



BUCKINGHAMSHIRE COUNTY LADIES GOLF ASSOCIATION

NEW DELEGATES INDUCTION PACK

NOVEMBER 2021

Introduction and Welcome

Thank you for taking on the role of County Delegate for your club's ladies section. We hope that you find it interesting. We appreciate the support that you will be giving us as a vital link with your club.

This pack has been prepared with input from existing Delegates to help new Delegates settle quickly into the role. If you come across anything in the next few months that you feel could be usefully added to this pack, please let our Honorary Secretary know.

We are happy to have prospective Delegates attend our meetings with their existing Delegate to ensure a smooth handover.

Role of the Bucks County Ladies Golf Association (hereafter referred to as the BCLGA)

So what is the BCLGA and what does it do?

BCLGA was formed in 1923 to encourage and promote the interests of women and girls amateur golf at all levels in the county of Buckinghamshire.

Membership of the BCLGA is automatic for all women and junior girls who are paid up members of Buckinghamshire clubs affiliated to England Golf. The annual mandatory per capita levy is collected from each club on our behalf by BB&O (which is the men's association, organised across three counties). BCLGA membership stands at 2395 with 35 clubs as at October 2018.

BCLGA is an unincorporated association with voting members. It is not a commercial business but is run as a "not-for-profit" organisation on business-like methods and standards. Our objectives are as follows:

- i. To encourage and promote the interests of women and girls amateur golf at all levels in the County of Buckinghamshire.
 - ii. To employ the funds of the BCLGA and implement funding/grants from national and other bodies to further this purpose.
 - iii. To arrange and regulate the County Championship and all other competitions held under the auspices of the BCLGA.
 - iv. To select and support all County Teams.
 - v. To uphold and abide by the Rules and Articles of England Golf (EG).
 - vi. To uphold and abide by :
 - i) The Rules of Golf and Amateur Status as laid down by the R&A Rules Ltd (R&A)
 - ii) And the Unified Handicapping System (CONGU) or any other Handicapping System authorised by the National Governing body.
 - vii. To be responsible for the election of Officers of the BCLGA and a Voting Member/ Representative for the BCLGA at all EG and Regional meetings.
 - viii. To establish, implement and abide by:
 - i) A child protection policy and procedures
 - ii) A disciplinary procedure
 - iii) And any other policies, codes and procedures as may be advised by EG
- (Extract from the current BCLGA Constitution - Oct 2018 available on our website).

The phrase "at all levels" in item i. above is key to our core purpose; in other words we have a role in developing and regulating womens's golf at all standards within the County.

These Constitutional objectives need more specific short-term targets against which the Executive Committee can be held accountable to the membership. As a result, the Executive Committee has developed a Business Plan (with input from Delegates) for the period 2020-2022, with specific short-term

targets in five areas (Talent Development, Golf Regulatory Issues, Competitions, Governance and Promoting Good practice sharing between clubs). The full Plan is on the website and progress is reported at Delegates meetings and the Annual General Meeting.

Role of the Club Delegate

There is official guidance on the role of the Club Delegate in the Constitution (referred to above) but in summary the role is to be a two-way communication link between the County and each club's ladies sections and their Ladies' Captains and Committees. Our preferred method of communication is via the club delegate, so we do ask you to be diligent in passing on our news and communications.

Our expectations of a good Club Delegate is someone who:

- Is proactive
- Comes to all Delegates meetings and the AGM, armed with any queries from their clubs and willing to contribute any good practice from their clubs on topics under discussion
- Actively feeds back information from the meetings to their ladies - the mechanism for this will depend on what works best in each club; it may be a notice board that is kept up to date with the latest news, it may be a report back to the Ladies' Captain and the ladies' committee, it may be active discussion direct with individual ladies or collectively at a ladies' gathering. NB we have attached a blank poster "Your Club Delegate is....." for your use.
- Promotes the BCLGA website (www.bclga.org.uk) as a source of information, the annual Tri-fold and encourages individual ladies to "opt-in" for our newsletters
- Promotes our competitions as appropriate within their club, dispelling the myth - "I'm not a good enough golfer to enter a County competition"

The period of office is usually considered to be between 3 and 5 years, after which it is considered good practice to take a break from the role: previous Delegates may come back to the role in future years.

Delegate Meetings

These are held four times a year, normally end February, early June, early September and late November/early December. The days of the week and the locations vary in order to try and suit all club delegates. Some meetings have regular activities (eg the draw for the Bucks Shield) and we try and have at least one information/discussion topic at each meeting, which promotes good practice sharing between each club. We welcome ideas for topics you would like to explore with colleagues.

After each meeting, we will send you a written summary of any information given at the meeting, so you do not need to take copious notes. We will be clear about what specific follow up actions we would like you to take.

As an incentive for attending our Delegates meetings, we normally arrange a free group coaching session with our County Coach for 45 minutes to an hour, preceding the meeting, with a 20 minute break before the meeting starts. These are popular.

Meetings last between an hour and 90 minutes.

During the Covid period, we are experimenting with using videoconferencing using Zoom, for the safety of all and to comply with Government restrictions and England Golf guidelines.

Brief Details of BCLGA Executive Roles

County President

The County President is the principal ambassador for the County, supporting as many activities of all sections of the association as practicable and providing counsel to the Executive. She will normally have held some previous roles or responsibilities within the County.

This is a two year role, overlapping one year with the County Captain.

County Captain

The County Captain chairs the Executive Committee, is responsible for appropriate governance of the association, develops the first team (with assistance of County Coach), supports the second team, seniors team/meetings and the juniors section; ensures that the website is kept up to date and that the County works well with other Counties in Midlands South Region and with England Golf.

This is a two year role, overlapping one year with the County President.

County Vice Captain

This is a one year role that is filled in the second year of a County Captain's tenure. Its purpose is for enable the Vice Captain to plan their two year period and "learn the ropes", ensuring appropriate continuity of governance of the association.

Second Team Captain

This is a three year role, with specific responsibility for organising the second team league matches within the Region, and the pre-season inter-County friendly matches which span first, second and junior teams. The Second Team Captain is a member of the Executive and will take on other roles as required.

Hon Secretary

This is a three year role, with the main responsibility being to provide efficient and timely administrative support to the County Captain and Executive, maintaining appropriate formal records and being the BCLGA official point of contact with England Golf and with Ladies' Captains, Ladies' club committees and Club Delegates. The Secretary organises the Executive, Delegates and AGM meetings, (venues, agenda and minutes), posting information onto the website and taking action as required.

Competitions Secretary

This is the role on the Executive that takes overall responsibility for all the County competitions whether knockouts, one day meetings, leagues or championships. It is a three year role, but is supported by assistants. The current Competitions Secretary takes personal responsibility for:

- Ensuring all competition rules and entry forms are up to date and on the website
- the Leagues (Bronze and Silver Summer Scratch and the Winter Greensomes Scratch)
- the Coronation Medals, Charity Eclectic, Cygnet trophy, Summer Meeting, Par 3 competition and the County Championships

The Competitions Secretary currently has dedicated assistants to run the Bucks Shield, the Inter-Club Foursomes, and all the individual or pairs knockouts.

Seniors' Captain

This is a three year role. The Seniors Captain is responsible for the organisation of Seniors golf within the county, notably:

- organising the Seniors team and matches in the Seniors inter-County League
- organising two Seniors friendly matches per season,
- running two Seniors/Vets one-day meetings in the Spring and the Autumn
- selecting the team for the Inter-County Seniors Team championship

County Junior Organiser

This is a three year role, primarily responsible for the development of junior girls golf from pre-handicap levels to elite players, with girls typically ranging from around 7 years to 18. She will be the main link with Club Junior Organisers and the responsibility for the development and implementation of all County Safe Golf policies and procedures (for juniors and adults)

The CJO is supported by a County Junior Committee, which organises:

- Junior Play Days - for girls without a handicap or with a higher handicap,
- Junior Competitions - for the girls with a handicap, there are 5 individual competitions between March and September, generally including a 9-hole competition for pre and higher handicap girls; plus the Karchargis Trophy at the end of the summer holidays – a greensomes competition for pairs consisting of a lady and a junior girl.
- Academy Coaching - a junior development initiative which provides a basic structured coaching package of 6 half day sessions, once a month from March to October (not July or August), with a professional at Wycombe Heights or Abbey Hill, in groups of around 8 girls per group
- Intermediate Training - an opportunity to give girls more experience of learning and playing golf with other girls: usually 5/6 sessions a year in the school holidays (Feb, Easter, May, July, August, October), with skills challenges in the morning and matchplay or a team competition in the afternoon, open to all the girls who are not part of the county elite squad. These are run by our county training officer (a PGA teaching pro).
- Matches - There are lots of matches through the year – league scratch and handicap matches against other counties, friendly matches against Woburn and Beaconsfield and also a couple of friendly matches for the high and pre-handicap girls against other counties.

Handicap Advisor

This role has a longer period of office. The role is to support clubs, Handicap Secretaries and our members on the Rules of Golf and CONGU® handicapping system, including providing guidance on qualifying and non-qualifying competitions. Whilst clubs are responsible for their own Handicap reviews, the County Handicap Adviser is required to conduct an annual Category 1 Audit of female players with handicaps of 5 and below and to investigate any anomalies.

The Handicap Adviser supports Club Handicap Secretaries and Committees with the introduction of the new World Handicapping System and with the rules of Golf. She will visit clubs and run workshops on these topics.

Honorary Treasurer

The role of the Treasurer is to manage the finances of the Association. She maintains financial records of income and expenditure, liaising with the auditor (chosen at the AGM) to finalise the accounts for each year and presents and explains them to the members at the AGM. She reports to the Executive at each

meeting and look after specific matters that have a financial aspect, such as the insurance for the Association. This is a three year role.

Beyond the County

England Golf Voting Member England Golf is the regulatory body for all matters pertaining to the running of golf at a national level. They are responsible for running elite competitions, such as the English Womens amateur stroke play championships and the National Womens Team Finals.

England Golf organises county associations into regions. Bucks is part of the Midlands South Region, together with Berkshire, Northamptonshire, Warwickshire, Hereford & Worcestershire and Oxfordshire. Each region has a range of competitions such as the Midlands South 4BBB competition or the Australian Spoons regional final. These regional competitions are run by different counties in the region according to a pre-agreed rota.

All counties are entitled to send a named representative to a series of England Golf meetings every year to participate in the development of England wide policies. This role is the England Golf Voting Member. She attends the County Executive meetings and reports to delegates as well, keeping everyone up to date with national issues.

BCLGA contacts 2021

Role	Name	Email	Telephone
President	Lynda Hilton	President@bclga.org.uk	07827 013351
Captain	Janet Beal	Countycaptain@bclga.org.uk	07834 819633
Secretary	Fiona Robb	Secretary@bclga.org.uk	07765 973882
Treasurer	Carolyn Rivett	Treasurer@bclga.org.uk	01844 355870
England Golf Voting Member	Susanna Mitterer	EnglandGolfrep@bclga.org.uk	07515 937052
Second Team Captain	Jackie Edwards	2ndtmcaptain@bclga.org.uk	07884 185389

Seniors' Captain	Lois Shoosmith	Seniorscaptain@bclga.org.uk	07745 942642
County Junior Organiser	Delyth Barnett	CJO@bclga.org.uk	07767 337654
Competitions Secretary	Jackie Maher	Compssec@bclga.org.uk	01753 642116
NON-EXECUTIVE OFFICERS			
Handicap Advisor	Karen Scott	handicaps@bclga.org.uk	07801 057568
County Coaching Officer	Tony Bowers	coaching@bclga.org.uk	07850 023550