

Puttenham Golf Club

Ladies Welcome Booklet



Updated March 2023

Welcome Ladies to Puttenham Golf Club, we hope this welcome booklet & handbook will provide you with the essential information you will need to help you as a new member of Puttenham Golf Club.

Key Club Personnel and Contact Details:

Current Ladies' Captain: Karen Shanks (email karenlorraineshanks@gmail.com) and **Vice-Captain:** Annette Kinge (email a.kinge@ntlworld.com). They help organise and run the competitions, deliver and host prize giving's for some of the prestigious events and sit on various club committees. At the back of this pack in the Appendices, you will see the make-up of the Ladies Committee for 2023/24 and the breakdown of each role and responsibility.

General Manager: Tom Carter-Large the General Manager is responsible for the day to day running of the golf club. If you have any general queries, then this person is always a good starting point.

Tel No: 01483 810498 Email: enquiries@puttenhamgolfclub.co.uk

Operations Manager: Tim Coombes, the Operations Manager is deputy to the Secretary/Manager and deals with club marketing, the clubhouse, health & safety, club administration and revenue generation.

Tel No: 01483 810498 Email: operationsmanager@puttenhamgolfclub.co.uk

Club Professional: Dean Lintott the PGA Professional delivers all the coaching programmes to members, visitors and juniors. He also represents the club in tournaments and offers golfing advice to members on golf equipment, rules and competitions etc.

Tel No: 01483 810277 Email: proshop@puttenhamgolfclub.co.uk

Other key positions at the golf club:

Committee/Management Board: We have a committee/board, with sub committees who look after all the different areas of club life, such as finance, greens, house, membership and marketing, competitions, and social events. The Chairman of the Board sits for a fixed term of 3 years to aid consistency in policy decisions. This year the Chairman is John Machin.

Greens Staff: Our Course Manager is Liam Mulkerrins and he and his team are responsible for the upkeep of the course, they normally work during the early part of the day to avoid the busy playing times.

Club Administrator and Society Coordinator: The Club Administrator and Society Organiser at Puttenham Golf is Ben Ellis. He coordinates all the arrangements for the various golf days we have at Puttenham as well as looking after the office admin, diary etc.

Tel No: 01483 810498 Email: admin@puttenhamgolfclub.co.uk

Front of House Coordinator: Our Front of House Coordinator is Kelly Gladwell and she looks after the bar and catering teams, halfway hut and bookings/arrangements for club and social functions. You can now order your food and drinks to collect at the halfway hut as you leave the 8th green, so it is ready for you on the way to the 10th Hole. Useful to put the number in your mobile phone – 07536 988901

Our Golf Club Facilities

Here at Puttenham Golf Club we have a variety of facilities to cater for our members and visitors:

We have a 5,400 yd par 71, 18-hole course (6220 yard for men) as well as a lovely practice facility.

Our Clubhouse has a dining room, restaurant and bar area including a spike bar. On site we also have changing rooms including showers and lockers to place your valuables in and a golf shop where you can purchase golfing equipment including clothing, accessories, drinks snacks etc. and where trolleys/buggies can be hired. Lockers can be arranged via Club Administrator in the office.

3-hole Academy Course & Putting/chipping green – for use to warm up and practice on.

Driving range/practice ground – balls can be obtained from the ball dispenser by the range. You can apply for a free card in the Professional shop on which you can buy credits. This is a contactless card which you use at the machine and balls will be dispensed 15 at a time. You can top up the card with the amount of money you want to put on it and then you can use this card to dispense balls and top up when necessary.

Club Information and where to find it

Door Codes: The security of the clubhouse and the men's and ladies changing rooms are protected by security code keypads located near or next to the entry doors. The pin code to gain entry through these security doors changes for members on the 1st April each year provided to you at joining. We ask our members not to give this security code out to anyone as there is a code available from the pro shop, bar or

office which changes daily for visitors and guests. NB. Key codes are back in operation – the correct code as of January 2022 is 1920 both for the front door and the changing rooms.

Members' Area of the Club Website: The club website (www.puttenhamgolfclub.co.uk) is updated regularly with latest news articles and important messages. As a new member the club office will set up login details for you to access the members' area of the website. Your initial login details will be the email address you supplied to the club on application as your username, followed by your date of birth in ddmmyyy format as your password. There is information about Mobile Apps and ClubV1 System in the Appendices.

Members Swipe Card: Your member Swipe Card is available from the office upon joining. Depending upon your membership category, your member Swipe Card will either be Gold (Full) or White (Points) and can hold two separate accounts on one card. The accounts are:

Club Account – this contains an annual charge top up that you paid on joining. The card can be swiped for payment of bar and halfway hut catering, shop sales, green fees, general competition entry fees and lessons. You can continue to top up your card when it is necessary with as little or as much money as you like. If you are placed in the top four of any division in a club competition, you will generally win a monetary prize and the value of this prize is automatically put onto your club account.

Points Account – If you have joined as a Points Member, your 1000 points are also stored on your Member Swipe Card in your Points Account. The applicable amount of points will be debited from your points total when you sign in prior to play in the Pro shop and your card is swiped on the pro shop till.

For a list of FAQs regarding the swipe card please refer to the members' area of the club website.

Noticeboards: These are located in the men's & ladies locker rooms and the main entrance and are a good source of information for members. Some notices are there for information, but others require your input, such as signing up for matches, entering competitions and social activities. During extreme Covid times, if the Ladies Changing room is not accessible, we have an identified notice board in the main foyer.

We have a club diary which can be found on the website via the members hub, this contains dates of competitions, matches and social/family events for the forthcoming year. The diary also contains a full list of club competition format information. A printed copy is available from the office if you request one. Debs as Lady Captain has produced our own Ladies Diary from the end of March 2022 should you wish a copy.

Social Media: We regularly update our Facebook and Twitter feeds. If you search Facebook for @puttenhamgolfclubltd you will find our business page, if you then "like" the page you will receive notifications of posts that we make. Our Twitter address is @puttenhamgolfcl if you want to follow us.

DRESS CODE At Puttenham Golf Club we expect all our members, visitors and guests to respect our traditions and comply with our required standard of dress whether on the course or in the clubhouse.

On the Golf Course you are required to wear recognised formal golf attire in the proper manner. Ladies are permitted to wear shirts with sleeves and a collar, shirts with a collar but no sleeves or shirts with no collar but with sleeves; shorts/skirts/skorts should be tailored and of an appropriate length. You can purchase Ladies Logo'd clothing from the Pro Shop.

In the Clubhouse Smart casual (which can include smart denim not distressed, frayed or torn) is the expected dress code; when dining after golf players are expected to change from their golf clothing; for some special functions more formal attire, e.g. jacket and tie, may be required. The following are not permitted in the main lounge and dining room at any time: golf shoes; hats or caps; tracksuits; shirts or similar garments displaying slogans; beachwear including flip flops; wet weather over-trousers or jackets.

Changing of attire is not permitted in the car park. Notes: Shoes may be worn without socks in the lounge bar; a spike bar is provided for those not wishing to change from their golf shoes; we would expect you to change from wet or soiled golf clothing.

Mobile Phones: Mobile phone calls may be made or taken in the car park, but not within the clubhouse, patio or on the course other than in an emergency. Silent browsing of texts/e-mails is permitted in the clubhouse.

Club staff have been authorised to ensure that these rules are followed and will refuse service to anyone not complying with the dress code, but it is the responsibility of all members, visitors and guests to comply with the detail and the spirit of these rules.

We are delighted that as of July 2020, Puttenham Golf Club has a full membership and now operates a waiting List. We are lucky to have a thriving Ladies Section with a current membership total of around 80. Mainly full members, 7 x Points members and 15 ladies now maintaining their social membership. In October 2021 we had 9 ladies join our new Ladies Academy and we hope a further 12 will join this Academy in May 2022.

The Ladies are keen to take part in National and County events, with the Club entering The Annodata, Derry, Centenary, Pearson, Wallis and The Druce to name just a few.

We play friendly matches both home and away between March and September and encourage as much participation of new members in this Better Ball format. You will find the Friendly Match Notice Board on the Right-Hand side of the Ladies Changing Room where you can sign up if you are interested to play. Our Friendly match Organiser from March 2022 is Liz Ness and she will be keen to fill you in on all the details.

Midweek Matches include Betchworth Park, Blackmoor, Bramley, Camberley Heath, Cranleigh, Effingham, Farnham, Guildford, Sand Martins & Tyrells Wood.

Weekend Matches with priority for Business Ladies include Burhill, Bramley, Mill Ride and Tyrells Wood.

When do Ladies Play?

Much of the competitive golf played at Puttenham Golf Club is played through a network of roll-ups that we call "tables" which operate at various times throughout the week and at weekends and is for anyone looking for a game with no booking required, you just turn up. Further information on how these organised roll ups/tables work can be found in the members' area of the club website.

However, the main day for Ladies is Tuesday – tee times from 8.30 – 10.30

Sunday is the Main Alternate Day – tee times from 10.00 – 10.50

Friday is Fun Day – tee times from 2.00 – 2.40 (9 holes or more if wanted when light permits)

One of the joys of Puttenham is this roll up system 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. So, all you have to do is turn up on a Tuesday to the Ladies Changing room and you will be allocated a group by the person on desk duty in the order that you arrive. The perfect time would be between 8.30 – 9.30. For the first 30 minutes ladies tend to go out in twos, from 9.00 in threes. We would play in fours if you are the last group at the back or when competition necessitates.

Where we have Sunday competitions, Medals are played in handicap order, for all other games and competitions, cards are either drawn 15 minutes before the tee times to determine playing partners or will be organised in advance by a committee member. To assist this process, we encourage ladies to join the

WhatsApp group to simplify organisation. Where we have fixed tee times on a Sunday, these are texted/ emailed to ladies in advance of the day. At present fixed tee times are co-ordinated by Annette Kinge.

The Friday afternoon Ladies Table was set up during COVID. We co-ordinate 9-hole games during the winter and ladies have the option to play 9 or 18 when the light permits. Other than a few identified dates, this table is all about no pressure golf, fun and practice. We meet in the spike bar from 1.30 and draw the cards to determine groupings and then decide if we want to play a fun game and put in £1!!

There is nothing to stop ladies wishing to play on the Men's Tables on a Saturday. For further information on playing within Tables, please speak to the Lady Captain. Details for entering competitions are in the last Appendices Section with detail of Members Apps.

Outside of these times for general play we operate tee booking system, please refer to the members' area of the club's website.

Competition Playing Groups

Generally, 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.

Medals

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.

Nine Hole qualifying Stableford competitions are organised throughout the year.

Pairs and Team Events

Where a Board competition is run over two days, players may only play on one of the days (i.e., Main or Weekend). Prior notice of play is required. For normal Stableford and Medal competitions, players can play on both days.

Special Trophies, Knock-Outs, Qualification Events

The rules regarding trophies and knockouts are listed in **Error! Reference source not found.** Additional competitions are run on a national basis and are governed by the awarding organisation (e.g., Daily Mail Foursomes).

Handicap Divisions at Puttenham

A golfer's handicap is a number assigned to him/her, which defines their skill/ability level. A handicap 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 handicap is deducted from his/her "gross" score (total shots taken) to provide a "nett" figure (total shots taken minus handicap). In a match play event, a player's handicap determines how many shots they will either give to, or receive from, an opponent.

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 total numbers of players who have played over the two days, and the playing handicaps of those players. One division will be used if there are less than 30 players in total, and two divisions for 30 players and more. The number of players in each division will be made as equal as possible i.e. if 40 players are competing then there would be as close to 20 players as possible in each division dependent on handicap levels. This would be calculated by the Golf Shop Team after the competition has been completed.

Prizes in the Ladies Eclectic and the Ladies Birdie Tree and Par Tree Competitions remain the same and are awarded using three set divisions

Nine-hole qualifying Stableford competitions are treated as separate competitions with just one division.

Singles Event Prize Monies

Entry Fees for weekly Stablefords and Medals have been increased to £3.00 from January 2022. For more significant competitions such as the Club Championships and other Board Competitions, entry fees may be increased slightly but always advertised in advance.

90% of weekly competition fees is allocated for prize money. The remaining 10% covers the annual cost of trophy engraving and prizes awarded at the yearly Presentation Evening.

Casual Rounds / Supplementary Scores

Players are allowed to enter Supplementary Scores (this will obviously include all members with an inactive handicap), now known as Casual Rounds. These must be played under Competition Conditions (i.e., the course must be qualifying), they must enter via the PSI terminal in advance and can impact on a player's handicap. The card must be signed by both the player and marker.



Benefits of being member at Puttenham Golf Club

Being a members' club rather than a one owned by a company or individual means that the business is run by the members for the members with the club's best interests at heart. All full members have a vote at any AGM/EGM to democratically put their opinions across. Puttenham Golf Club is a non-profit making organisation, so any surplus is invested back into the club. No part of the club operation is franchised, therefore every pound you spend at Puttenham Golf Club whether it be on a set of clubs from the pro shop

or a cup of tea at the Halfway Hut or in the lounge bar goes towards helping to keep your subscriptions costs down so please support the club wherever possible.

Free Under 16 Junior Membership. Every playing membership category allows you to introduce your sons, daughters, grandsons and granddaughters into our under 16 Junior Membership category free of charge worth £140 per child.

Member Referral Reward Scheme: Puttenham Golf Club has a generous New Member Referral Reward Scheme for any existing member who introduces a new member to the club. If you introduce to the club a new full fee-paying Member you will get £125 to spend on your Club Card.

Full Competition Programme Playing competitions regularly gives you the chance to get your official WHS handicap down to your targeted level. To this end Puttenham Golf Club run a full programme of midweek and weekend competitions for both men and ladies.

Mixed golf is also very popular at Puttenham Golf Club with numerous mixed events throughout the year. Keep your eyes on the noticeboards in the main corridor downstairs for:

- The Pot Pourri events (Shotgun start on a Sunday) Mixed Teams of 4 randomly drawn
- Mixed Greensomes – Run Sunday afternoon
- The opportunity to represent the club in interclub matches and we have dedicated teams for men, ladies, seniors, mixed and juniors.
- Fun 9 and Dine – Various late afternoons on Wednesdays, Thursday or Fridays – teams of 4.

By being a member of Puttenham Golf Club, you are enrolled free of charge into the nationwide County Card scheme. This gives you the opportunity to take advantage of heavily discounted golf at over 1000 courses across England. Pick up your County Card from the Pro-Shop or Club Office.

Each member is automatically enrolled free of charge into a third-party insurance scheme. This insurance covers each member for any accidents caused by the act of playing golf whilst playing at Puttenham Golf Club. It can also contribute to your bar bill should you get a hole in one while playing in a qualifying competition at Puttenham Golf Club. Any incidents must be reported to a member of staff immediately. The insurance doesn't cover the theft of golf equipment or cover you when playing away from Puttenham Golf Club

Golf Reciprocal deals are open to full, 5 day, and points members, with free playing rights at the following clubs, Basingstoke, Bramshaw, Bridport & West Dorset, Chippenham, Maidenhead, Marlborough, Tidworth Garrison, West Kent, Ogbourne Downs and Waterlooville. We also have various courtesy arrangements with other clubs on days when big events are being played at Puttenham and the course is closed to members. These arrangements are with The Army, Basingstoke, Bramley, Camberley Heath, Farnham, Guildford, Hartley Wintney, Hindhead, Tyrells Wood, West Byfleet and West Surrey. In addition, Puttenham has an agreement with Purley Downs, Guildford GC and Calcot Park who offer a tee time for up to four members at a cost of only £60. Tee times for all of the above reciprocal and courtesy arrangements must be booked in advance through the PGC Club Office. Points members who use the reciprocal deals will have their points total debited by the applicable amount according to the points timetable dependent on the time of day you are playing.

Bringing Guests - All playing members can bring guests to play the golf course (maximum 10 visits per guest per year of which only 6 of these visits can be at weekends). You can bring up to a maximum of three guests paying the guest green fee on weekdays. You can also bring up to a maximum of three guests paying the guest green fee on weekend afternoons. On weekend mornings, full members only can bring a

maximum of one guest paying the guest green fee (a second or third guest on a weekend morning, they would pay the full visitor fee). For green fee rates refer to the members' area of the clubs' website.

Bar Card Discount - If you commit to the annual top up of your bar card when you pay your subscription you will receive 15% discount on all beverages and 10% discount on food when using your card. Additional top-ups can be made at any time and by any amount through the year.

Lively Social Scene - We also have an active social programme encompassing everything from the Charity Day & Summer Party to the Christmas Theatre Night, Gentleman's & Ladies Dinners, Captains Party & Disco, Bingo Nights, Quiz Nights, Nine & Dine Evenings and much, much more.

Free Hire of the Clubhouse. An extensive restaurant/clubhouse area capable of sitting 100 guests is perfect for social events, weddings, parties and celebrations. As a member you can book the clubhouse for your own personal private parties and functions i.e., Birthdays, Anniversaries etc. with no room hire charge subject to a minimum spend by you or your guests on food/drink of £250.

The Puttenham Golf Club 300 Club Scheme has been set up to allow Puttenham Golf Club members to help raise funds for special projects around the golf club. The 300 Club Special Projects Fund is used for improvements in PGC Club facilities which fall outside of the day to-day operating costs. Scheme members buy one or more shares paying £5 per share per month which enters them into monthly prize draws as well as half yearly Grand Draws in June and at Christmas when the prize value is higher. For more information and to download a standing order form visit the members' area of the website.

As new members we always welcome feedback on how to make your experience at Puttenham Golf Club even better. As a result, we have a Suggestions Book in the Ladies Changing Room and contributions are a regular item on the Ladies Committee Agenda.

We hope you enjoy your time as a member at Puttenham Golf Club

Appendices to follow:

- Roles and Responsibilities of the Ladies Committee - 2022/23
- Guidance for Stay Safe Play safe at Puttenham
- How to download and get the best use out of the Club V1 & HowDidIDo Apps Tutorial

APPENDICES

Roles and Responsibilities Ladies Committee from 20th March 2023

Lady Captain – Karen Shanks

- 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.
- 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: Gardner Shield, Lady Captains Day, Charity events, Exchange Days, Captain v Vice Captain Day, Texas Scramble and competitions with MondayCaps, Village Club and Tuesday Invite to Men's tables.

- With the support of the Vice-Captain and the Committee organising and running Ladies Open and Ladies External Coffee Morning.
- With support from the Men's Captains and V-Cs running the Nine & Dines.
- Attendance at Board meetings & Various Sub Committees.

Vice-Captain – Annette Kinge

- 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.
- Together with Captain, responsibility for co-ordinating teams for Gardner Shield / Monday Caps / Village Club and arranging Lady Captain's Day, Exchange Days, Captain v Vice-Captains Day and Fun events.
- Supporting the Captain and the Committee organising major events - Ladies Open and Ladies External Coffee Morning etc. With the Men's & Ladies Captains running the Nine & Dine events.
- Invited to Board Meetings and sits on chosen Sub Committees.

Ladies Committee Honorary Secretary – Nicky Weeks

- 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.
- Keeping check that the documents that relate to the Ladies Section are kept up to date.
- Keeps Committee informed of LGU / England Golf information and updates via their website.

Competition Secretary – Fiona Browning

- Overall responsibility for Competitions identified in the Ladies Section Booklet and update the booklet as necessary when changes occur, with help from the office.
- Looks after Competition Notice Board, organises sign-up sheets as required. Keeps records of all winners and runners-ups. Provides lists of winners for presentation / Presentation Evening to Lady Captain.
- Ladies Ping 4BBB & any other National Competitions – check that finalist entries are done by the office.
- Liaises with Sue Mant for presentations - 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 results of the matches played for Ladies Weekly Notices and Committee Meetings. Ensure there is a team captain for each of the 15 events, that will take responsibility for organising the team and be in charge on the day.
- Keeping the Birdie and Par Tree results up to date and posting the Eclectic results.

Internal K/O Match Co-ordinator – Joanne Fawthrop

- Responsible for Co-ordinating all Ladies Summer and Winter Knock-out Events – encouraging entries, doing the draws and putting up notices about deadlines and matches.

Welfare & Housekeeping – Tricia Franklin-Bruce

- 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.
- To manage the budget provided by the club for flowers and toiletries and being responsible for ensuring the Ladies Changing Room has appropriate facilities.

Events Co-ordinator – Liz Wakefield

- Responsible for organising main events such as Spring & Autumn Meetings, Xmas Fun Competition/Lunch
- Supporting Captain with Ladies Open/Coffee Mornings etc.

Surrey Delegate and Events Co-ordinator Support – Sarah Brown

- Representative for Puttenham with Surrey Ladies Golf – attending meetings and encouraging participation in SLCGA events.
- Liaises with the office to ensure the deadline for entries for Surrey events are met.
- Supports the Events Co-ordinator with arranging and publicising events.
- Support with advertising to PGC ladies of other Surrey club's Coffee Mornings & Opens
- Organisation of Volunteers for Tuesday Desk Duty and preparation of the Desk Duty Roster

Charity Fundraising and Social Secretary – Liz Smillie

- Supporting the Captain in advertising Social Events to the Ladies and encouraging attendance
- Keeping balance of Charity Funds following events carried out throughout the year
- Supporting the Captain in arranging Raffles / prizes for events throughout the year

Women in Golf Charter Champion & Inductions – Gill Wallace

- Working in shared role with Tricia Moon, supporting the Ladies Academy
- Liaising with Puttenham 'Lady Buddies' and Academy Members ensuring that needs are met.
- Responsible for new Lady Members Induction.

All:

- Support for Ladies events / setting up / clearing away etc.

- Desk duty volunteering; organisation of playing groups on Tuesdays when there is a Roll-up with Annette organising tee times from 0830hrs for those wishing to play in handicap order on Tues Medal days.
- Take turns in Captain for the day in 'Friendly Matches'.

In addition to the Committee above, the following have agreed to take on the following roles:

- Sue Mant, on behalf of the Club looks after all the trophies, ensuring they are appropriately engraved and ready for future presentations. Coordinating the House Competition results and passing onto the Lady Captain
- Sarah Smith – Responsible for Co-ordinating Puttenham Teams for Surrey Derry Competitions
- Sue Vincent – Responsible for Co-ordinating Puttenham Teams for Surrey Pearson Competitions 2022/3 season
- Sarah Brown – Responsible for Co-ordinating Puttenham Teams for Surrey Wallis Competitions
- Mandy Dribble – Responsible for Co-ordinating Puttenham Teams for Surrey Centenary Competition.
- Debs Sparham – Responsible for Co-ordinating Puttenham Teams for Annodata. Board Member.
- Joanne Fawthrop – Member of the Membership and Marketing Committee
- Jeanette Fleming – Member of Competition and Handicap Sub Committee and organiser of Mixed Events with Doug Fleming.
- Tricia Moon – Member of the Membership and Marketing Committee and Jobs shares as 'The Women in Golf Charter Champion'. Board member.
- Lorraine Toogood – Member of the Bar and Catering Committee.
- Karen Armstrong – Member of the Greens Committee
- Sarah Dyason – Organiser of Sunday Tee times via WhatsApp.
- Karen Shanks – Member of the 300 Club Committee. Continue to upgrade the Ladies Trophies so they are 'fit for purpose'

Note: to support this document will be the Yearly Competitions List (found in the Puttenham Ladies Rules Section) which identifies the roles & responsibility for the organiser.

2. Stay Safe – Play safe COVID Guidance for Puttenham Members

Access to the course during the COVID Pandemic will be managed by Reception/Shop in line with Government guidance and current social distancing restrictions identified at the time. Likewise, the regulations in the Clubhouse and Bar area.

Members will be kept informed on a regular basis as restrictions change and would be expected to follow the current regulations identified.

- Players must call 01483810498 or e-mail the Club enquiries@puttenhamgolflub.co.uk with any post-round health issues or COVID related queries at their earliest convenience
- The Club Manager is our COVID Staff Officer who is responsible for managing such issues and queries.

Competition Entry

For weekly competitions players must indicate their intention to play by registering on the PSI electronic terminal or via the HowDidIDo App on your phone prior to starting on the first tee. The competition fee

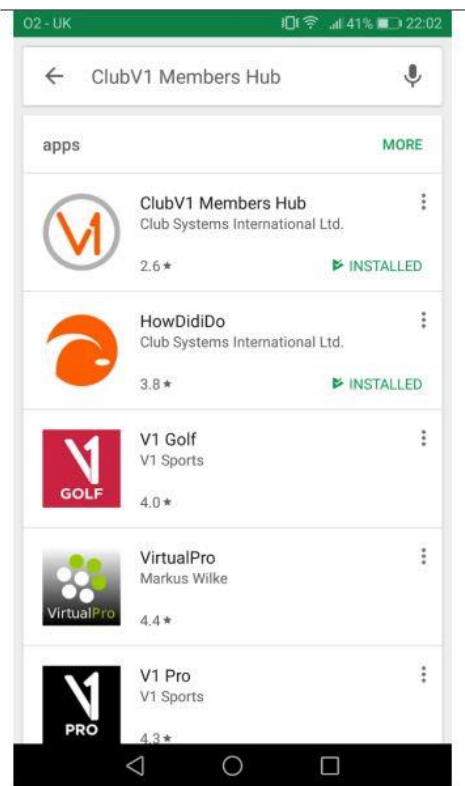
will be deducted from the players Club Card on registration. Scores must be entered on the terminal/ phone by the end of the day of the competition.

If the competition is not a roll-up, sometimes 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.

For some of our main competitions such as the Club Championships, you will be able to enter in advance and select your tee time and playing groups. Detail for this will be provided via email at the appropriate time.

3. How to Download the Club V1 & HowDidIDo Apps Tutorial

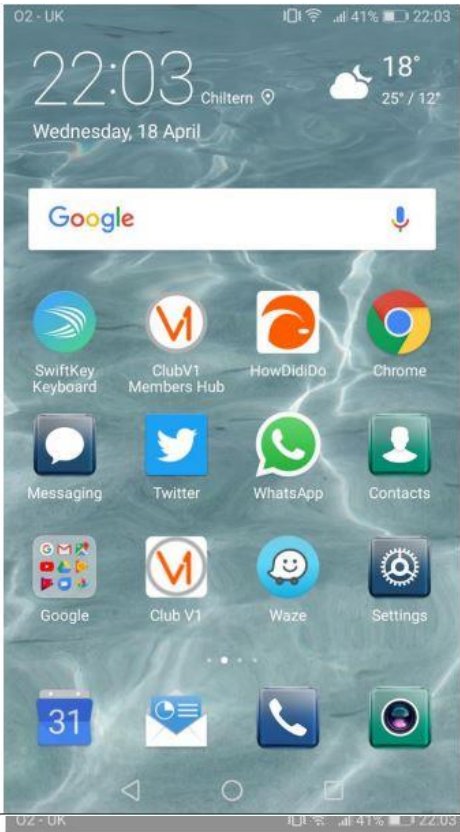
Club V1 App



First Search for 'ClubV1 Members Hub' in Google Play Store for Android phones/tablets or IOS Apps for Apple devices.



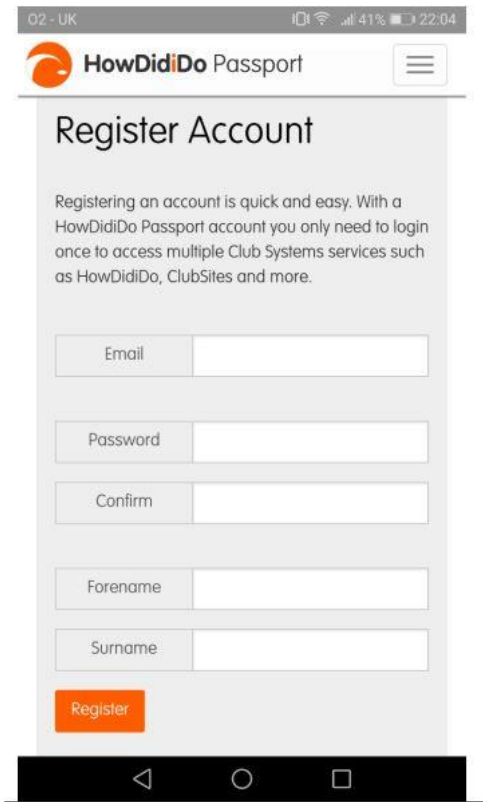
Then click install on your phone, tablet or iPad



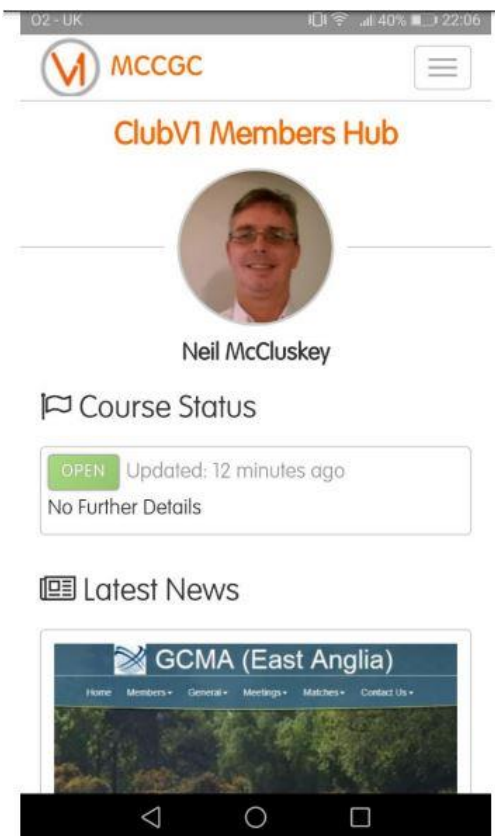
Once installed put the App shortcut on your home screen so it is easily accessible



Members can log in using existing HowDidiDo Passport details if already registered - If not new users would need to register



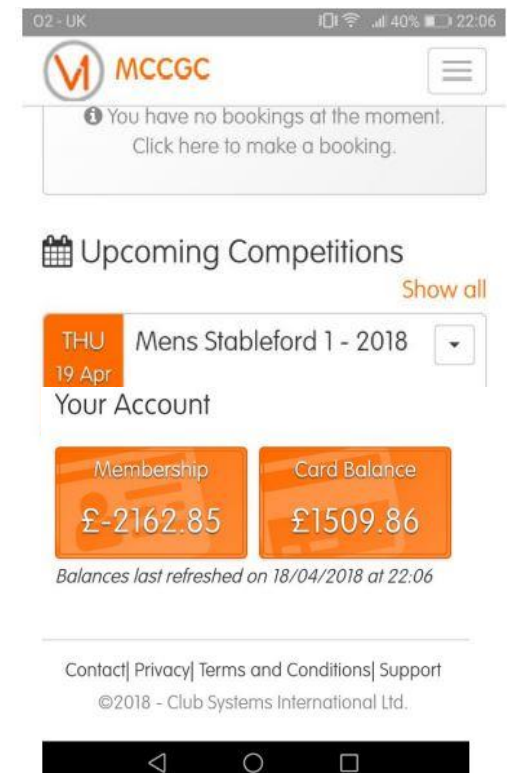
To register you must use the same email address as you gave to the club for your ClubV1 Member record



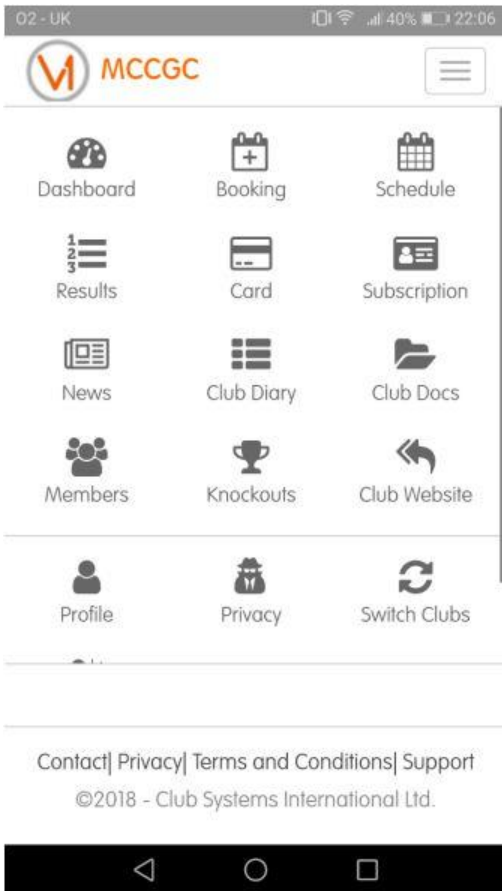
The App allows Members to change their profile picture and update contact details. You can view Course Status and Latest Club News Articles.....



..... also, latest competition results and upcoming course tee time bookings.....



.....upcoming competitions, your membership fees that might be due and swipe card balances which can be topped up via the app.....



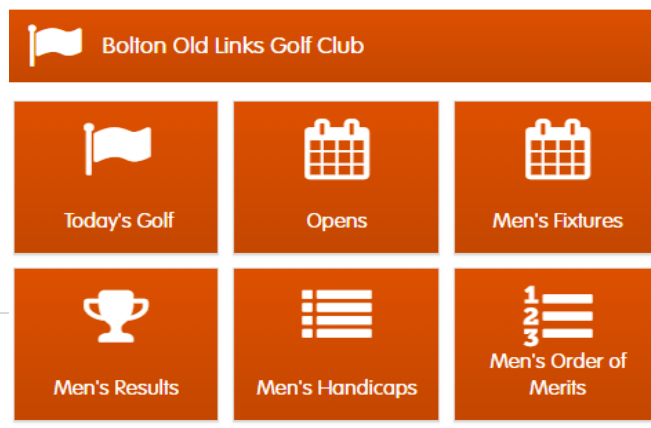
..... a further comprehensive suite of features are available through the 3 line menu icon top right of the screen including useful club information in Club Docs, the Club Diary highlighting when competitions, club events and golf societies are taking place and many more.

For a video tutorial on how to make a tee time booking using the App or members hub click the following link <https://www.youtube.com/watch?v=OVjXMcZ8xGA>

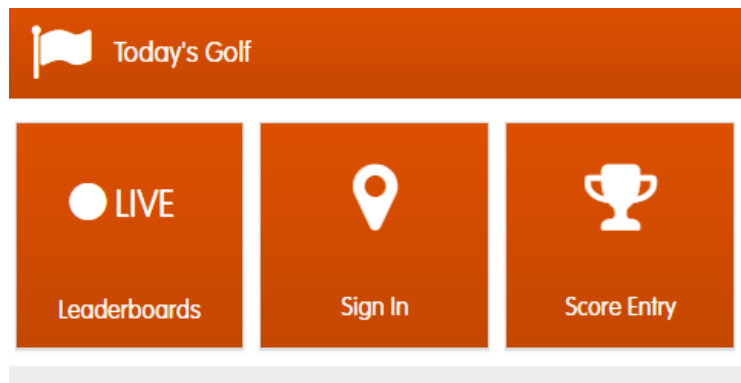
HowDidIDo App

The process to download the HowDidIDo App so you can remotely sign in for competitions and online scoring is very much the same. This time search the Google Play Store or IOS Apps for HowDidIDo. You will be able to login using the same credentials that you have used for the ClubV1 App however you will only be able to do this once you have a handicap registered with the club.

Once logged into HowDidiDo you will find a new section under Home Club>Today's Golf. (Example below shows Bolton old Links Golf Club, yours will of course state Puttenham Golf Club)



Under Today's Golf you will find three options, 2 of which are new.



Live leaderboards will show returned scores for competitions that are live

Sign in and score entry is new. Sign in will sign the user into a competition and take money from your Club swipe card account as it would at the PSI Terminal.