

Information for Lady Members - 2022



Ladies Committee

Cottesmore Golf & Country Club

January 2022

Version 1.0

Record of Updates

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About the Ladies Section

Welcome from the Lady Captain

My name is Penny Gaunt and I am Lady Captain for 2022. I would like to extend a warm welcome to all golfers and explain a little bit about how our ladies section operates. The main detail about our section is in the 'Information for Lady Members 2022' document which can be found in the notice board on the members website

In January of each year we produce a diary of all the events, competitions and matches for the year ahead. Make sure you have received a copy of this; it is also available digitally.

Throughout the year we have monthly medals and stablefords played on both Thursdays and at the weekends, as well as a number of trophy competitions. There are a number of fun events too, especially in the winter months. There is a programme of events for both the Phoenix 9 hole course and the Griffin 18 hole course.

Our aim is to be as inclusive as possible. We are a friendly section and do all we can to enable new members to feel welcome and get to know the other ladies in the section. The details about how to sign up for competitions and how to get a handicap, if you do not already have one, are in the 'Information for Lady Members' document on the website

There are also opportunities to play at other clubs. We arrange friendly matches against other clubs, taking it in turns to play at home and away in alternate years. We participate in Sussex based competitions, including division matches, depending on handicap, and the Morrice Fours. We also play in national competitions such as the Daily Mail Foursomes, Coronation Foursomes and PING 4BBB.

We are a very sociable group who are happy to help you make the most of your golfing membership and encourage you to get involved. We are keen to help new members become integrated within the section and there will always be someone to show you the ropes and point you in the right direction.

Please do not hesitate to contact me if you would like more information

Penny Gaunt

Committee

The Lady Captain is supported by a committee which is voted in at the Ladies AGM held in January each year. This is when the captaincy changes over and when the audited accounts for the previous year are presented and agreed. Trophies won during the past year are also presented at the AGM.

The committee consists of 5 officers – Captain, Vice-Captain, Honorary Secretary, Honorary Treasurer, and the Handicap Secretary – plus a minimum of 2 committee members and the non-voting immediate past captain. A minimum of 4 committee members constitute a quorum.

A Handicap Sub-Committee formed from a subset of the main committee also meets for the purpose of reviewing handicaps.

The Ladies Section is run according to its constitution which is reviewed annually and updated as necessary and the Ladies Committee transact all Ladies Section golfing matters within the Terms & Conditions of the Golf Membership of Cottesmore Hotel Golf & Country Club.

2021 Committee is:

Lady Captain	Penny Gaunt
Vice-Captain	Christine Knight
Honorary Secretary	Carolyn Angus
Honorary Treasurer	Linda Clinton
Handicap Secretary	Ruth Leatherbarrow
Competition Secretary	Catherine Malins
Trophy Secretary	Jan Brice (and Immediate past captain)
9 Hole Liaison	Barbara Munro
Committee member	Jill Lewis
Committee Member	Linda Atkins

Handicaps

The World Handicapping System (WHS) was implemented in Great Britain and Ireland on November 2nd 2020. This replaced the old CONGU® handicap system.

In order to be allocated a WHS Handicap Index you must be a member of a golf club affiliated to one of the 'home' unions/associations, eg, English Golf Union.

If you already have a WHS handicap index then the Handicap Secretary will require your National ID/CDH number in order to transfer your details. If you wish to obtain a handicap then please read on, or alternatively speak to the Handicap Secretary who will explain what is required.

Obtaining a WHS Handicap Index

- Score cards totalling 54 holes need to be returned to the Ladies Handicap Committee before an initial Handicap Index can be awarded.
- 9 hole cards from either the Phoenix or the front 9 or back 9 of the Griffin are acceptable.
- Each card must be marked and signed by a responsible person acceptable to the Handicap Committee. The cards should normally be submitted within a period of 6 months. The marker may only mark the score of one player in a round. Each round must be played from the Red tees.
- The course must be in a suitable condition. There can only be a maximum of 2 temporary greens and the course must not have been reduced, or increased, by more than 100 yards from its measured length or 50 yards for a 9-hole round.
- Cards must be marked with the following in mind:
 - Every hole must be completed.
 - Card must be marked 'FOR HANDICAP PURPOSES'.
 - Cards must be dated and signed by both player and marker and their surnames printed clearly under their signature.
 - Completed scorecards must be submitted to the ladies Handicap Secretary. They should be left in the Ladies post box situated outside the Pro Shop

Handicap Certificates

Are available from the Handicap Secretary NOT from the Club website.

My England Golf Account

You are strongly advised to activate your 'My England Golf' Account - see this link <https://www.Englandgolf.org/my-account/> and then also download the 'MyEG' App to your phone so that you can monitor your Handicap progression.

How will my Handicap Index be calculated?

For new golfers who have submitted 54 holes to gain their Handicap Index, their initial Index will be the lowest of their three rounds minus two strokes and continue to be built until the preferred 20 scores are achieved.

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

A Handicap Index is calculated from the best eight scores from the last 20 rounds. As a new score is submitted, a player's Handicap Index will automatically update to the most recent 20 scores. A player's Handicap Index will update promptly overnight after the submission of an acceptable score and be ready before the next time they play.

When allocating a new Handicap Index, the Handicap Committee will consider all the information available to it in relation to the player's ability and any previously held handicap before allotment of a handicap index. The Handicap Committee may allot a player a Handicap Index lower than that calculated by the computer if it has reason to consider that a lower handicap is more appropriate to the player's ability. In exceptional circumstances a higher handicap index may be allotted than that indicated. The Handicap Committee will subsequently review the scores returned by members with a new handicap index and may determine that an adjustment is required.

The maximum WHS Handicap that can be allotted is 54. Even when cards submitted for handicap allocation do not justify a handicap of 54 we may, at our discretion, allot a WHS handicap to the player. However, we have the absolute discretion to refuse to allocate a handicap index should we consider the player has not attained a suitable standard of play.

Maintaining your Handicap Index and Annual Review

Your handicap index should reflect your current playing ability and it is your responsibility to play in handicap counting competitions or submit General Play scores to keep your handicap index relevant. Although, there is no longer any requirement to submit cards to retain a handicap index, the Ladies Section does have its own competition handicap conditions which require you to submit a minimum of 3 qualifying scores in the preceding rolling year in order to win most of our trophy competitions. In the case of our club championship you need to submit 3 x 18 holes at Cottesmore in the preceding 12 month period.

Handicaps are subject to Annual Review when the Handicap Committee consider reports produced WHS to determine whether players' handicaps should increase, decrease, or stay as they are. If you consider your handicap index requires adjustment you should make your case to the Handicap Secretary who will consider the evidence in conjunction with other members of the Handicap Committee.

WHS General Play Scores

There is no limit to the number of General Play scores which can be returned. These can be played over either 9 or 18 holes and can be either medal or stableford format.

A scorecard can be submitted to count for handicap purposes when golfers are playing a casual round, or competitively, but not in an event organised by a Club Committee.

A General Play Score is not acceptable for handicap purposes if the player breaches the Rules of Golf and the correct penalty is not applied under the Rules of Golf, or deliberately ignores a Rule of Golf.

Please note that it is necessary to show your intention to play a General Play round before you play

- Sign In before play on the PSI machine in the Pro Shop, via the Club website **red** 'Score Entry' **button** **

Then play your round with a Marker as usual

- Complete your card in the usual way.
- The card must be signed by both you as Player and by your Marker.
- Enter your score in the PSI machine in the Pro Shop, or via the Club website as soon as possible after your round.
- The scorecard should be left in the 'Ladies Cards' post box outside the Pro Shop.

If you plan to submit a General Play Score at an *Away course*, please follow their instructions for submitting a General Play Score. **Or**, you can pre-register then submit a score for handicap purposes on the England Golf 'My EG' mobile App **

**** NB**

- Geo-location will ensure you can only pre-register and post a round within close proximity to the course.
- A time lag will ensure you have to spend a reasonable amount of time before submitting a score.
- All scores must be verified by a playing partner who also holds a WHS index and has witnessed the round.

COMPETITIONS

Entering Competitions

Ladies 'sign up' for the majority of competitions by going online to the club website (see also booking into competitions below) and booking a slot within the particular competition. Provided a competition has not gone past its 'closed' date, ladies can also withdraw themselves online. For Thursday medals and stablefords, ladies can book themselves and up to two others on a specific tee time within the ladies block of times. For drawn competitions ladies just book themselves into the block and a draw is made after the closing date and a start sheet is then available to view, also on the website. Please see the separate section towards the end of this document for more information on **How to use the Club Website**.

Paying for competitions

Cottesmore Ladies' Section no longer accepts cash payments. The instructions below outline how we operate:

All payments will now be either by bank transfer or by cheque to the Ladies' Section's bank account:

Name: **Cottesmore Golf & Country Club Ladies Section**

Sort Code: **40-18-22**

Account No: **11352792**

The Treasurer will maintain an 'Entry Fees Account' for each lady which will be used to pay for all entry fees and the Annual Levy. The Annual Levy (currently £8) will be taken automatically from your first payment. The Committee have agreed that Juniors will not pay the Levy.

Payments to top up your balance can be made at any time throughout the year. If you use cheques for payment, please use as few as possible through the year as our bank now charges us for each cheque we pay in.

Cheques should be placed in the Ladies' Correspondence Folder which is held in the office – email the Treasurer (leclinton@btopenworld.com) to ensure she collects it as soon as possible.. Your 'Entry Fees Account' will be updated as soon as the cheque is received. PLEASE DO NOT LEAVE THEM IN THE PRO SHOP.

When you make a bank transfer, please use a reference which makes the purpose clear, eg 'Smith Top Up'. Always email the Treasurer (leclinton@btopenworld.com) with details of the amount so that she can ensure your 'Entry Fees Account' is updated.

It is the player's responsibility to ensure there are sufficient funds in their account to cover imminent entry fees. Email the Treasurer at any time if you wish to know your balance.

For drawn competitions, your Entry Fees Account will be debited when the draw is published. Should the competition be cancelled, or exceptional circumstances cause you to be unable to play (eg illness), your entry fee will be refunded to your account.

For other competitions, including Medals and Stablefords, your Entry Fees Account will be debited on the day of play. The Treasurer will use the competition results sheet as the record of who has played.

Any funds remaining on the player's account at the end of the season (December) will be rolled over to the following year.

NOTE: The Men's Section use a Competitions Purse for each of their members which is accessed and reported via the club web site. PLEASE DO NOT USE THIS FOR COMPETITIONS RUN BY THE LADIES' SECTION.

Open Play Policy

Open Play is the name we give to playing golf at any time on the day of the competition; that is, outside of the ladies designated tee times. One of the aims of our ladies section is to be as inclusive as possible and to encourage lady members to participate in our competitions. Our Open Play policy allows ladies otherwise restricted by membership conditions, work commitments or other appointments etc, to participate earlier or later in the day. Open Play only applies to our monthly medals and stablefords. It does not apply to any other competitions such as the trophy and other drawn competitions.

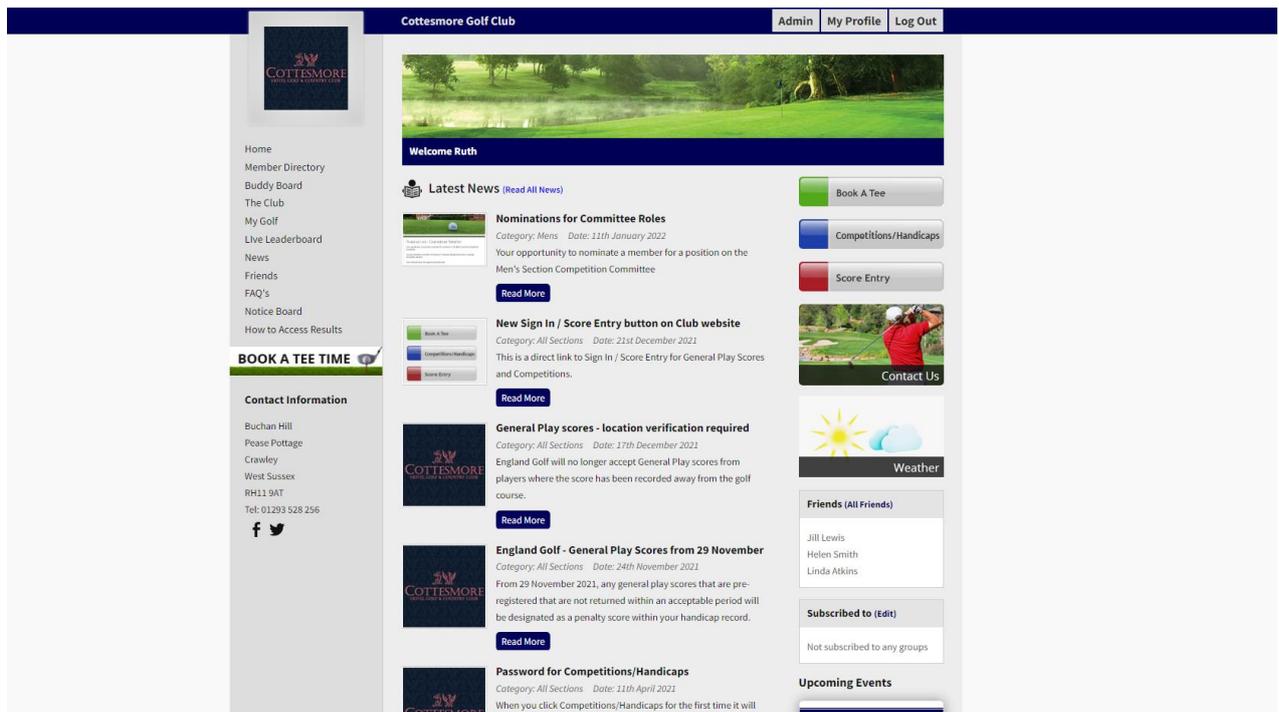
One of the consequences of Open Play is that prizes for medals and stablefords may not be awarded on the day if players are competing later in the day. However, the committee decided this was not sufficient reason to abandon the policy and discriminate against ladies whose participation may be restricted. The entry fees from medals and stablefords provide much of the income which funds the ladies section and we did not want to see a decrease in that income. Whenever possible the majority of ladies do participate within the designated tee times and wish to associate and socialise with other members of the ladies section.

The lady member **must advise the Handicap Secretary**, at least 24 hours in advance of her intention to play under this agreement – this is to ensure the competition does not get closed on the system too soon. This notification can be by email or text, advising the name of the competition, the intended time of play, and the name of the marker who must be a member of the club with a handicap index. The player must enter the competition on the PSI and have sufficient credit in her Entry Fees Account. The player must enter her score into the PSI immediately after play and place her card in the ladies post box outside the Pro Shop. If at all possible the card should also be photographed and sent to the Handicap Secretary. The Handicap Secretary will close the competition as soon as deemed possible on the day of the competition, though on some rare occasions this may have to be the next day. Results of the competition will appear on the website once it has been closed.

How to Use the Club Website

Members Login – The membership manager provides you with your login details. Your user id will be your name (firstnamelastname). Your password can easily be changed to something you can remember by going in to ‘My Profile’ and then ‘Edit My Profile’ and typing your new password in to the relevant box and then clicking on the ‘Update Profile’ button.

The club website looks different depending on how you access the member’s area. There is a desktop version which is what you’ll see if you’ve logged on via a PC and it looks like this:



There is also a mobile version which is what you’ll see if you log on using your smart phone.



Booking in to Ladies Competitions

Desktop Version – To book in to a Ladies Competition you need to click on the [blue](#) 'Competitions/Handicaps' [button](#) and then click on 'Future Competitions'.

NB Do not click on the [green](#) 'Book a Tee' [button](#) as this is used only when you want to book an independent tee time with the Pro Shop using your EliteLive One Account.

Smartphone – Click on the 'Future Competitions' icon.

You will see a calendar of future dated competitions (all sections). Competitions that are open for bookings will have a 'Book' button and also allow you to view who has already entered; and some will already have a 'Start Sheet' indicating that they are closed and the draw has been made.

You can book yourself into the competition by clicking on 'Book'. This takes you into the Booking Sheet screen which includes a notice with information about the competition. Depending on the format of the competition you can either book a specific tee time or book to be included in the draw.

To withdraw from a competition just click again on 'Book' and you have the option to 'Cancel My Booking'.

Other Useful Features on the Website

You can view competition results in 'Handicaps and Recent Competitions' or in 'Results' on Green App; and keep up to date with the latest position in knock-outs, eclectics and any 'best of' series.

In the 'My Golf' section you can view your Playing History which includes all your competition results, your Handicap Scores (from England Golf), an analysis of your playing performance in each competition. You can see a hole by hole analysis of your recent competitions, and you can see under 'My Future Competitions' all the competitions you are booked in to and any tee times.

The 'Noticeboard' section includes links to useful documents such as this one, the Competitions File, the Roll of Honour, the ladies contact list (password protected), and minutes of our committee meetings.

Useful Contacts

Lady Captain 2022	Penny Gaunt 07717 711500 Penny.gaunt@talktalk.net
Vice-Captain	Christine Knight 07802 812816 nick-christine@tiscali.co.uk
Handicap Secretary	Ruth Leatherbarrow 07976 658034 ruthleatherbarrow@live.co.uk
Honorary Treasurer	Linda Clinton 07966 299612 leclinton@btopenworld.com
Honorary Secretary	Carolyn Angus 07768 114640 Carolyn.angus1701@googlemail.com