

TRURO GOLF CLUB

LADIES' INDUCTION MANUAL

Welcome to the Ladies' Section of Truro Golf Club. We hope you will enjoy being a member of this friendly group and in order to assist you in becoming familiar with all aspects of the golf club, we ask that you read your information pack carefully and thoroughly.

The Club has a dedicated Ladies' Committee, which is elected every year at the Ladies' AGM. This is held in November and is your opportunity to volunteer yourself for election or contribute to the election of others and participate in the running of your club. Please familiarise yourself with your current Lady Captain and the committee members who will be happy to answer any questions. The committee members are detailed on the General Notice board in the Ladies' Wash/Locker Room.

We do have a website www.trurogolfclub.co.uk where you will find valuable information including a link to the 'Members Hub' with Tee Closure times, a diary of forthcoming competitions, etc. It also lists the Club's main committee members and, more recently, you can now book tee times online through the "BRS" system. For this function please contact the Club's Manager for instructions on how to do this as you will need a personal passcode. The Manager can be contacted either by phone on 01872 278684 (Option 5), email office@trurogolfclub.co.uk or call in to the office (on the left as you enter the Club's main entrance).

In order to receive communications from the Ladies' Section please send an email request to tgcladiessection@gmail.com and we will happily add your name to our group mailing list.

The minutes from the Ladies' committee meetings are kept in a file below the Competitions' Notice Board.

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1 INTRODUCTION TO THE NOTICE BOARDS

In the foyer:

A Club notice board, with information on the Mixed competitions' (with fixtures usually on the last Sunday of each month) and general news items/updates, and also the Men's notice board, showing competitions and results, as well as County fixtures.

From time to time there will also be sign-up sheets for Club competitions in the Foyer, e.g. AM/AMs, where ladies and men can enter the same competition, so keep an eye out on all the boards for new competitions which you are eligible to enter.

In the Ladies' Locker / Wash Room:

A Competition board, where the various competition sheets are posted.

On the worktop below there is a file containing the results of older competitions. There is also a folder containing details of Open Days. For more detailed information on Open days go to the website www.golfempire.co.uk or www.clcga.co.uk.

Lady Captain's Board. Information on upcoming League matches and friendlies, (Volunteer players needed please – just add your name to the lists on the dates you can make) and Green keeper's reports. This board also includes information on County Fixtures.

General Notice Board. With the details of the current committee and A.O.B e.g. Local rules.

Seniors' (Ladies of 55 and over) Notice board.

2 LOCKERS

There are a small number of lockers, available to rent for a nominal fee. There is a list on the wall in the locker room, which will indicate if any are free, and who to contact if you wish to take one.

3 HANDICAPS

Handicap Indexes are now handled by the World Handicap System (WHS) with the aim of assisting club members to have handicap indexes that truly reflect their playing ability.

The reason for having a handicap index is:-

- To encourage participation in both competition and social golf.
- To make playing golf fairer and more enjoyable, for all.

In order to gain a handicap index, you must complete 54 holes on the home club course. This can be achieved by playing 6 x 9 holes or 3 x 18 holes (or a combination of both). You must record your scores on a Score Card obtained from the Pro Shop and it must be marked and signed by a responsible person acceptable to the Handicap Committee.

Post the signed cards through the letter box in the door to the office in the Ladies' wash room.

A Handicap Index is calculated from the best eight scores from the last 20 rounds played. As a new score is submitted, a player's Handicap Index will automatically update to the most recent 20 scores or continue to be built until the preferred 20 scores are achieved. 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. You can refer to your current Handicap Index on www.howdidido.com (We will cover this in more detail later under Item 12 –Competition Results).

To enter any comp, you must have an Handicap Index. Your Handicap Index will denote which division you fall into: 0-20 'Silver' players; 21-54 'Bronze'.

All the Ladies 'major' competitions (cups & trophies) have a maximum of 30 handicap index limit. Players with higher handicap indexes may still enter and their gross score will be used for handicap purposes. However, their nett score will be derived by deducting 30 from their gross score.

Before you play, you need to make sure you know your correct Handicap index. You then need to cross reference this with the course rating table (copies situated in the foyer and near the 1st tee) to find out your correct Course Handicap. Please refer to this table before you play as **YOU are responsible for ensuring that you play off the correct course handicap and that this correct course handicap is shown on your card.** Should you play off a lower course handicap in error there is no penalty but if you play off a higher course handicap you will be disqualified.

The majority of competitions now have handicap allowances to ensure the equity of golf. These will be displayed with the details of the competitions but **all medals and stablefords have a 95% handicap allowance.** You will need to calculate this off your Course Handicap and write it in the Playing Handicap box /Strokes Rec'd box on your scorecard. This will now become your Playing Handicap for competition purposes only.

Our course has a Par score of 68. Please be aware the Playing Conditions Calculation may change up or down, according to weather conditions and the overall scores submitted, which can affect your handicap. This is an automatic adjustment made by the Computer programme dedicated for this purpose. Check your handicap carefully as you may have played better than you think!

There may occasionally be a time when you play another round before your Handicap Index has been updated. If this occurs, please note the CONGU guidance which reads: ...“A player's Handicap Index should be updated no later than the day after a score was submitted, or as soon as possible thereafter. In a situation when a new round is played before the player's

Handicap Index has been updated, including when multiple rounds are played on the same day, it is recommended that the player uses their existing Handicap Index. However, in certain circumstances, the Committee in charge of the competition (or the Handicap Committee) has the discretion to decide what Playing Handicap the player should use.”

4 LADIES' COMPETITIONS

PLEASE READ ALL NOTICES CAREFULLY. If in doubt, please ask.

The following may, especially for those new to competitive golf, appear complicated and difficult to understand. However, the rules need to cover most aspects of competitive golf and this intrinsically demands a lengthy text. However, it is a text intended for reference by players of all standards and if you do not understand or have any queries or doubts about any part of it, please do not hesitate to contact any member of the Ladies' Committee.

All competitive golfers are, first and foremost, bound by the Rules of the Royal & Ancient Golf Club. A copy of this is available from the Club Manager and players should carry this rule book with them on the course. There is also a very useful R&A app which can be downloaded to your phone.

Truro Golf Club Ladies' Section members must abide by the above set of rules. However, our ladies' competitions are, in many respects, run differently to those organised for the men. Hence the need for following rules and regulations which are in accordance with the Ladies' Golf Union Rules and decisions made per the Ladies' Committee and the Ladies' AGM.

Ladies' competitions are run on Tuesdays (Ladies' Day) and some at weekends.

There are various competition formats, and these will be clearly stated on the competition information sheets in the Locker room and communicated by email/WhatsApp.

There are individual Medal and Stableford competitions, and various fun team competitions too.

A medal competition is a “stroke play” competition, with medal scoring i.e. the player must put 18 gross scores on her card, the total of these 18 scores minus the player's course handicap being her nett score for the purposes of the competition. In a “Stableford” competition the course handicap is deducted hole by hole, to give a total in points, eg a nett birdie scores 3 points, a net par scores 2 points and a nett bogey scores 1 point. If you go beyond a nett bogey you won't score at all on that hole, so you should pick up your ball and move on, to keep up the pace of play.

Some competitions can lead to inclusion in regional or national finals incurring an additional cost sometimes and again this will be clearly stated on the entry sheet but please bear in mind that these competitions will require travel at your own expense. Further information on the date & venue of these can be found on the relevant websites ie Ping, Peugeot etc. There is usually a sheet on the wall outside the Handicap Secretary's office also providing further information.

Each year the player with the best aggregate 4 Medal or stableford scores can, if they wish, go forward to compete in a Regional Final now called England Golf Women's Medal. For more information go to www.Englandgolf.org. The winner is established by the Handicap Secretary from a computer printout and will be notified accordingly.

Some of the MAJOR competitions which form part of the Ladies Order of Merit, are Club Competitions and are held on a Saturday. In these cases, there will be a designated time slot for Ladies to enter, usually late morning, but you are not bound by this time slot as there will be a slot for ladies available at the beginning of the competitions. The presentation of prizes for these Saturday Club Competitions, will take place that evening. If you are among the prize winners your presence is expected, or in exceptional circumstances please make your apologies to the club before the presentation.

Please note that most of these major competitions have a handicap index limit of 30 as noted previously.

To be eligible to play in Major Competitions you must have completed a minimum of three qualifying competitions in the last 12 months at Truro GC and be a full member of the club.

County and Affiliated members cannot enter Majors but may take part in other competitions.

All members may play and win competitions that forward the winners onto Club representative competitions but cannot go on to represent the Club if Truro is not their home club. This place will be taken by the highest placed home club member.

The exception to the above rule will be the Club Championship (Silver Scratch). This can only be entered by members who hold their handicaps at Truro Golf Club.

5 LADIES SENIORS

The Seniors meet regularly on Thursday mornings for an 11 hole competition (with the option to continue on to play 18 if you and your partners wish), followed by a social coffee. Booking is via BRS and comes live approximately a month in advance. Please book in groups of threes and try to avoid leaving gaps. Should you need to cancel then you will need to remove your own name from BRS and let your playing partners know.

6 JUNIORS

Truro Golf Club are very proud to have a highly successful Junior Section. They are currently managed by the Professional and further details and information can be obtained through the Pro Shop or Club Manager.

In accordance with current LGU Rules, Junior girls may enter ladies' competitions if they hold a competitive handicap index of 54 or less. However, where there is a Major in which both Ladies and Juniors have separate Trophies, then the girls will only be allowed to play in the Junior competition.

Please make a special effort to welcome, encourage and be patient with junior players.

7 ENTERING COMPETITIONS

Competition Information Sheets are displayed on the Notice Board roughly a month prior to the competition date. Details are also circulated by email and via WhatsApp.

The majority of competitions can be entered via the HowDidIDo app. On opening this app you will see there is a Booking icon in the middle of the screen. When on this page you will see details of all upcoming and bookable competitions.

When you have selected the competition you wish to enter, you will be taken to the day where you will see available time slots for that particular competition. Please try to sign up immediately underneath the names already entered or with a lady who has no partner. This, particularly in winter, avoids long unallocated spaces preventing others from using the course. If a large gap does appear within the tee reservation period, the Club Manager may allow others to play in this time gap. If the sheet is full and you wish an extra time to be allocated for you, please contact the Ladies' Secretary who will do her best to arrange a convenient time for you either at the beginning or the end of the tee reservation period.

If you still require a partner and the date of the competition is drawing near then please use the Partner Please WhatsApp group to ask if anyone can join you. If, by the day of the comp, you still have no partner you have the option of asking to join the last playing pair of ladies before the 3 ball slots (normally around 10.20 am) or join with any other two ball after 10.30 am. Your round may take a little longer but no-one will have been left without a game.

There are a small number of competitions that are 'drawn' for partners. These competitions will be advertised and can be accessed through the HowDidIDo app by going to the "Bookings" options and adding your name.

Before commencing your round you must, on the day of the competition, pay the appropriate entry fee through the Pro Shop. Payments to be made by card only please. This is your official **Declaration of Intention to Compete.**

All cards must **accurately** and **clearly** show your **name, date, name of the competition, handicap index, course handicap, playing handicap, gross scores for 18 holes, your marker's signature and your signature as player.**

Score cards should be agreed and signed with your playing partners as soon as you have completed your round of golf, **before** you enter the club house or locker room.

Failure or error in any of these (apart from playing handicap) will mean disqualification, though your gross score may still count for handicap purposes.

We now have a Player Score Input (PSI) tablet situated in the foyer. When you have finished your round of golf we are asking that you input your own scores for that particular competition and then post your completed card into the ladies office letter box. The PSI is

really simple to use and your playing partner will be more than happy to assist you with this. Alternatively, as the tablet is situated outside the Club Manager's door, he will be able to help should you require. **Please note that golf shoes may not be worn in the Foyer.**

8 QUALIFYING COMPETITIONS

These are competitions which can affect your handicap. ***You must return your card*** to the Ladies' Handicap Secretary's Office after each comp, even if you decided not to complete the course.

9 CUP & TROPHY COMPETITIONS

These include the Sherman Cup, Victory Cup, Durning Lawrence, Roberts Salver, Charlotte Trethowan Trophy and Charity Cup.

Some of these competitions have draws for partners and you cannot choose your partner or your starting time. Again, there will be a designated time slot for Ladies. You may enter by using the "Bookings" option on the HowDidIDo app. If after the draw is made, (or the closing date has been reached) you find you are unable to play, please notify the Ladies' Competition Secretary.

10 KNOCKOUT COMPETITIONS

These include: West Briton Bowl, Vice President's Cup.

These are entered when the relevant list is advertised, by using the "Bookings" option on the HowDidIDo app. Competitors are drawn for these competitions and the dates by which each round is to be played will be published.

Contact:- The player whose name is on top of the pairings for each match is responsible for making initial contact with the opponent. However, you do not, as the player named below, have to wait for contact to be made, especially if you are e.g. going on holiday and wish to play the match early. You must be prepared to offer at least two dates and they must be able to offer you two dates if yours are unacceptable. Please be reasonable i.e. don't offer a working lady, 2 weekday morning dates.

If no contact is made by the due date and the match has not been played then the second player will go through by default. NO EXTENSIONS will be granted. If neither lady is able to agree a date to play and a result is not declared by the due date, both players will be withdrawn.

In match singles, the stroke allowance is the full difference between course handicaps. In match play Foursomes the handicap calculation is 50% of the combined course handicaps.

Please note that the recipient of a stroke at any hole should inform the opponent of this fact before you tee off on that hole. A list of all stroke handicap allowances is on display in the Ladies' Locker Room.

Honour:- Generally it is agreed that the first named in any playing list has the honour on the first tee. Unless otherwise stated, matches which are 'all square' after 18 holes will continue immediately into 'sudden death'. If the first tee is busy, please ask anyone waiting on the first tee to be allowed to play through, explaining the circumstances. The stroke play allowance continues to apply for each extra hole.

11 CANCELLATIONS

If you find that, having signed up for a competition, you cannot play after all, you can remove your name using the HowDidIDo app simply by selecting your name and clicking on remove. It is, of course, only courteous to let your partner know of your cancellation as far in advance as possible.

If you are left without a partner within 24 hours of a competition's start please see special note headed WhatsApp below.

PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE ABSENTEE TO FIND A REPLACEMENT IN COMPETITIONS, INCLUDING 3BBB etc.

WhatsApp PARTNER PLEASE Group

By joining **this** WhatsApp group you can easily post a message asking for someone to replace you on the odd occasion that you can't play. Please keep messages to an absolute minimum as this is a very large contact group. Alternatively there is a Ladies' Directory of contact details which is available from the Lady Captain.

If, by the day of the competition, you still have no partner you have the option of asking to join the last playing pair of ladies before the 3 ball slots (normally around 10.20 am) or join with any other two ball after 10.30 am. Yes your round may take a little longer but no-one will have been left without a game.

You are NOT allowed, as a pairing, **to change your tee time** to another on the morning of a competition, even if there is a vacancy unless there are really exceptional circumstances. In this case you must get permission to change from either the Lady Captain or the Ladies' Competition Secretary. (Bad weather is NOT an exceptional circumstance).

Your name on the Start Sheet signifies your wish to compete in the competition at that time. You may NOT enter your name with the intention of being a non-playing, marker, or of having a friendly game. The Committee does have the power to appoint a marker to accompany a player in exceptional circumstances. **The playing of friendly games within the competition tee time block is never permitted.**

If, on the day of the competition you find that you cannot play, you must personally remove your name off HowDidIDo and telephone the Club Manager (01872 278684) or Professional (01872 276595) to ask them to cross your name off the start sheet. You must also notify your playing partners.

If your tee time arrives and your name is still on the list but you don't appear, you will be penalised. Players are requested to be at the tee 5 minutes before their starting time. Under the R&A Rules, if you are late or early on the tee, but within 5 minutes of your actual starting time, you will, in stroke play competitions, incur a 2 shot penalty. If you are more than 5 minutes late or 5 minutes early you will be disqualified.

Although the Ladies section of TGC does not impose a ban for non attendance of competition, please be aware this can be imposed where the Committee deems it necessary.

In matchplay, if you arrive late for your match but within 5 minutes of the agreed start time you lose the 1st hole. If you are more than 5 minutes late for your match, your opponent is entitled to claim the match. (This is between the players to decide)

12 CORNWALL LADIES' COUNTY GOLF ASSOCIATION www.clcga.co.uk

Please familiarise yourself with this website dedicated to Cornwall Lady Golfers, as there are various competitions run by this organisation which you are eligible to enter, held at other clubs around Cornwall.

13 COMPETITON RESULTS

All results are posted on the HowDidIDo website. www.howdidido.co.uk

You will need to register on this site when you become a member so you can track your progress, and get notification of results, start times and handicap changes.

Tuesday competition results will appear on "How did I do" as soon as the competition has been closed on the system. If there are evening players, they may not appear until Wednesday or later. However, by entering your own score on the PSI after your round means your handicap index will automatically update at mid-night.

14 BIRDIE TREE

On the door of the Ladies office, is a 'Birdie Tree'. If you get a Birdie on any hole in a **qualifying** competition, you can write your name on the corresponding 'leaf'. Don't worry if you forget to write it up as the computerised scoring system captures the information. (Please note: If you get a birdie on the same whole twice, the second one won't count towards the Birdie

Tree prize). A small prize is awarded at the AGM for the player with the highest number of birdies during the season, scored on different holes.

15 COMPETITION PRIZES

Cups, Trophies and Medals are awarded depending on the competition and are presented throughout the year at various gatherings. Some competitions require ladies to remain at the club for the presentation on the day.

Prizes are awarded every three months, mostly in the form of Club Vouchers. These vouchers can be spent in the Pro Shop, added to your account (in the Pro Shop), used at the bar in conjunction with your membership card or can be taken off your next year's membership fees. Vouchers won during Truro's Golf Week can only be spent in the Pro Shop.

Vouchers cannot be exchanged for cash and have an expiry date of one year from date of issue. It is always helpful, though, to put them 'into the system' sooner rather than later to keep the accounts in order.

If the competition is for Ladies only, the vouchers are awarded in three divisions: - 0-20, 21-28, 29-54 by the Handicap Secretary apart from Cups which all come under one division.

If the competition is a 'Club' competition which means Ladies, Men & Juniors can enter, the vouchers are awarded at the presentation that evening.

During Golf Week which is held in July each year, please be aware that the presentations each day can be as late as 10.00pm.

16 SUPPLEMENTARY/GENERAL PLAY SCORES

Ladies can submit additional cards for Handicap purposes. You must declare your intention to submit a card before playing and this can be done verbally in the Pro Shop and then just post your card (which has been marked and signed by a responsible person acceptable to the Handicap Committee) into the ladies' office door when you have completed your round of golf. Alternatively, you can also submit your scores by using the MyEG app. This is now the preferred method to use as it will mean that your handicap will be automatically adjusted overnight.

17 ECLECTIC COMPETITION

This is an 'in-house' competition run from 1st September to 31st March in which members may enter on payment of an Entry Fee of £2.00 (by putting cash in a brown envelope and posting through the ladies' office door). The aim of this competition is to play a full round at the start (retaining a copy of this first card for reference in your following rounds) and attempting to beat each hole in the subsequent rounds thereafter. You only need to enter the shots on the card if you have beaten your score from the previous round.

For each round you must declare your intention to play by signing the sheet on the wall. Take a new card for each round, which must always be marked by another golfer and must be clearly headed with 'ECLECTIC' and the date. This card must then be posted through the Ladies' office door. After your round of golf please enter all the 'improved' scores against the relevant holes on your personal record kept in the Eclectic Folder.

18 PUTTABILITY COMPETITION

This is an additional competition from 1st April - 31st October which runs alongside qualifying Medal rounds only. Again, there will be a sign-up sheet for this at the beginning of the season, with an additional entry fee and there will be a prize for this at the end of the year awarded to the lady with the least amount of putts overall.

19 ORDER OF MERIT

This comprises 9 Major competitions in which the top 25 players in each competition are allocated points (1st place receiving 25 points... 25th place receiving 1 point). The following competitions contribute to the overall score:

Tinson Cup, Victory Cup, Presidents Putter, Sherman Cup, Roberts Salver, Lady Captains Day, Charity Cup, Durning Lawrence, Charlotte Trethowan.

Updates will be available on HowDidIDo and on the competitions noticeboard.

20 MOST IMPROVED GOLFER

There is a Trophy awarded to the player who has reduced her Handicap Index the most within the qualifying season.

21 BAD WEATHER

If you are in doubt about the course's closure, allowance of trolleys etc., please phone the Club and choose option 6 which will give a recorded update on the state of the course. Alternatively ring the Pro Shop for advice if the recorded message doesn't answer your query. Whatever you do, do not assume the course will be closed and not turn up. You will be penalised. There are also daily updates on the Club's Facebook page.

During the play of a competition it is forbidden to shelter from the elements and hold others up. Play must be continuous. You are not allowed to stop playing because of a heavy downpour. Neither are you allowed to leave the course to seek shelter or refreshment. If nature calls, you are allowed a brief visit to the Ladies' Changing Rooms between the 11th green and 12th tee. The Rules of Golf do, however, allow for interruption of play if there is a threat of thunder and lightning.

22 PLEASE OBSERVE COURSE ETIQUETTE

Avoid slow play and let those behind you through as soon as possible particularly if you are losing ground on those in front or you have to look for a lost ball. You are allowed 3 minutes under the R&A Rules to search for your ball but you must let those behind through immediately. You must not make them wait for your 3 minutes to be up.

Please keep all verbal communication at low level – with the exception of ‘FORE’. Mobile phones should be on Silent.

Please put litter in the bins provided.

Please repair pitch marks even if they are not yours.

Please rake bunkers smoothly and replace the rakes.

Please observe the ‘no go’ areas for trolleys, white dotted lines at the approach to many of the greens denote these areas. Do not take your trolley on to the tee or the green.

The green staff have priority on the course so please be patient.

Conduct yourself with common sense and courtesy and your round and that of others will be more enjoyable.

23 DRESS CODE/CLUB COLOURS

ACCEPTABLE STANDARDS OF DRESS

Please see below the Club’s requirements for dress code both on the course and in the clubhouse:

ON THE COURSE/PUTTING GREEN

- A smart standard of acceptable golf clothing is expected when playing the course;
- Ladies may wear sleeveless shirts with collars, or collarless shirts with sleeves.
- Any length of sports sock can be worn with shorts, skirts or leggings.
- Golf shoes must be worn (spikes or soft studs);
- No denim or cargo style trousers.

IN THE CLUBHOUSE

All Members are expected to maintain a standard of dress appropriate to a Golf Club and also ensure their guests comply.

Smart casual wear is acceptable in the Lounge and Dining Rooms, eg smart jeans/tailored shorts. Track suits are not acceptable.

CLUB COLOURS

Any ladies representing Truro Golf Club, for example in League matches, are expected to wear the club strip which includes:

- White shirt with collar
- Royal Blue jumper/sweatshirt with TGC logo (spares available to borrow on request from Lady Captain if you don't own one)
- Black or navy bottom half (trousers, long shorts or skorts acceptable)

Ideally, though not essential, it would be great if any caddies could also wear Club colours.

24 HONOURS' BOARD

In the Club House there are numerous Honours' Boards for various Major Competitions so please do familiarise yourself with them.

25 SUGGESTION BOOK

This is located below the competitions' board in the Locker room so please do feel free to add any ideas or suggestions. The book is taken to the committee meetings for discussion. If, however, you would like to discuss something sooner please speak to the Lady Captain. **Any queries or questions, please do not hesitate to contact the Lady Captain, The Ladies' Secretary or a Committee member.**

Finally, if you would like a buddy/mentor to assist in any way to help you settle in please don't hesitate to ask any committee member who will be only too pleased to oblige. Happy golfing!