

# Women's Captain's Manual



BRITISH  
COLUMBIA **GOLF**

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## 1. Membership

Membership in the British Columbia Golf Association (BC Golf) shall obligate each Member Club or Group to abide by the Constitution, By-Laws, Rules and Regulations of the Association. Golf Canada requires Member Groups have a minimum number of 12 members. Once received and approved and registered, they will be forwarded a Captain's Manual and the Zones will be advised of their membership.

All Member Clubs and Groups are members of BC Golf. Most are also members of the Zone.

## 2. The Women's Committee

Member Clubs or Groups will have their own structure. The Women's Committee may or may not be a part of that structure.

Positions on the Women's Committee may include:

<ul style="list-style-type: none"><li>○ CAPTAIN</li><li>○ VICE-CAPTAIN</li><li>○ SECRETARY</li><li>○ TREASURER</li><li>○ MATCH CHAIR</li></ul>	<ul style="list-style-type: none"><li>○ JUNIOR CHAIR</li><li>○ HOUSE / SOCIAL CHAIR</li><li>○ WOMEN'S HANDICAP CHAIR</li><li>○ RULES CHAIR</li></ul>
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Each Member Group should have a minimum of 3 committee members

It is suggested an annual meeting be held in the fall and new officers be elected at this time. Members of the committee can meet in person or electronically as decided by the committee. How-to-Videos have also been created by BC Golf (addendum 12) as an additional tool to help new committee members get comfortable in their roles.

### 2.1. Captain

#### 2.1.1 Roles of The Captain

The purpose of this manual is to provide a guideline to aid the Captain and her Executive in the planning and operation of the Club's Women's Committee.

The Captain is responsible for receiving, replying to and disseminating Zone, Provincial and National correspondence, and ensuring payment of BC Golf / Golf Canada fees & Zone levies.

#### 2.1.2 Supporting The Club

- Compile a Women's Events Fixture sheet or card at the beginning of each season

- Report at the opening meeting the activities for the coming season and information from the Zone Captains' meeting
- Ensure that Zone, Provincial, and National information is shared with the appropriate Committee members. (e.g. post to the club website, or member social media group)
- Each club must have a handicap-certified individual. The Women's Captain should understand the process as to which handicaps are processed at the club and be able to relay that information
  - It is suggested that each club have an active handicap committee
- The Women's Captain should be aware of and understand all Tournament policies at the club

### **2.1.3 Supporting The Zone**

- Attend all Zone Captains' meetings or send someone in her place. The Captain may act as a liaison between the Club and Zone
- Inform Zone Chair of the Dorothy Olive Franklin winners and fees by July 31
- BC Golf 18- and 9-hole pin rounds – submit entry form and fees by July 31 with winners' names submitted by Sept. 15
- Inform Zone Chair of Beat the Champ winner (if any) and send 40% of funds collected to the Zone Chair by July 31
- Year-end information required by the Zone:
  - Names, club contact information of the incoming executive
  - Important dates – tournaments, field days, on the provincial fixture sheet
  - Club Supply Order Form and BC Golf Pin Round Order Form

**Forward all club information to the Zone Chair by November 1<sup>st</sup>.**

### **2.1.4 British Columbia Golf**

#### **A. BC Golf Annual General Meeting (AGM)**

The AGM occurs in the spring of each year and will generally be a virtual meeting. BC Golf releases a lot of info in advance of the AGM with respect to its finances and programming. The Women's Captain should make an effort to read information from both BC Golf and the Zone in order to best answer questions from her membership.

In addition to the AGM, BC Golf may offer additional educational programming. The Women's Captain may attend either in person or by proxy.

### **2.2 Vice-Captain**

- A. The understudy to the Captain and performs her duties as designated by the Captain
- B. Vice-Captain assumes the duties of the Captain in her absence

## **2.3 Secretary**

- A. Records minutes at meetings and attends to most correspondence
  - a. (on occasion it may be appropriate for others to answer to correspondence)
- B. Offices of Secretary and Treasurer may be combined

## **2.4 Treasurer**

- A. Accounting of finances as designated by the Committee
- B. Coordinate with the Captain to submit fees to the Zone Chair for various programs to meet the deadlines

## **2.5 Match Chair**

### **2.5.1 Roles of the Match Chair**

- A. Post Sign-Up Sheets for Each Competition – email them out
- B. Make a draw for each competition
- C. Post all information regarding the competition
  - a. Rules of Competition
  - b. General Info. (breaking ties, names of winners, etc.)

### **2.5.2 Competition Guidelines**

All competitors should play the competition under the same conditions. Rules should be posted and clearly defined for each event.

- A. Scorecards – Where to return, sign and attest...
  - a. Is mobile scoring being used? If so, do all players have their access codes?
- B. Tie break method – refer to the method as recommended in The Rules of Golf (Committee Procedures, Section 5A(6)): [https://www.randa.org/rog/committee-procedures/5#5a\\_6](https://www.randa.org/rog/committee-procedures/5#5a_6)
- C. List of awards
- D. Match Play – Length of time for completion of club matches
- E. Handicaps – Not changed during a tournament or after it is verified

### **2.5.3 Draws**

The Captain and Match Chair should decide the method for making draws for various competitions. Members should be made aware of how draws are made.

Recommendations:

- A. Random Draw for Weekly Stroke Play Competitions
  - a. Helps make sure the same players are not always grouped together.
- B. Numerical Draw for Match Play
  - a. e.g. With 32 qualifiers, player 1 v 32, 2 v 31 and so on

### **2.5.4 Preparation for a Tournament / Club Event**

Responsibility for conducting Tournaments may be decided by a committee of the club or by the Women’s Committee, whichever is appropriate.

Various tasks may be delegated to a Sub-committee by the individual responsible for the overall running of the event(s). The following checklist will ensure a successful tournament:

<ul style="list-style-type: none"> <li>○ Event Name</li> <li>○ Prize Structure</li> <li>○ Entry Deadline</li> <li>○ Monitor Entries</li> <li>○ Scoring Details (where to return cards, mobile scoring etc.)</li> <li>○ Prize Presentation</li> </ul>	<ul style="list-style-type: none"> <li>○ Date of Event</li> <li>○ Entry Fee</li> <li>○ Date Event should first be publicized (and how)</li> <li>○ Create and Post the Draw</li> <li>○ Tie breaks and how winners will be determined</li> <li>○ Event Recap (Financial etc.)</li> </ul>	<ul style="list-style-type: none"> <li>○ Competition Format</li> <li>○ Entry Form (How to Enter)</li> <li>○ Liaise with Management / Pro Shop</li> <li>○ Prepare Scorecards</li> <li>○ Selection of Prizes</li> <li>○ Notice to Players including Pace of Play Guidelines</li> </ul>
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### **2.5.5 Tournament Management System**

Digital tournament Management Systems are awesome tools and can assist with many elements that go into a competition. They can help with emailing out sign-up sheets, creating a draw, posting general event information and rules, and enabling mobile scoring. Some can even connect to Score Centre to verify handicaps prior to the event.

BC Golf uses Golf Genius for all Provincial Championships / Cloud Events but there are many other great options available.

## **2.6 Women’s Handicap Chair**

### **2.6.1 Duties of the Handicap Chair May Include**

The Handicap Committee for the member club is responsible for administering the World Handicap System. This Committee may determine who can verify Handicap Indexes. It is recommended that the Women’s Committee request representation on the Club Handicap Committee.

The handicap chair will assist their members with the WHS. These duties may include:

- A. Knowing the handicap system. Take the online WHS Seminar and be certified: <https://bit.ly/WHSonlineseminar>
- B. Keeping members informed of their responsibilities to post correct scores in a timely fashion and ensure that current scoring records are up to date for inspections by fellow members / club handicap committee.
- C. Reviewing the accuracy of scoring records and information entered with the cooperation of the handicap committee.

More information about the World Handicap System can be found here: <https://www.whs.com/>.

## **2.6.2 New Members**

Before adding a member to the roster confirm they have not previously had a membership on the Golf Canada Network rather than creating a duplicate file. If so, a request to transfer the member's file should be forwarded to [corrie@britishcolumbiagolf.org](mailto:corrie@britishcolumbiagolf.org) to maintain their scoring history using their same login details. If the new member has not previously had a Handicap file, they can be added to the roster.

## **2.6.3 Most Improved Golfer**

A player's current World Handicap System index can be used when determining the most improved golfer over a season.

Alternatively, a report may be produced on the Score Centre to identify the most improved. This can also be calculated manually using the formula detailed in Addendum 14.

## **2.6.4 Course Records**

Can only be established in an individual stroke play competition, with holes and tee markers in championship positions.

## **2.6.5 Keeping Course Difficulty Consistent**

The Club Handicap Committee should seek the cooperation of the Greens Committee in maintaining both length and normal playing difficulty at a consistent and fair level. For example, a difference of 18 yards for women will change the course rating by 0.1.

## **2.7 Rules Chair**

### **2.7.1 Duties of the Rules Chair May Include:**

May have a committee that includes the Captain, Match Chair, or others. The Rules Chair may

- A. Attend the online Level 2 Rules of Golf education program
- B. Familiarize members with what is considered slow play and how to play faster.
- C. Draw up “Notice to Players” for competitions
- D. Make Rules decisions on competition days
- E. Make sure the club has the current edition of The Rules of Golf and the Official Guide to the Rules of Golf on hand
- F. Make sure the club has Rules books on hand. Suggest members download the rules app: <https://bit.ly/rulesofgolfapp>
- G. Include club established local rules when drafting up a “Notice to Players”
- H. Be familiar with the Rules of Amateur Status – Refer questions to BC Golf / Golf Canada Office

### **2.7.2 Slow Play**

Slow Play is a major problem that should be dealt with by the Captain and Rules Chair. It is recommended that the Committee implement pace of play guidelines for competitions. This can be sent to competitors prior to events.

Examples of pace of play guidelines can be found in Addendum 13.

## **2.8 Junior Chair**

### **2.8.1 Duties of the Junior Chair May Include**

- A. Promote Junior Girls golf
- B. Promote “Beat the Champ” week
  - a. Inform Zone Chair number of winners to receive pins by July 31
- C. Inform Juniors of all competitions available to them.
  - a. Must be eligible for pin rounds. Play in other events is strictly a club decision.
- D. Support and promote the program at the Zone level whether or not there is a program at the club level.
- E. All Junior members with playing privileges are required to be Golf Canada Members.

### **2.8.2 Junior Most Improved Award**

These may be awarded at the club and zone levels. Players must be a Junior golfer (U19) as of Oct 1. to be eligible. All Juniors are eligible and there are two ways to qualify for this award:

- A. A beginning Junior (first year player) can establish a handicap index by posting five 18-hole differentials (scores), she will then require 8 additional 18-hole scores to qualify that season.
- B. A Junior with a handicap from the previous season, requires 8 18-hole scores from the current year to qualify

A report can be generated in Score Centre to determine the winner of this award.

## 2.9 House / Social Committee

Responsible for social activities of the Women's Committee.

## 2.10 Orientation for New Members

Conducting a proper orientation will provide an invaluable service to the new member.

The Captain, Board, and Club Management may work to ensure that new members are made welcome and aware of policies at the club. Including:

<ul style="list-style-type: none"><li>○ Intro to Facilities and Staff</li><li>○ How to Make Tee Times</li><li>○ Dress Code</li></ul>	<ul style="list-style-type: none"><li>○ Safety and Course Etiquette</li><li>○ Cart Usage</li><li>○ Pace of Play and General Course Care</li></ul>
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There is an opportunity here for the Women's Club to be an innovative leader and create welcome videos highlighting these topics. These videos can be sent out to members as soon as they join.

## 3. BC Golf Club Competitions

BC Golf highly encourages that players compete in club competitions from the appropriate set of tees for their skill level to make the game fun. When doing so, make sure to adjust course rating and handicaps accordingly. The World Handicap System makes this possible.

### 3.1 BC Golf 18-Hole Pin Round Competition

The proceeds of this annual tournament are designated for training programs to develop and improve the competitive skills of our amateur and senior female players.

Format:

- Max handicap index 54.
- Scores used for British Columbia Golf Pin Round Competition are the one lowest net score for all Pin Rounds.
- Ties: Record ties on the online worksheet. If lowest round of the season, tie to be broken by calculating the net handicap differential, if still tied; both scores will be honoured.
- Prizes: A British Columbia Golf Pin Round Pin will be awarded to each participating club's low net winner. An award will be presented to each Zone low net winner. An award will be presented to the provincial low net differential winner.

Fee: \$2.00 per participant per season - Fees and entry form to be submitted to the Zone Chair by July 31st. Either by cheque (made payable to the zone), or via e-transfer.

Scan and forward a copy of the signed / attested scorecard and winners form to the Zone Chair. Last Pin Rounds are scheduled no later than Sept. 15.

### **3.2 BC Golf 9-Hole Pin Round Competition**

The format, fees, and all other details are the same as they are for the 18-hole competition. The only exceptions are the 9-hole maximum index is 27 (not 54), and there is no provincial low net winner for the 9-hole competition.

### **3.3 Dorothy Olive Franklin Memorial Tournament**

This provincial tournament was established in honour of Dorothy Olive Franklin. Proceeds are used to help send promising Junior Girl golfers to out-of-province or international tournaments. The tournament is held at the club level on a designated day in June and can be combined with any stroke play competition.

Format: One 18-hole stroke play round. Max. handicap index: 54.

Fee: \$2.00 per player

Tie Break Method: Refer to the method recommended - (Committee Procedures, Section 5A(6)):  
[https://www.randa.org/rog/committee-procedures/5#5a\\_6](https://www.randa.org/rog/committee-procedures/5#5a_6)

Prize:

- One low net handicap differential winner in each Zone is to be awarded at the Zone AGM
- BC Golf will determine the provincial low net handicap differential winner.
- An award will be presented to the Provincial winner by the Zone, normally at the Zone AGM.

Scan and forward the signed/attested scorecard of the lowest net handicap differential winner to the Zone Chair. These are to be forwarded on or before July 31 of each year. Please also send the money raised to the Zone via cheque or e-transfer.

### **3.4 Beat The Champ**

In celebration of golf for Junior Girls, we encourage your members to participate in Beat the Champ during the month of June. (Information about this program can be found in Addendum 8) All funds from the event go directly to the club and zone.

#### **How it works:**

- A player's net differential in relation to the prior year's BC Women's Amateur Champion's Lowest Gross Differential (of her 4 rounds)
- Addendum 8 also contains a detailed example

**Entry Fee:**

- \$1.00 per round per person – enter as many times as you wish
- Member club retains 60% of the revenue and sends 40% to the Zone Chair
- If you are a club without Juniors, please forward the full amount to Zone Chair

Scan and forward the results, and e-transfer the 40% of the funds to the Zone Chair by July 31<sup>st</sup>. Prizes for winners will be forwarded after all completed forms are returned to the Zone Chair.

**3.5 Pin Awards**

See the pin sheet in Addendum 10 for reference. It is available on the British Columbia Golf website under ZONE RESOURCES

The Zone treasurer will have a supply of Hole-in-one, Break Pins, Eagle, and BC Golf Lapel Pins.

**A. Hole-In-One Pins:**

- British Columbia Golf awards a pin to any member who scores an ace on any golf course. Home or away provided it was witnessed
- Hole in one awards offered by individual clubs are not under the jurisdiction of British Columbia Golf but should adhere to the Rules of Amateur Status

**B. Break 50, 60 Pins, and 70, 80, 90, 100 Ball Markers:**

- Ball Markers available to any member who breaks 70, 80, 90, or 100 for the first time while playing under the rules of golf
- Break 50 and 60 pins are for 9-hole players using the same criteria
- A continuous 18 or 9 holes must be played and the scores must be verified

**C. Eagle Pins:**

- For Eagles or Double Eagles made in verified rounds

**D. BC Golf Lapel Pins:**

- This is a pin to be used at the club's discretion

**E. Zone Tournaments**

The Zones work tirelessly to provide tournament opportunities for players of all ages. As a Club Captain, you are encouraged to promote Zone events to your members.

More information on the Zones can be found at this link: <https://britishcolumbiagolf.org/zones>

## 5. Women’s Golf Cloud Series – Presented by BC Golf

The Women’s Golf Cloud Series – Presented by BC Golf is a series of 6 events (1 per month April – September). Each event is a different team format and can be played on any course across the province. Golf Genius mobile scoring is used to create a leaderboard for each event.

Club Captains may promote the Cloud Series to their members as this is a fun way to get involved. More information regarding the Cloud events can be found here: <https://britishcolumbiagolf.org/championships>.

## 6. Provincial Championships

The British Columbia Golf Website - <https://britishcolumbiagolf.org/championships> - has complete tournament details.

For more information regarding registration and volunteering for each event, please reach out to Jerome Goddard: [jerome@britishcolumbiagolf.org](mailto:jerome@britishcolumbiagolf.org)

## 7. ADDENDUMS

1. Calendar of Duties for Women’s Captains	2. Women’s Programs Outline	3. BC Pin Round Worksheet
4. BC Pin Round Poster	5. BC Pin Round Fee Submission Form	6. Pin Round Results Submission Form
7. Dorothy Olive Franklin Submission Form	8. Beat the Champ Submission Form	9. Combined Payment Form
10. Pin Images and Prices	11. Pin Order Form	12. Captain How to Videos – Filling out Various Forms etc....
13. Pace of Play Guidelines for events	14. Most Improved Award Calculation Formula	15. BC Golf Contacts
16. Zone Boundaries		