice may be accepted:

- If a substitute player(s) is arranged by the withdrawing player (team).
- In the case of extreme unpredictable events beyond the players control (e.g. broken limbs, family bereavement or emergency).

If there is a portion of catering in the entry fee the Club has rules regarding refunds and due notice. If competitions involve catering and/ or purchased prizes as part of the competition fee the committee reserve the right to retain all the fees.

Cancellation or Abandonment of a Competition

The Committee has the right to declare void any competition. In such circumstances the committee may decide to reschedule or void the competition without rescheduling (refunds given) in the following circumstances:

- Course closure.
- In the case of extreme weather or playing conditions such as high winds, snow, rain which persist for sufficient duration to warrant course closure (e.g. with flooded greens, safety issues).
- Administrative problems relating to the running of the competition.
- Significant discrepancies between courses played on Main and Weekend days when such a competition provides qualification for an external event or a trophy.
- Fewer entrants than the minimum specified in Appendix I.

In the event of significant discrepancies between the courses played for a competition not for a trophy or qualification for an external event the competition will be treated as two separate days with prizes awarded for each (see Entrant Numbers and Prizes for Competitions on page 5 & 5).

If one day of a trophy competition played on both the Main and Weekend day is abandoned the results from the day that is played will stand and the other day will be rescheduled as soon as is practicable.

When playing for a trophy the course played on the main and alternate day needs to be comparable. When the course on main and alternate days differs in such a way that cannot be considered comparable (e.g. temporary greens and bucket holes), then the committee will decide on the fairest outcome for all participants. This may involve a replay of one or both days of the competition, and if this is not possible the competition may be abandoned with no trophy awarded.

The Wood Putter Cup is associated with Ladies' Captains Day and may be abandoned or postponed at the Captain's discretion.

Entrant Numbers and Prizes for Competitions

Club competition winners are in divisions and prizes awarded on combined weekend and weekday play. If the course condition renders one of the singles competition days as non-qualifying and the other day is qualifying, then the days will be treated as separate competitions.

The allocation of players to divisions for the purpose of allocating prizes is based on the balance of playing handicaps at the Club. It is reviewed annually and changed if required.

A typical example of current divisions are:

0-20 Division 1, 21-28 Division 2 29-54 Division 3

There is no minimum entry for a qualifying competition to count for handicap. Therefore, once a player has entered a qualifying competition their card will count for handicap even if the club competition is declared void due to lack of entrants. Such a score will be valid for an EG Medal. Where there are fewer than 5 entrants there is no Competition Standard Scratch and the scores will count for handicap reductions only.

In routine singles competitions (Medal, Stableford, Par, etc.), if there are one to nineteen entrants the competition is not divided into divisions, and prizes will be allocated as follows:

1-8 entrants – 1st only

9-13 entrants – 1st and 2nd

14-19 entrants – 1st, 2nd and 3rd

If there are twenty or more entrants, the competition is divided into divisions and prizes are allocated as follows:

20-25 entrants – two prizes per division

26 or more entrants – three prizes per division

Nine-hole qualifying Stableford competitions are treated as separate competitions of one division. Prizes are allocated as follows:

1-4 entrants – 1st

5-9 entrants – 1st and 2nd

10 or more entrants – 1st, 2nd and 3rd

In routine team competitions (Texas Scramble, Bowmaker), prizes will be allocated as follows:

1-8 teams - 1st only

9-12 teams - 1st and 2nd

13 or more teams - 1st, 2nd and 3rd

In routine pairs competitions (Greensomes, Foursomes, 4BBB) prizes will be allocated as follows:

2-4 pairs – 1st

5-6 pairs – 1st and 2nd

7 or more pairs – 1st, 2nd and 3rd

Singles Event Prize Monies

90% of weekly competition fees is allocated for prize money. The remaining 10% covers the annual cost of trophy engraving.

In the event of ties where a trophy and prizes are shared the prize money is divided between winners (e.g. if a 1st and 2nd prize is normally awarded but there are two 1st then the 1st and 2nd prize is combined and halved).

Competitions Held on a Non-Measured Course

The WHS rules indicate the alterations to the course which render it non-qualifying.

In general, the competition will be non-qualifying if there are any bucket holes.

Up to two temporary greens with standard sized holes are allowed in EG Medals.

Match Play Competition Requiring Play on Measured Course

Internal match play competitions, (including Brett, Wilson, and knockouts) must be played from the stone markers, indicating the measured course.

The tees for external match play competitions are stipulated within their rules but are generally the tees of the day (i.e. red markers) for SLCGA matches such as Pearson, Hicks, Centenary Bowl and Derry Cup.

Green Fees for External Match Play Competitions

If ladies are representing the Club, after qualifying by competition or by selection, their opponent(s) has the courtesy of our course (e.g. Daily Mail Foursomes). For other competitions the Club Secretary must be consulted, courtesy cannot be assumed.

Course Conditions for Internal Ladies Match Play Competitions

A maximum of four temporary greens, with or without bucket holes, is allowed for valid play in internal match play competitions. If there are more than four temporary greens, then the participants may still choose to play but it is not compulsory to do so and is a valid reason to rearrange a match without penalty should either competitor (or team) wish.

Club Prohibition of Match Play in Winter

Club rules prohibit internal two ball match play competition at the weekend in December and January, However, the Secretary has agreed that if a Singles match needs to be played during these months, they could be scheduled to play after 1.00pm or within the ladies tee slots on a Sunday morning. Special permission is required from the Club Secretary for external match play during these months.

Internal Ladies Knockout Competitions Draw Rules

In the draw it is the responsibility of the player(s) listed higher to contact their opponent(s) and offer dates. This does not prevent the lower player(s) contacting their opponents, and in subsequent rounds the player (or team) that qualify second as they know their opponents immediately upon completion of their match should make the initial contact.

Players should offer several dates to their opposition and be considerate of the circumstances of opponents with respect to limited practical playing times, such as in the winter months. If any players have limited playing availability they are advised to plan ahead, even proposing provisional dates to possible future opponents. It is up to all players to comply with published closing dates and times for completion of rounds. It is hoped that most lady members will circulate their contact details, however, if they are not available, players can contact their opponents via the Puttenham Website Members Hub. Any problems arranging matches should be referred to the Ladies Competitions Secretary.

Use of Buggies

Use is permitted in all competitions except the Scratch Score Cup - Buggies may be used on one round only.

Use of Measuring Devices

Use in club competitions is only permitted for simple distance measurement.

Handicaps

Handicap Divisions at Puttenham

A golfer's handicap index is a number assigned to him/her, which defines their skill/ability level. A handicap index gives all standards of golfers an opportunity to play together or compete against one another on an equal level. In a stroke play event, a golfer's playing handicap is deducted from his/her "gross" score (total shots taken) to provide a "nett" figure (total shots taken minus playing handicap). In a match play event, a player's playing handicap determines how many shots they will either give to, or receive from, an opponent.

For New Members and Regaining a Handicap after Lapse

The process to gain an initial handicap index is to complete three full cards of 18 holes or 6 cards of 9 holes or a combination of them both. The player must be accompanied by a "responsible person" and the cards must be signed by both the player and the marker. Retain the cards until all cards are completed and then hand them in to the Pro Shop, your handicap index will be allotted and you will be notified of the outcome.

If a new member joins the club having previously been a member of another WHS affiliated club (and having held a handicap index), they will be allocated the handicap index they last held. Players without a handicap index will follow the same process as for new players except that at the time of handicap allocation any previously held but lapsed handicap index will be taken into account.

Casual Round Scores

As well as playing competition rounds, players are allowed to enter Casual Round Scores to help maintain an accurate handicap index. These must be played under Competition Conditions (i.e. the course must be qualifying), they must be signed for in advance either via the Club V1 App, the PSI terminal or in the Pro's Shop and the scorecard must be signed by both the player and marker and returned immediately after play.

How do I improve my handicap index

A handicap index is calculated from the 8 lowest Scores (known as Score differentials), in your scoring record provided you have submitted a minimum of 20 qualifying scores. If a scoring record contains fewer than 20 Score Differentials, the table below is used to determine the number of Score Differentials to be included in the calculation and any adjustment that may apply. Round the result of the calculation to the nearest tenth.

Number of Score Differentials in scoring record	Score Differential(s) to be used in calculation of Handicap Index	Adjustment
3	Lowest 1	-2.0
4	Lowest 1	-1.0
5	Lowest 1	0
6	Average of lowest 2	-1.0
7 or 8	Average of lowest 2	0
9 to 11	Average of lowest 3	0
12 to 14	Average of lowest 4	0
15 or 16	Average of lowest 5	0
17 or 18	Average of lowest 6	0
19	Average of lowest 7	0
20	Average of lowest 8	0

For more detailed information on understanding your handicap index please follow this link to view the Rules of Handicapping - <https://www.randa.org/en/rules-of-handicapping/2019/pages/hcap-rules> and look under section 5.

Playing Safe and Staying Safe – A Summary of COVID Guidance for Puttenham Members

Access to the course will be managed by the Reception/Shop in line with Government guidance and social distancing restrictions.

Arrival at the Club, Checking In and First Tee Procedure

- Players should arrive in golf attire at the Club up to twenty minutes prior to your pre-booked tee time **unless you intend to warm up before play, in which case you can arrive up to 30 minutes before your tee time.**
- Observe social distancing at all times and resist the temptation to mingle with others.

Checking In

- Clubhouse access is limited to the Reception/Shop, toilets only within the stated opening times **and will close at 6.30 pm daily.**
- The Entrance to the Clubhouse will be open for you to check in at Reception/Shop and to use the downstairs toilet facilities. Ladies will not have access to their changing room but should use the disabled toilet, which will be cleaned/sanitised regularly.
- One person will be allowed into the Reception/Shop entrance at one time and request card Payments only.
- The Patio area is not to be used prior to teeing off, it is reserved for players to sit and have a drink after their round.
- The Practice Ground will be open for warm up only prior to tee off, so you may have a 10 minute practice putt before moving on to the range for a 10 minute warm up before teeing off at your appointed time.
- Tee times to be strictly observed to ensure ten minute tee time intervals

Playing your Round

- Please carry a mobile phone with you at all times but preferably have it on silent! If you have an emergency, use your phone to call 999.
- Ball washers, drinking fountains, handrails, all seating and the bell ringer on the eleventh (use your own Club) are all out of use.
- Bunker rakes have been removed and players are asked to smooth the sand with their feet. If you wish you may carry your own rake, please ensure you take this home with you.
- Flagsticks are not to be removed and must not be touched.
- Players should refrain from any physical contact, such as handshakes or high fives.

After your Round

- The air powered shoe cleaning compressor will remain out of use
- Players should return straight to their cars upon finishing their round unless using the Clubhouse Bar facilities
- After golf you will be welcome to have drinks in the Clubhouse or on the Terrace - the Bar will be open from 12 noon, last orders at 6.00 pm and closing at 6.30 pm.
- If the weather dictates that you have to sit inside, you must firstly only sit with the group that you have played golf with. If your group contains more than two households, players must sit at separate tables in twos. Tables and chairs have been positioned in the bar to reflect this. Do not move chairs without consent.
- You will be limited to a stay of 45 minutes.
- Prior to being served, your name & mobile number will be taken for Government track and trace purposes.
- A one-way system for ordering and collecting drinks has been devised, please follow the signs.
- Exiting the Bar will be either via the patio doors in the main lounge or the dining room and leave your empty glasses and rubbish in the baskets and bins provided. If you wish to order a second drink, then you will need to re-enter the Bar from the main entrance (the one-way system) and if necessary, queue as per social distancing guidance measures
- Please change out of your golf shoes before using the Bar.
- Restaurant facilities will remain closed
- Hands may be washed and sanitised in the toilet areas
- Players must call 01483810498 or e-mail the Club enquiries@puttenhamgolfclub.co.uk with any post-round health issues or COVID related queries at their earliest convenience
- Gary Simmons is our COVID Staff Officer who is responsible for managing such issues and queries.

Gary Simmons, Secretary/Manager, 18th August 2020

Appendix I Competitions and Trophies

The Competition Secretary and Assistant are responsible for event organisation and trophy awards unless otherwise specified. Winners are either determined by review of cards (usual for pair's competitions), data provided by the handicap system for singles (sometimes in conjunction with a qualifying list such as Davies Trophy, or Grannies Trophy), competition result sheets (knockouts) or information gathered on the day (flag competition). Minimum entry numbers are specified next to competition information. Where closing dates are specified for knockout rounds these should be Tuesdays.

Trophy competition formats may change over time. If the presenter of the trophy is still contactable, they will be asked if they approve of the change, however the committee has final say on all competitions and trophies for the ladies section.

Where not stated otherwise, competitions are roll-ups.

Members must have played in at least three monthly competitions in the previous 12 months before they are eligible to win any trophy competition.

Non-Trophy Team Roll-up Competitions

These include Greensomes, Texas Scramble and Bowmakers. Texas Scramble and Bowmakers (best 2 of 3 Stableford scores) are played in teams of threes, according to roll up. Pre-arranged/selected teams are not allowed. There are specific rules for Texas Scrambles see 0.

Minimum entry: Greensomes 5 Pairs; Texas Scramble and Bowmaker 3 Teams.

National Competitions

Coronation Foursomes

Foursomes Stableford off ½ combined handicap played for in March. Handicap limit 36. Sign-up sheet will be on notice board at least 4 weeks prior to the competition.

Winners go through to a regional final, and winners of the regional finals go to a national final.

Daily Mail Foursomes

Foursomes stableford played off ½ combined handicap played for in September.

There is a playing handicap limit of 28 for men and 36 for ladies. Other Trophies and prizes will be determined by count back.

Annodata Matchplay

Puttenham submit one team of five in the women's championship. Ladies with playing handicaps must play off a maximum of 24 although those with handicaps above this are eligible to play in the tournament. Each team should consist of 5 players, and captains must exchange their teams and playing order before the commencement of the match (Team Sheets should be exchanged in Clubhouse before match). Once the teams have been exchanged no alterations are allowed. Teams: must be nominated in a 1-2-3-4-5 order for each match i.e. Competitor No. 1 of the home club must play competitor No. 1 of the visiting club. No. 2 plays No. 2 and so on.







Eliminating rounds will be on a Knock-Out basis with each match consisting of five singles decided by handicap match play over 18 holes. A winning game will count as one point and a game that finishes all square after 18 holes will count as a half-point. In the event of a match being tied 2½ - 2½ after the completion of the final two-ball, the designated No. 5 player must play a sudden-death handicap match starting on the tee from where the original match began and continuing hole-by-hole until there is a result


Full difference between competing players handicaps will be taken as the basis for play. The player entitled to receive strokes will receive them at the appropriate holes shown on the official scorecard for the course. All players should produce their current handicap certificate for their opponents to see, if required. It is the players' responsibility to check their respective handicaps and the shot allowance prior to teeing off in their match.

Matches: A draw will be made for each round based upon club's geographical location. Clubs from different counties may be drawn to play each other from round one onwards. Clubs will be notified of their matches by email.





Ladies Competitions at Puttenham 2020 onwards


Individual - One Day Only Competitions (HCI = Handicap Index)

	<p><u>Scratch Score Cup 1977</u> Formerly Ladies Silver Jubilee Scratch Cup</p> <p>The combined field will be limited to a maximum of 120 golfers to include 90 Men and 30 Women. The exact distribution of numbers will be dependent on the entries received. 36 holes Medal played over two days in July. If the event is oversubscribed priority will be given to members in handicap order. In the event of tie, the Ladies Scratch Trophy will be decided by playoff. Play will be in three's, with Ladies & Men playing in separate groups. You will be able to book in for the tournament through the Club V1 app/website. No minimum entry.</p> <p>95% of Course Handicap. Index up to 32.0. Players with inactive handicaps are not eligible. Players are required to play a minimum of 3 qualifying competitions at Puttenham within the preceding 12 months.</p>
	<p><u>Burn Handicap Bowl 1992</u></p> <p>Presented by Mrs. B Burn. To be held in conjunction with the Scratch Score Cup under same regulations except in the event of a tie there is a count back (back 9, 6, 3, 1) then only if still a tie is the cup shared.</p> <p>No minimum entry. Entry as for Scratch Cup. 95 % of Course Handicap. Index up to 32.0.</p>
	<p><u>Orchid Cup 2012</u></p> <p>Presented by Mrs. C Hudson. This cup is for the best score in the first round of the Scratch Cup competition for ladies over 65. Entry as per Scratch Cup. 95% of Course Handicap. Index up to 32.0.</p>
	<p><u>Shanks Trophy 2012</u></p> <p>Presented by Mrs. J Shanks. 18-hole singles Stableford played for only at the weekend. 95 % of Course Handicap. Index up to 32.0.</p>
	<p><u>Lady's Captain's Day</u></p> <p>Presented by Mrs. J MacDowell. Individual winner of Lady's Captain's Day. 95% Course Handicap. All Indexed Handicaps Eligible.</p>
	<p><u>Heather Dwane Flag Trophy 1988</u></p> <p>Presented by Mrs. H Dwane</p> <p>Played in conjunction with an extra EG Medal, usually August, Medal format - SSS + handicap. SSS 71 + handicap denotes end of flag trophy, players complete Medal as normal, 95% of Course Handicap. Index up to 32.0. The first group take the Flag. The Flag is placed to mark the furthest point a player reaches using all her strokes (par plus handicap). Following players move the Flag, if they can improve on the position, to the point where all their strokes are used. They then</p>

	<p>plant the Flag at that point. Each player who plants the Flag should record their name on it. On the Greens mark the position of the Flag and place the Flag on one side of the Green. In the rough place the Flag at the nearest point on the fairway not nearer the hole. In the event of two players ending on the same green, the player whose ball is nearest the hole shall be the winner. In the event of a tie (e.g. players holing out) on the 18th green, the players will continue to the 1st hole and continue to play until the competition has been won. Minimum entry 12.</p>
	<p><u>Wood Putter Cup 1987</u></p> <p>Presented by Mrs. G Wood</p> <p>Putting event over 18 holes on the practice putting green, usually played for on Captains Day, a tie decided by play-off over 9 holes</p> <p>No minimum entry.</p>

Individual– Main and Weekend Day Competitions


	<p><u>Davies Trophy 1972</u></p> <p>Presented by Mrs. W Davies</p> <p>A Medal in April, played for by any Medal division winners during the previous golf year February 1st to January 31st, tie to be decided on count-back; held at same time as normal Medal. 95% of Course Handicap. All Handicaps Eligible. This will include Scratch Cup, Burn Handicap Bowl & Orchid Cup Winners.</p> <p>Minimum Entry 2.</p>
	<p><u>Doris Gurney Challenge Bowl 2006</u></p> <p>Formally Challenge Bowl 1964</p> <p>Extra EG Medal (18 holes), usually played in May or June. In the event of a tie, the Winner is decided on count back, presented on the day of event if main day winner. 95% of Course Handicap Index up to 32.0. Minimum entry 12.</p>
	<p><u>Seniors Trophy 1983</u></p> <p>Presented by Mrs. M Clark</p> <p>Played for in conjunction with September Stableford, in the event of a tie, the winner is decided on count back. Open to all members aged 60 and above. 95% of Course Handicap. All Handicaps Eligible.</p> <p>Minimum entry 2.</p>
	<p><u>Grannies Trophy 1979</u></p> <p>Presented by Mrs. J Turner</p> <p>Stableford competition usually played in June or July. In the event of a tie, the winner is decided on count back. All grannies eligible (includes Step-Grannies). 95% of Course Handicap. All Handicaps Eligible.</p> <p>Minimum entry 2.</p>







	<p><u>Mackenzie Cup 1980</u></p> <p>Presented by Mrs. C Mackenzie</p> <p>Played in conjunction with June Medal. In the event of a tie, the winner is decided on count back. Open to all ladies whose handicap is at least 0.1 less between 1st January and 31st December in the previous year. 95% of Course Handicap. All Handicaps Eligible.</p> <p>Minimum entry 2.</p>
<p>No trophy</p>	<p><u>3 Clubs Plus Putter</u></p> <p>Played in conjunction with a winter month Stableford. Full Course Handicap. All handicaps eligible. Normal Stableford rules apply.</p>
<p>No trophy</p>	<p><u>Tiger Tees Competition</u></p> <p>18 holes Stableford Played off the White tee boxes and Scored of the White Index. Full Course Handicap Allowance</p>

Individual Ongoing Competitions


5 day members may enter all knockouts but must be prepared to play at weekends and pay the guest green fee.

Sign-up sheets for knock-outs is in the Ladies changing room, on the PSI terminal and on Howdidido. Sign and pay entry fees there. Closing dates for summer competitions are in March and for winter in August.




	<p><u>Scratch Match Play Salver 1990</u></p> <p>Presented by Mrs. C Glanville</p> <p>Knock-out competition played from 1st April to 30th September (dates to be specified on competition sheet). Match play off scratch, Max Handicap Index 18.0 The final is played over 18 holes from 2013 onwards (previously 36 holes).</p>
	<p><u>Match Play Cup 1964</u></p> <p>Knock-out competition played from 1st April to 30th September (dates to be specified on competition sheet). Match play off full Indexed Handicap difference, limited to Maximum Handicap Index 24.0</p>
	<p><u>Godwin Salver 1964</u></p> <p>Presented by Mrs. D Godwin</p> <p>Knock-out competition played from 1st April to 30th September (dates to be specified on competition sheet). Match play off full handicap difference, limited to Minimum Handicap 24.0</p>
	<p><u>Winter Rose Bowl 1967</u></p> <p>Presented by Mrs. W Rose</p> <p>Knock-out competition played from 1st September to 30th April (dates to be specified on competition sheet). Match play off full handicap difference. Indexed Handicap limit 32.</p>
	<p><u>Nan Tuite Cup 1973</u></p> <p>Presented by Mrs. N Tuite</p>

	<p>Most improved player over the year 8th October to 8th October. Measured as the reduction in exact handicap as a % of the original exact handicap. <i>Date provided from the handicap system by Competitions Secretary.</i> Entry is automatic and no fee is required.</p>
	<p><u>Dixon Salver 1975</u> Presented by Mrs. C Dixon Based on Par competitions from October to April inclusive. Average of best 2 scores. In the event of a tie the trophy is shared. All handicaps eligible. <i>Data provided from handicap system by Competitions Secretary</i> Entry is automatic and no fee is required.</p>
	<p><u>Mattie Trophy 1985</u> Presented by Mrs. M Walker Best aggregate of 4 gross Medal cards out of 6 from 1st April to 30th September inclusive. This includes all Medal rounds whether EG or not (e.g. Scratch Score Cup). Limited to Division 1. <i>Data provided from handicap system by Competitions Secretary.</i> Entry is automatic and no fee is required.</p>
	<p><u>Birdie Tree Trophy 1986</u> Presented by Mr. B Parsons in memory of Mrs. I Parsons Birdies must be obtained in singles competitions only, between 1st April and 31st March inclusive. Eagles count as two birdies. In the event of a tie the trophy will be shared. Limited to Division 1 as of starting date. <i>Data provided from handicap system and entered by the designated committee member on the board. Competition Secretary to be advised of winner.</i> Entry is automatic and no fee is required.</p>
	<p><u>Birdie Tree Trophy 2021</u> Presented by Jeanette Fleming. As above but limited to Division 2 Players <i>Data provided from handicap system and entered by the designated committee member on the board. Competition Secretary to be advised of winner.</i> Entry is automatic and no fee is required.</p>
	<p><u>Par Tree Trophy 2002</u> Presented by Mrs. D Tapsfield Pars must be obtained in singles competitions only, between 1st April and 31st March inclusive. A birdie will count as 2 pars. Limited to Division 3 players as of starting date. In the event of a tie the trophy is shared. <i>Data provided from score cards and entered by the designated committee member on the board. Competition Secretary to be advised of winner.</i> Entry is automatic and no fee is required.</p>
	<p><u>Young at Heart Trophy 2001</u> Presented by Mrs. J Poot Aggregate of the 4 best Stableford scores from 1st November to 30th September. All qualifying Stableford scores will count including any that may be added to the normal playing calendar (e.g. Captain's Weekend). Limited to those aged 70 or over, all handicaps eligible. <i>Competitions Secretary will obtain records of those ladies who qualify and will provide this information to the Pro Shop who will then identify the winner (eligibility includes those who reach 70 during the playing period).</i> Entry is automatic and no fee is required.</p>

Pairs Competitions - Main Day Only Events

	<p><u>4 Ball Better Ball Championship 2006</u> Presented by Mrs. S Mant Main day event, choose your own partner, handicap limit 36. 85% of Course Handicap up to Index 32.0. In the event of a tie there will be a count back on back 9, 6, 3 and 1. Minimum entry 2 pairs. Sign-up sheet will be on notice board at least 4 weeks prior to the competition.</p>
---	--




Pairs Competitions - Main Day and Weekend Day Events

	<p><u>Cruikshank Foursomes 1983</u> Presented by Mrs. A Cruikshank Stableford Foursomes. Chose own partners, half combined handicap. Handicap Index up to 32.0. Sign-up sheet will be on notice board at least 4 weeks prior to the competition.</p>
	<p><u>Presidents Trophies 1972</u> Presented by Mrs. D Godwin Held in August. Medal Foursomes with high and low handicap pairs, drawn by Competitions Secretary. Half combined handicap. Handicap Index up to 32.0. Sign-up sheet will be on notice board at least 4 weeks prior to the competition.</p>
	<p><u>Rosemary Bowl</u> Presented by Mrs. P Lamb Format 4BBB. Alternate Day Ladies and Tuesday Ladies, played in pairs following a "blind date" draw which takes place before tee off time. All handicaps eligible. Sign-up sheet will be on notice board at least 4 weeks prior to the competition.</p>

Pairs Competitions – Knockouts

5 day, Flexi and Points members may enter all knockouts but must be prepared to play at weekends and pay the guest green fee or use their points accordingly

Sign-up for knock-outs will be on the notice board, sign and pay entry fees there. Closing dates for summer competitions are in March and for winter in August.

	<p><u>High-Low Challenge Salvers 1995</u> Presented by Mrs. B Benham and Mrs. N King Match play 4BBB from October to March (dates to be specified on competition sheet). Handicap calculated from the lowest in group is $\frac{3}{4}$ of difference for each player. Guide for handicap divisions to remain flexible to ensure we have approximate equal numbers of high and low handicaps.</p>
	<p><u>Stovold Foursomes 1983</u> Presented by Mrs. P Stovold Knockout competition played from April to September (dates to be specified on sheet). Format: match play off half the difference between combined handicaps. Indexed Handicap limit 32.</p>
	<p><u>Dixon Plate</u> Presented by Mrs. C Dixon For those pairs who lose their first match (round 1, or 2 if they have a bye in round 1 and round 2 is played early enough) in the Stovold Foursomes. Played off half the difference between combined handicaps. Indexed Handicap limit 32.</p>
	<p><u>Leap Cup</u> Presented by Mrs S Symes An 18 hole Mixed Greensomes competition organised by the Ladies Section. A lady invites a gentleman to play with her. Played off the ladies card. All handicaps eligible.</p>

Eclectic trophies

Every lady member is automatically entered into the Eclectic Competitions. The Eclectic is a multi-round golf tournament which runs from 1st May to 30th September and every qualifying competition that takes place during this period will be taken into account. The computer will identify the players lowest score for each hole. Print out of scores

will be regularly updated on the noticeboard. At the deadline date the scores are calculated, and handicaps applied to determine the winners in each division. This is co-ordinated by a designated committee member.

Rules for Eclectic Competitions

The stated rules must be followed otherwise the eclectic score will be void.

- All players are automatically entered into the Eclectic Competitions
- Once player has entered a valid competition the card will automatically count for the eclectic.
- The winner is the player with the lowest nett score, calculated by adding the best scores per hole then subtracting half the handicap at the end of the eclectic competition. If there are no more eclectic qualifying competitions then the handicap on the last competition, whether weekend or weekday will be used. This means that an away score which suddenly brings down the handicap will not alter the result in the last few days.
- The first eclectic card can have any number of holes complete, but at the end of the eclectic competition period a score must have been returned for all holes.
- Scorecards must be put in the Competition Box even if there is no improved score or the entry is void.
- Scorecards must be put in the Competition Box on the same day as the round of golf.
- The following scorecards will be valid for the eclectic:
All individual qualifying club competitions (e.g. Par, Medal, Stableford). If, due to circumstances on the day, the competition is not valid for handicap purposes it will still count for the Eclectic (e.g. bucket holes). The card will still be entered in the eclectic if it qualifies for entry on your handicap register (see Handicap Notice) this includes cards where there is a minor mistake in scoring in Stableford or Par (which can be cross- checked against another card), or the player has played off too low a handicap.
Individual non-qualifying club competitions played off the red tees that are entered in the Handicap System (e.g. 3 Clubs and a Putter).
- Non-returns will be valid if the rules of golf are followed and the card signed.

Scores will not count for the eclectic if the player is disqualified from the Competition (e.g. playing off too high a handicap, the card is not signed by the player and marker).




Resolving Ties for Eclectic

Winner - Lowest Eclectic Score minus ½ handicap at the close of the competition (denoted as Eclectic Handicap).

If any number of players tie, take a back 9 calculation as follows until a winner is determined:

- Last 9 holes minus ¼ Eclectic Handicap.
- Last 6 holes minus ⅙ Eclectic Handicap.
- Last 3 holes minus ⅓ Eclectic Handicap.
- Last 2 holes minus ⅙ Eclectic Handicap.
- Last hole minus ⅓ Eclectic Handicap.

If there is still a tie Toss a coin (single spin no hook or fade).

	<p>Summer Eclectic Cup 1970 – Awarded to overall winner in Division 1</p>
	<p>Crawt Cup 1969 presented by Mrs. V Crawt - Awarded to Division 2 / 3 winner from 2009.</p>
	<p><u>Winter Eclectic</u> 1st November to 31st March. Handicap used in calculating winners is handicap half that at end of period. Division 1 only See 0 for detailed rules.</p>
	<p>Winter Eclectic Trophy 1989 presented by Mrs. P Ketteringham – Awarded to overall winner in Division 1</p>

Results and Awards based on Handicap Data

The Pro Shop and Office are responsible for ensuring the production of results for:

- All Medals.
- All Stableford singles competitions 18 and 9 hole
- All Par competitions
- Specified non-qualifying Competitions such as 3 Clubs and a Putter, Tiger Tees.
- Birdie and Eclectic reports.

Where there is a special award with limited eligibility such as Davies Trophy or Mackenzie Cup (entry by qualification), Senior, Grannies Trophy or Flag Competition, the winner/eligible candidates must be indicated by the Competition Secretary, ensuring it is written on the player's card if notice is required on the results.

The Pro Shop provides handicap data for the Competition Secretary to enable:

- Determination of EG Medal awards, information to Secretary.
- Qualification for Davies and Mackenzie Competitions.
- Award of Nan Tuite Cup, Dixon Salver, Mattie Trophy, Young at Heart Trophy.

National Competition Entries

A designated member of the Ladies Committee is responsible for entering the Ladies Section into the following competitions:

- Hicks Trophy – only if sufficient single handicap ladies available
- Derry Cup – only if sufficient single handicap ladies available
- Druce Trophy
- Centenary Bowl
- Pearson Trophy
- Coronation Foursomes
- Daily Mail Foursomes
- The National Annodata Matchplay

Local Texas Scramble Rules

Teams of three players, 18 holes played as Medal from red tees of the day. Team handicap allowance is 10% of combined handicaps. Each team member must have 6 drives each. Indicate which player's drive is chosen by entering the score in the appropriate 'A', 'B' or 'C' column on the card.

Each player tees off and one drive is selected. The player whose ball is chosen will mark and lift their ball. Throughout the round the player whose ball is selected DOES NOT PLAY THE NEXT SHOT (except on the green). The other two players **TEE-UP** a ball within 6 inches of a marker on the fairway, or drop within 18 inches of the marker in the rough. If a ball chosen is in a bunker, the ball may be placed within 18 inches of the mark recreating the lie of the chosen ball as nearly as possible. **IN ALL CASES THE BALL PLACED OR DROPPED MUST NOT BE NEARER THE HOLE THAN THE CHOSEN BALL.**

Remember on the green all three players may putt. If you miss a putt you must mark the ball as another team player may hole out (Note: if the ball is tapped in, instead of being marked after a putt, that score counts).

Your gross score per hole is to be marked on the card under A, B, C then added for the 18 holes. The final score is the total, minus the exact team handicap.

As Texas Scramble is a roll-up competition there could be only two players left. In this circumstance the following rules will apply:

- No restriction on the number of drives each player takes.
- All players may play every shot.
- Handicap allowance is 20% combined for two ball.

All balls (including chips) on the fairway (unless you are putting) must be teed-up within 6 inches of chosen ball not nearer the hole to protect the course.

(The office has a card template on club computer.)

Bowmaker Competition Rules

Teams of 3. Stableford, played off full handicap, with best two scores out of three to count.

Competitions Calendar

The following is a typical competition calendar for the special competitions, note some events may move from time to time as deemed necessary by the Ladies Committee. See Appendix I Competitions and Trophies for details on the ladies competitions.

Month	Competitions
January	
February	Bowmaker Leap Year Invitation (Mixed) - Ladies ask a male member of the club to be their partner in a mixed Stableford Greensomes competition. Followed by a meal and prize giving.
March	Ladies' Captain's Drive in Coronation Foursomes
April	Davies Trophy Charity 4BBB Spring Event (Tuesday only) format to be decided annually. Followed by a meal and prize giving.
May	Doris Gurney Challenge Bowl Spring Meeting (Tuesday only) – Entry Forms available at least 4 weeks prior to the event. Team competition format changes each year depending on organiser. Cruikshank Foursomes 3 Clubs Plus Putter
June	Ladies' Captain's Day & Wood Putter Cup (Tuesday only) Rosemary Bowl (Weekend only) Grannies Trophy Mackenzie Cup Tiger Tee – roll-up, Stableford played off White Tees
July	Scratch Score Cup & Burn Handicap Bowl Orchid Cup Ladies' Captain vs. Vice 4BBB (Tuesday only) – Sign-up sheet on notice board at least 4 weeks prior to the competition. Teams and partners randomly drawn by Lady Captain and Vice Captain. Ladies' Captain Away Day (Week-day) – Sign-up sheet on notice board at least 4 weeks prior to the competition. Day trip to an alternative course, organised by the Lady Captain.
August	Heather Dwane Flag Trophy (Tuesday only) 4 Ball Better Ball Championship (Tuesday only) President's Trophy Guest Coffee Morning
September	Seniors Trophy Shanks Trophy Ladies Open (Tuesday only) - Open to golfers from other clubs. Puttenham Ladies run the day, and volunteers are needed. Autumn Meeting (Tuesday only) – Entry Forms will be available at least 4 weeks prior to the event. Team competition format changes each year depending on organiser.
October	Daily Mail Foursomes Texas Scramble Turkey Trot
November	Greensomes
December	10 Hole Competition & Christmas Party (Tuesday only) Ladies Teapot Competition (Weekend only)

Appendix II - Roles and Responsibilities Ladies Committee to run to March 2022

Lady Captain – Lorraine Toogood

- Responsible for the overall social & well-being of the Ladies Section, with the duty of overseeing the golfing & social activities as laid down by the Ladies Committee. Acting as Ambassador of the Ladies Section at official engagements both home and away and when called upon to represent the club. Attendance at all major golfing and social events. (See detailed job description).
- Providing Lady members with regular communication of results and future/upcoming golfing and social events.
- With support from the Vice-Captain – organising and co-ordinating teams for the following competitions * – Gardeners Shield, Lady Captains Day, Charity events, Exchange Day, Captain v Vice-Captain Day, Texas Scramble and competitions with MondayCaps & Village Club.
- Attendance at Board meetings & on Bar & Catering and Entertainment Sub Committees.

Vice-Captain- Debs Sparham

- Responsible for supporting the Ladies Captain in promoting the overall social and well-being of the club. In the absence of the Lady Captain, acting as Ambassador of the Ladies Section at official engagements both home and away and when called upon to represent the club. Assisting the Lady Captain in the performance of her duties and gaining a good understanding of her role. (See separate job description)
- Representative for Puttenham with Surrey Ladies Golf – attending meetings and encouraging participation in SLCGA events. Prepares entries for all Surrey events.
- Responsible for Co-ordinating Puttenham Teams for Annodata Competition.
- Together with Captain, responsibility for co-ordinating teams for Gardeners Shield / Monday Caps / Village Club and arranging Lady Captain's Day, Exchange Day, Captain v Vice Captains day.
- Member of the Board and sits on Club Competitions, Membership & Marketing & Entertainment Sub Committees.

Ladies Committee Honorary Secretary – Liz Smillie

- Responsible for preparing Agendas and taking Minutes for Committee Meetings & AGMs. Distributing Agenda & Minutes appropriately prior to meetings. Responsible for safekeeping of all Admin / correspondence as required.
- Keeps Committee informed of LGU / England Golf information and updates via their Websites.

Competition Secretary – Jayne Shanks:

- Overall responsibility for Competitions identified**.
- Looks after Competition Notice Board, organises sign-up sheets as required. Keeps records of all winners and runners-ups. Ensures Friendly match co-ordinator and Internal Match Co-ordinator meet necessary deadlines. Keeps records of all winners & runners ups. Provides lists of winners for presentation to Lady Captain.
- Liaises with Sue Mant - who continues to be responsible for collecting cups and trophies and arranges engraving before presentations.

Friendly Match Co-ordinator – Liz Ness

- Liaise with all the Clubs (and with Ben in the Office) to arrange dates for fixtures ideally a year in advance. Organise the Friendlies Notice Board to provide information on matches and prepare sign-up sheets and post results.
- Provide Lady Captain with result for Ladies Notices. Ensure there is a team captain for each of the 15 events to take responsibility for organising the team and be in charge on the day.
- Liz has kindly offered to support Internal Match Co-ordinator with Collating scores for the 'Par Trophy'.

Internal Match Co-ordinator – Yvonne Chubb

- Responsible for Co-ordinating all Ladies Summer and Winter Knock-out Events – encouraging entries, doing the draws and putting up notices matches. Updating Eclectic / Birdie & Par Boards & Identifying Winners for each Division.
- Responsible for Co-ordinating Puttenham Teams for Surrey Centenary Competition.

Housekeeping and Welfare – Karen Shanks

- Responsible for ensuring the Ladies Changing Room has appropriate facilities. Responsible for identifying & sending birthday cards to lady members (birthdays with zeros!) Flowers for Lady members 80th & 90th birthdays, cards for ladies who are poorly and flowers for those with a serious illness. Cards to be sent to all Lady Members who are celebrating their 25th Anniversary of membership at PGC.
- Budget to be identified with Captain and Gary Simmons for flowers and toiletries
- ‘Buddy’ support for new lady members after initial induction.
- Representative on ‘300 Club’ Committee.

Events Co-ordinators – Sue Vincent

- **Responsible for organising main events such as Spring & Autumn Meetings, Ladies Open & Coffee Morning. Representatives on Entertainment sub-committee.**
- Sue Vincent Responsible for Co-ordinating Puttenham Teams for Surrey Pearson Competitions.

All: Support for Ladies events / setting up / clearing away etc.

Other lady members who support The Ladies Section.

Joanne Fawthrop – Support new member induction and member of the Membership & Marketing Committee

Margaret Forgan – Director and Member of the Board.

Jeanette Fleming – Co-ordinates Mixed Competition events (with Doug Fleming) and Member of the Competition & Handicap Committee

Appendix III Document Revision History

Revision Date	Author	Revisions	Status
April 2012	Philippa Brunton	Original document.	Published
August 2012	Philippa Brunton	Supplementary scores open to all. Mackenzie Cup qualifying conditions changed. No measuring devices allowed in Coronation Foursomes. No buggies allowed in EG Medal. Final of Chris Glanville Scratch Salver knockout changed to 18 holes (from 2013 onwards). Ladies’ Captain’s Day Trophy added. Trophy photos added.	Published
January 2013	Philippa Brunton	Updated to include Rules of Membership of ladies section and title changed to reflect this. EWGA changed to England Golf (EG) in line with merging of the men’s and ladies’ associations. Orchid Cup and Shanks Trophy added. Method of entry added to competitions. Marie Curie 4BBB replaced by Charity 4BBB. New Appendix “Competitions Calendar” added.	Published
October 2013	Philippa Brunton	Restriction on use of buggies in EG medals removed (as of 2013). Restriction on use of measuring devices in Coronation Foursomes removed (as of 2013).	Published
July 2014	Philippa Brunton	Changes made to prize money allocation for monthly competitions. Minimum of 3 competitions to win a trophy completion condition added.	Published

January 2016	Margaret Forgan	New categories of membership included. "Resolutions" removed from AGM, Obsolete competitions removed. Allocation of prize money updated. Scratch score competition details updated 4BBBhandicap allowance updated. Positions of Handicap Secretary and Assistant handicap secretary removed. Autumn Invitation replaced with Guest Coffee Morning.	Published
June 2017	Stephanie Symes	Alteration of wording regarding Alternate Day play to reflect the change to competition play being allowed on Saturday and Sunday. Removal of all references to Handicap Secretary as this role has now been replaced by computerized handicap system controlled by the Pro Shop Provision made for Points Members Alteration of 3 rd Division to maximum club handicap of 45 General revision of outdated practices and clarification of some competitions	Published
February 2018	Stephanie Symes	Alterations to wording to make allowances for new CONGU rules for Supplementary Scores and clarification of handicap limits for competitions in view of introduction of new playing Category 5	Draft
March 2018	Stephanie Symes	Alterations to wording to make allowances for the electronic competition entry and removal of Ladies Honorary Secretary from the officers of the Ladies Committee, as the Ladies Accounting has now been taken over by the Office.	Published
September 2020 – January 21	Ladies Committee & Gary Simmons	Rewrite to include all updated information on WHS, Playing Safe.	Published on Website