Women's

Captain's Manual

British Columbia…

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The purpose of this Manual is to provide a guideline to aid the Captain and her Executive in the planning and operation of the Women's Committee. Because of variations in club content and geography some items will not necessarily apply to all clubs.

Note that this document and all addendums are available on the British Columbia Golf website.

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1. MEMBERSHIP

Membership in the Association shall obligate each Member to abide by the Constitution, By-Laws, rules and regulations of the Association.

To belong to the British Columbia Golf Association (British Columbia Golf) and Golf Canada an individual member must join a Member Club, a Member group or Golf Canada Players' Club. A Member group must have a minimum number of members as set by Golf Canada from time to time.

Member Clubs applying for a Section in addition to their regular women's group e.g. Business Women's should contact the Zone Chair in their area and complete a form, listing the committee members. Once received and approved by the Zone, British Columbia Golf will be notified to forward the new club a Captain's Manual. The new member group will then be included on the club mailing list.

2. RESPONSIBILITIES OF THE WOMEN'S COMMITTEE

The Women's Committee is responsible for receiving, replying to and disseminating British Columbia Golf/Golf Canada/Zone correspondence and ensuring payment of British Columbia Golf/Golf Canada fees & Zone levies when applicable.

The following is a suggested guideline of committee members for all Women's Committee of member clubs. Member groups should have at least three committee members.

- Captain
- Vice-Captain
- Secretary and/or Treasurer
- Match Chair
- Rules Chair
- Junior Chair
- House/Social Chair
- Women's Handicap Chair
- Other Committees necessary to fulfill the mandate of the Club

Each committee member should have definite responsibilities. It is recommended that an Annual Meeting be held in the fall and new officers, if applicable, be elected at that time.

The committee should be organized to provide continuity from term to term and where possible have a member in training for each committee position.

2.1 CAPTAIN

2.1.1 RESPONSIBILITIES TO THE WOMEN'S COMMITTEE

1. Compile Women's Fixture sheet or card prior to or at the beginning of the season.
2. Report at the opening meeting the activities for the coming season and information received at the Zone Captains' meeting. It is recommended that the Club's opening meeting should follow the spring Captains' Meeting.
3. Post all information, especially bulletins from Zone, Provincial and National Associations. Distribute copies to the appropriate Women's Committee members.
4. Ensure each member is made aware of how to receive a British Columbia Golf /Golf Canada membership card.
5. Record Golf Canada pin round results on pin round sheets.
6. Mail British Columbia Golf 18 and 9 Hole Pin Round Winners to Zone Chair.
7. Ensure the club has an active Handicap Committee. This Committee is responsible for administering the Golf Canada Handicap System. It is recommended that the Women's Committee request representation on

the Club Handicap Committee. Club policies should be determined before the season opens. (Information on Handicap Committee Responsibilities, see Section 8 of the Handicap Manual).

8. In consultation with the Club Handicap Committee the course may be closed for posting of scores for handicap purposes for a stipulated period of time (a day, week, month or until further notice) when the course is not playing to its rating, i.e. when the course is considerably shortened by temporary tee markers and/or temporary greens; or if there is excessive water on the course significantly reducing roll; or the ground is frozen.
9. Work with the Tournament Committee to determine whether scores should be posted as "Tournament Scores" in advance of the competition beginning.
10. In consultation with the Tournament Committee, determine at the start of a competition if it is to be cancelled.
11. If the Tournament Committee considers for any reason that the course becomes unplayable, or that there are circumstances which render the play of the game inequitable, a temporary suspension or cancellation of a round may be declared.

2.1.2 RESPONSIBILITIES TO THE ZONE

1. Attend all Zone Captains' meetings or send a representative.
2. Act as liaison between the club and the Zone Executive.
3. Advise British Columbia Golf when there is any change in the golf course, i.e. yardage variation, addition or deletion of penalty areas or bunkers, trees, etc. as these changes in distance or construction could affect the course & slope ratings and consequently the player's handicap factor.
4. Submit the Golf Canada Pin Round order form and the Club Championship Net Award order form provided by British Columbia Golf to your Zone Treasurer or representative. The awards will be provided at the Captain's spring meeting along with your break pin orders. There is no charge for these awards.
5. Inform Zone Chair of the Women's Section of Dorothy Olive Franklin winner & fees by July 31; British Columbia Golf of 18 Hole and 9 Hole Pin Round - submit entry form and fees by July 31 with Winners names submitted by September 15.
6. Inform Zone Chair of the Women's Section of Beat the Champ winner if any and send 40% of the funds collected by July 31.
7. Year-end information required by the Zone:
8. Names, addresses, phone numbers & email addresses of incoming executive;
9. Dates of any tournaments, field days, mixed, sweepstakes, etc. for Provincial Fixture sheet. Invitational tournaments are not to be included;
10. Club Supply order form (break pins, etc.);
11. British Columbia Golf Pin Round order form.

2.1.3 RESPONSIBILITIES TO BRITISH COLUMBIA GOLF

1. British Columbia Golf Annual General Meeting (AGM)

The AGM normally occurs in the spring of each year. Each Voting Member shall be entitled to appoint Delegates to represent it at the Annual General Meeting. The number of Delegates is determined by the overall membership size. It is recommended that the Women's Committee Captains try to ensure that women in the Club are represented at the club delegate level. Notices of the AGM will be sent to each club/group and to the Chair of each Zone.

Elections to the British Columbia Golf Board for Directors at Large are held at the British Columbia Golf Annual General Meeting and named delegates are mailed ballots. A proxy vote is used for all British Columbia Golf business other than election of British Columbia Golf Directors. Each delegate will receive in their package a ballot to vote for Directors at Large.

2.1.4 RESPONSIBILITIES TO GOLF CANADA

1. Ensure sufficient supply of the club's yearly worksheets, pin round sheets and Golf Canada forms are on hand.
2. Return Golf Canada Pin Round order forms at the fall meeting to the Zone Treasurer.

2.2 VICE-CAPTAIN

1. The Vice-Captain is the understudy to the Captain and performs her duties as designated by the Captain. Duties may include, as example:
   - Trophies and prizes
   - New members
   - Publicity
2. The Vice-Captain assumes the duties of the Captain in her absence.

2.3 SECRETARY

The Secretary records minutes at meetings and attends to most correspondence. Sometimes, it may be appropriate for someone other than the Secretary to answer correspondence. The offices of Secretary and Treasurer in some cases may be combined.

2.4 TREASURER

The Treasurer shall be responsible for the accounting of finances as designated by the Women's Committee. She coordinates with the Captain to submit fees to the Zone Chair for the various Women's Programs to meet deadline.

2.5 MATCH CHAIR

2.5.1 RESPONSIBILITIES

The Match Chair and her Tournament Committee, under the direction of the Captain, are responsible for all competitions and should:

1. Post sign-up sheets for each competition.
2. Make a draw before each competition.
3. Record in match book all information regarding competitions, i.e.,
    - Rules of the competition
    - General information (breaking ties, names of winners/runners-up)
    -

2.5.2 COMPETITION GUIDELINES

All competitors should play the competition under the same conditions. All rules of the competition should be clearly defined and posted prior to the competition. State if the competition should be posted as a "tournament score". A notice may be posted at the beginning of the golfing season and, unless players are otherwise notified, could cover all competitions for the golfing year.

1. Score cards: Ensure players understand where to return score cards. In stroke play, the cards must be checked and signed by the player and attested by her marker.
2. Method of Breaking Ties – The Rules of Golf recommend that all competitions should decide a champion or establish the final qualifying position for a subsequent play off. If a playoff is not possible, refer to the Tie Breaking method, as recommended in The Rules of Golf (Committee Procedures, Section 5A(6))
    - Gross Score - Better score for the last 9, if still tied, last 6, last three to last hole in sequence. If still tied, proceed with same method using front 9 scores.
    - Net Score - using same method described above, using one-half, one-third, one-sixth of handicap and so on.
3. List of awards – indicated prizes to be awarded, e.g. low gross, low net, etc.
4. Match play competitions – state length of time for completion of matches.
5. Handicaps – it is recommended that players' handicaps should not be changed during a tournament which is to be completed in a week. For competitions extending over a longer period, each competitor should play to her current handicap.

2.5.3 DRAWS

The Captain and Match Chair should decide the method of making draws for various competitions and post a notice of procedure on the bulletin board.

Examples:

Draw for Weekly Stroke Play Competitions

- According to handicap factor for qualifying rounds, pin rounds and monthly medals, vary the draw up to 6 or 8 stroke handicap difference or more so that the same players are not always drawn together.
- Regular play days, random draw, or as an example, separate players into four groups based on handicap and draw a player form each group to make up pairing.

Numerical Draw for Match Play

The numerical draw is recommended for match play competitions when matches are determined by a qualifying round. If this is not possible then the order could be determined by a blind draw or other method. The method being used should be posted in the "conditions" for the event. See The Rules of Golf, Appendix 1, part B 11. As an example, with 32 qualifiers, player 1 vs 32, 2 vs 31, 3 vs 30 and so on.

2.6 WOMEN'S COMMITTEE HANDICAP CHAIR

2.6.1 RESPONSIBILTIES

The Handicap Committee for the Member club is responsible for administering the Golf Canada Handicap System. This Committee should determine who can verify Handicap Factors for all Member Club members. It is recommended that the Women's Committee request representation on the Club Handicap Committee. Club policies should be determined before the season opens. (Information on Club Handicap Responsibilities - see Section 8 of the Golf Canada Handicap Manual).

Some Women's Committee may choose to have a Handicap Chair to assist their members in complying with the Golf Canada Handicap System. These responsibilities will include:

1. Knowing thee handicap system. Take the British Columbia Golf/ Golf Canada Handicap Seminar and be certified.
2. Current scoring records of all players in the club should be prominently displayed or made available for inspection by fellow members. E.g. by computer. Keep members informed of their responsibilities as players.
3. With cooperation of the Club Handicap Committee, review the accuracy of scoring records and information entered by any computation service. If any errors exist, the Handicap Committee should investigate and make any necessary adjustments.
4. The Club Handicap Committee is responsible for the adjustment and withdrawal of Handicap Factors and Course Handicaps. This would include Tournament performance review. The Club Handicap Committee should review the reduction of a player's Handicap Factor for exceptional tournament scores and make any other necessary adjustments.

5. Continuous Records: Scores made in a new playing season or calendar year should be added to those of the preceding playing season or calendar year. Scoring records should be maintained continuously from year to year to make up the required 20 scores from which the player's lowest ten handicap differentials are selected. Resigned member records should be kept for at least five years in case her new golf club should need it.
6. The Handicap Chair should keep the handicap factor records for players on the club's waiting list who are entitled to playing privileges, whether or not a green fee is paid. The Club Handicap Committee is responsible for the adjustment and withdrawal of Handicap Factors. For further information see the Golf Canada Handicap Manual, Section 8-4.

2.6.2 TOURNAMENT SCORES

The determination of Tournaments Scores is the responsibility of the Club Handicap Committee.

A competition that qualifies as a "tournament score" should be a significant, prestigious tournament as opposed to a social event. A "tournament score" is a score made in a competition that is organized and conducted by a committee in charge of the competition. The committee should announce in advance if the score shall be posted as a "tournament score". The competition must identify winners based on "stipulated rounds" and must be played under The Rules of Golf. When hosting tournaments, the committee should advise the competitors, on the rules sheet that the score is to be posted as a "T" score.

The following will assist in determining whether an event should qualify as a tournament score. Note that 9 hole scores are never designated as tournament scores.

Note: British Columbia & Golf Canada Pin Rounds or interclub matches are **not** to be posted as Tournament Scores.

EXCEPTIONAL TOURNAMENT SCORES

A player must score well below her handicap factor before the formula used to calculate tournament scores reduces her factor. The more eligible tournament scores in a player's record, the less effect the formula will have for reducing a player's factor.

The Club Handicap Committee is required to review all Reductions (R) to determine if any further adjustment is required (additional reduction, removal of the reduction, as examples).

2.6.3 MOST IMPROVED GOLFER

A player's current Golf Canada handicap factor should be used when determining the most improved golfer. A current handicap factor is comprised of all acceptable scores made on a slope rated golf course during their active playing season, at home, away or out of the country. Do not use handicap factors that have been reduced based on 'exceptional tournament scores. Keep a copy of each member's scoring record at the end of your club's playing season.

A report may be produced on the Golf Canada Score Centre to identify the most improved golfer, or you may use the following method:

Method for determining the most improved golfer:

Add 12 to the player's Golf Canada handicap factor recorded at the end of the previous playing season, e.g. Sept. 30. This is value A.

Add 12 to the player's Golf Canada handicap factor at the end of your club's playing season, e.g. Sept 30. This will be a player's 12 month scoring record. This is value B.

Divide value A by value B, calculating to three decimal places. This is the improvement factor. Players with a 9-hole Golf Canada handicap factor add 6 instead of 12.

Example	Value A: 22.6 + 12 =34.6
Starting handicap factor: 22.6	Value B: 17.4 + 12 =29.4
Ending handicap factor: 17.4	A÷B: 34.6÷29.4= 1.177 Improvement Factor

Continue this process for every golfer who improved during the year. The player with the highest improvement factor is the most improved player.

2.6.5 COURSE RECORDS

A course record can only be established in an individual stroke play competition with the holes and the tee-markers in their proper championship position (reference Decision Misc./1 Course Record in the Decisions on The Rules of Golf).

2.6.6 KEEPING COURSE DIFFICULTY CONSISTENT

A golf course is rated on its effective playing length and its playing difficulty under normal conditions. Each hole may be evaluated in determining the course setup from a distance standpoint in order to provide a fair test and to require a player to use most or all clubs during a round. If the length or normal playing difficulty changes materially, a Handicap Factor will be distorted. A difference of 22 yards for men or 18 yards for women will change the Golf Canada Course Rating 0.1 of a stroke. The Club Handicap Committee should seek the cooperation of the Greens Committee in maintaining both length and normal playing difficulty at a constant and fair level.

2.7 RULES CHAIR

2.7.1 RESPONSIBILITIES

The Rules Chair should have a Committee, which may include the Captain, Match Chair or others from the Women's Committee. It is important for her to have an understudy: The Rules Chair should:

1. Attend a rules workshop in the Zone or on-line Rules of Golf (Level 2 of the Golf Canada Rules Education Program
2. Familiarize members with The Rules of Golf by answering Rules questions, posting a "Rule of the Week", holding Rules sessions etc.
3. Ensure that members are familiar with good etiquette, what constitutes slow play and how to play faster.
4. Answer any queries on The Rules of Golf. If unable to answer the question, contact the Zone Rules Chair, British Columbia Golf or Golf Canada.
5. Never give a Rules decision or answer without showing the specific Rule(s) or decision.
6. Draw up the "Rules of Play" for competitions as necessary.
7. Make Rules decisions on competition days following v above.
8. Make sure that the club obtains the current edition of The Rules of Golf and The Decisions on The Rules of Golf.
9. Collaborate with the Pro Shop or Club Office to keep a supply of Rules books on hand.
10. Collaborate with other Rules Chairs within the Club, if applicable, on establishing and reviewing the Local Rules for the club to ensure they conform to The Rules of Golf and adopt Local Rules as suggested in Appendix 1 of the Rules of Golf.
11. Be familiar with the Rules of Amateur Status and as necessary refer questions to the British Columbia Golf or Golf Canada office.

2.7.2 SLOW PLAY

Slow play is a continuous problem that should be dealt with by the Captain and Rules Chair with a definite format and use of consistent penalties. It is recommended that the Committee provide as a Condition of the Competition (Rule 33-1 Conditions) pace of play guidelines (Note 2 to Rule 6-7- Undue Delay; Slow Play).

As an example, the Committee may determine, for groups of three, the following averages for completing holes:

- Par 3 - 12 minutes
- Par 4 - 14 minutes
- Par 5 – 16 minutes
- If playing in groups of four, add 1 minute to each hole.

Note that each hole and course will have its own playing characteristics which may affect the time to play a hole. This could include lengthy walks between greens and tees or holes which may play faster or longer than the norm (short par 4 or long par 3). Ensure the times are clearly reasonable.

Slow play is a continuous problem that should be dealt with by the Captain and Rules Chair with a definite format.

2.8 JUNIOR CHAIR

Each club should have a Junior Chair.

2.8.1 RESPONSIBILITIES

1. Promote junior girls' golf.
2. Promote "Beat the Champ" week. 40% to Zone Chair for junior development; 60% for junior girls' development at the club level
3. Inform the Zone Chair of the number of winners to receive pins by July 31.
4. Inform juniors of all competitions available to them. They must be allowed to compete in pin rounds, however, play in other club competitions is strictly a club decision.
5. Support and promote the program at the Zone level whether or not there is a program at the Club level.
6. All junior members under 19 years of age with playing privileges are required to be Golf Canada members.

The charitable arm of British Columbia Golf is the Player Development Trust Fund (PDTF). The PDTF supports junior and graduated junior golfers with financial assistance, scholarships and other aid. Clubs are encouraged to support fundraising activities. Individual donations are eligible to receive a tax receipt (see the British Columbia Golf website for more information).

2.8.2 JUNIOR HANDICAP REDUCTION AWARD

These may be awarded at the club and Zone levels. All juniors, regardless of their handicap factor are eligible.

There are two ways for a beginning junior to qualify for this award:

A beginning junior golfer in her first year does not require previous year's scores. She can establish a handicap factor by posting five differentials, and she will then require 20 additional scores to qualify. All of the above must be in the same golfing year.

She requires 20 scores from the previous year and 20 scores from the current year.

Any junior who becomes a non-junior before October 1st is not eligible for junior awards. If a non-junior award is awarded at the club level, she would be eligible for a non-junior award.

2.9 HOUSE/SOCIAL COMMITTEE

The House/Social Committee is responsible for the social activities of the Women's Committee.

2.10 PREPARATION FOR A TOURNAMENT OR CLUB EVENT

Responsibility for conducting Tournaments will be decided by the Executive Committee. Various tasks may be delegated to a Sub-committee by the individual responsible for the overall running of the event(s). The following check list will ensure a successful tournament.

- Event Name
- Date of the Event
- Format of the Competition
- Whether to be posted as a Tournament Score
- Prize Structure
- Entry Fee
- Signup Sheet or Entry Form (How to Enter)
- Deadline for Entries
- Date Event should be first publicized and how (posters, newsletter)
- Liaise with Management & The Pro Shop
- Monitor Entries
- Prepare the Draw
- Post the Draw
- Prepare Scorecards
- Scoring (where are cards to be returned)
- How will winner be determined
- Selection of Prizes
- Prize Presentation
- Recap (Financial & Otherwise)

2.11 ORIENTATION FOR NEW MEMBERS

Conducting a proper orientation will provide an invaluable service to the new golfer, as well as ensure the new golfer is appropriately familiar with the etiquette, and other regulations that can affect her enjoyment of the Club. The New Member is often presented with a New Member Orientation Folder which will contain quite an array of information. The Club Captain, the Board of Directors (where applicable) and Club Management will address the New Members on several topics. Each Club should work to ensure the new member is made welcome and should ensure they are made aware of any polices at the club. Some of the keys to help may include:

- Introduction to facilities (pro shop staff, food/beverage staff)
- Acquiring Tee Times and posting scores
- Dress Code
- Safety & Consideration
- General course etiquette
- Use of Pull Carts, Power Carts, Pace of Play, Bunker and Green Care, General Course Care.
- Whom to express concerns, problems and suggestions.
- If the new member is changing membership from another golf club, work to ensure their scoring record is transferred properly. Usually this will be a matter of transferring the record from one club to another electronically, however, sometime the player will only have their last twenty scores, which will need to be posted correctly to their new account with your club.

3. BRITISH COLUMBIA GOLF & GOLF CANADA CLUB COMPETITIONS

British Columbia Golf's Championship Committee encourages and recommends permitting players to compete from different sets of tees in club competitions. If your club permits players to play from the tees on your course from which they wish to play, please remember to make any adjustments as provided in Section 3-5 of the Golf Canada Handicap Manual. This will allow players of all levels to compete and have fun.

3.1 GOLF CANADA PIN ROUND

This is a nationally sponsored Stroke Play competition, less full handicap, to be played on the Member Club course, 18 holes, or 9 holes, under the same conditions on specific days.

In the case of a 9 hole course to be eligible, the member must play the course twice with continuous play for the 18-hole Pin Round Award.

Clubs and groups should arrange for Pin Rounds in their season schedule. These should not exceed ten in number. Due to possible rainout, a minimum of six is recommended. Pin Rounds may be played along with any Club Stroke Play competition, as specified by the Club Committee, but all Pin Round scores must be made on the player's home course. A player does not have to play all designated Pin Rounds, as only the aggregate of the player's four lowest net Pin rounds counts.

Pin Rounds must be played under The Rules of Stroke Play competition. The competitors must hole out, (see Rule 3.3C) and the score must be attested by a fellow competitor. Where there is one competitor; a pin may be awarded if the average of her four best net scores does not exceed the Course Rating by more than six strokes. Pin Rounds are the responsibility of each individual club or group.

Golf Canada Women's Division Pins are presented annually to the player returning the lowest aggregate of four net scores and to the runner-up. Clubs are to honour ties for winners or runners-up.

Awards are available to the Business Women Committees of a Member Club or Group, providing the Pin Rounds are played under the above rules.

Awards are also available to the 9 hole Women's Committee of a Member Club or Group, providing the Pin Rounds are played under the above rules but using the player's 9-hole handicap. Participants in the Business Women's Committee and 9 hole Women's Committee Pin Rounds may not enter the Women's Pin Round competitions and vice versa.

Only Golf Canada Women's Division members are eligible to receive this award. Pin Round Awards are free to current year's winners. Prior winners may replace lost pins at a cost of $5.00 each.

3.2 BRITISH COLUMBIA 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 throughout the Province.

Format: Maximum handicap factor 40.4. Scores used for British Columbia Golf Pin Round Competition are the one lowest net score for all scheduled Golf Canada Women's Division Pin Rounds. The Golf Canada Women's Division Pin Round Award is a separate competition from the British Columbia Golf 18 Hole Pin Round Competition and Clubs can choose to enter the Golf Canada Women's Division Pin Round Competition without also entering British Columbia Golf 18 Hole Pin Round Competition.

Ties: Record ties on the work sheet. 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. CHEQUE TO BE MADE PAYABLE TO THE ZONE.

Mail Winner Form to Zone Chair: Include signed and attested score card of the winner. The last pin round must not be scheduled later than September 15th, so that the winner form can be mailed to the Zone Chair immediately.

3.3 BRITISH COLUMBIA GOLF 9 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 throughout the Province.

Format: Lowest net score of all scheduled 9 Hole Pin Rounds. Handicap factor limit: 20.2. A player is only required to play one round during the season to qualify for the competition

Ties: Record ties on the work sheet. If lowest round of the season, tie to be broken by calculating the net differential, if still tied; both scores will be honoured.

Prizes: 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 differential winner.

Fee: $2.00 per participant per season - Fees and entry form to be submitted to the Zone Chair by July 31st. CHEQUE TO BE MADE PAYABLE TO THE ZONE.

Mail Winner Form to Zone Chair: Include signed and attested score card of the winner. The last pin round must not be scheduled later than September 15th, so that the winner form can be mailed to the Zone Chair immediately.

3.4 DOROTHY OLIVE FRANKLIN MEMORIAL TOURNAMENT

This provincial tournament was established in honour of Dorothy Olive Franklin, who gave many great years to women's golf both at the provincial and national level. Proceeds from the tournament 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 preferably in the month of June and can be combined with any stroke play competition.

Format: One 18-hole stroke play round. Maximum handicap factor: 40.4.

Fee: $2.00 per participant

Ties: Ties to be broken using the recommended procedure in App. 1, Part B, Section 10.

Prize: One low net handicap differential winner in each Zone to be awarded at the Zone Annual General Meeting. British Columbia Golf will determine the Provincial low net handicap differential winner. An award will be presented to the Provincial winner by the Association, normally at the Zone Annual General Meeting.

Mail to Zone Chair signed and attested score card of the lowest net handicap differential winner. These are to be forwarded on or before July 31, of each year. CHEQUE TO BE MADE PAYABLE TO THE ZONE.

3.5 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. Junior Golf Week was originally designed by the BC Ladies' Golf Association and is an important source of funds for junior development. Beat the Champ is normally held the first week of June. We ask your cooperation in making Junior Golf Week a success. The Association encourages all lady golfers to invite their junior girls to participate in the program. ALL FUNDS COLLECTED GO DIRECTLY TO YOUR Club and Zone.

Club Junior Chairs are requested to complete the form below and return it to their ZONE CHAIR WITH 40% OF THE MONIES COLLECTED by JULY 31ST. Prizes for the winners will be forwarded after all completed forms are returned to the Zone Chair.

BEAT THE CHAMP: Example: Player's net differential in relation to the prior year's BC Women's Amateur Champion's Lowest Gross Differential.

Entry Fee: $1.00 per round per person – enter as many times as you wish. Member Club retains 60 % of the revenue from Junior Golf Week for its own Junior Development Program and send 40% to the ZONE CHAIR. If you are a Club without juniors, please forward the full amount to Zone Chair.

Mail results form and cheque to Zone Chair by July 31st.

3.6 PIN AWARDS (See Pin Sheet for pictures)

Hole-in-One Pins

British Columbia Golf awards a pin to any member who scores an "ace" on any golf course, at home or away, provided that it is duly witnessed. A hole-in-one is recognized if scored on a temporary green or scored during a multi-ball competition and all match plays competitions regardless of the number of holes played as long as the intent was to play a round of golf. 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. There is no charge for the pin and each Zone Treasurer should have a supply.

Break 50, 60, 70, 80, 90, 100 Pins

Break 50 & 60 pins are for 9 hole players using the same criteria as below except it is Continuous 9 holes.

These pins are available to any member who breaks 70, 80, 90, or 100 for the first time ever while playing under The Rules of Golf (no conceded putts). A Continuous 18 holes (or Continuous 9 holes) must be played and the scores must be certified. Club policy should determine when members are eligible to receive these pins, i.e. for the first time on home course or one with comparable ratings. Order these pins through your Zone Treasurer.

Eagle Pins

Order through Zone Treasurer.

British Columbia Golf Lapel Pins

This is a pin to be used at the club's discretion. Order through the Zone Treasurer.

British Columbia Golf Pin Round Pin

This is a provincially sponsored competition. Each participating Committee of a member club and member group will receive a pin to award to the player with the lowest net score of the 18 hole and/or 9-hole Pin Round Competition.

Golf Canada Pin Round Pin

This nationally sponsored stroke play competition, less full handicap, is to be played on the Member Club course, 18 holes or 9 holes, under the same conditions on specific days. There is no charge for this pin.

Golf Canada Club Championship Low Net Pin

This nationally sponsored pin is presented to the lowest net score of the club championship. If the low net winner is also the low gross winner, she is entitled to this pin. In the case of match play to determine the champion, the pin shall be awarded to the low net score of the qualifying round. One pin per club will be issued at the Zone Spring Captains' Meeting. There is no charge for this pin.

COLOURED PIN SHEET IS AVAILABLE ON BRITISH COLUMBIA GOLF'S WEBSITE UNDER MEMBER INFORMATION

4. ZONE TOURNAMENTS

4.1 ZONE NET TOURNAMENT

- Format: 18 hole (stroke play) optional tournament played at the Zone level.
- Eligibility: Players must have a handicap factor of 18.1 – 40.4 one month prior to tournament date or at the time of a qualifying round.
- Entries: A qualifying round may be necessary at the club level. Each player will play off her current handicap factor regardless of her handicap at the time of entry.
- Prizes: Determined by the zone committees. The signed and attested score cards of the zone winners will be forwarded to the Provincial Office to determine the Provincial Net Handicap differential winner. An award will be presented to the Provincial winner.
- Ties: Fractions may have to be used to break ties at the Provincial level.

5. PROVINCIAL CHAMPIONSHIPS

British Columbia Golf's website – www.golfbritishcolumbia.org - has complete tournament details. The women's events are summarized below:

5.1 BC WOMEN'S AMATEUR

- Format: Amateur: 72 -ole gross stroke play competition with cut after 36 holes
- Eligibility: Maximum handicap factor 18.0.
- Zone Team – comprised of two players selected from each Zone. Combined gross scores for first two days of play are used.
- Best-Ball – players identify their two-person team prior to play beginning on day one. The better-ball scored over 72 holes is the score for the team. The top 5 teams will be confirmed into the final field regardless as to whether players made the cut.
- Ties: see "Conditions for Provincial Tournaments".
- The Provincial Representatives to Nationals may be announced, as selection is based in part on the results of this championship.

5.2 BC WOMEN'S MID-AMATEUR & MID-MASTER

- Format: Mid-Amateur & Mid-Master 54-hole gross stroke play competition with no cut.
- Eligibility: Maximum handicap factor 18.0. Mid-Amateur aged 25 by the 1st day of the national championship. Mid-Master aged 40 by the first day of the national championship. Mid-Master players will be competing in both the Mid-Amateur & Mid-Master Championships.
- Best-Ball (Gender Neutral) – players identify their two-person team prior to play beginning on day one. The better-ball scored over 54 holes is the score for the team.
- Ties: see "Conditions for Provincial Tournaments".

5.3 SENIOR & SUPER-SENIOR CHAMPIONSHIPS & WOMEN'S NET-STABLEFORD

- Format: 54-hole gross stroke play for all championships except Net-Stableford.
- Eligibility: Senior aged 50 by the 1st day of the national championship; Super-Senior aged 60 by 1st day of the national championship. Players will be competing in all events for which they are age eligible.
- Net Stableford: separate field of players and may play on a shorter course.
- Zone Team - comprised of top two players from each Zone. Combined gross scores for first two days of play are used.
- Best-Ball Team Net – players' identity their two-person team from primary or secondary championships. Net scoring relative to course rating. Scoring will be based on better-ball net score on each of the 54-holes of play.
- Ties: see "Conditions for Provincial Tournaments".
- The Provincial Representatives to Nationals may be announced, as selection is based in part on the results of this championship.

5.4 BC JUNIOR GIRLS'

- Format: 72-hole gross stroke play with a cut after 54 holes.
- Eligibility: Aged 18 and younger as of August 1st. Maximum handicap factor 22.0.
- Zone Team - comprised of top two players from each Zone. Combined gross scores for first two days of play are used.
- Best-Ball – players identify their two-person team prior to play beginning on day one. The better-ball scored over 72 holes is the score for the team. The top 5 teams will be confirmed into the final field regardless as to whether players made the cut.
- Ties: see "Conditions for Provincial Tournaments".
- The Provincial Representatives to Nationals may be announced, as selection is based in part on the results of this championship.

5.5 BC GIRLS' JUVENILE

- Format: 54-gross stoke play with cut 36 holes if field size warrants.
- Eligibility: Players aged 16 and younger as August 1st. Maximum handicap factor 22.0
- Zone Team (Gender Neutral) – Girls may be eligible to be a part of the 4-person zone team. Contact the Junior Chair for the Boys in your respective zones for confirmation.
- Best-Ball (Gender Neutral) – players identify their two-person team prior to play beginning on day one. May be made up of male and female. The better-ball scored over 54 holes is the score for the team. The top 5 teams will be confirmed into the final field regardless as to whether players made the cut.
- Ties: see "Conditions for Provincial Tournaments".
- 5.6 BC GIRLS' BANTAM
- Format: 36-hole gross stroke play. Championship and Novice divisions.

- Eligibility: Age 14 and younger as August 1st. Novice championship may be played off shorter tees and will be determined by higher handicap factor.
- Ties: see "Conditions for Provincial Tournaments".

5.7 BC AMATEUR

- Format: 72-hole gross stroke play competition with a cut after 36 holes.
- Eligibility: Players must qualify through their zone or through the supplemental qualifier. Players may have pre-qualified through past performance or through special exemption.
- Prizes: Gross only
- Zone Team – consists of 4 players, who are chosen by each Zone in advance of the Provincial Championship. Combined scores for the first two days of play are used.
- Best-Ball – players identify their two-person team prior to play beginning on day one. The better-ball scored over 72 holes is the score for the team. The top 5 teams will be confirmed into the final field regardless as to whether players made the cut.
- Ties: see "Conditions for Provincial Tournaments".
- Note: the zone qualifiers for this championship are generally run by the Men's Zone Committees.

6. THE PLAYER DEVELOPMENT TRUST FUND

The PDTF is the charitable arm of the British Columbia Golf Association. Its' mandate is to ensure that all deserving young amateur golfers can develop their skills to their full potential regardless of financial circumstances.

The PDTF provides:

- financial assistance to attend British Columbia Golf sanctioned events
- professional coaching at local, provincial and national events as well as support for individual coaching programs.
- bursaries and scholarships for post-secondary education to (1st) BC Schools, (2nd) Alberta Schools, (3rd) Canadian Schools, (4th) foreign schools.
- support for the development of coaches and officials

What we can do:

- Support the PDTF with a tax-deductible donation.
- Organize a fund raiser – see British Columbia Golf website for contacts and/or ideas
- Inform juniors about the program and where to look for information.

Additional information about the Player Development Trust fund can be found on the British Columbia Golf website, www.britishcolumbiagolf.org. A brochure is available from the British Columbia Golf office for distribution to club members who may wish to donate.

CAPTAINS, PLEASE SUPPORT AND PROMOTE THE PLAYER DEVELOPMENT TRUST FUND!!

7. ADDENDUMS

1. Calendar of Duties for Women's Captains
2. Women's Programs Outline
3. 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 Sheet
11. Pin Order Form
12. Golf Canada Pin Order Form
13. Zone Net Tournament Results
14. British Columbia Golf Contacts
15. Zone Map

Please note this Manual and the Addendums are all available on the British Columbia Golf website.

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