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Ladies' League

Canmore Golf and Curling Club

Terms of Reference

This document is intended for use as the reference for operating the CGCC Ladies' League. When the final draft is agreed upon by the Executive of the Ladies' League it will be presented to the Canmore Golf & Curling Club Executive Committee and copies held in the administration office.~~should be sent out in a booklet format to the Ladies' League Membership.~~ At the Annual Spring Meeting it should be announced that Ladies' League will operate under the Terms of Reference until the Annual Fall Meeting when it will be presented for ratification.

This is a living document and, as such, requires that it evolve along with the Ladies' League. Any additions, deletions, and amendments need to be incorporated into the document at the end of every season.

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**Ladies' League
Canmore Golf and Curling Club
Terms of Reference**

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INTRODUCTION

1. History

- a. The Canmore Golf Club, established in 1926, is a club filled with history, pride and beautiful surroundings. It was constructed and funded by the residents of Canmore. The Curling Club joined the Golf Club in 1988 and since then, it has been known as the Canmore Golf & Curling Club (CGCC).

The mission of the CGCC is to provide and maintain the best quality golf and curling opportunities for all members and visitors at a reasonable and affordable cost.

- b. Ladies were golfing with the Canmore Golf Club when the course of nine holes was still located at the original site, where the Bow Valley Seniors' Lodge now stands. The course was moved to its present location in 1962 and the Canmore Golf Club was the first in Alberta where women had equal rights with the men. This honour was earned by the dedicated women who pitched in and helped build the course and the club. The efforts of women like Doreen Sandrelli and Jeanne Marra were monumental in paving the way for the success of the Ladies' League as we know it today. These ladies worked diligently for the Club and were two of the first ladies to become PMC members.

The first Ladies' Club Champion, declared in 1964, was Mrs. F. Bradwell. Her name appears on a plaque in the Clubhouse.

2. Mandate

- a. The Ladies' League is operated within the Canmore Golf & Curling Club at arms-length to the Board of Directors.
- b. The Ladies' League is authorized by the Board of Directors to operate for the purpose of organizing golf and social events within the Canmore Golf & Curling Club.
- c. The Ladies' League Membership holds the authority to determine the affairs of the League. They invest this authority in the Executive Officers of the League through election, trusting that the Officers will be guided in their due diligence by the Mandate, Vision, Values, and Goals set forth in this document.
- d. All functions of the Ladies' League must abide by all by-laws and policies of the Canmore Golf & Curling Club.
- e. The Ladies' League, while having representation at CGCC Board of Directors' meetings, has no vote, but is authorized to make recommendations. Representation thus provides an avenue for a voice at the Board level.

3. Vision, Values, and Goals

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- a. **Vision** – The Ladies’ League will be the premier choice for golf by the women of the Bow Valley who wish to enjoy the fun and learning of golf along with the camaraderie of other like-minded women.
- b. **Values** – The values held in highest regard by the Ladies’ League are: integrity, diversity, loyalty, trust, friendship, courtesy, tolerance, patience, and life-long learning.
- c. **Goals** – The following Goals of the Ladies’ League are derived from the Vision and should be fulfilled by objectives and an action plan set each year by the Executive and announced at the Annual Spring Meeting:
 - i. To welcome in camaraderie and inclusiveness any member of the Ladies’ League in the golfing group of their choice; that is, the Morning Ladies or the Afternoon Ladies.
 - ii. To encourage new members to participate in all golfing activities, from the fun games and competitions during league play to the various tournaments held throughout the season.
 - iii. To assist members who are new to the sport of golf with their understanding of the game in terms of appropriate behaviour on the course, the rules and etiquette of the game, and with skill suggestions when requested.

4. Policies and Procedures

- a. **Setting Policy and Making Amendments** – New policies and amendments to current policies may be initiated by a member of the Ladies’ League or by an Executive Officer. They must be presented in writing to the Executive Officers for discussion. The Executive determines their recommendation which is then taken to the next Annual Meeting for approval or disapproval by the membership.

If the Executive determines that the policy or amendment to policy is needed immediately, the recommendation should be publicized via email, newsletter and bulletin board, and if generally accepted, may be put into effect on an interim basis until the next Annual Meeting when it may be ratified or reversed by the membership in attendance.

- b. **Developing Procedures** – New Policies and Amendments to Policies when presented to the Executive for discussion should include suggested procedures for implementation which should also be discussed.

Current policies may need to have the procedure changed from time-to-time and this may be accomplished without seeking approval from the full membership. However, whenever such procedures need to be changed or there is a desire to change them, approval should be sought from the Executive who should in turn notify the full membership of any changes.

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5. Financial Matters

- a. **Fiscal Year – Policy:** The fiscal year for the Ladies’ League is November 1st to October 31st.
- b. **Operating Budget – Policy:** A yearly operating budget for the Ladies’ League will be drawn up prior to the beginning of the new fiscal year by the Treasurer in cooperation with the President. The budget shall then be presented to the Executive Officers at their November meeting.
- c. **Day-to-Day Financials** – The Treasurer of the Ladies’ League is responsible for the day-to-day financial responsibilities and for providing a monthly report to the Executive. A year-end financial report is presented at the Annual Fall Meeting.

LADIES' LEAGUE MEMBERSHIP

1. Eligibility – Policy: Membership is granted to any lady who has paid her dues in full to the Ladies' League. The following are eligible to become members:

- a. CGCC Bona Fide Members – All ladies 18 years of age and over who are current members in good standing of the Canmore Golf & Curling Club;
b. CGCC Transfer Members – All ladies 18 years of age and over who have accepted a transfer membership in the Canmore Golf & Curling Club; and
c. CGCC Non-Members – Any ladies 18 years of age and over who are interested in golfing in the Ladies' League.
d. Honorary Life Membership – A lady may be granted honorary life membership in the Ladies' League for outstanding service to the League.

Note: At this writing, there is a transition taking place in the CGCC whereby Transfer Members are being given the full privileges heretofore accorded only to Bona Fide Members. For the Ladies' League this will mean changes to a few policies which previously indicated an exclusion of Transfer Members. The transition will likely see the use of the term Transfer Member become obsolete. However, until all members are familiar with the change and its impact, this document will continue using the term for the purpose of clarity.

2. Member Tee Times – Policy: All members of the Ladies' League whether they are bona fide members of the CGCC, transfer members of the CGCC, non-members of the CGCC, or Honorary Life Members of the Ladies' League are accepted on an equal basis during league play, and therefore may play at any of the times allocated to the Ladies' League by the Pro Shop and governed by CG&CC Policy J1 which states that a minimum of 1 CG&CC member must be in each foursome.

3. Member Participation in Ladies' League Tournaments – Policy: All members of the Ladies' League; whether they are bona fide members of the CGCC, transfer members of the CGCC or non-members of the CGCC may enter any of the Ladies' League tournaments and may accept the prizes associated with said tournaments. However, only a bona fide member or a transfer member of the CGCC will be awarded the trophy for some tournaments (Memorial & Best Ball). Thus if a non-member of the CGCC wins the one of the above noted tournaments, tournament she is allowed to accept the first place prize but the trophy will be awarded to the highest-placed bona fide or transfer member of the CGCC. I am still confused on if this is for the ladies club or the ladies league, the

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MEETINGS

1. Annual General Meetings

Policy: Two meetings of the full Ladies' League Membership are held each year – one in the spring, just prior to the golf season, and one in the fall, near the close of the golf season.

a. Spring Meeting

The Annual Spring Meeting is usually held on the last Wednesday in April and is chaired by the President. Registration, which is organized by the Treasurer, takes place prior to the meeting. The calendar of events for the new season is distributed. ~~The meeting usually begins with a presentation by the Pro Shop.~~ The President then introduces the members of the Executive and of the Captain's Committee who outline their roles in administering the league and all its activities. The minutes of the Fall Meeting, reports from Executive Officers, and old and new business are also addressed.

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b. Fall Meeting

The Annual Fall Meeting is held on the first Wednesday in October and is chaired by the President. The minutes of the Spring Meeting are introduced for approval and/or amendment. The Executive Officers and members of the Captain's Committee present their reports and old and new business is attended to. The Past President conducts the election of the Executive Officers for the next year. The Handicap Chair distributes awards for pin rounds, birdies, eagles, and holes-in-one, as well as for breaking 100, 90, and 80, and for most improved golfer. Prizes are also presented for the winners of the Ringer Board and the Challenge Cup.

2. Executive Meetings

- a. **Regular Meetings – Policy:** Regular Executive Meetings are held once a month every month except December and are scheduled to precede the regular monthly meeting of the CGCC Board of Directors. A quorum is defined as a simple majority.

Executive meetings are chaired by the President or by the Vice president in the President's absence. The agenda for the meetings centres on the day-to-day administration of the League. The scheduling of the meetings is influenced by the need to provide a report for CGCC Board of Directors' meetings. The meetings consist of: approval of the minutes of the last meeting; new and old business and reports from the members of the Executive. Reports may also be received from the members of the Captain's Committee. Any member of the Ladies' League who has a concern may attend or may address that concern in writing to a member of the Executive prior to the meeting. The first meeting of the Executive Officers, generally held prior to the fiscal year-end, is a transition meeting where members of the outgoing Executive hand over all the documents and materials that pertain to each office as well as their advice to the members of the incoming Executive. Time is allowed for discussion, questions and answers, and advice on best practices.

b. Representation of Executive Officers at Other Meetings

- i. CGCC Board of Directors' Meetings – **Policy:** The President, representing the Ladies' League, shall attend all regular meetings and present a prepared report on the Ladies'

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League. In her absence, she shall ensure that her designate attends. In the event that she is a member of the CGCC Board of Directors either her designate may attend to give the report or she may present the report herself. A report back to the Executive regarding anything pertinent to the Ladies' League shall be given on or before the next Executive meeting. The representative must be a PMC holder to attend meetings.

- ii. CGCC Committee Meetings – **Policy:** The Ladies' League is ~~required to~~ has the option to provide representation to each of the four committees of the CGCC Board – namely: the Pro-Shop, Food and Beverage, Grounds/Environment, and Financial and Membership Committees. Thus, members of the Executive are invited to volunteer to attend these meetings. In the event a representative cannot be found for any one of the Committees then an interested lady of the general membership, who is a bona fide or transfer member of the CGCC, may be selected to attend. ~~In either case~~ If a member of the Ladies League does attend any of these committee meetings, a report is sent back to the Executive on or before the next regular Executive meeting.

3. Captain's Committee Meetings

The Captain should convene one or two meetings of her Committee prior to the Annual Spring Meeting to review the responsibilities of each member and to establish the lines of communication necessary for the smooth running of the League and its competitions. Subsequent meetings may be held as needed and at the Captain's discretion. At the first meeting the Captain should distribute the files related to the various committee positions.

4. Special Meetings

The President may call a special meeting of the Ladies' League Membership to address issues that need to be resolved before the next annual meeting.

Note: The Clubhouse Manager needs to be notified about all meetings. Those requiring special catering must be booked well in advance.

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EXECUTIVE OFFICERS

1. Election of Officers

- a. **Nominations** – The Past President is charged with the responsibility of seeking candidates to stand for office. Nominations are also taken from the floor at the Annual Fall Meeting.
- b. **Elections** – The Past President, following parliamentary procedure, presides over the elections which are held at the Annual Fall Meeting.

2. Executive Positions – **Policy:** Potential Executive Officers are nominated from within those ladies who are either bona fide members or transfer members of the Canmore Golf & Curling Club, and are elected by same. The following positions comprise the Officers of the Executive:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Captain
- f. Handicap Chair
- g. Past President

3. Term of Office – The term of office shall be from the date of the Annual Fall Meeting to the Annual Fall Meeting of the following year.

Policy: The positions of Vice President, President and Past President are one-year terms. The Vice President will move up to office of President for her second term of office, and then to the position of Past President for her third term of office. The President, having completed a previous term of office as the Vice President, moves on to the position of Past President.

The positions of Secretary, Treasurer, Captain, and Handicap Chair shall have rotating two-year terms of office with the Secretary and Treasurer starting the rotation with one-year terms and the Captain and Handicap Chair starting with two-year terms (commencing Fall 2009). After the initial year, all terms for these four positions will be for two years. This will ensure continuity on the Executive with a gradual infusion of new officers and new ideas.

4. Roles and Responsibilities – **Policy:** All positions on the Executive share the role of ambassador for the Ladies' League and by extension, for the Canmore Golf & Curling Club. As such, each Executive Officer must maintain a positive attitude about all the League's affairs and shall conduct her communications within and without the Club with the utmost of discretion.

a. The President

- i. Calls and presides over:
 - The Annual Spring and Fall Meetings;
 - Executive Meetings;
 - Transition Meetings; and
 - Special Meetings

ii. At the Annual Spring Meeting, welcomes the Ladies' League membership. Prepares and presents a written report outlining the Executive's objectives for the upcoming

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season and introduces the individual Executive Officers. ~~Keeps a copy for the President's file.~~

- iii. Guides the League in the setting of policies, executes its decisions, and acts as the official representative to other golf associations, such as the Alberta Golf Association, and to other golf organizations when necessary.
- iv. Exercises her voting privilege at a meeting of the Executive only when a tie vote occurs and her vote is needed to break the tie.
- v. Works closely with each Executive Officer to ensure the smooth running of the business affairs of the Ladies' League as well as all tournaments and other functions in which the Ladies' League is involved.
- vi. Attends all regular meetings of the Canmore Golf & Curling Club Board of Directors. Prepares and presents a report on the activities of the Ladies' League. If unable to attend, the President may delegate the Vice President to attend in her place and present the report. In either case, a report on the meeting is taken back to the Executive.
- vii. ~~As the ambassador of the Ladies' League and the Club, welcomes the participants at all tournaments.~~
- viii. Prepares and presents a written report to the membership at the Annual Fall Meeting. ~~Keeps a copy for the President's file.~~

b. The Vice President

- i. Prepares and presents a report outlining her responsibilities to the membership at the Annual Spring Meeting.
- ii. In the absence of the President, presides over and attends to the President's roles and responsibilities.
- iii. Looks after all news items and publicity. Writes a report for the Club newsletter every month to provide news of Ladies' League activities. ~~Updates the Ladies' League section of CGCC Member Handbook and provides any changes to Club Administration early in January.~~
- iv. ~~Records news items and takes photos relevant to the year's activities and keeps the scrapbook up to date and available at the Annual Meetings.~~
- v. Organizes a Rules Clinic in the spring if she has identified a need for this within the Ladies' League. Acts as the convener for the clinic.
- vi. Ensures that all members are informed in a timely manner through the media and the Club newsletter of the Annual Spring and Fall Meetings.
- vii. Ensures that all trophies are regularly updated with the latest winners' names. Maintains a file of all trophy winners.
- viii. Prepares and presents a final report at the Annual Spring Meeting. Keeps a copy for the Vice President's records and provides one for the President's and Secretary's records.

c. Secretary

- i. At the Annual Spring Meeting, prepares and presents a written report which outlines how the membership can best communicate with the Executive on matters of policy and procedure, requests and complaints, and news about events and members.

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- ii. Records the minutes of all meetings, presents them to the President for approval prior to the next CGCC Board of Directors' meeting, and then distributes them to the Executive Officers prior to their next meeting.
- iii. Prepares agendas at the request of the President.
- iv. Is responsible for all correspondence received and all correspondence required by the President. As well, she is responsible for posting appropriate and relevant correspondence on the locker room bulletin board for the membership at large.
- v. Responsible for sending appropriate cards to members in time of illness, bereavement or other circumstances as seen fit by the Executive.
- vi. Maintains the Secretary's books with all agendas, minutes, Executive reports, and correspondence. Accurate, consistent, and complete records are key.

d. Treasurer

- i. Prepares and presents a written report including the budget for the current fiscal year as well as a financial statement at the Annual Spring Meeting.
- ii. Keeps a record of all financial transactions of the League and prepares a monthly statement for Executive meetings. Keeps the President current on the status of the Ladies' League bank accounts.
- iii. Prepares the annual budget in cooperation with the President and presents it to the Executive at their November meeting.
- iv. Following registration at the Annual Spring Meeting, updates the membership list with contact information. Makes copies of the list with names and phone numbers available to Ladies' League members for pick-up in the locker room. Full contact information should only be available to Club Administration and the Ladies' League Executive.
- v. Prepares and presents a financial statement to the membership at the Annual Fall Meeting, which indicates how the revenue from the membership fees and from the 50/50 draws was disbursed over the course of the season.
- vi. Maintains the Treasurer's books with all financial statements, bank statements, and other relevant transaction records. Accurate, consistent, and complete records are key.

e. Captain

- i. Prepares and presents a report outlining her responsibilities to the membership at the Annual Spring Meeting and introduces her Committee.
- ii. Convenes one or two meetings of her Committee prior to the Annual Spring Meeting to review the responsibilities of each member and to establish the lines of communication necessary for the smooth running of the League. Subsequent meetings may be held as needed and at the Captain's discretion.
- iii. Where necessary, convenes a clinic on how to run a tournament for the tournament chairpersons.
- iv. Oversees the members of Captain's Committee in their roles as chairpersons of tournaments and competitions.
- v. Oversees the Morning and Afternoon Captains, weekly draws and fun tournaments.
- vi. Liaises with the Pro Shop in all matters related to regular league play and Ladies' League tournaments and competitions.

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- vii. Organizes, with the Club Administration and Pro-Shop, the schedule of events for the coming year and produces a brochure for League members.
- viii. **Policy:** Maintains a current file for each and every competition and tournament for which an annual prize or trophy is presented at the Ladies' League Fall Wind-Up and for each of the Ladies' Open Tournaments. Each file is lent out to the appropriate chairperson at the Committee's first meeting. After the event, the chairperson's final report and financial statement are added to each file before giving them back to the Captain.
- ix. Keeps a record of all winners and prizes presented, with price guidelines. One copy is kept for her file and one copy goes to the President.
- x. Responsible for the purchase and presentation of prizes at the Ladies' League Fall Wind-Up and at the Club Wind-Up wherever appropriate.
- xi. Maintains an accurate and tidy bulletin board in the ladies' locker room throughout the season.
- xii. Prepares and presents a final report to the membership at the Annual Fall Meeting, which includes recommendations for the following year. Keeps a copy for the Captain's file and provides a copy for the President and the Secretary.
- xiii. **Policy:** At the end of her Term of Office, the Captain is rewarded with the position of Interclub Coordinator for the following year. In the event she cannot take on this role, it is next offered to the Past President and then to other members of the Executive.

Need to change this policy

f. Handicap Chair

- i. At the Annual Spring Meeting, provides information on the various competitions that are open to the RCGA members of the Ladies' League – namely: birdies, holes-in-one, breaking 100, 90, and 80; pin rounds; Most Improved Golfer Award; and the National Net Pin Award. Ladies who are not members of the RCGA who achieve birdies, holes-in-one, and breaking 100, 90, and 80 will be recognized.
- ii. Explains the handicap system and offers to assist anyone who would like help keeping their handicap up-to-date.
- iii. Oversees the handicap records for all Ladies' League members according to the system prescribed by RCGA.
- iv. Prints ladies' handicaps periodically, checks for any non-compliance with RCGA standards, and diplomatically suggests correction for minor infractions to any offending members.

Note: The Club has a Handicap Committee which is part of the Pro Shop Committee to which more serious handicap matters may be referred. If a member has to be suspended or is questioned at a high level competition the CGCC Board of Directors would then be required to weigh in on the situation.
- v. Maintains the Birdie Book and the Pin Round envelopes which are posted in the ladies' locker room.
- vi. Keeps the necessary statistical information as required by the AGA, that is: pin round score sheets, holes-in-one, break 90 and 100 pins etc.
- vii. For the "Most Improved Golfer Award" the following tasks must be accomplished:

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- At the Annual Spring Meeting, reminds everyone to record all their scores from the winter and early spring so that all handicaps are up-to-date for the season.
 - As soon as course is ready for regulation play, asks the Pro Shop for a print-out of all ladies' scores – this will be the starting handicap for the season.
 - In early September, asks the Pro Shop for a print-out of all Ladies scores – this will be the final handicap for the season.
 - Does the calculations according to the method prescribed.
 - Orders the award and informs the Captain of the winner.
- viii. Orders the award and informs the Captain of the winner for the National Club Champion Net Pin Award, who is the low net winner from the total Club Championship.
- ix. Orders **year books**, pin sheets, differential handicap cards and pins.
- x. Works in cooperation with the Captain's Committee regarding handicap matters.
- xi. At the Annual Fall Meeting, presents birdie pins; pin round pins; hole-in-one, break 100, 90, and 80 pins; along with the Most Improved Golfer Award; and the National Net Pin Award.
- xii. At the Annual Fall Meeting, prepares and presents a written report on the season's activities, as well as recommendations for the following year. Keeps a copy for the Handicap Chair file and provides a copy for the President and for the Secretary.

g. Past President

- i. At the Annual Spring Meeting, provides a written report to the Ladies' League membership on those areas under her purview, with a special emphasis on the nomination of officers for the following year along with the encouragement to members to think about standing for executive office or taking on one of the many other responsibilities.
- ii. Reviews the Terms of Reference documents and the Policy Statements throughout her term of office, making note of any policies or procedures that need to be amended by the membership.
- iii. Responsible for all matters relating to the Memorial Bench (15th hole) and the Memorial Rock (west wall of the Clubhouse). Maintains a file with information on each deceased lady who has been, or, is to be, honoured by a plaque. As well, all communications regarding the deceased ladies are to be maintained within the file.
- iv. Utilizing the position descriptions outlined in the Terms of Reference, seeks the nomination of officers for the following year. This is preferably completed early in the term of office.
- v. At the Annual Fall Meeting, prepares and presents a written report on the season's activities, keeping a copy for the Past President File and providing a copy for the President and for the Secretary.
- vi. Conducts the elections at the Annual Fall Meeting.

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CAPTAIN'S COMMITTEE

The Captain's Committee is comprised of ladies who are bona fide and/or transfer members of the Canmore Golf and Curling Club who have been selected by the Captain to chair the tournaments and various other competitions and responsibilities.

1. Positions on the Committee

- a. Ladies Open Chairperson
- b. Ladies Member Guest/Invitational Tournament Chairperson
- c. Memorial Tournament Chairperson
- d. Handicap Tournament Chairperson
- e. Best Ball Tournament Chairperson
- f. Club Championships Chairperson
- g. Interclub Chairperson
- h. Senior Interclub Chairperson
- i. Morning Captain
- j. Afternoon Captain
- k. Challenge Cup Chairperson
- l. Ringer Board Chairperson

2. Term of Office – Policy: The term of office for all Chairpersons of the Captain's Committee shall be for one year beginning at the date of the fall meeting and ending at the fall meeting of the following year. Chairpersons, if invited and are willing, may serve for a second year.

3. Event Descriptions with Roles and Responsibilities

Open Tournaments

a. Ladies Open

- i. The Tournament
 - **Policy:** This is a two-day competition in an Individual Stroke (medal) Play format with a trophy presented for the low gross score.
 - **Policy:** There is an age requirement of 18 years of age or older. Consideration for players under the age requirement may be extended by invitation only, based on, but not limited to: present Junior Club Champions, players of notable golf accomplishments, and minimum handicap. The number of underage players is limited to two.
 - Registration is through the Administration Office and the registration fee includes two breakfasts, two lunches, and a dinner on day one.
 - Golfers from other clubs as well as bona fide and transfer members of the Canmore Golf & Curling Club, and all members of the Ladies' League are invited to play.
 - The trophy for overall low gross and the overall low net and flight prizes are all presented on day two.
 - There are proximity prizes as well as hole-in-one prizes presented on the first day of play.

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- There is an opportunity to buy into the Deuce Pot and the Hidden Team prizes which are given out on day two.
 - **Policy:** Ten percent of the gross revenue is owed to the CGCC.
- ii. The Chairperson
- Requests the Tournament File from the Captain and makes a complete review of all responsibilities and the associated time-line.
 - Requests the function reconciliation form from the Administration Office, as well as the list of Club sponsors and the amount of funding to be allocated for this year's tournament.
 - Works closely with Administration Office, the Club Manager, and Pro Shop to establish a budget, to handle registrations, and to determine the timing of the event and the value and type of prizes to be allocated.
 - Sets up a committee to handle the various facets of preparing for and running the tournament.
 - Decides upon a theme for the competition
 - With the assistance of the Administration Office, promotes the tournament by sending flyers to other clubs in Alberta and B.C as an invitation to come and enjoy participating in the Ladies Open.
 - Invites the Ladies' League President or her delegate to welcome golfers and to say a few words about the Club and the Canmore Ladies' League.
 - A hole prize may be requested from the Ladies' League.
 - Completes a full report and function reconciliation for the Tournament File, including recommendations for the following year, and then returns the file to the Captain. A copy of the function reconciliation must be given to the Office Manager.

b. Ladies Member Guest/Invitational Tournament

- i. The Tournament
- **Policy:** This is a one-day tournament in a Net Two Best Balls format with ladies playing as teams of four, regardless of whether the ladies signed up together or separately.
 - **Policy:** There is an age requirement of 18 years of age or older. Consideration for players under the age requirement may be extended by invitation only, based on, but not limited to: present Junior Club Champions, players of notable golf accomplishments, and minimum handicap. The number of underage players is limited to two.
 - All members of the Ladies' League may invite friends or other members to play on their foursome. As well, other clubs from around Alberta and B.C. are invited to send teams, particularly those clubs with whom we compete in the Interclub.
 - Entry fees cover golf, lunch, prizes, and goodie bags.
 - There is usually a deuce pot and may be a 50/50 draw and/or mulligans – all for purchase.
 - The Tournament may be themed and there may be additional fun competitions as well as proximity prizes.

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- Team, individual, and door prizes are given out at the luncheon which follows immediately after golf.
 - **Policy:** Ten percent of the gross revenue is owed to the CGCC.
- ii. The Chairperson
- Requests the Tournament File from the Captain and makes a complete review of all responsibilities and the associated time-line.
 - Requests the function reconciliation form from the Administration Office, as well as the list of Club sponsors and the amount of funding to be allocated for this year's tournament.
 - Works closely with the Administration office, as well as the Club Manager, and Pro Shop to establish a budget, to handle registrations, and to determine the timing of the event and the value and type of prizes to be allocated.
 - Sets up a committee to handle the various facets of preparing for and running the tournament.
 - Decides on a theme and goodie bags if desired.
 - Invites other clubs in Alberta and B.C. to send teams.
 - Requests both Interclub Chairpersons to take flyers to the various clubs they are playing at to promote the Tournament.
 - Encourages Ladies' League members to enter teams or to register as a single golfer, or twosomes, or threesomes. Places golfers on teams.
 - Completes a full report and function reconciliation for the Tournament File, including recommendations for the following year, then returns the File to the Captain. A copy of the function reconciliation must be given to the Office Manager.

Ladies' League Tournaments

Please note: the following references are strictly "guidelines" for each tournament. The chairperson for each tournament each year may organize and conduct her assigned event using these parameters OR she may choose her own tournament format.

a. Memorial Tournament

- i. The Tournament
- **Policy:** This Tournament is in memory of deceased ladies who were members of the CGCC. The format is Individual Stroke (medal) Play over 18 holes and is held on a Wednesday (league day) afternoon.
 - **Policy:** The overall winner must be a bona fide member or a transfer member of the Canmore Golf and Curling Club to receive the trophy. Non CG&CC members who belong to the Ladies' League ~~members~~ may win the overall first place prize, but not the trophy, which is awarded to the highest placing bona fide or transfer member of the CGCC.
 - Registration is by sign-up in the ladies' locker room with no entry fee. ~~A special meal is offered afterwards albeit at the golfers' expense.~~
 - All golfers with a handicap over 40 must play to a 40 handicap.
 - The trophy and flight prizes will be awarded at the Ladies' League Fall Wind-Up.
 - In the event of inclement weather, an alternate date for the tournament is listed in the Ladies' League Itinerary.

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ii. The Chairperson

- Requests the Tournament File from the Captain and makes a complete review of all responsibilities and the associated time-line
- In promoting the Tournament, reminds the ladies who are playing about the contributions of our deceased lady members.
- Checks with the Past President to see if a deceased lady member has been selected by the Executive to be especially honoured. If not, with Executive approval, may suggest a lady herself. Regardless, all lady members who have passed away should be honoured.
- Posts a sign-up sheet in the ladies' locker room and encourages all Ladies' League members to play in this Tournament.
- Provides a rules sheet to each golfer before the Tournament begins.
- Works closely with the Pro Shop on the draw and the results.
- Completes a full report for the Tournament File, including recommendations for the following year, and then returns the File to the Captain.

b. Handicap Tournament

i. The Tournament

- **Policy:** This Tournament is played every year and is an opportunity for all members of the Ladies' League to compete in a fun and friendly competition. The format is Individual Net Stroke (medal) Play over 18 holes and is held on a Wednesday (league day) afternoon.
- **Policy:** The overall winner must be a bona fide member or a transfer member of the Canmore Golf and Curling Club to receive the Trophy. Non CG&CC members who are Ladies' League members may win the overall first place prize, but not the trophy, which is awarded to the highest placing bona fide or transfer member of the CGCC.
- Registration is by sign-up in the ladies' locker room with no entry fee. ~~A special meal is offered afterwards albeit at the golfers' expense.~~
- All golfers with a handicap over 40 must play to a 40 handicap.
- All flight prizes and the trophy will be awarded at the Ladies' League Fall Wind-Up.
- In the event of inclement weather, an alternate date for the tournament is listed in the Ladies' League Itinerary.

ii. The Chairperson

- Requests the Tournament File from the Captain and makes a complete review of all responsibilities and the associated time-line.
- Posts a sign-up sheet in the ladies' locker room promoting the tournament and also encourages all members to play.
- Works closely with the Pro Shop on the draw and the results.
- Provides a rules sheet to each golfer prior to Tournament play.
- Completes a full report for the Tournament File, including recommendations for the following year, and then returns the file to the Captain.

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c. Best Ball Tournament

i. The Tournament

- **Policy:** This is a Net Best Ball format with ladies playing 18 holes as teams of two golfers. It is played on a Wednesday (league day) afternoon.
- **Policy:** The overall winner must be a bona fide member or a transfer member of the Canmore Golf and Curling Club to receive the trophy. Ladies' League members may win the overall first place prize, but not the trophy, which is awarded to the highest placing bona fide or transfer member of the CGCC.
- Registration is by sign-up in the ladies' locker room with no entry fee. A special meal is offered afterwards albeit at the golfers' expense.
- Sign-up may be with a partner or as a single. A single will be paired with another golfer by the Chairperson.
- Handicaps are in play and after each hole you mark as your score the best net score between you and your partner.
- All prizes and the trophy will be awarded at the Ladies' League Fall Wind-Up.
- In the event of inclement weather, an alternate date for the tournament is listed in the Ladies' League Itinerary.

ii. The Chairperson

- Requests the Tournament File from the Captain and makes a complete review of all responsibilities and the associated time-line.
- Posts a sign-up sheet in the ladies' locker room and encourages all ladies to play. Allocates partners to those who signed up as singles.
- Provides a rules sheet to each set of partners prior to the game
- Completes a full report for the Tournament File, including recommendations for the following year, and then returns the File to the Captain.

~~**Club Tournaments**~~

~~**a. Club Championships**~~

~~i. The Tournaments~~

- ~~**Policy:** This is a two-day competition in a stroke (medal) play format and is open to all CGCC bona fide and transfer members.~~
- ~~**Policy:** The divisions within the tournament are as follows: Ladies (18 and over), Men (18 and over), Senior Ladies (50 and over), Senior Men (55 and over), Super Senior Ladies (65 and over) and Super Senior Men (70 and over), Junior Ladies (12-17), and Junior Men (12-17). There are also Junior Girls (11 and under) and Junior Boys (11 and under), but for these two groups, the Tournament is one day only. Any golfer in a higher age category may also play in a lower age category. Thus a Super Senior is eligible to play in three age divisions.~~

~~Note: Currently, the Senior and Super Senior Men hold a separate two-day tournament, but they are still considered to be under the Club Championship banner.~~

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- ~~There is an overall low gross winner and an overall low net winner for each division. Within flights in each division there are low gross and low net winners.~~
 - ~~Trophies for overall winners are presented at the Club Wind Up in the fall by the Canmore Golf & Curling Club.~~
 - ~~Registrations are taken at the Administration Office and the fee covers dinner and proximity prizes.~~
 - ~~There is an opportunity to buy into the Deuce Pot and the Horse Race Hidden Team prizes.~~
- ii. ~~The Chairpersons~~
- ~~Representatives from the Ladies' League and from the Men's Club run this event together.~~
 - ~~The Chairperson from the Ladies' League requests the Tournament File from the Captain and makes a complete review of all responsibilities and the associated time line.~~
 - ~~Meet to decide upon the responsibilities that each will be accountable for.~~
 - ~~Meet with the Club Manager and the Pro Shop.~~
 - ~~Stay current with the registrations which are taken by the Administration Office.~~
 - ~~Co-Host the event with the giving of flight prizes and overall gross and net prizes as well as the Deuce Pot prize and the Hidden Team prize.~~
 - ~~Provide a rules sheet to each golfer prior to Tournament play.~~
 - ~~The Chairperson from the Ladies' League completes a full report for the Tournament File, including recommendations for the following year, and then returns the File to the Captain.~~

~~b. Club Mixed Championship~~

i. ~~The Tournament~~

- ~~**Policy:** This is a one day tournament in a Best Ball format open to bona fide and transfer members of the CGCC. Each team is comprised of a lady and a man who play with their partner of choice. A single golfer may also sign up and will be paired with a partner wherever possible.~~
- ~~**Policy:** There is an age requirement of 18 years of age or older. Consideration for players under the age requirement may be extended by invitation only, based on, but not limited to: present Junior Club Champions, players of notable golf accomplishments, and minimum handicap. The number of underage players is limited to two.~~
- ~~Registration is done through the Administration Office.~~
- ~~Dinner is included in the registration fee and there are Deuce Pot and Hidden Team prizes available to golfers for an additional fee.~~
- ~~The team with the Low Gross Score will be the Club Mixed Champions. The low gross and low net trophies will be presented at the Club Wind Up in the Fall.~~

ii. ~~The Chairperson(s)~~

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- ~~• This is not a set position on the Captain's Committee; however, if asked, the Ladies' League will designate a member to work in cooperation with the Chairperson from the Men's Club to organize and run the tournament.~~
- ~~• Work with the Club Manager to finalize food and beverages for the golfers.~~
- ~~• Work closely with the Pro Shop on the draw and the results.~~
- ~~• Provide a rules sheet to each team prior to tournament play.~~
- ~~• The designated chairperson from the Ladies' League completes a full report for the Captain's Tournament File, including recommendations for the following year.~~

~~e. Club Windup~~

~~i. The Tournament~~

- ~~• **Policy:** This Tournament is a mixed team competition in a Scramble format and is open to all bona fide and transfer members of the CGCC who are 18 years of age and over.~~
- ~~• Registration is in the Administration Office and the fee covers dinner and prizes.~~
- ~~• This golf party is held at the end of the season and is coordinated by the Director of Golf and the Pro Shop along with a few volunteers.~~
- ~~• Teams are made up by the Pro Shop. Teams may be entered by golfers, but are subject to change if the Pro Shop feels it is necessary.~~
- ~~• The Wind-Up is followed by a buffet and a sale hosted by the Pro Shop.~~

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Other Events and Competitions

a. Interclub

i. The Competition

- This competition was established to promote friendship and camaraderie between the clubs and the players and to give participants an opportunity to represent the CGCC and a chance to play other courses.
- There are six clubs participating: Pinebrook, Redwood Meadows, Silver Springs, Elbow Springs, Lynx Ridge and Canmore Golf & Curling Club. Each club hosts one game a year.
- There are six games each season and the winners are announced at the Interclub Wind-Up and presented with the trophy. Each club hosts the Wind-Up in rotation, that is; once every six years.
- Scheduling of the games also works in rotation.
- Each team representing CGCC Ladies' League is chosen by means of a [sign up sheet](#). The Interclub Coordinator shall make all efforts to include all ladies who sign up in at least one Interclub competition. ~~qualifying round and consists of two players who are the best in the qualifying round in each of the following handicap factor~~ (index) categories: A: 0 - 22.3 and B: 22.4 - 38.4.
- ~~A member of the Ladies' League Executive and the~~ The Interclub Coordinator will accompany the team. ~~They are~~ She is not part of the competition but ~~they do~~ does

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play a round of golf with the other clubs' executive representatives and coordinators.

- Only CGCC and Transfer Members are eligible to qualify for the team.
- If possible: Players ~~may should~~ only qualify once per season.
- ~~**Policy:** The Interclub takes precedence over the Senior Interclub. If a lady qualifies for an Interclub competition, she must cancel her participation, in a timely manner, in a Senior Interclub competition taking place on that day.~~

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ii. The Coordinator

- Requests the Interclub File from the Captain and makes a complete review of all responsibilities.
- In the off-season, contacts the Pro-Shop to select the date for the competition at the CGCC and blocks off the morning tee times. Communicates the date to the coordinators of the other five clubs as well as the Captain and Morning Captain of the Ladies' League.
- ~~During the season, schedules and holds qualifying rounds during regular league play. Following each qualifying round selects the A and B golfers; and informs each that, as representatives of the CGCC, they are expected to stay for lunch with the opposing teams. Organizes the transportation.~~
- A week before each Interclub away from home, contacts the host coordinator to provide the names of the golfers and their handicap factors (indexes).
- Travels with the team and plays with the other clubs' coordinators.
- ~~If the Ladies' League is sponsoring the lunch, requests a cheque from the Treasurer in advance. Otherwise, C~~collects money for lunch from each golfer and gives it to the host coordinator.
- When the Interclub is at the CGCC, makes the lunch arrangements with the Clubhouse Manager at least three weeks in advance.
- One week in advance informs the other Interclub Coordinators and the Pro-Shop about the draw.
- Prepares a rules sheet for each golfer.
- Completes a full report for the Interclub File, including recommendations for the following year, and then returns the File to the Captain.
- Completes a score sheet for the Master File, and then gives the File to the Coordinator whose club is hosting the next Interclub.
- Announces the outcome of the Interclub competition at the Ladies' League Fall Wind-Up.

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Note: There is a Ladies' League Interclub File which contains all of the relevant information about organizing the interclub at the CGCC and there is also a Master Interclub File which is given to each Club's Coordinator when it is their turn to host.

b. Senior Interclub

i. The Competition

- This is a fun competition and social event for ladies aged 50 plus.

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- Clubs participating are: Redwood Meadows, Bears paw, Pinebrook, Silver Springs, Earl Grey, Canyon Meadows, Priddis Greens, Country Hills, and the CGCC.
- Teams consist of two A players and two B players from each club who play a net best ball match in a home and away series. For example, Redwood Meadows would play against CGCC in Canmore and the same teams would play a return match in Redwood Meadows. The handicap factor (index) categories are: A: 0 – 22.1; and B: 22.2 – 35.2.
- There is no cost to the players except for lunch and transportation. The Coordinators accompany their teams.
- There are no qualifying rounds as teams are selected on a sign-up basis with the aim of giving as many players as possible a chance to participate. However, only CGCC and Transfer Members are eligible to play.
- Scoring is on a points-per-game system. There is no trophy but pins are awarded to the ladies' club with the most points.

ii. The Coordinator(s)

- Requests the Senior Interclub File from the Captain and makes a complete review of all responsibilities.
- In the off-season arranges a schedule for matches with the other Clubs' Coordinators and communicates these dates to the Pro Shop and the Captain.
- At the beginning of the season posts a sign-up chart in the ladies' locker room with details of venues and dates. States clearly on the sign-up sheet that, although a player may sign up for as many home and away games as she desires, she ~~might~~ will only be accepted once and MAY be called on as an alternate in the event of a cancellation for future dates.
- A week before each match contacts the chosen players and informs each, that as representatives of the CGCC, they are expected to stay for lunch with the opposing team. Organizes the transportation.
- A week before each match contacts the host coordinator with names of the players and their handicap factors (indexes).
- Sends the scores from the matches to the Main Coordinator for the Senior Interclub.
- Completes a full report for the Senior Interclub File, including recommendations for the following year, and then returns the File to the Captain.
- Announces the outcome of the Senior Interclub competition at the Ladies' League Fall Wind-Up.

c. Challenge Cup

i. The Competition

- This competition takes place over the golf season and is in a Match Play format ~~arranged as a double knock-out.~~
- All Ladies' League members are eligible to play and may sign-up in the ladies' locker room early in the season.
- Games may be played during league times or at a time arranged by the players.

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- Current handicaps are used and partners must go together to confirm these in the Pro Shop prior to play.
 - A trophy and prize are presented to the winner at the Ladies' League Annual Fall Meeting.
- ii. The Chairperson
- Requests the Challenge Cup File from the Captain and makes a complete review of all responsibilities and the associated time-line.
 - Provides a sign-up sheet at the start of the season and then makes up the draw.
 - Posts a sheet with the results of matches as well as a spread sheet showing the progress of matches played with winners and losers posted in the proper column for the next matches.
 - Ensures that the matches and play-off matches are played within the allotted time. If necessary, assigns defaults.
 - Completes a full report for the Challenge Cup File, including recommendations for the following year, and then returns the File to the Captain.

d. Ringer Board

- i. The Competition
- The aim of the Ringer Board Competition is to have golfers record their best score at each hole over the course of the season in an effort to continually improve each hole score.
 - Sign-up is based on handicap categories at the beginning of the year and you do not change categories during the season. There are three handicap groups: 0-28, 29-36 and 37-40. Players with handicaps higher than 40 use a 40 handicap.
 - A chart is posted in the locker room. Participants enter individual hole scores for the first 18 holes they play and then change each hole as they score better during the season.
 - At the end of the season there is a winner declared in each handicap category. Scoring is done on the Stableford Points System.
 - Prizes are presented at the Ladies' League Annual Fall Meeting.
- ii. The Chairperson
- Requests the Ringer Board File from the Captain and makes a complete review of all responsibilities and the associated time-line.
 - At the beginning of the season, draws up a chart and posts it in the ladies' locker room. A template is available.
 - At the end of the season, decides on a cut-off date and then calculates the scores. Scoring guidelines are available.
 - Gives the names of the winners to the Captain.
 - Completes a full report for the Ringer Board File, including recommendations for the following year, and then returns the File to the Captain.

League Play

a. Morning Captain

- i. Requests the Morning Captain File from the Captain and makes a complete review of all responsibilities and the associated time-line.
- ii. Works very closely with the Captain and follows the Ladies' League Itinerary.
- iii. Posts a sign-up sheet in the ladies' locker room each week, with the title of the fun game, pin round, interclub, and/or qualifying event in which the golfers may play.
- iv. Takes down the morning sign-up sheet on Saturday at noon. Makes up the draw and gets it to the Pro Shop by Sunday evening.
- v. Ensures the draw for the week of play and the sign-up sheet for the next week are posted on the board by the Starter's Shack prior to the first tee time. Reposts the sign-up sheet in the ladies' locker room after the last group finishes play.
- vi. Works with the Starter to rearrange the draw if necessary, for no-shows, and cancellations, and drop-ins, as the ladies prepare to play
- ~~vii. Provides a Deuce Pot for buy in each week which may be won with a birdie on a par three, or if no one achieves that, then with a particular skill on a particular hole such as Longest Putt on the 1st hole, or Chip Shot closest to the 7th hole. (Thus ensuring the Deuce Pot is won each week, either with a deuce or a skill prize.) Notifies the winner and posts the name on the board beside the Starter Shack the following week.~~
- viii. Greets the golfers as they arrive and ensures that every lady has a group to play with. When an Interclub competition is scheduled, welcomes the Interclub golfers as they arrive and assists them if required.
- ix. ~~Plays with the last group to go out or ensures her designate does so.~~
- x. Completes a full report for the Morning Captain File, including recommendations for the following year, and then returns the File to the Captain.

b. Afternoon Captain

- i. Requests the Afternoon Captain File from the Captain and makes a complete review of all responsibilities and the associated time-line.
- ii. Works closely with the Captain and follows the Ladies' League Itinerary.
- iii. Posts a sign-up sheet in the ladies' locker room each week that also indicates the fun game, pin round, &/or qualifying event in which the ladies may play.
- iv. Takes down the morning sign-up sheet on Saturday at noon. Makes up the draw and gets it to the Pro Shop by Sunday evening.
- ~~v. Provides a Deuce Pot for buy in each week which may be won with a birdie on a par three and notifies the winner.~~
- vi. Greets the golfers as they arrive and ensures that every lady has a group to play with.
- ~~vii. Plays with the last group to go out or ensures her designate does so.~~
- viii. Ensures that the ~~Business Ladies'~~ group is informed, through the Starter's Shack, about any fun games, competitions, deuce pot, and other events that are taking place on any given Wednesday.

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- ix. Completes a full report for the Afternoon Captain File, including the activities of the ~~Business Ladies~~. Makes recommendations for the following year, and then returns the File to the Captain.

c. RCGA Women's Division Pin Round Award

- i. **Policy:** This is a nationally sponsored Individual Stroke Play competition, less full handicap, to be played on the CGCC course. It is to be played over 18 holes on Wednesdays (league day). As a separate competition, it may also be played over 9 holes.
- ii. Pin Round competitors, who must be CGCC or Transfer Members, play along with regular league stroke play but they must play under the Rules of Stroke Play competition – the competitors must hole out, and the score must be attested.
- iii. A player does not have to play all designated Pin Rounds, as only the aggregate of the player's four lowest Net Pin Rounds count.
- iv. Pin Rounds are the responsibility of each individual club or group. Forms for recording Pin Rounds are available from the National Office.
- v. RCGA Women's Division Pins are presented annually to the player returning the lowest aggregate of four net scores, and to the runner-up.
- vi. Second time winners will receive a year bar.
- vii. Only RCGA Women's Division members are eligible to receive this Award.
- viii. The Handicap Chair runs this competition.

d. Fun Games (To be determined by each organizer each year)

A number of fun games are played throughout the season over the first nine holes. Examples include, but are not limited to: "Count Your Putts", "Hidden Partner" and "Flag Tournament". ~~In "Hidden Partner" a player is paired with another player signed up for that day. Only the Captains know the pairings. The pair with the lowest score wins. In the "Flag Tournament" each player is given a small flag with her name on it. The player sticks the flag into the ground where her ball lies after she has taken the number of strokes that equal par plus her handicap. The player who carries her flag farthest around the course (going extra holes if necessary) wins.~~ Prizes are awarded for each game at the Ladies' League Fall Wind-Up

e. League Play Scheduling

- i. Morning – Tee times are usually scheduled from 9:00 a.m. to 10:30 a.m.
- ii. Afternoon – Tee times are usually scheduled from 3:30 – 5:45:00 p.m.
- ~~iii. Business – Tee times are usually scheduled from 4:45 – 5:45 p.m.~~

f. Ladies League Fall Windup

On the last Wednesday of September there is a dinner to celebrate the past season. The dinner is followed by the presentation of the trophies and prizes for the Ladies' League Tournaments as well as the prizes for the fun games.

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GENERAL / MISCELLANEOUS

1. **Policy:** The Memorial Bench, which is currently situated at the 15th hole, was set up in 2001 to honour deceased members of the Ladies' League. Their names were inscribed on individual plaques. Since 2005, the Bench honours all deceased lady members of the Canmore Golf & Curling Club.
2. **Policy:** The Memorial Rock, which is crafted from rundle rock, was donated by Betty Vanderzyde. It hangs on the west wall of the Clubhouse and displays individual plaques honouring deceased members of the Ladies' League. Members wishing to have a name added to this Memorial should bring the name forward, in writing, to the Past President. The request should include information about the deceased as well as a testimonial.
3. **Guest Policy:** Any member of the Ladies' League may request that her guest be allowed to play one or two rounds of golf without purchasing a membership. This is for special circumstances such as a friend or relative from out of town visiting the member for a week or two.
4. **Policy:** The Membership Fee for the Ladies' League is recommended by the Executive and approved by the Ladies' League membership.
5. **Policy:** Hole-in-One Insurance at \$5 per member (included in the Ladies' League Membership Fee) was set up during the 2004 season. Its purpose is to cover the cost of buying the house a round of drinks if a Ladies' League member scores a hole-in-one during Wednesday league play. It has to be used in the clubhouse following the round. ~~If there is no hole in one during the season the recommendation is that the fund be used to buy everyone a drink at the Ladies' League Fall Wind-Up.~~ There needs to be a separate line item indicating total hole in one funds insurance balances on treasurers report.
6. League Fun Days – Scrambles are usually organized for both the first and the last Ladies' League days of the season. They are played in the afternoon and are followed by dinner. The aim of the scramble is to encourage a socializing by providing a fun event and by mixing morning and afternoon players. ~~At the first scramble of the season the Pro Shop may participate with such fun activities as a fashion show, shopping spree, or special draws.~~
7. An honorarium is generally given to the President at the Annual Fall Meeting as a thank you for her service.
8. ~~A Thank You to the Executive and Captain's Committee as well as to any other Ladies' League members who have given generously of their time and talents may take the form of a round of golf and a dinner at the end of the season with the expense of the dinner being borne by the Ladies' League.~~
9. It is traditional to hold 50/50 draws at many of the Ladies League tournaments and meetings. The suggested uses for the funds raised include, but are not limited to, Interclub ladies' luncheons, golf scholarships, and worthy charities or CGCC causes.
10. ~~(It is traditional to give away as door prizes two Ladies' Golf Camps and five Ladies' League memberships at the Annual Spring Meeting. It is suggested that this be changed to one Ladies Golf Camp and three Ladies' League memberships at the Annual Spring Meeting and the same for the Annual Fall Meeting.) The Executive at it's discretion and by membership vote can choose whatever it wants as give aways at Spring meeting (camps, memberships, etc)~~

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Addendum
Ladies' League Policies

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Addendum Ladies' League Policies

CANMORE GOLF & CURLING CLUB LADIES LEAGUE POLICIES

Addendum to Ladies' League Terms of Reference January 2009

This Addendum contains all the Policies mentioned in the Terms of Reference. They have been copied into this document for easy reference. Should new policies or amendments to current policies be needed the correct procedure is as follows:

A new policy or an amendment to a current policy may be initiated by a member of the Ladies' League or by an Executive Officer. It must be presented in writing to the Executive Officers for discussion. The Executive determines their recommendation which is then taken to the next Annual Meeting for approval or disapproval by the membership.

If the Executive determines that the policy or amendment to policy is needed immediately, the recommendation should be publicized via email, newsletter and bulletin board, and if generally accepted, may be put into effect on an interim basis until the next Annual Meeting when it may be ratified or reversed by the membership in attendance.

POLICIES

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Subject: Financial Matters 5

Fiscal Year

The fiscal year for the Ladies' League is November 1 to October 31.

Operating Budget

A yearly operating budget for the Ladies League will be drawn up prior to the beginning of the new fiscal year by the Treasurer in cooperation with the President. The budget shall then be presented to the Executive Officers at their November meeting.

Subject: Membership 6

Eligibility

Membership is granted to any lady who has paid her dues in full to the Ladies League. The following are eligible to become members:

- a. CGCC Bona Fide Members** – All ladies who are current members in good standing of the Canmore Golf & Curling Club;
- b. CGCC Transfer Members** – All ladies who have accepted a transfer membership in the Canmore Golf & Curling Club; and

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- c. **CGCC Non-Members** – Any ladies who are interested in golfing in the Ladies League.
- d. **Honorary Life Members** – A lady may be granted honorary life membership in the Ladies’ League for outstanding service to the League.

Member Tee Times

All members of the Ladies League; whether they are bona fide members of the CGCC, transfer members of the CGCC or non-members of the CGCC are accepted on an equal basis during league play, and therefore may play at any time allocated to the Ladies League by the Pro Shop.

Member Participation in Ladies’ League Tournaments

All members of the Ladies League; whether they are bona fide members of the CGCC, transfer members of the CGCC or non-members of the CGCC may enter any of the Ladies League tournaments and may accept the prizes associated with said tournaments. However, only a bona fide member or a transfer member of the CGCC will be awarded the trophy. Thus, if a non-member of the CGCC wins the tournament she is allowed to accept the first place prize but the trophy will be awarded to the highest-placed bona fide member or transfer member of the CGCC.

Subject: Meetings **7**

General Meetings

Two meetings of the full Ladies’ League membership are held each year - one in the spring, just prior to the golf season, and one in the fall, near the close of the golf season.

Executive Meetings

Regular Executive Meetings are held once a month every month except December and are scheduled to precede the regular monthly meeting of the CGCC Board of Directors. A quorum is defined as a simple majority.

CGCC Board of Directors Meetings

The President, representing the Ladies’ League, shall attend all regular meetings and present a prepared report on the Ladies’ League. A report back to the Executive regarding anything pertinent to the Ladies’ League shall be given on or before the next Executive meeting.

CGCC Committee Meetings

~~The Ladies’ League is required to provide representation to each of the four committees of the CGCC Board—namely: the Pro Shop, Food and Beverage, Grounds, and Financial Committees. Thus, any members of the Executive Ladies League who is a PMC is are invited to volunteer to attend these meetings. In the event a representative cannot be found for any of the Committees, then an interested lady of the general membership, who is a bona fide or transfer member of the CGCC may be selected to attend. In either case, a report is sent back to the Executive on or before the next regular Executive meeting. If invited, the ladies league will provide representation to any board committees Any interested lady who holds a PMC is eligible.~~

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Subject: Executive Officers **9**

Executive Positions

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Potential Executive Officers are nominated from within those ladies who are bona fide members and transfer members of the CGCC and are elected by same. The following positions comprise the Officers of the Executive:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Captain
- f. Handicap Chair
- g. Past President
- h. Members At Large x 2

Term of Office

The positions of Vice President, President and Past President are one-year terms. The Vice President will move up to the office of President for her second term of office, and then to the position of Past President for her third term of office. The President, having completed a previous term of office as the Vice President, moves on to the role of Past President.

The positions of Secretary, Treasurer, Captain, and Handicap Chair shall have rotating two-year terms of office with the Secretary and Treasurer starting the rotation with one-year terms and the Captain and Handicap Chair starting with two-year terms (commencing Fall 2009) After the initial year, all terms for these four positions will be for two years. This will ensure continuity on the Executive with a gradual infusion of new officers and new ideas. Discuss at Spring meeting...do we want to possibly discourage someone from maintaining a position on Exec. Who may be doing a great job?

Roles and Responsibilities

All positions on the Executive share the role of ambassador for the Ladies' League and by extension, for the Canmore Golf & Curling Club. ~~As such, each Executive Officer must maintain a positive attitude about all the League's affairs and shall conduct her communications within and without the Club with the utmost of discretion.~~

Captain

The Captain maintains a current file for each and every competition and tournament for which an annual prize or trophy is presented at the Ladies' League Fall Wind-up and for each of the Ladies' Open Tournaments. Each file is loaned out to the appropriate chairperson at the Committee's first meeting. After the event, the chairperson's final report and financial statement are added to each file before giving them back to the Captain.

Subject: Captain's Committee

15

Term of Office

The term of office for all Chairpersons of the Captain's Committee shall be for one year beginning at the date of the fall meeting and ending at the fall meeting of the following year. Chairpersons, if invited and are willing, may serve for a second year.

Event Descriptions with Roles and Responsibilities

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Ladies Open

- The Ladies Open is a two-day competition in an Individual Stroke (medal) Play format with a trophy presented for the low gross score.
- There is an age requirement of 18 years of age or older. Consideration for players under the age requirement may be extended by invitation only, based on, but not limited to: present Junior Club Champions, players of notable golf accomplishments, and minimum handicap. The number of underage players is limited to two.
- Ten percent of the gross revenue is owed to the CGCC.

Ladies Member Guest/Invitational

- The Ladies Member Guest/Invitational is a one-day tournament in a Net Two Best Balls format with ladies playing as teams of four, regardless of whether the ladies signed up together or separately.
- There is an age requirement of 18 years of age or older. Consideration for players under the age requirement may be extended by invitation only, based on, but not limited to: present Junior Club Champions, players of notable golf accomplishments, and minimum handicap. The number of underage players is limited to two.
- Ten percent of the gross revenue is owed to the CGCC.

Memorial Tournament

- The Memorial Tournament is in memory of deceased ladies who were members of CGCC. The format is Individual Stroke (medal) Play over 18 holes and is held on a Wednesday (league day) afternoon.
- The overall winner must be a bona fide member or a transfer member of the Canmore Golf and Curling Club to receive the trophy. Ladies' League members may win the overall first place prize, but not the trophy, which is awarded to the highest placing bona fide or transfer member of the CGCC.

Handicap Tournament

- The Handicap Tournament is played every year and is an opportunity for all members of the Ladies' League to compete in a fun and friendly competition. The format is Individual Net Stroke (medal) Play over 18 holes and is held on a Wednesday (league day) afternoon.
- The overall winner must be a bona fide member or a transfer member of the Canmore Golf and Curling Club to receive the Trophy. Ladies' League members may win the overall first place prize, but not the trophy, which is awarded to the highest placing bona fide or transfer member of the CGCC.

Best Ball Tournament

- The Best Ball Tournament is a Net Best Ball format with ladies playing 18 holes as teams of two golfers. It is played on a Wednesday (league day) afternoon.
- The overall winner must be a bona fide member or a transfer member of the Canmore Golf and Curling Club to receive the Trophy. Ladies' League members may win the overall first place prize, but not the trophy, which is awarded to the highest placing bona fide or transfer member of the CGCC.

Club Championships

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- This is a two-day competition in a stroke (medal) play format and is open to all CGCC bona fide and transfer members.
- The divisions within the tournament are as follows: Ladies (18 and over), Men (18 and over), Senior Ladies (50 and over), Senior Men (55 and over), Super Senior Ladies (65 and over) and Super Senior Men (70 and over), Junior Ladies (12 – 17) and Junior Men (12 – 17). There are also Junior Girls (11 and under) and Junior Boys (11 and under), but for these two groups, the Tournament is one day only. Any golfer in a higher age category may also play in a lower age category. Thus a Super Senior is eligible to play in three age divisions.

~~Club Mixed Championship~~

- ~~This is a one-day tournament in a Best Ball format open to bona fide and transfer members of the CGCC. Each team is comprised of a lady and a man who play with their partner of choice. A single golfer may also sign up and will be paired with a partner.~~
- ~~There is an age requirement of 18 years of age or older. Consideration for players under the age requirement may be extended by invitation only, based on, but not limited to: present Junior Club Champions, players of notable golf accomplishments, and minimum handicap. The number of underage players is limited to two.~~

~~Club Windup~~

- ~~This tournament is a mixed team competition in a Scramble format and is open to all bona fide and transfer members of the CGCC.~~

Interclub

The Interclub takes precedence over the Senior Interclub. If a lady qualifies for an Interclub competition, she must cancel her participation in a timely manner, in a Senior Interclub competition taking place on that day.

RCGA Women's Division Pin Round Award

This is a nationally sponsored Individual Stroke Play competition, less full handicap, to be played on the CGCC course. It is to be played over 18 holes on Wednesdays (league day). As a separate competition it may also be played over 9 holes.

Subject: General/Miscellaneous

28

Memorial Bench

The Memorial Bench, which is currently situated ~~edien~~ at the 15th hole~~d~~, was set up in 2001 to honour deceased members of the Ladies' League. Their names were inscribed on individual plaques. Since 2005, the Bench honours all deceased lady members of the Canmore Golf and Curling Club.

Memorial Rock

The Memorial Rock, which is crafted from rundle rock, was donated by Betty Vanderzyde. It hangs on the west wall of the Clubhouse and displays individual plaques honouring deceased members of the Ladies' League. Members wishing to have a name added to this Memorial should bring the name forward, in writing, to the Past President. The request should include information about the deceased as well as a testimonial. [Has Betty turned over the administration of this to ladies league?bvg](#)

Guest

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Any member of the Ladies' League may request that her guest be allowed to play one or two rounds of golf without purchasing a membership. This is for special circumstances such as a friend or relative from out of town visiting the member for a week or two.

Membership Fee

The Membership Free for Ladies' League is recommended by the Executive and approved by the Ladies' League Membership.

Hole-in-One

Hole-in-One Insurance at \$5 per member (included in the Ladies' League Membership Fee) was set up during the 2004 season. Its purpose is to cover the cost of buying the house a round of drinks if a Ladies' League member scores a hole-in-one during Wednesday league play. It has to be used in the clubhouse following the round. If there is no hole-in-one during the season the recommendation is that the fund be used to buy everyone a drink at the Ladies' League Fall Wind-Up.