



VALE ROYAL ABBEY

Ladies Section Operating Guidelines

This document defines the scope of the responsibilities of the Ladies Section Committee and outlines the major processes and procedures. This should be read in conjunction with the Ladies Competitions Manual, a copy of which is held in the Ladies Locker room.

1. The mission of the Ladies Section is to provide competitive golf and social activities for Lady members of the Club. The Ladies Committee will provide a diary of competitions throughout the year as well as social functions and competitive and friendly matches against other local clubs. The objectives of the Section will be managed in parallel with the Club Constitution.
2. The VRAGC Ladies Section will manage the CONGU Handicaps of Lady Members. Competitions will be run as per the CONGU rules and the guidelines defined by the Ladies Competition Manual. There are specific qualification criteria for major competitions and it is a requirement that the Ladies Competition book is signed and the appropriate fee is paid before a member can play in a Ladies Section Competition. The level of competition fee will be determined by the Committee from time to time and confirmed at a members' meeting. An alternate competition will be held each weekend for Lady members who are unable to play on the main competition day (Currently Tuesday)
3. The Ladies Committee will manage external competitions for the benefit of Lady Members e.g. Cheshire Shield, Percival Trophy, Mail On Sunday and the Cheshire Ladies Association. Assistance will also be provided to the Gentlemen's HCC for participation in Manchester Alliance Mixed Matches. A Shield Organizer and Friendly Organizer will be appointed by the Committee. The Committee will also help organize the Ladies Opens and other Club Open Competitions as required.
4. The Ladies Section will organize and administer the effective running of the section. A Committee shall be elected and comprise Lady Captain, Lady Vice Captain, Secretary, Treasurer, Handicap Secretary, Competition Secretary, Ladies Committee Chair, Social Secretary and a number of Committee Assistants. The Ladies Chairman will be nominated for election at the Club AGM to the post of Ladies Committee Chair on the Club Management Committee. The Committee positions are held for a defined period of time and in rotation, members of Committee will stand down and their positions will be filled by means of a ballot at a Lady members' meeting. The terms of office are as follows:

Lady Captain	1 year
Lady Vice Captain	1 year
Handicap Secretary	3 years
Secretary	3 years
Competition Secretary	3 years
Social Secretary	2 years

Committee Assistants	2 years
Treasurer	3 years
Chair	3 years

The Lady Captain will stand down from the Committee following her term of office. However the retiring Lady Captain may be co-opted or elected to the Ladies Committee should a position be vacant. The Committee may as needed and for as long as is required co-opt members onto the Committee, Normally such co-option will be for a specific purpose.

5. The Ladies Committee will organize an annual meeting for the Ladies Section before the Club AGM. The Notice and Agenda of the meeting will be posted 6 weeks prior to the meeting. Vacant positions on the Committee and notice of the ballot will be placed on the notice board at least 4 weeks prior to the meeting inviting nominations to fill the vacant positions. Nominations must be proposed and seconded by members of the section. The members who have stood down may seek re-election if they so wish. The closing date for nominations will be one week prior to the meeting. If at the end of that period there are multiple nominations for any of the vacancies, election by ballot shall be conducted under the supervision of the Committee. The nominations receiving the greatest number of votes shall be elected and in case of equality of votes, the Lady Captain shall decide by lot which of the candidates so receiving an equal number of votes should be elected. The minutes of the previous Annual Meeting will be posted on the notice board. at least 3 weeks before the meeting.

6. The Annual meeting will also serve as a communication forum to discuss Section issues. Minutes will be recorded and made available to members and the Club Management Committee. A member may table a resolution for discussion and vote provided it is submitted in writing to the Ladies Secretary at least 3 weeks prior to the meeting. Any other matters for discussion may be tabled by the member at the meeting under "Any Other Business". All members will be entitled to vote and decisions will be decided by simple majority of the votes cast. In the event of a tie the Chairman may if she so wishes cast a deciding vote.

These guidelines will only be altered with the majority agreement of the Ladies Section members and providing there is no conflict with the Club Constitution

Written : May 2008

Revised: