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| Information Pack |
| Muckhart Golf Club Drumburn Ladies Section |
| *2020* |

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| Welcome from the Lady Captain |
| January 2020 |

On behalf of Muckhart Golf Club Drumburn Ladies Section, welcome to our Club.

We have a variety of fixtures throughout the year from competitive games to informal get-togethers on the course. So hopefully you’ll find something of interest!

The information in this booklet covers handicaps, competitions, how to contact the committee, etc. and also gives general information on Muckhart Golf Club. Do please take the time to read it through as procedures change from year to year.

Please do not hesitate to contact me on 07932 781719 if you have any questions. If I am not available, any member of the Ladies Committee will be pleased to help you. A list of Committee members is included in the booklet and can also be found on the notice-board in our Locker Room, alternatively you can email me on ladies@muckhartgolf.com

I am sure you will enjoy playing golf at Muckhart and I look forward to meeting you on or off the course.

Gillian Doig

Lady Captain

2020

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| General |
| Information and Queries |

Check the notice boards in the Ladies Locker Room for information about competitions and events. Information on mixed competitions and all club events can be found in your fixtures list, or on the notice boards in the corridor and at the entrance to the Clubhouse or on the Muckhart web site.

The Lady Captain or any Ladies Committee Member should be consulted about Ladies Competitions, events and generally any matters specifically to do with the Ladies Section, preferably using the email ladies@muckhartgolf.com.

**CONTACTING THE COMMITTEE**

The committee would ask that Ladies use the contact information given, to contact the relevant committee member with any ideas or issues which they may have.

The committee recognise that players occasionally have issues to raise or suggestions to make.

If such instances arise, we feel it would be more appropriate that the individuals should put their issue / complaint in writing to the committee. Such matters should be addressed to The Ladies Committee at Muckhart Golf Club or alternatively an email may be sent to The Lady Captain at ladies@muckhartgolf.com

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| Ladies Committee Members |
| 2020 |

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| POSITION | NAME | CONTACT DETAILS |
| Lady Captain | Gillian Doig | 07932 781719  ladies@muckhartgolf.com |
| Vice Captain | Vacancy |  |
| Secretary | Jen Saxton | 07522 432500 |
| Treasurer | Deborah Rettie | 07803 608474 |
| Handicap Secretary & P&K Handicap League | Alex Glaister | 07762 590096 |
| Asst. M&H Secretary | Deborah Rettie | 07803 608474 |
| Interclub | Elizabeth Ferguson | 07901 626241 |
| Dumyat League | Avril Hendry | 07790 301526 |

Additionally, positions held by ladies not on the committee are:

P&K Scratch League – Lesley Baillie

Boarshead / Sunday Diehards – Jan King / Barbara Whitlock

Summer and Winter Ringers – Linda Sommerville

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| Handicaps |
| Updated January 2020 |

* You must have a competition handicap status (‘c’ status) before you can compete in the ladies counting competitions. Players without a ‘c’ status may play in the competition in order to submit scores to regain a competition handicap. However, their score cannot be included in the CSS calculation. Most of the Tuesday / Saturday Alternate Day competitions are counting for handicap. Check the fixture list for further details.
* You will find Score Cards in the Ladies Locker Room on the wall to the RH side of door, or alternatively you can collect a Score Card from the Professional shop. The sign beside the Professional’s shop (beside the practice putting green) displays the designated course of the day.
* When you have a handicap (club competitions have a maximum 36c handicap and SG Medals have a maximum 54c handicap) you may play in any of the ladies’ competitions. However, to play in the ladies’ competitions, you are required to pay a weekly competition fee of around £1-£2 per game depending on the competition. This covers prizes, engraving etc.
* **Retaining your handicap:** You will be able to keep this competition handicap for the following year, but any subsequent year you are required to play:-

3 x 18 hole Qualifying Competitions (including Away Games or Supplementary Scores)

OR

3 x 9 hole Qualifying Competitions.

OR

A Mixture of the 18 / 9 hole qualifying competitions

* All Muckhart Qualifying games must be played on the designated course of the day, in the case of 9 holes this would be the front 9 holes. (See enclosed notices for ‘Supplementary Scores’ and ‘Away Scores’ on pages 18 & 19).
* We have a What’s App group of lady members who are willing to go out with you and mark your card. Feel free to contact any of them to arrange a convenient time to go out and mark a card.
* The Ladies Handicap Secretary (or any member of the Handicap Team) can be contacted if you have any queries, or if you need further information about handicaps.

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| Getting Your Handicap |
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**You will need a handicap before you can compete in any of the 18 hole or 9 hole**

**counting competitions.**

**To get a handicap you must:-**

* Submit a combination of 18 hole and 9 hole scores as long as you submit scores for 54 holes of golf: either 3 x18 holes, 6 x 9 holes or a mixture of both
* Play the designated 18 or 9 hole course of the day (Check they are on full greens)
* Get your cards signed by a player (the marker) who holds a current handicap or someone who has had a handicap in the past.
* Ensure you have signed and dated your card (following your game) and that your playing partner / marker has also signed the card.
* Write on your card “FOR HANDICAP” and put it in the Score Card box situated to the left-hand side of the ‘Social’ notice board in the Ladies Locker Room.

NOTE:

* The maximum handicap limit for Ladies is 54.
* You will be given a handicap of 54 or less, calculated on your scores from your cards.
* Once you have your handicap you can play in any 18 or 9 hole competitions. If you hold a handicap of over 36 it will be restricted to 36 in all club competitions. You will receive your full handicap in SGW Medals.
* Please contact the Handicap Secretary or team member if you need further information.

**Handicap Secretary**

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| Competition Fees |
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| If you want to play in the Ladies Competitions during the season, there is a weekly fee for the Tuesday/Saturday Alternative Day Competitions to cover all winners and prizes. This fee will be payable at the start of each game as you log in with your swipe card to register for the game.  Various charity competitions are also held during the season when players are requested to donate a small amount of money for charity. |

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| Non-counting Competitions |
| Die Hards, Boarshead, Mixed and other non-counting competitions |

A handicap is not required for 9 hole non-counting competitions.

If you do not have a handicap you will be given one – maximum is 18 (i.e. half of 36). The idea of the nine hole competitions is to encourage ladies to play golf and to have fun!

**THE SUNDAY DIEHARDS** is available for ladies who want to play 9 holes of golf. **You do not need a handicap to play**.

The ladies meet at 2.00 p.m. on Sundays and play on the non-designated course.

The lady golfers meet throughout the year. You just turn up and play with whoever happens to be there. This is an ongoing friendly competition that anyone can enter. The starting time in December / January is 1.30 p.m. This is ideal for beginners, but all lady members are welcome!

**BOARSHEAD LEAGUE** is a 9-hole competition suitable for handicap and non-handicap players. Summer & Winter play varies. See notice board in Ladies Locker Room for further details.

**START AND END OF SEASON -** The season starts at the beginning of April and normally closes early in October. For the past two years we have started and finished the season with a **Club Texas Scramble**. Anyone can play - handicaps are not required.

**BI-ANNUAL MIXED GREENSOME WITH THE SENIOR MEN** – This is held in May and in September. All ladies, regardless of age, who hold a handicap, can put their name down to play in this fixture. There is usually a light lunch after the game and prize giving.

**WINTER PLAY -** We play through the winter too. Tuesday tee times are available, as well as Saturday tee times. No list goes up on the board, but should you decide to come up to the club there is usually somebody around to play with.

**SUMMER AND WINTER RINGER COMPETITIONS -** There are Summer and Winter Ringer Competitions operating all playing season. No handicap is required.

**WINTER LEAGUE –** During the winter months (from close of qualifying season October to March – consult notice board for dates) we run 2 Winter League competitions (both non-qualifying /counting). This is a stableford competition and your four best cards are used to determine a winner.

**EXCHANGE OUTING -** We also have an exchange golf outing each year. This is usually in the form of a course exchange. Everyone is eligible to play regardless of handicap. The exchange golf outing is a non–counting competition and this year will be held at Alyth Golf Course.

All information about handicaps, Supplementary Scores, the 9 Hole Competitions and the Sunday Diehards can be found on the notice boards.

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| Ladies Counting Competitions |
| Ladies weekly competition day and other events |

**LADIES COMPETITION DAY –** Ladies’ Qualifying Competition Day is on a Tuesday but Alternative Day Competitions will be played on Saturdays throughout the season as far as possible (although occasionally this will **not** be possible - See enclosed ‘Entering & Playing in Tuesday Competitions & Saturday Alternative Day Competitions’ and ‘Rule of Play’).

**9 HOLE LEAGUE (QUALIFYING / COUNTING COMPETITIONS)**

These allow players to maintain a handicap without playing in 18 hole competitions. You are required to play in three 9 hole competitions to keep your handicap. The Ladies 9 hole League will run on the same date as most of the Ladies 18 hole competitions during the season (any changes will be posted on the Ladies notice board) Nine hole players will be drawn at the start of the 18 hole players and play the first nine holes of the designated course. Prizes will be awarded at the end of the season, based on the best average of three best scores from your total 9 hole competitions. See Entry procedure for information on how to enter qualifying competitions.

**MUCKHART LADIES OPEN COMPETITIONS -** The Ladies Section holds:

* a Ladies’ Tri-Am Competition in June and
* a 9 and 18 hole Senior Ladies’ Open Greensome and a Ladies Open in September

Details can be found on the notice board / fixture list / website

**ANNUAL PRIZE GIVING DINNER -** The Ladies Annual Prize Giving Dinner takes place late October/early November.

**CHRISTMAS COFFEE EVENT -** The Christmas Coffee event is a ‘Bring and Buy Sale’ in December.

**LADIES AGM -** The Ladies AGM is held in November.

Most of the dates for the above events can be found in the Fixture List.

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| Entering & Playing in Ladies Counting Competitions |
| Weekly Tuesday and Saturday alternative day |

* **Entering a Tuesday Competition or Saturday Alternative Day Competition including 9 Hole League (Counting Competitions)**

1. The alternative Saturday competition is played after the Tuesday competition
2. If entering the 9 hole competition – **please state this intent when registering**

Names to be submitted to the shop by phone or by person, or by How Did I Do on-line booking system by **Sunday evening** prior to any Tuesday / Saturday competition. Please signify whether you are playing in the 9 Hole League.

To book online, you require a 'How Did I Do' account. Log into your HowDidIDo account and on the right hand side click on 'my clubs'

Then, click on 'start sheets' on the left hand side of the screen.

A list of events is given. Click on 'Name of the Competition' you wish to enter.

You will then be given several time zones.

'Zone 1' appears by default. Click on the time zone required (if it is not time zone 1). The number of spaces still available will be shown. If there are spaces in the required zone, click on 'add booking'

Clicking on your chosen zone will allow you to check that your name is in the correct zone.

You will receive an email confirming your booking and time.

* **Competition Tee Times:-**

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| **Tuesday** | **Saturday Alternative** |
| **From 9.00 am to 9.41 am** | **From 9.40 am to 10.00 am** |
| **From 11.00 am to 11.30 am** | **From 12.00 pm to 12.10 pm** |
| **From 1.00 pm to 1.30 pm** |  |
| **From 5.00 pm to 6pm (May to August only)** |  |

Please note choice of time. Play will be in twos or threes. It may be necessary that times not booked by ladies playing in the alternate day competition be filled by gents.

* **Tee Off Times**

The draw will be made by The Shop on a Monday morning. The draw will be available on Monday afternoon from the Pro Shop and an email will be sent confirming your time.

* Registering your intent to play

**Before** you go out to play your game, register your intent to play by ‘SIGNING IN’ on the computer outside the lounge. (Failure to register signifies that you have not taken part in the competition and your score will be deleted from the computer). This results in disqualification.

* LATE ENTRIES

If you have not entered the competition in time for the draw, you can play as a ‘Late Entry’.

* **Collecting your Scorecard on the day of the Competition**

You must collect a scorecard for the designated course from the Shop. Ensure your card shows your NAME, AND THE NAME AND DATE OF COMPETITION AND YOUR HANDICAP.

* **On completion of your game**
* Please ensure your card is **SIGNED BY YOURSELF & SIGNED BY YOUR PLAYING PARTNER** (Marker)
* **Failure to have your card signed will result in disqualification**
* Enter your score into the touch screen computer outside the Lounge and place your card in the box on the right hand wall next to the computer (All No Returns should also place their card in this box).
* If the computer is not working, still place your card in the box to the right of the computer.
* If you are playing for ‘Handicap’ please ensure you mark ‘FOR HANDICAP’ on your card.

**HANDICAP SECRETARY**

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| Draw Procedures & Returning your Card |
| Weekly Tuesday and Saturday alternative day |

* **The Draw will be made on a Monday morning** by The Shop
* **Entering on the Day of the Competition (Late Entry)**

A player wishing to enter the competition on the day of the competition must check with the Shop that there is a space at the end of the draw . The Shop will enter your name at the end of the draw, but you MUST ’ SIGN IN’ on the Computer outside the lounge before commencing play. Failure to sign in will result in disqualification.

* **You cannot change your time slot after the draw has been made.**

A player having entered a competition and who has been given a specific tee-off time CANNOT CHANGE to another time slot AFTER the Draw has been made, unless permission has been sought from the M&H Team. Players must adhere to the time allocated to them. On the day of the competition, adjustments may have to be made to the draw if players cancel and pairings have then to be re-arranged.

**The committee has decided that there is one exception to this rule. If all players drawn to go out at one particular time slot decline to play, leaving one person with no-one to go out with, then the player can play at a later time providing a space is available.**

* **Saturday (Alternative) Games**

A player who is unable to play on a Tuesday, can play on the following Saturday provided they have not already entered and been drawn in the Tuesday Competition. Players must register their intention to play in the Saturday Alternative Day on the previous Sunday prior to the Draw being made.

* **IT IS AGAINST CLUB RULES TO PLAY IN A CLUB COMPETITION OUTWITH THE DESIGNATED COMPETITION TEE-OFF TIMES. FAILURE TO COMPLY WILL RESULT IN AUTOMATIC DISQUALIFICATION FROM THE COMPETITION.**
* **Withdrawing from the competition**

If you are unable to play, please make every effort to ensure that your name is withdrawn from the Start (Draw) Sheet by phoning the Shop and contact your playing partner.

* **Returning your card on day of the Competition**

Failure to return your card on the day of the competition, even if you have entered your score on the computer, and failure to sign your card or have it signed by your marker will result in automatic disqualification from the competition and an increase of 0.1 to your handicap.

* **No Returns**

If you play and have a NO RETURN, you can key in ‘zero’ at every hole to register an N/R on the computer, sign and submit your card and an increase of 0.1 will be added to your handicap. HOWEVER you can elect to ‘no return’ at a particular hole(s) but continue to mark your card and submit it as normal. Dependent on how the rest of your play is, you may avoid your handicap increasing. Your card however, will not be included for the competition of that day and should still be marked N/R. PLEASE REMEMBER TO LEAVE YOUR CARD IN THE BLACK BOX TO THE RIGHT OF THE COMPUTER.

* **SGWM (Scottish Golf Women’s Medals**

The committee may not impose a draw (specific time of play) on SGWM medal. Players can play at any time on the designated medal day and with anyone defined in local rules book as an acceptable ‘marker”. An acceptable marker is someone who has or has had a handicap (male or female).

**Handicap Secretary**

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| Details of other Ladies Competitions |
| Conditions and format |

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| **CHAMPIONSHIP SALVER**  Best of 2 (gross scores) out of 3 Qualifying Rounds in Stroke Play.  Best 4 from Qualifying Rounds / play off in Match Play – Scratch |
| **HANDICAP CHAMPIONSHIP**  Best of 2 (Net scores) out of 3 Qualifying Rounds in Stroke Play  Best 16 from Qualifying Rounds / play off in Match Play – Handicap.  Max 36 handicap |
| **SEAMAB QUAICH**  2 Qualifying Round Handicap in Stroke Play / both rounds to be played / Net Scores**.** Best aggregate score over two rounds.  Max 36 handicap |
| **WINDYRIDGE CUP**  Singles / Knockout / Match Play (Full difference between handicaps) – Max 36 handicap |
| **HALLEY TROPHY**  Singles (50 years +) Knockout / Match Play  (Full difference between handicaps) Max 36 handicap |
| **COULTER SHIELD** Singles (60 years +)  1 Round Handicap / Stroke Play / Net scores  Max 36 handicap |
| **KATE HAMILTON ECLECTIC**  Best Eclectic score over eclectic competitions over 3 courses. |
| **JESSIE LORIMER TROPHY**  One round Stroke Play (Handicap) Max 36 handicap |
| **DAVINA PETTIGREW TROPHY**  Greensome (CONGU greensome handicap applies) Max 36 handicap |
| **DOROTHY COX PRIZE**  One Round Stroke Play for 30-54 handicappers |
| **MILLENNIUM JUG** 3 Rounds Handicap Stroke Play / Aggregate / Net scores  (Best 2 of 3 rounds)  Max 36 handicap |
| **STABLEFORD CUP**  Most points scored in a counting Stableford competition |
| **ELIZABETH STEWART TENTACLE TANKARD**  One Round Stroke Play Max 36 handicap |
| **CRABBIE CRYSTAL CUBE TROPHY**  Most improved player of the season |
| **JOHN CAIRNS CENTENARY TROPHY**  One Round Stroke Play Max 36 handicap |
| **PINK RIBBON TROPHY**  One Round Stableford competition – Max 36 handicap |
| **MUCKHART MEDAL WINNERS FINAL**  Open to all Silver & Bronze Scottish Golf Women’s  Medal Winners  One round stroke play (1 Silver / 1 Bronze Winner) |

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| Adverse Weather / Lack of Daylight |
| Procedure |

The following action shall be applicable in the interest of the Health and Safety of staff, members, visitors and the general public should adverse weather conditions exist or threaten, or light is poor.

RESPONSIBILITY

The responsibility of closing/ opening the course and sounding the horn shall be in the first instance be the greens staff, or in their absence the Shop.

THUNDER/ LIGHTNING

To alert players already on the course to the hazard, a horn shall be sounded – 3 blasts every two minutes – whereby players should proceed to the Clubhouse.

**SUSPENDED PLAY DURING COMPETITION**

In the event of play being suspended by an official, players must mark their ball before leaving the course.

If play is suspended for a prolonged period of time by lightning or course conditions 2 members, minimum, of the Committee (including either a member of the Handicap team or the Lady Captain) must decide whether to continue play, cancel, delay or abandon the competition and this decision can only be made in relation to the situation on that day. If no committee member is available on the day players must liaise with the Club Shop and greens staff.

If play is resumed after a delay, the Pro Shop will ensure that competitors who had not started will have preference on the 1st tee.

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| Supplementary Scores |
| Purpose and procedure |

Supplementary Scores provide additional opportunities for the return of scores for handicap purposes by players in all categories. For category 1 players below 2.5 there is a maximum of 3 per year. For Category 1 players 2.5 to 5.4 there is a maximum of 10 per year. For all other categories there is no limit.

# How Do I Enter / Return a Supplementary Score

Checking in and returning Supplementary scores can ONLY be done via the touch screen in the foyer of the lounge. Supplementary scores can be 9 or 18 holes. Supplementary rounds are qualifying for handicap purposes and hence all scores cards must be signed by both the player and the marker. The words Supplementary score and the date must appear at the top of the score card in addition to the player's name. All players must check in before playing golf, and following their game, immediately input their scores into the touch screen before putting their score cards in the box below the touch screen.

To check in :

* tap the screen to wake it up
* swipe your loyalty card or type in the first few letters of your surname.
* Sign in by confirming your name
* from the options on the screen, tap supplementary score.
* A message "you have been signed in appears
* exit from the touch screen.

IMMEDIATELY FOLLOWING YOUR GAME

* To input scores :
* tap the screen to wake it up
* swipe your loyalty card or type in the first few letters of your surname.
* Sign in by confirming your name
* tap score entry
* tap competition
* tap on the course you have played (see important note below)
* input your score at each hole
* confirm your total score
* exit from the touch screen

Note :

The list of courses is quite extensive. There are some 'redundant' courses listed and these should be avoided. To get your desired course you may have to scroll down. Choose from the following list of course. It is expected that the yellow(for Gents) and red(for Ladies) tees of the course of the day are used.

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| Away Scores |
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* Every handicap golfer in Scotland has been allocated a lifetime ID number which will enable them to register on the CDH website, track their progress and also to ensure that all away scores have been recorded.
* New Muckhart members will receive their new ID number from the Club Secretary
* **It does remain the player’s** **responsibility to ensure all away scores are recorded**
* If a player has played a qualifying away competition, please email ladies@muckhartgolf.com so that we can check your handicap has been adjusted.

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| Handicap Categories |
| For Lady Golfers |

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|  | **Category** | **Handicap** |
| **Silver** | **1** | **5 or less** |
| **Silver** | **2** | **6 to 12 inclusive** |
| **Silver** | **3** | **13 to 20 inclusive** |
| **Bronze** | **4** | **21 to 28 inclusive** |
| **Bronze** | **5** | **29 to 36 inclusive** |
| **Bronze** | **6** | **37 to 54 inclusive** |

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| Match Play Competitions |
| Guidelines |

* There will be **NO CHALLENGER**
* There will be **NO EXTENSIONS\***

**\*EXCEPTIONAL CIRCUMSTANCES** - An extension MAY ONLY BE CONSIDERED for the FINAL ROUND of the competition, but only in exceptional circumstances. The Captain, Vice-Captain and the Handicap Secretary will have the final decision.

* **Course Closure -** In the event of the course closure due to adverse weather conditions, or when in the interests of health and safety of the competitors, play has to be suspended, play will then resume from the point where play stopped. The ball should be marked and reference points taken. Rule 6.8 applies. The Tie must be completed as soon as possible after such an event. If the tie still to be completed is out with the timescales allowed, then it must be played within 5 days of the date specified on the competition sheet.
* It is the responsibility of **BOTH** players to ensure that the correct handicap difference is applied for the match.
* In the event of the match being tied after 18 holes, SUDDEN DEATH will apply.

**CONGU Greensome Handicapping**

**Greensomes**

Calculate the handicap for each pair as follows: (Lower handicap x 0.6) + (higher handicap x 0.4). If the handicaps in the pair are equal, then use half the combined handicaps. The lower handicap pair then give strokes to the other based on the full difference between the two handicaps. i.e. difference of 0.4 no strokes given, difference of 0.6 one stroke given.

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| Before you play |
| Competitions or casual play |

* Everyone must report to the Starter in the Shop before teeing off.
* You are not allowed to start at the 1st / 10th on the Cowden without permission from the Starter
* Please see the notice on the Notice board to that effect.

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| Ladies Locker Room |
| Notice-boards, Information and Lockers |

* The main notice board is on the right of the door as you enter the Ladies Locker Room. Draw for weekly competitions and notices for future events, knockout competitions, details of League Matches and important communications can be found on this board
* The notice board above the desk area is for handicap information, competition results and notices.
* The board behind the door is for communications from the SGA i.e., The Scottish Golf Association
* The ‘Social’ Notice board to the left of the locker room (between the two metal boxes), gives information from the Social Conveners on any events and information from the House Conveners.
* The lockers – there are a number of lockers for everyday use. Please contact the Lady Captain if you are interested in hiring a locker.

RULES FOR THE USE OF BUGGIES ON THE COURSES

Any person wishing to use a buggy must first obtain permission and comply with the rules laid out below:-

1A Competitors aged 65 and over are permitted to use a buggy in all Competitions. This is subject to availability and the user must have a valid Driving license, third party insurance and must also sign a declaration as to their agreement to these Rules.

1B Competitors aged 18 – 64 must produce a current Medical Certificate in order to use a buggy in Competitions in addition to a current driving licence and third party insurance. They must also sign a declaration as to their agreement to these Rules.

2 Buggies will not be allowed on the Courses if the Greenkeeper deems that the weather/ground conditions are unsafe or that damage to the Courses could be expected.

3 Whenever possible buggies should travel in the light rough and follow any signage regards routing.

4 Buggies must not be taken on to the teeing area.

5 Buggies must not be taken inside the white markers at the greens or within5 yards of any bunkers.

6 Great care must be taken when negotiating slopes or banks. Buggies should never be driven across slopes and where possible an alternative route should be used. If necessary the buggy should be driven up or down a slope.

7 Any breaches of these Rules will result in permission for the use of a personal buggy being withdrawn.

8 Great care must be taken when negotiating the road crossing between the 1st and 2nd plus the 8th and 9th holes on the Arndean Course and also when crossing any of the bridges over the burns at the 6th hole on the Naemoor and the 10th and 18th holes on the Cowden Courses.