

THE COTSWOLD & DISTRICT LADIES GOLF ALLIANCE

(CDLGA)

CONSTITUTION, RULES AND REGULATIONS

FEBRUARY 2024

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THE COTSWOLD & DISTRICT LADIES GOLF ALLIANCE

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1. THE ALLIANCE

- 1.1 The Alliance of Golf Clubs will be called 'The Cotswold and District Ladies Golf Alliance' (The Alliance).
- 1.2 The Alliance consists of two Leagues, the Scratch League, and the Handicap League.

2. THE EXECUTIVE COUNCIL

- 2.1 The Executive Council will be the governing body of The Alliance. It consists of:
 - 2.1.1 one Executive Council Representative (Representative) from each Club entering a team or teams in The Alliance.
 - 2.1.2 the members of the Management Committee are:
 - a) Executive Council Chairperson (Chairperson)
 - b) Executive Council Secretary (Secretary)
 - c) Executive Council League Manager (League Manager)
 - d) Executive Council Treasurer (Treasurer).The Management Committee is described in Section 3 and the duties of its members are set out in Appendix 1.
- 2.2 Each Representative (or her deputy) will be an experienced Club member and either a past or present alliance player. The length of time a Representative may serve on the Executive Council is at the discretion of her Club. Whenever a Club changes its Representative, the Secretary must be informed. The duties of the Representatives are listed in Appendix 1A.
- 2.3 There will be only one voting Representative per Club. Each Representative may vote on general matters and only on league specific matters in which they have entered a team or teams. In the event of a tied vote, the Chairperson will have the casting vote.
- 2.4 The Executive Council will meet as set out in Section 4.
- 2.5 The Executive Council will formulate and implement policy.
- 2.6 The Executive Council will discuss proposals and review amendments to the Constitution and its playing rules and regulations and agree changes through a vote as appropriate.

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- 2.7 In the event of a dispute the first point of contact will be the Secretary who will notify the relevant member of the Management Committee who will seek to resolve the issue. If an issue is unresolved and is not dealt with sufficiently within the Constitution, the Management Committee will arbitrate, and any decision will be final. If any member of the Management Committee is from the Club or Clubs involved, they must excuse themselves to avoid any conflict of interest. The Management Committee may co-opt other Representative(s) if deemed necessary.
- 2.8 The Executive Council will agree the annual subscription and amounts of expenses for the following year. Allowances for expenses will be paid to the Secretary, the League Manager and the Website Manager from The Alliance funds. Should the need arise, additional expenses may be paid with the agreement of at least two members of the Management Committee.
- 2.9 If one third of Representatives request, in writing, to the Chairperson and Secretary, specifying the business to be transacted, an Extraordinary Executive Council Meeting can be called. The Secretary will be responsible for convening and minuting this meeting. No other business will be transacted at this meeting.

3. THE MANAGEMENT COMMITTEE

- 3.1 Clubs will provide members to this Committee according to the rota in Appendix 2 and they will take office from the Annual General Meeting.
- 3.2 The duties of each member of the Management Committee are detailed in Appendix 1.
- 3.3 Each member of the Management Committee will serve on a voluntary basis for a maximum period of 3 years.
- 3.4 A member of the Management Committee may also serve as a Representative (or act as a deputy) providing that she is a past or present alliance player.
- 3.5 The Chairperson, Secretary and League Manager will be an experienced Club member and either a past or present alliance player.
- 3.6 The Treasurer does not need to be a past or present alliance player.

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- 3.7 The Committee can be supported by additional roles, serving on a voluntary basis, as appointed and reviewed by the Executive Council from time to time.

4. ALLIANCE MEETINGS

- 4.1 The Chairperson (or their nominee) will chair all meetings of The Alliance.
- 4.2 The Secretary will circulate the meeting agenda and any supporting papers to attendees at least twenty-one days before a meeting, enabling Representatives to discuss matters at their Clubs.

4.3 Annual Executive Council Meetings

- 4.3.1 The Executive Council will, unless otherwise agreed, hold two annual Executive Council Meetings:
- a) In early October, at least twenty-one days prior to the Annual General Meeting (which is described in Section 4.4). The primary purpose of this meeting is to deal with any matters that have arisen during the year. It will consider and agree any proposed changes for the next season, including applications to join The Alliance and notice of existing Clubs wishing to change their participation. Any new members of the Management Committee will be proposed and seconded. It will determine the annual subscription.
 - b) In February. The primary purpose of this meeting is to ensure Fixtures are in place and arrangements for future meetings are agreed.
- 4.3.2 Representatives and the Management Committee (including its members performing a support role) will be invited to all Executive Council Meetings. Representatives may nominate a deputy to attend in their absence (in accordance with Section 2.2).
- 4.3.3 Any proposals will be submitted to the Secretary at least twenty-eight days before a Meeting. To be valid, all proposals must be endorsed by a Representative and one other from that Club's Committee before submission to the Secretary.

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- 4.3.4 The required quorum for Executive Council Meetings will be two thirds of Representatives. If this threshold is not met, matters may be discussed but no vote can be held.
- 4.3.5 The Executive Council will meet at any other time if the Chairperson deems necessary.

4.4 Annual General Meeting (AGM)

- 4.4.1 The Annual General Meeting of The Alliance will be held during October.
- 4.4.2 Representatives, the Management Committee (including its members performing a support role) and Team Captains will be invited to the AGM. Each Club may invite up to two other members to the meeting.
- 4.4.3 There will be no nominations or proposals, there will be minutes from the last AGM, which will be proposed and seconded and accepted by vote (in accordance with voting rights set out in Section 2.3). No other business than that on the agenda will be dealt with at the AGM.
- 4.4.4 Delegates may make suggestions or raise questions under 'Any Other Business' for submission to the Executive Council.

5. THE LEAGUES GENERAL REGULATIONS

- 5.1 All provisions set out in this Section 5 will apply to the Scratch League and the Handicap League.
- 5.2 The Leagues will align with the rules and terminology of the World Handicap System (WHS).

5.3 Entry to the Leagues

- 5.3.1 Applications to join the League must be submitted to the Secretary no later than twenty-eight days prior to the Executive Council Meeting held in October. The application must be signed by a Club representative and either the Lady Captain or Ladies Secretary. If submitted by email, an application should be sent by the Club representative and their Lady Captain/Secretary.

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5.3.2 The criteria required of a Club before it may apply to join the Cotswold and District Ladies Golf Alliance are as follows:

- a) The Club will be within 25 miles radius of the boundary of the City of Gloucester.
- b) Club Management will give courtesy of the course for all Fixtures and will extend this courtesy for any inter-district fixtures.
- c) Club Management and the Ladies Section will accept and comply with the terms and conditions of the Constitution.
- d) Club Management must be able to offer Tee closures, and these must be suitable for the format of matches that allow the Fixture to proceed unhindered.
- e) The Ladies Section will give a firm undertaking that they have a sufficient number of players regularly available for Fixtures. These are usually, but not exclusively, played on weekdays, with Mondays being a popular day with many Clubs. A minimum number of players need not be stipulated as a condition of entry.
- f) The Club will have facilities for players to have refreshments after a Fixture.

5.4 Change to the Number of Teams/Leagues

5.4.1 A Representative will provide the Secretary and League Manager with notice no later than twenty-eight days prior to the Annual Executive Council Meeting in October if their Club wishes to reduce or increase the number of teams it has participating in the Leagues or if it wishes to move a team between the Scratch League and Handicap League.

5.5 Resignation from The Alliance

5.5.1 A Representative will provide the Secretary and League Manager with notice of a Clubs resignation from The Alliance. Where possible, this will be no later than twenty-eight days prior to the

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Annual Executive Council Meeting in October or as soon as this decision is taken by the Club.

5.6 General Regulations

- 5.6.1 Each team will pay an annual subscription and no team will play a match until their annual subscription has been paid.
- 5.6.2 No player will play Cotswold and District Ladies Golf Alliance matches for more than one Club during a season.
- 5.6.3 All Lady members of a Club, including Country, Limited and Junior members will be eligible to play for a Club team in The Alliance.
- 5.6.4 Players can play in both the Scratch League and Handicap League during the season.
- 5.6.5 All Fixtures will be scheduled for completion by the 7th October.
- 5.6.6 Two weeks (approximately) between the 7th October and the Annual General Meeting may be used to accommodate emergency rearrangements, but only with the agreement of the League Manager as appropriate.
- 5.6.7 Should a Club find they are unable to sustain the minimum players required by their League in a team, they can apply to the Executive Council to affiliate with another Club that is not within The Alliance and meets the criteria of The Alliance (as set out in Section 5.3.2). Such an application must be submitted to the Secretary in writing from the Lady Captain/Secretary and Representative from the existing Club and from the Lady Captain/Secretary from the affiliated club. The venue for home matches for a combined Club team must be at The Alliance members club.
- 5.6.8 If a Club is regularly unable to field a complete team during the season, then that Club should review its participation in The Alliance and if a remedy cannot be found it should consider withdrawing that team from the League at the end of the season (in accordance with the provisions set out in Sections 5.4 or 5.5 as appropriate).

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5.7 Pre-Fixture & Day of Play Regulations

- 5.7.1 Home Team Captains will contact Away Team Captains at least seven days prior to each Fixture to confirm date, time, and other arrangements. This should include but is not limited to refreshments and their costs as appropriate, use of buggies, etc.
- 5.7.2 Home Team Captains will ensure that tee closures are suitable for the format of matches, allowing Fixtures to proceed unhindered.
- 5.7.3 Team Captains will retain the discretion to adapt the order of play to accommodate genuine problems, with the agreement of both Team Captains and wherever possible in advance of the Fixture.
- 5.7.4 All matches will commence at the first hole, except where to avoid delay or where a Club rule insists, an alternative starting tee may be used.
- 5.7.5 All matches will be played from the tee of the day and over 18 holes.
- 5.7.6 The use of buggies is not permitted unless the player is in possession of a current medical certificate or letter from a suitable Health Professional. As set out in Section 5.7.1, this should be raised prior to the Fixture to confirm the home team Club is allowing buggies. Buggies may only be used if agreed by both Team Captains.
- 5.7.7 Players must be unaccompanied (e.g., pets, caddies etc.), unless otherwise agreed in advance of the Fixture by both Team Captains.
- 5.7.8 Players will purchase their own refreshments on conclusion of their matches unless the Team Captains have agreed alternative arrangements in advance of the Fixture.

5.8 Course Unplayable or Unsuitable

- 5.8.1 Unless the Home Team Captain has given prior notice that the course is unplayable, or is unsuitable to host a Fixture, the away team must be prepared to play.
- 5.8.2 A course will be deemed unsuitable to host a Fixture if:
 - a) More than two temporary greens are in use

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b) Players are expected to carry their clubs due to a ban on trolleys.

5.8.3 If the course is unplayable or unsuitable, then the Fixture will be rearranged. It is the responsibility of the Home Team Captain to alert the Club Management to the requirements of The Alliance regarding the suitability of the course to host a match. The Home Team Captain will reschedule the Fixture, as set out in Section 5.10.

5.9 Abandonment and Suspension of Play

5.9.1 Individual players will not

- a) Abandon play.
- b) Concede a match to their opponent, except in the case of illness or injury.

5.9.2 Individual players will suspend play only if:

- a) There is believed to be a danger from lightning (R&A Rule 5.7a).
- b) The Home Team Captain has informed players of a suspension and recalled the teams.

5.9.3 The Home Team Captain, in consultation with the Away Team Captain, will suspend play and inform and recall the teams if the weather conditions become unsuitable for play (including Section a), or the course becomes unplayable during a Fixture. The Home Captain must decide, in consultation with the Away Team Captain, if play will be recommenced or the Fixture abandoned.

5.9.4 After any such suspension, play should be recommenced if at all possible. The decision will be made thirty minutes after all of the matches have been informed of suspension.

5.9.5 Only the Home Team Captain, in consultation with the Away Team Captain, may abandon play.

5.10 Rescheduling of Fixtures

5.10.1 If a Fixture requires rescheduling, Home Team Captain (or Representative) will obtain alternative new dates from Club

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Management and provide these to the Away Team Captain (or Representative) within seven days of the original Fixture date.

5.10.2 Team Captains (or Representatives) will discuss and agree an alternative date for the Fixture.

5.10.3 If Team Captains (or Representatives) are unable to reach agreement for an alternative date, they will contact the League Manager and set out the reasons why agreement cannot be achieved.

5.10.4 If following consultation with the League Manager a revised Fixture date cannot be agreed up (having also considered the additional time provided in Section 5.6.6), then the Fixture will not be completed, and points will be awarded as set out Section 6.7.6.

5.11 Reporting of Results

5.11.1 As soon as possible after a Fixture, each Team Captain will use website on-line facility, along with any other method that may be agreed from time to time by the Representatives, to post their results.

5.11.2 The Website Manager will update results on website as soon as possible after each Fixture has been played.

5.11.3 The League Manager will give the positions of the teams in the respective Leagues at Executive Council Meetings during the season and at the Annual General Meeting.

6. SCRATCH LEAGUE RULES AND REGULATIONS

6.1 All rules and regulations set out in this Section 6 will apply to the Scratch League only.

6.2 Format

6.2.1 To fulfil a Fixture, each Club will field a team of seven players.

6.2.2 Each individual match will be a match play, played off scratch.

6.2.3 Players will go out in the order of their Handicap Index as of the day of the Fixture. Only if players share the same Handicap Index

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will a Team Captain intervene in the selection of the order of players.

- 6.2.4 To be eligible to play for any team in the Scratch League, players are required to have a minimum of three 18-hole qualifying rounds in their England Golf playing record during the twelve months prior to the date of the Fixture. General Play rounds do not count as qualifying rounds.

Advance Notice of Change Effective for the 2025 Season where this clause 6.2.4 and 7.1.3 will merge and move into the General Regulations (5.6).

6.3 League Structure

- 6.3.1 The Executive Council will determine the breakdown of the Scratch League into divisions for the following year, according to the entries.
- 6.3.2 Within the design of the divisions, there will be no more than seven teams and no less than five teams in any division. Six is the preferred number of teams per division.
- 6.3.3 One team will be promoted and one relegated between all divisions at the end of the season. The Executive Council has the flexibility to adjust the sizes of divisions when new teams enter or if teams should leave. When sizes must be altered, the following precedents are followed:
- a) When increasing size, one team is promoted, and none are relegated.
 - b) When decreasing size, one team is promoted and as many as necessary are relegated.
- 6.3.4 There should be no more than two teams from the same Club in any one division.
- 6.3.5 In the event that there will be three teams from the same Club in one division, then the team that is lowest should be demoted to the lower division or should not be promoted and the next Club is promoted in their place. (They are still entitled to the trophy for that division if they win the division).

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- 6.3.6 Any team joining or re-joining the Scratch League will enter in the lowest division.
- 6.3.7 Should the winners of the Scratch League participate in any inter-district fixtures, as sanctioned by the Executive Council, then that Club may submit a request to the Treasurer for a contribution of up to £50 towards its match teas expenses when hosting the match. (This is anticipated to be a potential expense every other year).

6.4 Scoring and Determining League Positions

- 6.4.1 The scoring for each individual match within a Fixture will be known as Match Points and will be:
 - a) Win: 2 Match Points
 - b) Draw: 1 Match Point
 - c) Loss: 0 Match Points
- 6.4.2 On conclusion of the Fixture, the total number of Match Points achieved by each team will be used to determine the League Points, which will be awarded as follows:
 - a) The team with the highest number of Match Points is deemed to have won the Fixture and it will receive 2 League Points. The other team will receive 0 League Points.
 - b) If the teams have the same number of Match Points the Fixture is deemed a draw and each team receives 1 League Point.
- 6.4.3 In the event of two or more teams being tied according to the total League Points and an outcome is required to identify:
 - a) The Winner of Division 1, and/or
 - b) Team(s) to be promoted (any Division), and/or
 - c) Team(s) to be relegated (any Division)Then the League Manager (consulting with the Website Manager as appropriate) will determine the final Scratch League positions using the following method:
 - a) The Total number of Match Points achieved. If that does not break the tie then,

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- b) The Total number of Away Match Points achieved. If that does not break the tie then,
- c) The result of the Fixture(s) between the tied team(s). If that does not break the tie then,
- d) The deadlock will be referred to the Management Committee for resolution.

6.5 Scheduling of Fixtures

- 6.5.1 Should a Club have two teams in the same division they will play all their Fixtures against each other before playing against another Club.
- 6.5.2 Clubs with two or more teams are strongly urged to play Fixtures (home and away if necessary) on the same day as often as possible, thus fielding a team that represents their true strength. This is especially important when a club has two teams in the same division. They should endeavour to play on the same day wherever possible.
- 6.5.3 Clubs with three or four teams are expected to play at least two matches on the same day at all times.

6.6 Nominated Players

Where a Club fields two or more teams:

- 6.6.1 The top seven nominated players are those who, during the season, are eligible to play for the first team. They must play a minimum of two matches. They may only play for the First Team. The First Team Captain must take a current list of nominated players to each match.
- 6.6.2 The next seven players will be the nominated players for the second team, where a Club fields three teams. These players may play for the first team if required, in handicap order. The Second Team Captain must take a current list of nominated players to each match.
- 6.6.3 The next seven players will be the nominated players for the third team, where a Club has four teams. These players may play for the

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first or second team if required, in handicap order. The Third Team Captain must take a current list of nominated players to each match.

- 6.6.4 If the Handicap Index of players does not separate the list of players into teams (e.g., two or more players have identical Handicap Index and they are in a position where they could play for one of two teams), then it is left to the discretion of the Team Captains to determine which nominated player list they will appear on.
- 6.6.5 If a player who has a Handicap Index which qualifies her to be a nominated player, but she does not wish to play, or to fulfil the minimum of two matches, her name must be displayed on the appropriate list as 'eligible but unavailable'. If she finds she is available to play in a Fixture, she may play for that team or a higher but in a position where her handicap implies.
- 6.6.6 All other players, who are not nominated players, are eligible to play in any team but still in Handicap Index order.
- 6.6.7 No nominated player can play for a team below her nominated team, this includes those players who are listed as 'eligible but unavailable'.
- 6.6.8 The current list of the nominated players for each team, including those who are 'eligible but unavailable' must be displayed in a prominent position in the locker room where members and visiting teams can see them.
- 6.6.9 Team Captains will update their Nominated Player list(s) four days before a Fixture (or Fixtures where a Club has multiple Fixtures on the same day), using the Handicap Indexes of players on that day. The updated Nominated Player list(s) will then be used as the basis for selecting the team (or teams) for the Fixture(s). If a players' Handicap Index changes in the time between the update to the Nominated Player list(s) and the Fixtures, Team Captains are permitted to update their teams if they wish to. See Section 6.6.10 for confirmation of the playing order on the day of the Fixture.

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Using Monday as an example as it is a popular day for Fixtures, this means an update to the Nominated Player list(s) on the previous Thursday. Whilst this provision is designed to help avoid late changes to teams due to handicap changes, which are occurring more frequently under WHS, it is not intended to prevent players playing in their 'correct' team according to their Handicap Index if team changes can be accommodated before the Fixture.

- 6.6.10 A Club will field all teams fulfilling Fixtures on the same day in Handicap Index order in accordance with the Nominated Player List(s).
- 6.6.11 It is the team players responsibility to alert the Team Captain if her Handicap Index has changed such that it may affect her playing position in the team.
- 6.6.12 At all times, a player must play in the position her Handicap Index (see Section 6.2.4) implies.

6.7 Penalties

- 6.7.1 The penalty for fielding a nominated player or one who has been declared by her Club as 'eligible but unavailable' in a lower team than her Handicap Index determines will be loss of all points won by that team in that Fixture. Should the offending team not win any points, then they will be deemed to have scored minus two League Points for each ineligible player fielded in that Fixture.
- 6.7.2 A player will be deemed to be too late and therefore will forfeit her match if she has not arrived at the tee when the last of all of the other matches tees off.
- 6.7.3 Should a Club field an incomplete team, players will be listed to play consecutively, and a walkover will be awarded to the opposing team for the individual matches not played e.g., if only five players are available, then those five will be listed to play consecutively and the opponents for matches six and seven will be awarded walkovers.

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- 6.7.4 The penalty for not playing in the correct order as implied by a players Handicap Index will be loss of her match only.
- 6.7.5 If the Team Captains agree to abandon a Fixture and five or more individual matches have been completed, the results of these matches will stand, and the unfinished matches will be deemed to be halved. If fewer than five individual matches have been completed, then the Fixture will be replayed (see Section 5.10).
- 6.7.6 In the event of a course being closed or declared unplayable and it has not been possible to reschedule the Fixture (Section 5.10), then:
 - a) Of the fourteen Match Points available, five Match Points will be awarded to each team and the remaining four Match Points will be forfeited.
 - b) Of the League Points available, 1 will be awarded to each team.
- 6.7.7 In the event of a team failing to turn up at the agreed time then every effort should be made to re-arrange the match (Section 5.10). If this is not possible the match should be conceded, then the following will be awarded to the compliant team:
 - a) Seven Match Points.
 - b) 2 League Points.

7. HANDICAP LEAGUE RULES AND REGULATIONS

- 7.1 All rules and regulations set out in this Section 7 will apply to the Handicap League only.
 - 7.1.1 The Handicap League will be 4-ball betterball match play, applying England Golf mandatory allowances for this format of play.
 - 7.1.2 Teams consist of six players i.e., three pairs.
 - 7.1.3 Players must have a minimum of 6 Acceptable Scores over 18 holes in their England Golf playing record in the twelve months prior to the date of a Fixture. These can be qualifiers or general play rounds that comply with the requirements of the Rules of

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Handicapping and are not limited to the rounds used to calculate a player's handicap index.

Advance Notice of Change Effective for the 2025 Season where this clause 7.1.3 and 6.2.4 will merge and move into the General Regulations (5.6):

Players must have a minimum of 3 qualifying rounds (i.e., competition rounds) and 3 Acceptable Scores (i.e., general play rounds or additional competition rounds). These 6 rounds must form part of the players England Golf playing record in the twelve months prior to the date of a Fixture. All 6 rounds must be over 18 holes and comply with the requirements of the Rules of Handicapping.

- 7.1.4 The maximum Course Handicap for a player is limited to 36. Home Team Captains should ensure Course Handicap Tables are displayed at their Club or made available to away teams.
- 7.1.5 Teams play home or away and venues are reversed the following year. A table of which team is home/away will be circulated to Team Captains each year to support information on the website.
- 7.1.6 Clubs will arrange their own Fixtures with no set day to play. The home team offers a minimum of three dates to the opposing Captain.
- 7.1.7 No later than one day before each Fixture, the Away Team Captain is responsible for sending the Home Team Captain their pairings and each players Handicap Index, Course Handicap and Playing Handicap. The Home Team Captain will add their pairings to the Match Sheet and calculate the shots for each player before returning a copy to the Away Team Captain. On the day of the Fixture, each Captain is responsible for checking and confirming that their players Handicap Indexes have not changed since the number of shots were calculated. If there have been changes, the shot allowances will be checked, and any updates agreed by both Team Captains.
- 7.1.8 Only one Team per Club is permitted to enter the Handicap League.

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7.1.9 A meeting of Team Captains or their deputy may be held each year as follows:

- a) January/February to confirm details for the season.
- b) August/September to review the season and discuss any suggested changes. These can be submitted as proposal for the Annual Executive Council meeting in October, in accordance with Section 4.3.3.

7.2 Scoring and League Positions

7.2.1 The scoring for each match within a Fixture will be:

- a) Win: 2 Points
- b) Draw: 1 Point
- c) Loss: 0 Points

7.2.2 On conclusion of the Fixture, the total number of points achieved by each team will be used to determine the overall result, with the team with the highest number of points winning and if the points are equal, it is a tie.

7.2.3 In the event of two or more teams being tied, the League Manager (in consultation with the Website Manager) will calculate the final placings, based on the score between the teams that are tied. If it is still not possible to separate them, then the tie will stand.

7.3 Penalties

7.3.1 Should a Club field an incomplete team a walkover will be awarded to the opposing team for the matches not played e.g., if only four players are available, then two matches are played and the third be awarded a walkover and 2 points. The team may be represented by one partner during all or any part of a round to enable the third match to be played, the order of matches to be decided in accordance with 7.1.7.

7.3.2 If the Team Captains agree to abandon a Fixture, they must determine whether the points will be shared (with each team receiving 3 points) or if they will rearrange the Fixture (see Section 5.10).

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- 7.3.3 In the event of a course being closed or declared unplayable and it has not been possible to reschedule the Fixture (having followed Section 5.10), then it will be declared a draw and 3 points awarded to each team.
- 7.3.4 In the event of a team failing to turn up at the agreed time then every effort should be made to re-arrange the match (see Section 5.10). If this is not possible the match should be conceded with the compliant team awarded 6 points.
- 7.3.5 The penalty for fielding a player subsequently found to not meet the eligibility criteria of having a minimum of 6 Acceptable Scores over 18 holes in their England Golf playing record in the twelve months prior to the date of a Fixture, will be loss of any points won by the pairing. The points awarded in the other two pairs matches will stand.

8. TROPHIES

- 8.1 The Challenge Shield will be presented to the captain of the winning team in Division 1.
- 8.2 The Silver Salver will be presented to the captain of the winning team in Division 2.
- 8.3 The Mary Beavis Trophy will be presented to the captain of the winning team in Division 3.
- 8.4 The Jenny Clink Trophy will be presented to the captain of the winning team in Division 4.
- 8.5 The Alliance Salver will be presented to the captain of the winning team of the Handicap League.
- 8.6 The winning Clubs will be responsible for the engraving of these trophies with the team's name and the year, and for the costs involved.
- 8.7 Clubs will retain the trophies until the following Annual General Meeting and be responsible for insuring them whilst in their possession.
- 8.8 An engraved trophy to keep will be awarded to each winning Club.

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APPENDIX 1: ROLES & RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

In the event of a discrepancy between the roles and responsibilities set out in this Appendix 1 and the previous Sections of this document, then the previous Sections will take precedence.

Where appropriate, a reference to a Section has been included for a responsibility to assist the reader to find further information and/or context.

A. Executive Council Representative (Representative)

Responsibility	Section
To keep her Club fully informed of all Alliance business	4.2
To attend all Executive Council Meetings or arrange for a deputy to attend on her behalf	4.3.2 4.3.54.4.2
To attend the Annual General Meeting along with the Team Captains and up to two other Club representatives, giving the Secretary prior notice of the number attending	4.4.2
To represent her Club's views at all Executive Council Meetings and exercise her voting right on behalf of her Club	2.3
To refer any problems or disputes to the Secretary	2.7
To ensure that her Club selects individuals to positions on the Management Committee at an appropriate time to fulfil the Clubs obligations in the rota set out in Appendix 2	3.1
To submit any proposals from her Club to the Secretary	4.3.3
To notify the Secretary if their Club wishes to increase or decrease the number of teams it has participating or if it wishes to move a team between the Leagues	5.4
To notify the Secretary with notice should their Club choose to resign from The Alliance	5.5
To ensure the annual subscriptions are paid to the Treasurer (cheques payable to Cotswold and District Ladies Golf Alliance)	5.6.1
To schedule Fixtures, or ensure this is undertaken by another club member, in accordance with the requirements of The Alliance Constitution, Rules and Regulations	5.6.5 6.5 7.1.6
To ensure that Scratch League Team Captains have the current list of Nominated and 'Eligible but Unavailable' players on display in a prominent position on the Club's Notice Board	6.6

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Responsibility	Section
To ensure trophies are engraved, insured and that they are returned at or prior to each Annual General Meeting	8.6 8.7
To ensure that Team Captains have a working knowledge of The Alliance Constitution and its playing Rules and Regulations	
To provide Fixture information to the League Manager and Website Manager before the start of each season. This may be requested in a defined format that may be amended from time to time	
To provide contact details to the Secretary. This may be requested in a defined format that may be amended from time to time	
To brief an incoming Representative of her duties and responsibilities	

B. Executive Council Chairperson (Chairperson)

Responsibility	Section
To chair all meetings of The Alliance or arrange a nominee	4.1
To exercise their casting vote in the event of a tie at an Executive Council Meeting	2.3
To call any additional Executive Council Meetings if necessary	4.3.5
To present the trophies at the Annual General Meeting	
To attend any inter-district matches that may be agreed by the Executive Council (e.g., the Annual Bath Aqua Challenge) or nominate a deputy	
To brief the incoming Chairperson of her duties and responsibilities	

C. Executive Council Secretary (Secretary)

Responsibility	Section
To liaise with the Website Manager at the start of each season to collate all contact information regarding Representatives and Team Captains for the Website and to update as necessary throughout the season and to destroy contact details from previous years	

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Responsibility	Section
To be responsible for, convene, organise, issue agendas for, and take minutes of, all Executive Council Meetings and the Annual General Meeting and circulate these to the Council Representatives and to all members of the Management Committee. These duties also cover an Extraordinary Executive Council Meetings should one be called	4.2 2.9
To present a report to each Executive Council Meeting	
To present a report to the Annual General Meeting informing of all decisions taken by the Executive Council	
To receive proposals from Clubs and to circulate such proposals to the Executive Council	4.3.3
To receive any disputes from Clubs, referring these to the Management Committee for resolution	2.7
To receive and circulate to the Executive Council: • applications to enter the Leagues • changes to a Clubs participation in the Leagues • notice of a Clubs resignation • application to affiliate with another club	5.3.1 5.4.1 5.5.1 5.6.7
To issue a Welcome Letter to new Representatives and to a new Club joining the Alliance	
To deal with all other correspondence and report on such at the next Executive Council Meeting	
To ensure the Constitution, Rules and Regulations is kept up to date and that it reflects any changes agreed by the Executive Council	
To maintain the Roll of Honour on the Website	
To brief the incoming Secretary of her duties and responsibilities	

D. Executive Council League Manager (League Manager)

Responsibility	Section
To attend all Executive Council Meetings and the Annual General Meeting.	4.3.2
To liaise with the Website Manager at the start of the season to collate all information regarding Fixtures and to update as necessary throughout the season	

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Responsibility	Section
To check that all results are being returned to the Website Manager as soon as possible after the match has been completed	5.11.1
To participate in any discussions to use the period between 7 th October and the Annual General Meeting	5.6.6
To provide a report on the season at any Executive Council Meeting and at the Annual General Meeting, including the status of Fixtures and results, as appropriate	5.11.3
For each League, determine the final positions of teams, in consultation with the Website Manager	6.4.3 d) Error! Reference source not found. Error! Reference source not found.
To ensure the engraved divisional trophies are returned in time for the Annual General Meeting	8.6 8.7
To prepare replicas trophies for each division for presentation at the Annual General Meeting	8.8
To advise on or refer any playing problems to the Secretary	
To be aware of all GLCGA fixture dates before the Annual General Meeting and circulate where possible	
To organise an annual Awayday for Representatives, Team Captains, and the members of the Management Committee (including its members performing a support role)	
To be a second signatory on The Alliance bank account	
To brief the incoming League Manager of her duties and responsibilities	

E. Executive Council Treasurer (Treasurer)

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Responsibility	Section
To attend all the Executive Council Meetings and the Annual General Meeting	4.3.2
To recommend to the Executive Council Meeting in October, the appropriate annual subscription and amounts of the Executive Council expenses for the following year	2.8
To collect the annual subscriptions before the beginning of the season, notifying the Management Committee of any owed monies	5.6.1
To deal with expenses and hold all monies	
To be the prime signatory to The Alliance bank account	
To submit the Annual Accounts for approval at the Executive Council Meeting in October and answer any subsequent questions	
To provide a financial report to Executive Council Meetings and to the Annual General Meeting	
To brief the incoming Treasurer of her duties and responsibilities	
To assist the incoming Treasurer with the handover of The Alliance bank account	

F. Website Manager

The Website Manager is co-opted to the Management Committee

Responsibility	Section
To provide support and expertise to the Executive Council in relation to The Alliance website	
To maintain the content of the Website, liaising with the Secretary and League Manager to collate required information	
To ensure licences associated with the website and its hosting are current, liaising with the Treasurer regarding fees	
To brief an incoming Website Manager of their duties and responsibilities	
To assist an incoming Website Manager with the handover of the website	

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APPENDIX 2: ROTA OF RESPONSIBILITIES FOR THE MANAGEMENT COMMITTEE

LEAGUE MANAGER & TREASURER (3 Years)		SECRETARY (3 Years)		CHAIRPERSON (3 years)	
2016-19	Stinchcombe Hill	2017-20	Cirencester	2018-21	Cotswold Hills
2019-22	Tewkesbury Park	2020-23	Minchinhampton	2021-24	Lilley Brook
2022-25	Brickhampton	2023-26	Cotswold Edge	2024-27	Ross-on-Wye
2025-28	Broadway	2026-29	Cotswold Hills	2027-30	Stinchcombe Hill
2028-31	Cirencester	2029-32	Lilley Brook	2030-33	Tewkesbury Park
2031-34	Minchinhampton	2032-35	Ross-on-Wye	2033-36	Brickhampton
2034-37	Cotswold Edge	2035-38	Stinchcombe Hill	2036-39	Broadway
2037-40	Cotswold Hills	2038-41	Tewkesbury Park	2039-42	Cirencester
2040-43	Lilley Brook	2041-44	Brickhampton	2042-45	Minchinhampton
2043-46	Ross-on-Wye	2044-47	Broadway	2045-48	Cotswold Edge
2046-49	Stinchcombe Hill	2047-50	Cirencester	2048-51	Cotswold Hills
	Tewkesbury Park		Minchinhampton		Lilley Brook