SHERINGHAM GOLF CLUB LADIES' SECTION – GUIDELINES 2026

1 ANNUAL GENERAL MEETING

The Annual General Meeting of the Ladies' Section of Sheringham Golf Club will be held at the Club House as per the Club Articles of Association. The business of the meeting will be in accordance with the agenda.

Election of Committee

Any two Lady Members of the Club, who have been members for the past two years and for whom Sheringham is nominated as their home club, can propose and second Officers and Ordinary members to serve on the Committee. Lady Members shall be eligible for nomination to the committee after being a full member of the club for one year. Signed permission from the nominee is required. A list for nominations of the Officers and Ordinary Committee Members required, will be posted on the notice board in the Ladies' locker room at least six weeks before the date of the AGM. A member nominated as a candidate for Ordinary Member of the Committee may not nominate another candidate at the same election.

Election by Ballot

Votes may be given in writing either personally or by email. Papers must be returned, duly marked, to the Secretary's AGM Box in the Ladies' Office no later than stated on the voting form. Full Members, Under 40 Members, Under 25 Members, Senior Members, Restricted Senior Members, Honorary Members and Life Members of the club may vote.

Casual Vacancies

The Ladies' Committee may co-opt any Ordinary Member to fill a casual vacancy. If a Vacancy for an Officer arises mid-term it can be filled by an existing Committee Member or, if this is not possible, the Committee may co-opt an Ordinary Member until the following AGM (See Articles of Association).

Written notice of additional items for the Agenda should be put in the Secretary's Box or emailed as stated in the AGM Notices and no later than five weeks before the date of the AGM

2 COMPOSITION OF THE LADIES' COMMITTEE

The Ladies' Committee is formed as set out below:

a **Officers:**

The Officers of the Ladies' Section are:

The Ladies' Captain; Ladies' Vice Captain; Immediate Past Captain; Secretary; Competition & Handicap Secretary. (These positions to be nominated by the Ladies' Committee for election at the Ladies' AGM)

As the Ladies' Captain and the Ladies' Vice-Captain are Officers of the Club, the Ladies' Committee nominates them and with the confirmation of the Ladies' AGM these nominations go forward for election at the Club AGM

b **Terms of Office**

Ladies' Captain	1 year	Followed by 1 year ex officio as Immediate Past Captain
Ladies' Vice Captain	1 year	
Ladies' Immediate Past Captain	1 year	
Secretary	3 years	In exceptional circumstances this can be extended to 5 years by annual invitation of the Committee
Competition & Handicap Secretary	3 years	----------ditto----------
Three Ordinary Members	3 years	
No-one may serve on the Committee, in any capacity, for longer than six consecutive years		

c **The Ladies' President** is invited to serve as such for two years by the Committee with effect from the Ladies' AGM. The

appointment is to be agreed by the Ladies' Committee having received suggestions from the Past Ladies' Captains after being approached by the current Ladies' Captain. It is ex officio. The Ladies' President acts as Chairman at the AGM and liaises with new members. If they are happy to, they are invited to welcome and see off County Inter-Club Teams playing at home.

d **Honoraria**
The incoming Ladies' Captain will be granted an honorarium (at present £560) to be reviewed annually by the Ladies' Committee. This should be paid by 1st July.

e **County Delegate**
This position is to be filled by a member of the Ladies' Committee either the immediate Past Captain or somebody with a knowledge of county matters.

f **Expenses**
Any expenses incurred carrying out official duties by a member may be claimed subject to the approval of the Captain or Vice Captain. Every claim must be supported by suitable receipts or evidence of payment.

g **Committee Meetings**
Ladies' Committee meetings will be convened at a suitable and agreed date. The Secretary (who will be a serving Committee member) will produce Minutes of the previous meeting and distribute them to all members of the Ladies' Committee. The Secretary in liaison with the Ladies' Captain is responsible for producing and distributing the Agenda for the next meeting. A quorum of 50% is required at meetings and should include a minimum of three officers. Attending remotely via a video link qualifies. Any decisions are made on a majority vote.

h Any representatives of the Ladies' Committee who attend any Club Committees or Sub-Committees should report back to the Ladies' Committee and Ladies' Captain on any matters which could directly affect the Ladies' Section before any decisions are made.

3 DUTIES OF THE SECRETARY

The Secretary will be required to:

a Prepare Minutes of meetings and preparation of AGM correspondence

b Ensure Committee room is available before each meeting

c Have Minutes ready for Ladies' Captain's signature once the minutes are approved

d Present a copy of the Ladies' income and expenditure since the last meeting (prepared by the Accounts Administrator).

~~e~~ Have access to, or bring to the meeting:
- Rules of Golf
- England Golf Regulations
- Club Rules and Articles of Association

f Take the Minutes and send a draft copy to the Ladies' Captain for checking before distributing to the Committee

g Inform the General Manager's Office of the date of the next meeting

h Post notice in the locker room listing all proposed meeting dates in that Captain's year~~.~~

i File a copy of the approved Minutes in the Committee Meetings' folder in the Ladies' Office

j Provide an approved copy of the Minutes to the General Manager's Office who will upload them to the Club website.

k At the AGM circulate the attendance book enabling all those present to record their names.

l Display a list in the locker room of Officers, Committee Members, Norfolk Ladies' Past Captains' representative, Norfolk Ladies County Golf Association delegate and Norfolk Veteran Ladies' Golf Society representative.

4. DUTIES OF THE COMPETITION & HANDICAP SECRETARY

a Produce a chart for the website showing details of the competitions for the next quarter, which is emailed to the Office and displayed in the ladies' section of the website. A paper copy provided either direct or via the office to the Pro Shop, the Course Manager and the Catering Manager.

b **Spring and Autumn Meeting**
List for competitors to be posted six weeks in advance. Full details of events and fees to be stated. Starting sheets to be prepared.

c **Ladies' Invitation Day**
If held, list to be posted six weeks in advance. Times and starting places to be arranged and entered on BRS by the Office so that the cards can be printed by the Pro Shop. This event may be organized by another lady in which case the Competition & Handicap Secretary should check the above is carried out.

d **Ladies' Open Day**
The cost is to be agreed after consultation with the Competition & Handicaps Committee.
To be organised by one or two ladies appointed by the Vice-Captain and approved by the Committee. All details to be displayed on the Sheringham Golf Club website, Golf Empire website and, if necessary, send a flyer emailed to Lady Captains' of Norfolk Clubs and previous entrants' Clubs. List of entrants and starting sheets will be online. Cards to be prepared by the Pro Shop.

e Inform the General Manager's office and the Course Manager when two starting tees are needed and when course closure is necessary.

f **Knock Out Competitions**
Entries to be made on Club V1. After the entry closure date, the draw will be done by Club V1 and the entrants notified of details regarding their matches by email. A hard copy of the Entry Sheet and draw are to be displayed on the Notice Board in the Locker Room.
All knockout competitions, except for the Sewell Salvers are to be played between early May and late September. The Sewell Salvers are to be played between early November and late April.

g **All Other Trophy Competitions**
All to be played on dates as specified.

h The Competition & Handicap Secretary will announce the winners on Ladies' designated days.

i **Drawn Competitions**
For the purpose of drawing Club Competitions, 2 members of the Committee shall form a quorum.

j **Trophies and Trophy Boards**
The Competition & Handicap Secretary is responsible for the engraving of trophies and keeping the trophy boards up to date. The Competition & Handicap Secretary will supply a copy of the Presentation Day winners to the Pro Shop for vouchers to be prepared and at the end of the year provide a list of winners to the co-ordinator of the Trophy Book. Names on the trophies to be forename and surname only (no title) and boards to be initial and surname only (no title). There are to be no more than two trophy boards for any competition on display. Old trophy boards will be stored in the archive room.

k **9-hole competitions**
9-hole stablefords to be multi-tee competitions. Any other competitions to be played off specified tees.

l **Annually**
The Competition & Handicap Secretary will sit on the Club Competitions and Handicapping Committee which will be responsible for annual handicap review. The end of year report will be produced by the Office for review by the Club Competitions and Handicapping Committee.

m **Weekly**

Once competitions have been closed place a copy of the results sheet in the Competition Results folder.

n **Medals**
Names of medal winners in each category to be entered on the list displayed in the locker room and the overall winner to be highlighted

o **Eclectic Competitions**
18 hole eclectic can only be played off yellow tees and 9 hole eclectic off blue tees. General Play cards cannot be used for eclectics. The first eclectic card must be a full round. The Competition & Handicap Secretary will print the revised eclectic list after each qualifying competition. At the end of the eclectic period the Competition & Handicap Secretary will produce a list of the prize winners. Eclectic will run from the first Medal in March to 31st October. The handicap allowance will be 5/8ths of course handicap at 31st October.

p **Birdie and Par Tree** (will run in line with the Eclectic)
Ladies will enter their score in the relevant section of the birdie/par book together with the marker's name. At the end of the period, process results.

q **Race to Woodhall Spa Year 31st December**
(i) Produce a report for the player with the four best net scores up to a world handicap index of 54.0. This player will be eligible to enter for the Regional Qualifier and select 1 of 10 venues to play. The Grand Final is held at Woodhall Spa during August each year.
(ii) Produce a report for the most improved golfer in order that the trophy can be engraved in time for the AGM.

5. DUTIES OF THE ACCOUNTS ADMINISTRATOR

a For all competitions the Accounts Administrator receives a breakdown of the entry fee, prize money and charity donations from the Pro Shop.

b Charity Competitions: donations collected are passed to the charity by the Office Accounts Administrator of the Club.

c Special Golf Days: There will be no refunds for these special golf days where entrants withdraw once draw has been posted other than in exceptional circumstances.

d Club Drawn Competitions: Sewell Salver, Charles Webb, Saturday Salver, Hope Todd, The Candelabra, etc and the eclectics. The cost for entering these competitions will come off the member's card once draws have been made and on completion of the eclectic at 31st October. A list of entrants will be passed to the Accounts Administrator from the Competition and Handicap Secretary.

Sheringham Ladies' Section Fund
The funds are held by the club.

6 COMPETITION ENTRY

a **Entering Competitions**
Players must register their intention to compete by the following means:

i Players must enter their names on the BRS system either on line or in the ProShop, unless otherwise stated. Booking is open 30 days before the competition

ii Play before specified competition times can only be allowed with permission from the Competition & Handicap Secretary or Ladies' Captain.

iii Before commencing play on the day of a competition every player must sign in on the computer in the Pro Shop or on How Did I Do. If the sign in process fails to work the Professional or the Competition & Handicap Secretary may sign the person in

iv The entry fee will automatically be taken from the player's Club account

v The player's W H Index, course handicap and playing handicap are not required on the scorecard but the card

must be signed by both marker and player. At the end of play the score must be entered on the screen in the competition lobby or on How Did I Do, and the card put in the Competition Completed Cards slot in the competition lobby; unless informed otherwise. If these actions are not carried out, the player will be disqualified from the competition, but the score will be used for handicap purposes. However, if the screens in the competition lobby are not working the Competition & Handicap Secretary will input the cards

b The entrance fee for all competitions will be agreed by the Committee at the beginning of the new Captain's year.

c All cards, even incomplete ones, are to be returned in qualifying competitions

d If you cannot play in a competition, please remember to remove your name from BRS and contact your playing partner(s).

e If a trophy competition is played on more than one day ladies can only enter once

f Full and Second Club Members are eligible to enter competitions and to win trophies. The Ladies' Strokeplay Championship is open to all lady and female junior members. Any of these members who do not have their handicap held at Sheringham ie Sheringham is not their home club, must have submitted 5 Sheringham qualifying competition cards in the preceding 12 months. This also applies to the Handicap Trophy.

g Minimum number of entrants for a valid competition are

- i 1 entrant in England Golf Medals– Tuesdays and Weekends
- ii 2 entrants in weekend singles competitions.
- iii 6 entrants in singles competitions – Tuesdays, with the exception of the Medal Winners Cup.
- iv 6 pairs in foursomes, greensomes and four ball betterball competitions– Tuesdays
- v 2 pairs in weekend foursomes, greensomes and four ball betterball competitions
- vi 1 pair in national competitions except where the rules state otherwise
- vii 1 entrant in 9 hole competitions (accompanied by someone to mark the card).
- viii 12 entrants for knock out competitions, either singles or pairs.
- ix All knock out competitions to be entered on Club V1.

h World Handicap Index handicap limits for competitions:

- i Medals and Stablefords – WHI 54.0
- ii All other competitions –WHI 45.0. Ladies with higher handicap indices may enter but must play off the handicap limit for that competition
- iii Ladies' Strokeplay Championship – WHI 28.0
- iv Candelabra Knock out – WHI 28.0.
- v Charles Webb – WHI 36.0
- vi Hope Todd is for WHI 29.0 to 54.0 and will be over 11 holes. In the event of a tie, players are to continue up the 12th and onwards until a result is achieved.
- vii Saturday Salver – WHI 26.0
- viii Sewell Salvers – foursomes – WHI 36.0
- ix All knockout competitions are to be played from the yellow tees of the day except Hope Todd, which is played from the blue tees.

i If 36 hole competitions are played on the same day or consecutive days the 1st round world handicap index is used for the 2nd round. For the Gwen Watts where the 2nd round is played after seven days, the world handicap index given for that day is used by the player but when both results are combined to produce the overall winner the system will use the 1st round world handicap index

j General Play Rounds (previously known as Casual Play Rounds)

i Those wishing to submit a card for handicap purposes MUST register their intent to do so on the screen in the Competition lobby or on How Did I Do and must enter their scores on the same day. The card is to be put in one of the card slots in the Competition lobby or handed in to the Pro Shop

ii The only format of play acceptable for a qualifying score are those played as individual stroke play which includes Stableford.

k Hole in One fund

i All lady members are invited to join this fund. Entry fee will be as shown on poster in the locker room and will be collected from members card.

ii Claims may be made in any club competition where an entry fee is payable or when representing Sheringham Golf Club in inter club league, cup and friendly matches. The fund is only for a hole in one at Sheringham Golf Club, not if you were successful in achieving one on away course.

iii Every time a claim is made another payment will be due.

iv Ladies may join the fund at any time providing they sign up and pay their money. The fund is not intended to cover the bar fee but is to help celebrate the occasion and offset the bar cost.

7 LADIES' TEAMS

a **Team Captains' Selection**

Interested Ladies should put their names forward to the Vice-Captain by 31st December. If there is more than one candidate, the candidates will be discussed by the Ladies' Committee with the final decision to be made by the Vice-Captain.

b Team members representing the Ladies Section shall be dressed as follows:

i Shirt- pale pink with club logo

ii Skort/skirt/shorts/trousers (all lengths)- navy blue

iii Sweater- either pale blue crew neck or pale blue half-zip, all with club logo

iv Socks and shoes are players choice

Ladies representing the Club in NLCGA team competitions may purchase a team shirt and team sweater at a subsidised discounted price.

c Match Teas: County Competitions (Gillieson Cup, Carrick Scratch Foursomes, the Scratch League, the Young Cup, the Diamond Knockout) – the teas (a hot drink and a small snack such as scone, piece of cake or teacake) for both home team and visiting team are paid for by the home Club not the Ladies' Section. The league match teas will be a light meal and hot drink, to be paid by the Club. Friendly matches –a previously agreed amount is collected as cash from the away team and then paid on the day to the Catering Manager. The home team members payment will be deducted from their Club card unless they have indicated in advance they do not wish to partake. The home team captains are to be made aware of catering arrangements and it is their responsibility to liaise with the Catering Manager at least 2 weeks before the match and then confirm 24-hours in advance.

d. For non-county knock-out competitions such as Kyocera, Daily Mail Foursomes, etc the teas (a hot drink and a small snack such as scone, piece of cake or teacake) for both home team and visiting team are paid for by the Ladies' funds.

8 DATA PROTECTION

i Main computer in the Ladies Office to have password changed annually after the AGM

ii Club V1 access should be restricted to the current year's Captain, Vice-Captain, Competition and Handicap Secretary. Password to be changed annually immediately after the AGM.

iii Ladies Committee Laptop to be password protected and the password changed annually after the AGM.

iv Ladies Committee Laptop to be stored securely in the Club Office when not in use by a Committee member.