



## DUTIES OF CLUB OFFICIALS: LADIES' CAPTAIN

*(revised July 2011)*

In compiling this list of duties of Captain of the Ladies' Section it should be established that in most clubs the title is "Ladies' Captain" not "Lady Captain" as often stated at clubs. There is normally only one "Club Captain" and others are captains of that particular section such as Ladies, Seniors or Veterans, Juniors etc.

At most clubs the Ladies' Section look after themselves, run all their own competitions and usually vet all new lady members before they are approved by the General Committee of the Club. (This they usually do very well).

Detailed below is a brief suggestion of what the Ladies' Captain duties should be but they will vary from club to club.

1. Running the Ladies Section along with an elected committee and officers. The Ladies' Captain would usually take the chair at committee meetings and at the annual general meeting of this section. (She must also be aware of whether Officers of the Club are invited to attend the meeting or for drinks afterwards.)
2. Liaise with the Secretary/Manager on all matters appertaining to the Ladies Section. (It is very important for the well-being of the club that there is good communications between both.)
3. See that all competitions played by the ladies are run according to the rules of golf and the club local rules. See that the CONGU handicapping system is applied correctly. (There will usually be a competition secretary, or handicap manager, who is responsible for carrying out this. The Captain is there in an executive capacity)
4. Interview all prospective applicants for membership of the Ladies Section and pass their approved applications onto the General Committee of Club for approval. (In some cases the Ladies' Committee may have the power to elect at their meetings)
5. Deal with any complaints concerning Lady members and report these cases to the Secretary/Manager where applicable. (These will depend on how serious they are and the Captain is advised to ask for help and advice from the Secretary/Manager)
6. Attend or appoint a representative to attend meetings within the county as delegate representing the club. (These would be county or local fixtures meetings within the area)
7. Attend the General Committee meetings of the club or appoint a deputy to do this. (This is dependent on representatives from the ladies attending these meetings under the rules of the club.)
8. Liaise regularly with the Club Captain on all matters appertaining to the club on both golf and social.

9. The fixture list and social calendar for the ladies is usually carried forward each year but it is normally the Ladies Captain's job to see that it is carried out correctly and all fixtures and events are arranged in liaison with the club office.
10. At many clubs the ladies look after the flower arrangements at the club and the Captain appoints someone to oversee it.
11. On major competition days whether means, juniors or mixed, the ladies invariably help with such things as starting and ball spotting so this would come under the Ladies Captain's duties. (On charity or fund raising competitions the ladies often help with such things as selling raffle tickets etc.)
12. See that the area used by the ladies such as locker rooms and lounge is kept clean by the staff and report any failures in this area or breakages to the Secretary/Manager.

At most clubs the ladies run their section in a very satisfactory manner and play an important part in the welfare of the club.