



# OPERATING PROCEDURES AND GUIDANCE NOTES

**2026**

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## 1.0 Introduction and Scope

Richmond Park Golf Club (RPGC) is an ‘independent golf club’ first established in 1924 which plays its competitions on the Prince’s and Duke’s golf courses at Richmond Park. The club is fully affiliated with England Golf (EG) and Surrey Golf (SG).

This document sets out: how the club is organised and operates; the roles and responsibilities of its committee members and other club members with designated roles; and the interfaces the club has with the Royal Parks’ golf course management company Loyaltee™ Golf (formerly Glendale Golf).

The purpose of the document is to record how the club is run, primarily for the benefit of club members who take on responsibilities for organising the club’s affairs but also for the benefit of any club member who has an interest.

This document should be read in conjunction with the related documents and sources of information listed in Section 2.0 (several of which are appended).

## 2.0 Related Sources of Information

The following sources of information are relevant and should be read in conjunction with these Operating Procedures:

### 2.1 Richmond Park Golf Club “Constitution and Rules” (attached as Appendix A)

This document describes: that the club’s affairs are managed by a Committee; who the members of the Committee are; the election of the club’s Officers (Captain, Vice-Captain, Secretary and Treasurer) and other Committee members at the Annual General Meeting (AGM); roles and responsibilities of the Women’s Section of the club; and the rules concerning the AGM and any Extraordinary General meeting (EGM). The Constitution also affirms that the club will abide by all the EG’s key policies and procedures and will pay all fees due to EG and SG in respect of its club members.

In addition, the club will: comply with EG’s handicapping system (WHS) and retain its own Competition and Handicapping Committee; cause an audited statement of the club’s Balance Sheet and movement of income and expenditure to be presented at the AGM; require that new members of the club are proposed and seconded by existing club members; and expel any member who, in the opinion of the Committee, is guilty of conduct prejudicial to the club.

### 2.2 The club’s website at <http://www.richmondparkgolfclub.org.uk>

The website contains a wealth of information about the club, which is organised in two parts:

- Publicly accessible information; and
- A password-protected Members Area.

Publicly accessible information comprises: a description of “who we are” and how to contact us; what competitions we play (including the latest fixture list); how to become an RPGC member; our membership fees; and details of the Duke’s and Prince’s courses (including scorecards and course handicap tables for both courses). “The Golf Club” section of the publicly accessible area also contains the Local Rules, Honours Boards for past winners of the club’s competitions, a list of previous captains and the club’s Safeguarding Policy.

The password protected Members Area (*password is 1924*) contains all of the following: names and contact details for present club Officers and names of other Committee members; competition reports (including extensive record of past external club matches); AGM Secretary reports; the club's Etiquette policy and details of the club's Insurance policy; [a link to the Glenmuir clothing catalogue](#); and specific information about the internal Knockout competitions that we play.

At the bottom of the Home Page of the website, there are publicly accessible 'links' to: the club's Privacy Policy; the club's Master Scoreboard website (which requires a personal password); and Archive (which is the former RPGC website).

### 2.3 Memorandum of Understanding between RPGC and Loyaltee Golf (attached as Appendix B)

This document describes both parties responsibilities to operate in a co-ordinated way to provide 'club golf' at the park. RPGC's responsibilities include running a calendar of competitions and providing a handicap induction process for any new annual Loyaltee™ customer of Glendale Golf. Loyaltee Golf's responsibilities include providing reserved tee time blocks for RPGC competitions, paying RPGC a fee (currently £80) for RPGC club membership for annual Loyaltee™ agreement members, providing a touchscreen PC with HandicapMaster™ software and providing noticeboard wall space in the clubhouse.

### **3.0 Handicapping and WHS**

#### **3.1 HandicapMaster<sup>R</sup> / Master Scoreboard<sup>R</sup>**

The club pays an annual subscription to HandicapMaster Limited for use of its golf club handicapping software (Cloud edition) and maintains a database of all its club members (and visitors) within that software. RPGC uses the software to maintain personal and handicapping details of its members and to run its competitions (booking sheets, processing and reporting of results, including uploading of handicap qualifying competitions to WHS). The HandicapMaster software has an internet interface named Master Scoreboard<sup>R</sup>, which is where members can, inter alia, book into competitions and view results.

The HandicapMaster<sup>R</sup> software is not used by RPGC to manage club members' accounts (subscriptions or Purse), however it is used to collect competition and optional sweep entry fees, and report sweep payments, into members' Purses, however all Purse transactions are copied to a Starling Bank Account, where the members' Purse monies are held and can be topped up.

#### **3.2 Handicap Secretaries and Handicap Committee**

The club's Committee has a Handicap Secretary who is responsible for overseeing that the club is abiding by EG's latest handicapping rules and is the main point of contact between the club and HandicapMaster Limited.

In accordance with the club's Constitution, the club has a Handicapping Committee, whose members are the Handicap Secretary, the Secretary and at least one other member of the club's Committee. This Handicapping Committee does not hold regular meetings and only meets when there is a need to reach a formal recommendation (to the club Committee) on a particular member-related, or competition-related, handicapping matter.

#### 4.0 Roles and Responsibilities

Certain activities concerned with the running of the club are the responsibility of particular Committee Officers (the Club Captain, Vice-Captain(s), Secretary and Treasurer), or Women's Section members, as set out in the club's Constitution, however there are many organisational activities that need to be undertaken for the smooth running of the club which are done by other Committee members and by club members not on the Committee.

The sub-sections below identify the specific roles that have responsibility to carry out the multitude of actions that are undertaken within the club, either solely or jointly, and what those roles involve. (The organisation and roles within the Women's Section are given in Appendix D).

Table 1 (attached) identifies who is currently filling those roles in 2025.

Responsibilities can broadly be described as relating to:

- Operational/Administrative tasks; and
- Competition- related tasks.

#### 4.1 Captain

The Club Captain's duties comprise:

- (a) Chairing the monthly Committee meetings (which are on Zoom).
- (b) Participating regularly in the club's internal competitions.
- (c) Pro-actively chatting with, and getting to know, the club membership.
- (d) Promoting participation by members in club activities.
- (e) Acquiring lists of those men interested in external competitions.
- (f) Coordinating team entries to NAPGC and Surrey entries, with the vice captain(s), women's captain, secretary and others as applicable.
- (g) Appointing team organisers for each NAPGC & Surrey competition.
- (h) Organising (and playing in most of) the club's friendly men's matches.
- (i) Playing in RPGC's Saturday internal competitions (Spring Mixed, Women's & Men's Invitations, Bontor & Autumn Mixed Foursomes). Traditionally these events are organised jointly with the Women's Captain and the two captains play with or against each other, except in the Spring Mixed which is a random draw and the Autumn Mixed, which is a 'major' competition.
- (j) Organising the 'Captains' Day' (Sunday) competition, with the Women's captain, and supplying prizes for the winner and runner-up, to be awarded at the Annual dinner (if not handed out sooner).
- (k) Overseeing the set up of the men's knockout competitions and arbitrating any issues related to their timely competition.
- (l) Periodic news email messaging to the club membership.
- (m) Handing out Monthly Medal winner's prizes (glasses) during the year.
- (n) Speech and trophy presentation at the Annual dinner.

#### 4.2 Vice Captain(s)

The club Vice Captain(s) responsibilities comprise:

- (a) Assisting the Club Captain with his duties, particularly those related to external competitions and Saturday events.
- (b) Attending the monthly Zoom Committee meetings and participating regularly in the club's internal competitions.
- (c) Pro-actively chatting with the club membership.
- (d) Organising and captaining several of the club's teams in Friendly, NAPGC or SG matches.
- (e) Participating in Handicap Committee discussions and/or meetings.
- (f) Assisting or leading other organisational activities for the club, as needed.

#### 4.3 Secretary

The Secretary's duties include:

- (a) Ensuring that the club is run according to the Club's Constitution.
- (b) Keeping and issuing Minutes of the monthly Zoom meetings.
- (c) Preparing an Annual Report and arranging for an audited set of accounts for the AGM.
- (d) Issuing Notices to the members regarding Local Rules, etc
- (e) Point of contact liaison with EG and SG and submission of bi-annual membership data to SG.
- (f) Liaison with the Loyaltee™ Golf management and greenkeeping staff (together with RPGC's Loyaltee Liaison Officer).
- (g) Point of contact for all male membership enquiries.
- (h) Weekly news email messaging to the club's men members.
- (i) Managing and reconciling Purse fees and payments between the Starling bank account and the MS Purse records.
- (j) Administering orders on the Glenmuir clothing account.
- (k) Sourcing of monthly medal glasses and any new trophies.
- (l) Arranging trophy engraving and the trophy presentation dinner.
- (m) Trophy presentation MC duties at annual dinner.

#### 4.4 President

The President has a largely figurehead role. He (or she) chairs the AGM and participates in at least some of the monthly Zoom meetings. Traditionally the President attends the 'President's Putter' (Sunday) competition and arranges token prizes on the day for that competition, paid for by the club.

#### 4.5 Vice Presidents

The vice presidents do not have any set responsibilities to fulfil but assist the Captain, Secretary and other club officers with whatever tasks need doing.

#### 4.6 Treasurer

The Treasurer's duties comprise:

- (a) Management of the club's current and deposit accounts with the HSBC bank, monitoring receipts, making payments on behalf of the

club and reimbursing members who have made payments on the club's behalf.

- (b) Monitoring of annual subscriptions and joining fees paid and chasing existing and new members for their annual subscriptions.
- (c) Preparation of a monthly set of accounts and reporting on this at the monthly Zoom meetings.
- (d) Preparation of an annual set of accounts for auditing.
- (e) Preparation of a report, with recommendations, for the AGM.

#### 4.7 Handicap Secretary

The Handicap Secretary's duties include:

- (a) Monitoring and advising on the set up of the club's internal competitions, particularly those that are handicap-qualifying.
- (b) Participation on the Handicap Committee.
- (c) Liaison with HandicapMaster, particularly with regard to any issues arising with the software.
- (d) Setting up new members and prospective members on HandicapMaster and removing members who have left the club's membership.
- (e) Processing the results of some of the club's competitions, including scorecard checking and issuing of an email report to players.
- (f) Periodic review (at least annual) of members handicaps.

#### 4.8 Loyaltee Golf Liaison Officer

The Memorandum of Understanding (see Appendix B) between RPGC and Loyaltee™ Golf requires a single RPGC point of contact with the Loyaltee™ Golf management team (although Loyaltee™ Golf has become more relaxed about multiple contacts since the abandonment of the Richmond Park Golf Association concept and the dissolution of Putney Park Golf Club).

The Liaison Officer's duties include:

- (a) Advising and agreeing (on an annual basis) the block tee times for the club's Sunday, Wednesday and Friday competitions.
- (b) Advising and booking tee times for the club's Saturday internal competitions and for all external competitions (NAPGC, SG and Friendly matches).
- (c) Issuing monthly RPGC invoices for reimbursement of £80 to cover RPGC subscription charges for 5-day and 7-day club members with an 'annual' agreement with Loyaltee™ Golf. (Including maintenance of supporting spreadsheets and liaison with Loyaltee™ Golf staff).
- (d) Arrangement and attendance of periodic meetings with the Loyaltee™ Golf management team and greenkeeping staff.
- (e) Miscellaneous email and verbal contact with Loyaltee™ Golf staff on club-related issues
- (f) Ensuring that RPGC competition start sheets are issued to Loyaltee™ Golf in a timely fashion and advising them days in advance if we will not need a significant number of the tee times allocated to us for a particular competition.

#### 4.9 Wednesday Competition Co-ordinator (formerly Midweek Captain)

A nominated member of the club, or several members in turn, arrange and administer the Wednesday competitions. Those involved must have access to the HandicapMaster software. Each week the activities involved are:

(a)	Checking that the competition is set up correctly in HandicapMaster.
(b)	Finalising and issuing the Start Sheet (see Section 5.3 and Appendix C).
(c)	Collecting the scorecards and checking them against the scores entered by the players, making any changes necessary, and checking that the scorecards are signed by the player and the marker.
(d)	Processing ('Applying') the results in HandicapMaster (see Appendix C) and issuing an email report to the players, with a short commentary on the competition and results. In addition, 'Publish' the results to Master Scoreboard.
(e)	Analyse the number of sweep entries and calculate appropriate sweep prize winnings to the top 4 – 6 players. Credit those players in the Accounting section of HandicapMaster (see Appendix C) and include the prize winnings information with the email report to the players.
(f)	Email the Secretary with details of all the Entry Fees, Refunds and Prize payments for the competition in Master Scoreboard, so that he can audit those and mimic them in the Starling Bank account for the Member's Purses.

In addition, the Wednesday Co-ordinator sources and gives out prizes (paid for by the club) for the Midweek Captain's Day and Christmas Cracker competitions. During the year, he (or she) also gives out the Midweek Medal crystal glass prizes (paid for by the club) to the competition winners.

#### 4.10 Sunday Competition Co-ordinator

The Sunday Competition Co-ordinator carries out all the same competition activities as the Wednesday Co-ordinator(s) and in addition is responsible for setting up (in advance) all the Sunday and Wednesday competitions in HandicapMaster. The Sunday Co-ordinator duties are currently shared by the Vice Presidents, with assistance with the checking of cards and issuing results reports by other Sunday club members, from time to time.

#### 4.11 Friday Competition Co-ordinator

The Friday Competition Co-ordinator carries out all the same activities as the Wednesday Co-ordinator(s) and in addition is responsible for setting up the Friday competitions in HandicapMaster and deciding on any occasional 'team' competitions, instead of the usual singles stableford sweep.

#### 4.12 Team Captains for Friendly Inter-Club Matches

Friendly matches are played each year between RPGC and following clubs:

- Rickmansworth Golf Club (men) Home & Away legs.
- Horton Park Golf Club (men) Home & Away legs.
- Mitcham Golf Club (women) Home & Away legs.
- John Lloyd Hampton/Amida (mixed) alternate Home and Away fixture.

Further details of these fixtures are given in Section 6.1.

For each of these matches, the Club Captain (or Women's Captain in the case of the Amida and Mitcham matches) will nominate a 'match captain', if they are not undertaking that role themselves. Bookings of home match tee times with Loyaltee™ Golf are generally arranged in advance (the previous Autumn) by the Loyaltee™ Golf Liaison Officer. The match captain will:

- (a) Undertake all contact with the opponents regarding finalising the arrangements for the match.
- (b) Advise the Loyaltee™ Golf Liaison Officer of any changes to the booking arrangements previously made.
- (c) Gather together a team for the match, in consultation with the Captain, and Women's Captain as applicable, by a combination of noticeboard and/or email advertising and personal invitations.
- (d) Liaise with Loyaltee™ Golf about match refreshments, for home matches.
- (e) Captain the RPGC team on matchday including liaison with the opponents (and Loyaltee™ Golf staff for home matches), agree format, scorecards and results and make a short Thank You speech at the end of the refreshments.
- (f) Make any outstanding food or 'tab' payments to Loyaltee™ Golf staff and then claim the expense from the Treasurer.
- (g) Prepare a short match report for posting on the RPGC website.

#### 4.13 Captains for NAPGC and Surrey Golf Knockout Competitions

The club regularly enters a number of knockout team competitions organised by the National Associated of Public and Proprietary Golf Courses (NAPGC) and Surrey Golf (SG). The club also enters the NAPGC's singles medal and stableford knockout competitions. Further details of the competitions we usually enter is given in Sections 6.2 and 6.3. The team knockout competitions are for 2-ball, 3-ball, 6-ball, 8-ball and sometimes larger teams.

Entries of teams for the knockout competitions have closing dates early in the year (January – March) and so the Captain or Women's Captain (as applicable), together with the Secretary, will decide which competitions RPGC will enter team(s) for and who the RPGC 'player contact' will be for each competition (on the Entry Form).

The 'player contact' will usually be the team captain, who will have similar duties to those listed in Section 4.12 above, with the following exceptions:

- The opponents for the matches are not known until NAPGC and SG have published the 'draw' and, for later rounds, the winner of the previous round is known.
- The team captain negotiates the match date with the opponent team in accordance with the NAPGC or SG Rules for that competition.
- For home matches, the team captain arranges with the Loyaltee™ Golf Liaison Officer the Richmond Park tee time booking, at the club discounted rate.

- If the match is won, the team captain emails the result to the NAPGC or SG competition co-ordinator (as well as preparing a report for the RPGC website).

#### 4.14 Website Editors

The club has a number of members who have editing rights on the club's website (<http://www.richmondparkgolfclub.org.uk>). These members undertake the following:

- (a) Posting of competition reports and winners lists.
- (b) Updating of all active pages regarding club information, notices, policies, etc
- (c) Entering missing historic information.
- (d) Adding any new pages as and when required.

#### 4.15 Starter

On the day of each competition, the Start Sheet names are written up on the whiteboard (next to the Sign In/ Score Entry touchscreen) by a nominated club member, or the competition co-ordinator. Changes to that order of play, due to no-shows etc., are made by the Starter or a member of the Committee.

#### 4.16 New Member Enquiries and Card Marking

New men member enquiries are corresponded with by the Secretary; new women member enquiries are corresponded with by the Women's Captain (or Secretary). Booking arrangements for handicap card-marking, or for 'introductory rounds', are made by the respective secretary. Effort is made for new prospective members to play their handicap or introductory rounds with a committee member.

Full details of what's involved in new members joining the club is given in the "Membership" section of the website at

<https://www.richmondparkgolfclub.org.uk/membership/> .

## **5.0 Internal Competitions**

### **5.1 General**

The club has a full fixture programme of competitions every Sunday, Wednesday and Friday throughout the year. The Fixture List is prepared by the Secretary in the Autumn, for approval by the Committee and reviewed at each monthly Zoom committee meeting throughout the year. The Fixture List is posted on the noticeboard in the clubhouse and there are also links to the latest Fixture List on the Home Page of the RPGC website and on Master Scoreboard.

The club plays alternate weeks on the Duke's and Prince's course, however if either course is closed due to course or weather conditions, a competition may be moved to the 'other' course, by agreement with Loyaltee™ Golf.

### **5.2 Competition Set Up on Master Scoreboard**

All competitions are 'set up' in Master Scoreboard at least 2 months in advance by one of the club members who have been granted 'administrator access' to the HandicapMaster software. Currently the competitions are set up by the Vice Presidents (for Sunday and Wednesday) and by the Friday Co-ordinator (for Fridays). On line bookings are set to open 3 weeks in advance and close mid-afternoon on the eve of the competition.

Sunday competitions are set up as 4-balls with a tee interval of 9 minutes. Wednesday and Friday competitions are set up as 3-balls with a 7 minutes tee interval (at times that coincide with those of Loyaltee™ Golf), however some games may be extended to 4-balls.

### **5.3 Start Sheets**

Once the Master Scoreboard booking sheet has 'closed', the Competition Co-ordinator creates the Start Sheet, which may involve 'moving' a few players tee times so that games are 'full' (as 3 or 4 balls), to the extent possible. The Start Sheet is then emailed out to all players and a copy emailed to the Loyaltee™ Golf managers/duty managers and the Starter.

In the event that there are significant 'late withdrawals', an 'Updated Start Sheet' may need to be issued.

### **5.4 Processing Competition Scores & Reporting**

On the day of each competition, the Competition Co-ordinator collects the cards from the 'Green Box' and takes them away to check the hole-by-hole scores entered electronically by the players match the scorecards, and that those cards are signed by both the Player and the Marker. After making any necessary corrections, the Competition Co-ordinator then processes the results in HandicapMaster (see Appendix C) and issues the report (see Sections 4.9 – 4.11).

### **5.5 Competition Details**

Appendix E provides details of all the club's internal competitions.

## 6.0 External Competitions

### 6.1 Friendly Matches

As noted in Section 4.12, RPGC currently plays friendly matches with the following clubs:

- Rickmansworth Golf Club (men) Home & Away legs.
- Horton Park Golf Club (men) Home & Away legs.
- Mitcham Golf Club (women) Home & Away legs.
- David Lloyd Hampton/Amida (mixed) alternate Home and Away fixture.

There are 12 men players for both the Rickmansworth and Horton Park matches and the format is pairs better ball matchplay. Both competitions are played for a perpetual trophy (Cup), which the winning team hold for the year and engrave. The home team pays the green fees for the visiting team and provides a modest meal (e.g. pizza, sandwiches & chips, or similar) for the home and away teams.

There are 8 women players for the Mitcham match and the format is 4BBB matchplay, although in recent years Mitcham has struggled to field a full team. There are home & away legs each year playing for the Rich/Mitch trophy. The home team pays green fees and provides light refreshments.

There are 6 men and 6 women players for the David Lloyd Hampton (previously known as Amida) match, which is played on alternate years at Richmond Park and David Lloyd Hampton. The format is mixed pairs better ball matchplay and there is a Cup, which the winning team hold for the year and engrave. The home team pays the green fees for the visiting team and provides a modest meal.

A 'match captain' is appointed by RPGC for each of these friendly matches. The match captain arranges the fixture with the opposing team captain and is responsible for all the actions set out in Section 4.12.

### 6.2 NAPGC Competitions

The club enters several of the NAPGC's team competitions and also arranges club qualifiers for the NAPGC's medal and strokeplay singles competitions, for men and women.

The decision on which team competitions RPGC will enter each year, and how many teams, is made by the Committee at the beginning of the year, based upon financial and resource considerations. The expenses that the club will cover, and those that the participants will have to self-fund, are set out in the Notice (attached as Appendix F).

The team competitions that the club has recently entered are summarised below:

<b>Competition</b>	<b>Men/Women</b>	<b>No. of players/team</b>	<b>No. of 2026 teams</b>	<b>Notes</b>
Ballantyne	Men	6	2	Winners in 2025

Siemens Bowl	Men	8	1	4BBB High handicaps
Hawtree	Mixed	8	1	
Better Ball Matchplay	Men	2	2	
Top Rock Bowl	Women	2	?	
Mitchell Thompson	Men	8	Not entered	Seniors (55 years +)
Gordon Forster Bowl	Men	4	1	Winter comp.
Mary Forster Bowl	Women	3		Not played recently
Bourne Vanneck	Men	3	Not entered	Not played recently
Whitewebbs	Women	4		Not played recently
Clapham Common	Men	12	Not entered	Not played recently

For each team competition, one of the players will be nominated the RPGC 'player contact' and will undertake the actions set out in Section 4.13.

The NAPGC singles competitions that club members may enter are listed below. Member's entry to the NAPGC's regional qualifier for each competition is by entering RPGC's club qualifier for each event (£4 entry fee) and being in the top 2 or 3 scores for each of 4 handicap divisions defined by the NAPGC.

- Men's UK Championship (medal strokeplay)
- Women's UK Championship (medal strokeplay)
- Men's UKPCC (stableford)
- Women's UKPCC (stableford)

### 6.3 Surrey Golf Competitions

The club usually enters several SG knockout competitions and the decision on which team competitions RPGC will enter each year, and how many teams, is made by the Committee at the beginning of the year, based upon financial and resource considerations. The expenses that the club will cover, and those that the participants will have to self-fund, are set out in the Notice (attached as Appendix F).

The team competitions that the club has recently entered are summarised below:

<b>Competition</b>	<b>Men/Women</b>	<b>No. of players/team</b>	<b>No. of 2026 teams</b>	<b>Notes</b>
Kelso Hamilton	Men	2	2	4BBB
Surrey Fives	Men	5	1	Singles matchplay
County Card Foursomes	Men	2	2	Foursomes matchplay

## 7.0 Membership

The club has a 'turnover' of 15% to 20% of its membership each year and so active recruitment is necessary to maintain (and increase) membership.

Recruitment enquiries arise from all the following sources:

- RPGC website – Membership Section.
- "Joining Questions & Answers" leaflets available on the clubhouse noticeboard.
- Referrals from existing and past members.
- Referrals from Loyalty™ Golf staff.

These enquiries are followed up by the Secretary (for the men) and by the Women's Captain for the women's section (see Section 4.3 and Appendix D).

## 8.0 Website

A summary map of the current website is shown overleaf. The areas indicated in **blue highlight** are 'password protected'. The password to gain access to the Member's Area is "1924"; the password to gain access to the Master Scoreboard website is member-specific (i.e. whatever password each member has set up for themselves).

The website has been built in Wordpress (free, open-source software) but also has some coded sections that the current club website editors cannot access (an ex-member website designer built the new website). There is a content management system which enables those with access to upload and create content. The competition reports are in the 'Members' Area' behind the "1924" password (1924).

The website has 3 prime purposes:

- A public facing recruitment opportunity.
- A historical archive of the club's activities.
- A source of club information to members.

There is a link to the old RPGC website (which began in 2002) under Archive at the bottom of the home page.

Home Page	The Courses	Summary Description
		Scorecards, Duke's & Prince's
		Handicap tables, Duke's & Prince's
	The Golf Club	Summary Description
		Quick Links: Course Handicap Tables. The Royal Park. Local Rules Captains (past and present) Honours Boards: Men, Women, Mixed Competitions Secretary's Annual Reports Club Notices Safeguarding Policy
	Membership	Summary Description
		Quick Links: Who are we? When do we play? Regular competitions? What does it all cost? How do you become a member? What happens once a member? What should you do now? Former members. GDPR (Data Protection Policy)
	Contact Us	General Club Information (contact email address)
		Joining Up (see membership section)
		Golf Courses Information (Loyaltee Golf contact details)
	Tee Bookings (non-members) (Loyaltee Golf contact details)	
Member's Area	The Committee	
	Competition Reports	
	Knock Outs – How and When to play them	
	Picture Gallery	
	Club Etiquette	
	Insurance	
	Glenmuir Clothing	
Fixture List	(Current year)	
MasterScoreboard	(RPGC Home Page)	
Privacy Policy		
Archive	(Former RPGC website (2022))	

## 9.0 Prizegiving

With no club function room at the golf course, all the permanent competition trophies which have been won throughout a calendar year are awarded at an annual prizegiving night early in the subsequent year (usually at the beginning of February). In addition, personal prizes (such as Captain's Day winner & runner up) and vouchers for 2<sup>nd</sup> and 3<sup>rd</sup> places for all the main competitions are handed out at the prizegiving night.

Members hold the permanent competition trophies (engraved with their name) for a year before returning it to the club for the next winner (generally trophies are collected from October onwards). Many trophies are not collected on the night and are stored, currently at the Secretary's house. For a number of years, the event has been held at Coombe Wood Golf Club.

Winners of the Monthly Medal and Plate competitions receive their prizes from the relevant captain or competition organiser during the year, as well as winners of one-off non-trophy competitions (such as Champagne Chases, etc).

**Table 1 Members with designated responsibilities**

	<b>2026</b>
President	Tim Meyer
Vice President	Richard Owen
Vice President	Sheena Harrington
Secretary	Peter Harrington
Captain	Paul Green
Vice Captain(s)	(vacant)
Women's Captain	Alison Chadwick
Women's Secretary	(duties done by Women's Captain)
Treasurer	Peter Jagger
Handicap Secretary	Sheena Harrington
Women's Treasurer	Niamh Grace
Wednesday Comp. Co-ordinators	Brian Ransom, Peter Fisher, Julian James, Richard Marriott
Friday Comp. Organiser	Adrian Wells
Sunday Comp. Co-ordinators	Richard Owen, Sheena Harrington, Charlie Whiteman,
Loyalty Golf Liaison Officer	Richard Owen
Website editors	Sheena Harrington Richard Owen Henry Lindesay-Bethune
Rickmansworth match captain	Paul Green (home), Russell Stewart (away)
Horton Park match captain	Paul Green (away), Richard Owen (home)
David Lloyd/Amida match captain	Russell Stewart
Mitcham match captain	Cheryl Woodhouse
NAPGC Hawtree captain	tba
NAPGC Ballantyne captains	Richard Owen & Russell Stewart
NAPGC Siemens Bowl captain	Sean O'Sullivan
NAPGC Mitchell Thompson captain	(not entered in 2026)
NAPGC Gordon Forster captain	Cuneyt Sazer
NAPGC Better Ball Matchplay captain(s)	Angus Robertson, Kim Chaffart
Surrey Fives captain	Brendan Sullivan
Surrey Kelso Hamilton captain(s)	Adrian Wells, Richard Owen
Surrey County Card Foursomes	Chris Mellish, Paul Green

**Adopted on 30<sup>th</sup> January 2022:**

# **RICHMOND PARK GOLF CLUB**

## **Constitution and Rules**

### **1 Name**

1.1 The name of the Club is '**Richmond Park Golf Club**'.

### **2 Committee**

2.1 The affairs of the Club shall be managed by a Committee to consist of the Captain (who shall be Chairman of the Committee), the Vice-Captain, the Secretary of the Club, the Treasurer of the Club, and other elected members.

2.2 The President and Vice-Presidents shall be ex-officio members of the Committee.

2.3 The Officers of the Club who shall be the Captain, the Vice-Captain, the Secretary, and Treasurer, together with other elected members and co-opted members of the Committee shall be elected each year at the Annual General Meeting and shall be eligible for re-election.

2.4 Three members of the Women's Committee, one of whom shall be the Women's Captain, may sit on the Committee.

2.5 Five members of the Committee of whom two members shall be Officers of the Club are needed to form a quorum.

2.6 The Committee has at all times power to co-opt a member to fill any vacancy occurring.

2.7 The Committee will be entrusted with the funds and management of the Club and shall have the sole right to interpret these Rules, and to give direction in cases not provided for herein, and all orders, bylaws or regulations made by the Committee shall be binding until set aside by a General Meeting.

### **3 Women's Section**

3.1 The Women's Section of the Club shall be managed by its own Committee, to consist of the Women's Captain, the Women's Vice-Captain, the Secretary of the Section, the Treasurer of the Section, and additional women members as may be agreed by the Women's Committee.

3.2 The Officers of the Women's Section who shall be the Women's Captain, the Women's Vice-Captain, the Secretary, and Treasurer, together with other elected members and co-opted members of the Women's Committee shall be elected each year at the Section's Annual General Meeting and shall be eligible for re-election.

3.3 Three members of the Women's Committee of whom one shall be an Officer of the Women's Section are needed to form a quorum.

3.4 The Women's Committee has at all times power to co-opt a member to fill any vacancy occurring.

## **4 General Meetings**

- 4.1 The Annual General Meeting shall be held each year not later than the end of January. Ten members are needed to form a quorum.
- 4.2 Any proposal for alteration of the Constitution and Rules, and nominations for Officers and Committee members, duly proposed and seconded, must be received in writing by the Secretary not later than 31<sup>st</sup> December.
- 4.3 The business of the Annual General Meeting shall include the election of the Club' Officers and Committee Members as described in 2 above.
- 4.3 The annual subscription and entrance fee (if any) shall be the amount fixed at the Annual General Meeting and shall be payable on 1<sup>st</sup> February in each year. The subscription will not cover green fees and other personal expenses incurred by the Members attending competitions.
- 4.4 Extraordinary General Meetings may be convened at the request of the Committee.
- 4.5 Extraordinary General Meetings may also be convened where proposed by a body of the Club's membership numbering thirty or more. Upon receiving such a request the Secretary shall convene a meeting within one calendar month of the date of being presented with the request.
- 4.6 Ten members are needed to form a quorum at Extraordinary General Meetings.

## **5 National and County Affiliations**

- 5.1 The Club recognises R&A Rules Limited [The R&A] as the body responsible for the Rules of Golf and Amateur Status and shall abide by those Rules of Golf and any changes as laid down from time to time by The R&A.
- 5.2 The Club agrees to comply with the Rules of The English Golf Union Limited [EG] as are relevant and of the Rules of Surrey County Golf Limited [SG] as laid down from time to time.
- 5.3 The Club acknowledges that it shall pay by the due date all fees due to EG and to SG in respect of every playing member.
- 5.4 The Club agrees to abide by the EG SafeGolf policies and procedures and to abide by the EG Safeguarding Regulations.
- 5.5 The Club agrees to adhere to an equality and diversity policy that is consistent with the EG Equality and Diversity Policy.
- 5.6 The Club agrees to adhere to appropriate disciplinary procedures that are consistent with the EG Disciplinary Regulations and those of SG.
- 5.7 The Club agrees to abide by and recognise the authority of the Anti-Doping Regulations adopted by EG.
- 5.8 The Club agrees that Rules 5.1 to 5.7, and Rules 7.1 and 7.2, and this Rule shall not be amended or revoked without the prior written consent of EG.

## **6 Membership**

- 6.1 Candidates for membership must be proposed and seconded by a Member of the Club.
- 6.2 Any candidate may be refused membership of the Club and any Member who, in the opinion of the Committee, is guilty of conduct prejudicial to the Club, shall be liable to expulsion.

## **7 Handicaps**

- 7.1 The Club agrees to comply with the Rules of Handicapping and any conditions / discretions imposed with the system by EG.
- 7.2 The Club shall at all times retain a Competition and Handicapping Committee as required under the Rules of Golf and the Rules of Handicapping which shall have complete control of competition and handicapping matters at the Club.

## **8 Finance**

- 8.1 The financial year of the Club shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 8.2 The Treasurer shall cause an audited statement of the Club's Balance Sheet and a report on the annual movement on the Income and Expenditure Account to be presented for the approval of the membership at the Annual General Meeting.

# Operating Procedures Appendix B

## Richmond Park Golf Club

### Memorandum of Understanding for 2026

**Between:** Loyaltee Golf® (Company) and Richmond Park Golf Club (RPGC)

#### 1.0 Definitions

- 1.1 'Company' is Loyaltee Golf®, c/o Parkwood Leisure, 3 De Salis Court, Hampton Lovett, Droitwich Spa, Worcester WR9 0QE.
- 1.2 'Richmond Park Golf Course' is the property and associated golf facilities, managed by the Company on behalf of The Royal Parks, at Richmond Park Golf Course, Norstead Place, London SW15 3SA.
- 1.3 'RPGC' is a private golf club that is registered with England Golf and uses Richmond Park Golf Course as its home course and who provides golf competition and handicap services to its Club Members.
- 1.4 'Club Member' is an individual who, by way of an annual subscription paid to RPGC, is entitled to participate in competition golf with RPGC. A Club Member must either pay the Company a green fee or enter into a Loyaltee 12 Month or 1 Month agreement with the Company to use the golf course and participate in competition golf.

#### 2.0 Purpose and Scope of this Memorandum

- 2.1 The aim of this Memorandum of Understanding is to confirm the coordinated arrangements for 'club golf' between the Company and RPGC.
- 2.2 An RPGC Loyaltee Liaison Officer will be appointed by RPGC to co-ordinate liaisons between the Company and RPGC.
- 2.3 There will be information sharing and regular feedback between the Company and RPGC on matters of mutual interest, including the courses, competitions and events, and clubhouse related matters.
- 2.4 Each of the men's and women's sections of RPGC will nominate one of their Club Members to be their representative member who, together with the RPGC Loyaltee Liaison Officer, will attend review meetings at four to six monthly intervals with the Company.
- 2.5 RPGC will manage an agreed Induction Process for all new annual Loyaltee customers who indicate the wish to participate in competition golf. RPGC will enable them to gain a starting handicap if necessary and enter the club's competitions, once they have shown that they meet minimum competition standards and have an understanding of the Rules of Golf and general golfing etiquette.

#### 3.0 Loyaltee Annual Membership Subscriptions

- 3.1 The Company will make available 5-day and 7-day annual Loyaltee customer agreements, which provide customers with the option of becoming members of RPGC, but subject to the Induction Process. Customer payments made for the annual agreements include the

corresponding annual memberships of RPGC. The Company agrees to compensate RPGC, upon receipt of an approved invoice, club members who are annual Loyaltee customers. In addition to the annual Loyaltee memberships, The Company also offers monthly Loyaltee customer agreements, which do not provide for an inclusive RPGC membership.

- 3.2 The annual Loyaltee customer agreements include an allowance of £80 to cover membership of RPGC, should the customer wish to be a RPGC member.
- 3.3 RPGC shall invoice the Company for an amount of £80 (exempt of VAT) for:
  - (a) Any renewing annual Loyaltee member who is also a valid member of RPGC.
  - (b) A new or existing annual Loyaltee member who has successfully completed his or her first handicap qualifying round to become a member of RPGC.
- 3.4 Invoices shall be dated and addressed to Lex Leisure CIC, 3 De Salis Court, Hampton Lovett, Droitwich Spa, Worcester WR9 0QE, for the attention of Paul Day, General Manager, Richmond Park Golf Course.
- 3.5 The Company shall endeavor to settle all invoices within 30 days from receiving the invoice, and not later than 60 days.

#### **4.0 Induction Process for New Members**

- 4.1 RPGC will permit club membership by any annual Loyaltee customer, providing that the individual has completed the Induction Process outlined in section 2.5 or already has a valid WHS handicap.
- 4.2 RPGC will not terminate club membership for any annual Loyaltee customer, except in the outcome of RPGC's disciplinary procedure.
- 4.3 If an annual Loyaltee customer declares an interest but does not successfully complete the Induction Process, they shall be given further opportunities to complete the process within the term of their annual Loyaltee agreement.

#### **5.0 Competitions & Handicapping**

- 5.1 RPGC will organise an annual calendar of competitions and will be responsible for administering the competitions and the update of members' handicaps.
- 5.2 The Company will provide a touchscreen monitor with HandicapMaster software that will be available for club members to input scores and display competition results.
- 5.3 The Company will provide noticeboard space, located in the main clubhouse area, for the purpose of displaying competition draws, results, handicaps and for advertising forthcoming events and activities. RPGC will be responsible for updating the noticeboards and the Company will monitor the content.

**6.0 Allocated Tee Times and Green Fees**

- 6.1 The Company will provide allocated tee times for the purposes of RPGC running regular golf competitions, during the term of this Memorandum of Understanding. These times will be reviewed and may be extended or reduced at any time depending on membership demand.
- 6.2 Fixed allocated tee times are as follows (the Company will have a flexible view on amending these times mid-term, if required):
- Every Sunday 07.45–10:33 (summer) and 08:00–10:30 (winter).
  - Every Wednesday 09.30–10:55 plus 4 – 6 early morning tee times.
  - Every Friday 09.44 – 10.26.
- 6.3 When applicable, RPGC’s Loyalty Liaison Officer, or the particular RPGC competition organiser, shall notify the Company 24 hours before each allocated tee time of any significant number of allocated tee slots RPGC does not require, to allow the Company to release the unused tee slots.
- 6.4 On the day before each of its competitions, RPGC’s Loyalty Liaison Officer, or the particular RPGC competition organiser, shall email the Company with a start sheet of player names and their Loyalty category (annual, monthly, 5–day, 7–day or green fee), together with advice on additional tee slots that can be released for public booking.
- 6.5 The Company will provide further allocated tee times for additional RPGC competitions and events, provided that sufficient advance notice is given by RPGC’s Loyalty Liaison Officer.
- 6.6 The Company will reduce the price of green fees for visiting golfers from away clubs playing in NAPGC and Surrey Golf club competitions against RPGC. The reduction will be 25% off the prevailing public green fee rate (discount not valid for peaceful/twilight or concession green fees).
- Also, for inter–club friendly matches between RPGC and Rickmansworth, Horton Park, David Lloyd Hampton and Mitcham where food and drinks are purchased from The Company by RPGC for their visitors and the home team, the Company will reduce the green fees for the visitors by 50%.
- 6.7 The Company will provide a discounted green fee to club members who have confirmed entry into a club competition within the fixed allocated tee times. The green fee discount will be 15% of the individual peak time online green fee charge.

7.0 **Period of this Memorandum of Understanding**

7.1 This Memorandum agreement is applicable from 01/01/2026 to 31/12/2026 and is subject to annual review.

Agreed by: Paul Day

Date: May 7, 2026

Signature:

Position: Manager

**On behalf of Loyaltee® Golf**

Agreed by: Richard Owen

Date: May 7, 2026

Signature: 

Position: RPGC Loyaltee Liaison Officer

**On behalf of Richmond Park Golf Club**

# Operating Procedures Appendix C

How-To Guide for someone who is administering competitions for Richmond Park GC using the HandicapMaster software.

## Start Sheets

- Wait for the booking period to end (normally 15:00 on the day before), then create start sheet in Handicap Master  
top menu: competitions ==> start sheets ...  
Choose 'import bookings' or 'continue with existing start sheet' option.
- Re-organize groups to create free slots for Glendale  
mark player, then shift-click on the new position.
- Use email icon to send out the start sheet to all participants:

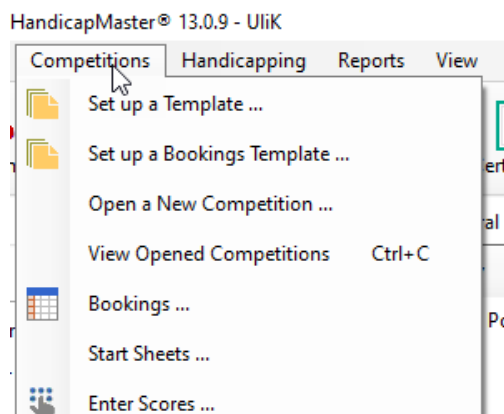


Add members to be cc'd.

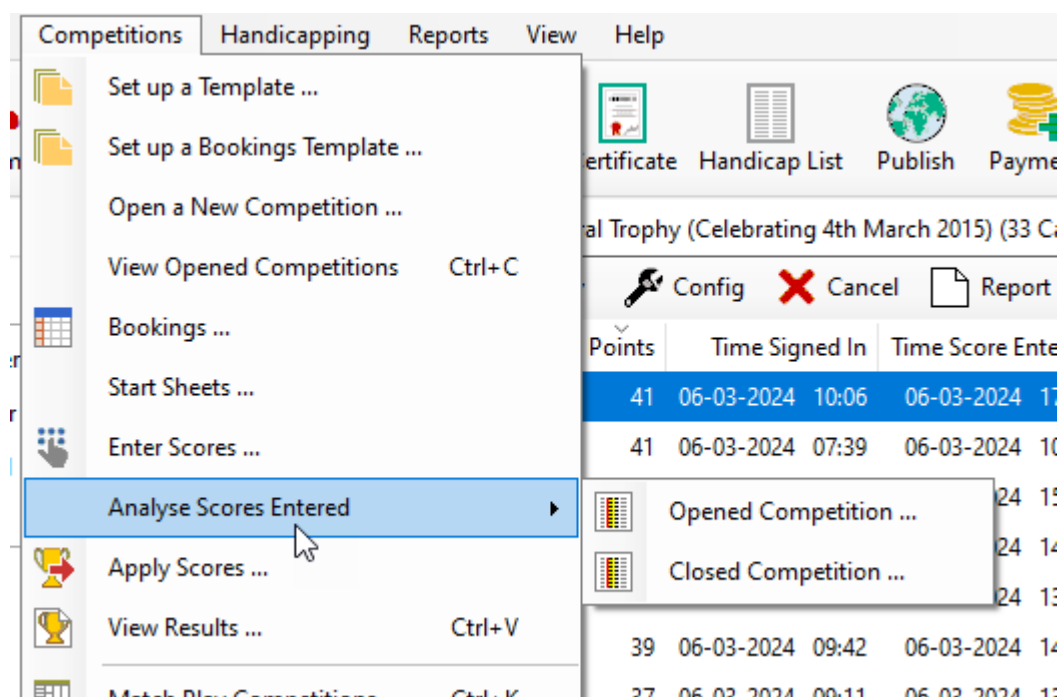
- PUBLISH!  
To Master Scoreboard is enough, EG WHS can be un-checked.  
ID & Passcode are predefined, don't change!

## Post-competition handling

- Collect all the cards from the green box and sort them alphabetically (makes it easier to find the right one when you check the scores of the best few players).
- In Handicap Master, go to 'View Opened competition ...' ==> 'Analyse'



- Another way to get there, is 'Analyse Scores Entered' ==> 'Opened Competition'



- Sort by 'points' to get the order of the winners

Player	Play H'cap	Points	Time Signed In	Time Score Entered	Time Diff.	Tees	Picked Up Holes	Not Played Holes	Fee: Entry	Fee: Sweep	Source	Scorecard Marker
Jones, Mike	25	43	06-03-2024 07:33	06-03-2024 11:15	03:42	White	0	0	£2.00	£2.00	PE	Quinn, Gerrard (10193152)
Fisher, Peter	31	41	06-03-2024 10:06	06-03-2024 14:10	04:04	White	0	0	£2.00	--	PE	Haines, Charles (1017785)
Giles, Paul	17	41	06-03-2024 07:39	06-03-2024 10:55	03:16	White	0	0	£2.00	£2.00	PE	Wells, Adrian (101393304)
Kamerling, Paul	11	40	06-03-2024 10:17	06-03-2024 15:05	04:48	White	0	0	£2.00	--	PE	Casey, Hilary (101648934)
Norden, Richard	21	40	06-03-2024 09:49	06-03-2024 14:36	04:46	White	0	0	£2.00	£2.00	PE	Dalton, Pat (1015672108)

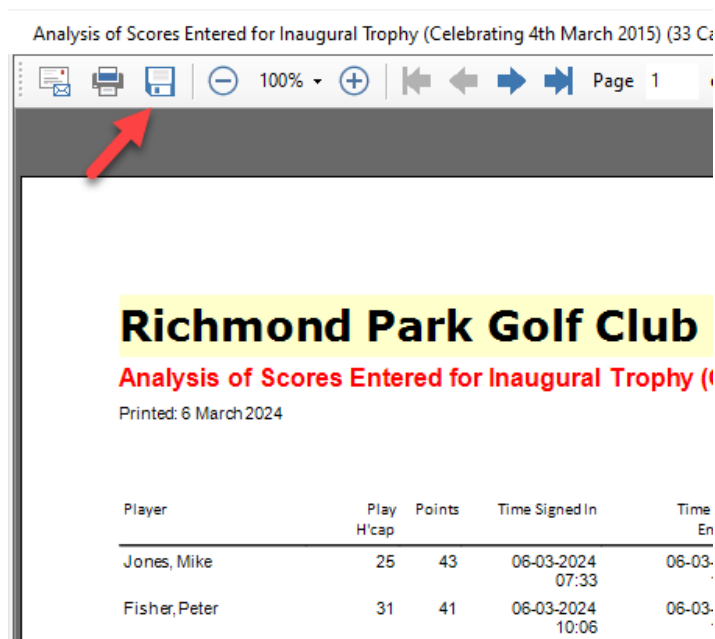
You can also see here who paid into the sweep pool and is eligible to winner's money.

- Double-click on a name to get their scores and compare them with their paper score card.

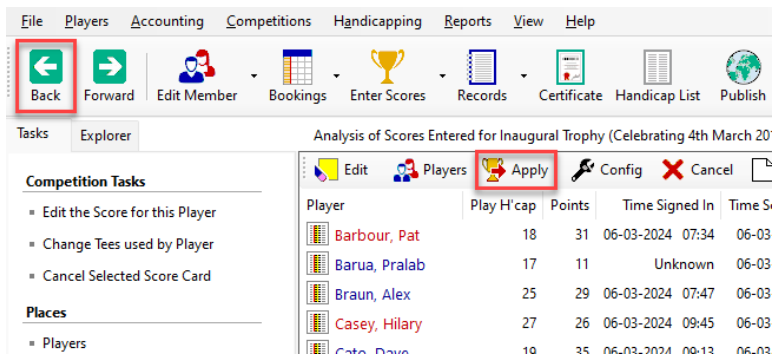


Do that for the first 5 – 10 top players, to make sure the winners got their scores correct.

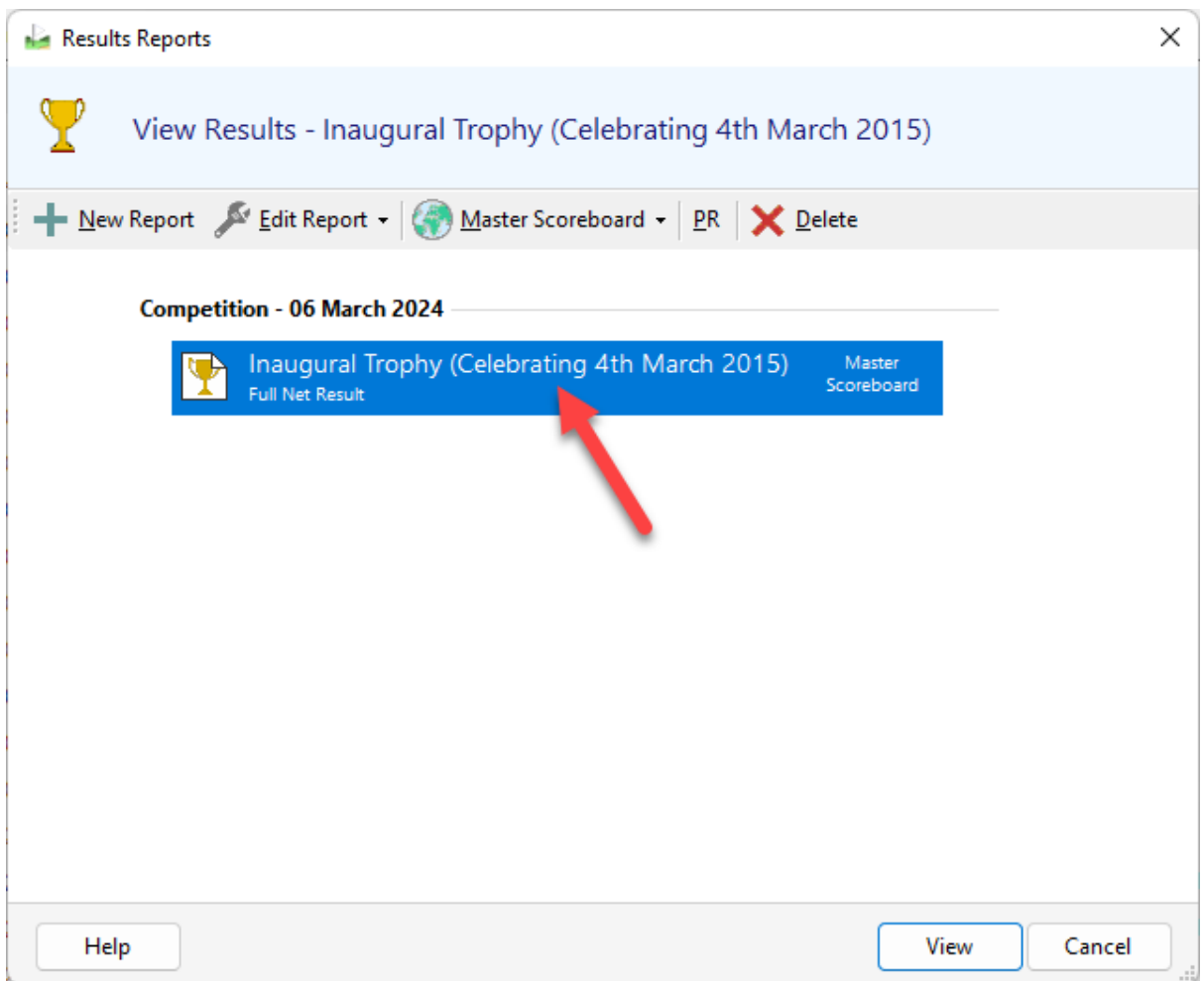
- Press 'Report', then save it through the diskette icon in .csv format to your hard disk, so you can later import it to Excel and sum up the Fee: Sweep column.



- Go 'Back' (top left corner) and press 'Apply' in the Analysis screen



- Click through the following dialog boxes using the next button
- Finally you get the result sheet, offered in this dialogue box:



Click on 'View'

- It will look like this:

Competition Report (Full Net Result) - Inaugural Trophy (Celebrating 4th March 2015) - 06 March 2024

**Richmond Park Golf Club**  
**Inaugural Trophy (Celebrating 4th March 2015)**  
 Printed: 6 March 2024

**Competition Result**  
 Competition played on 06 March 2024 at Richmond Park (Surrey) (Prince's).

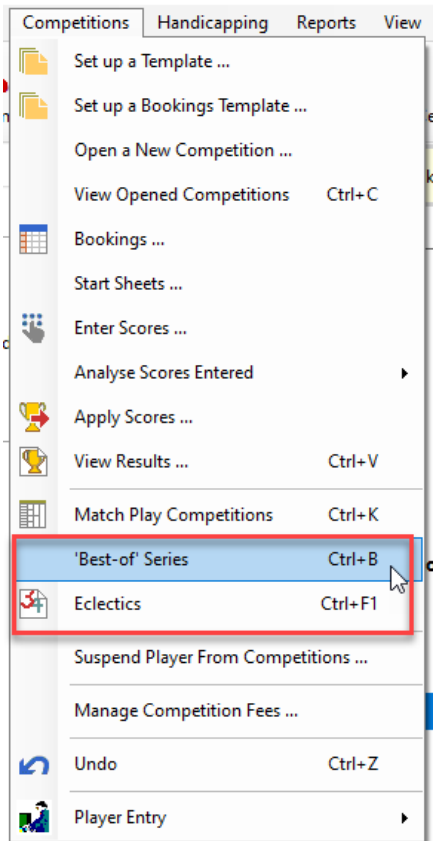
**Full Net Result**

Overall Position		Score (Play H'cap)	Placing	Countback
1	Mike Jones	43 pts (25)		
2	Peter Fisher	41 pts (31)		Last Nine Holes
3	Paul Giles	41 pts (17)		
4	Paul Kamerling	40 pts (11)		Last Nine Holes
5	Richard Norden	40 pts (21)		
6	Peter Miller	39 pts (30)		Last Nine Holes
7	Paul Green	39 pts (20)		
8	Richard Young	37 pts (24)		Last Six Holes
9	Richard Owen	37 pts (12)		Last Nine Holes

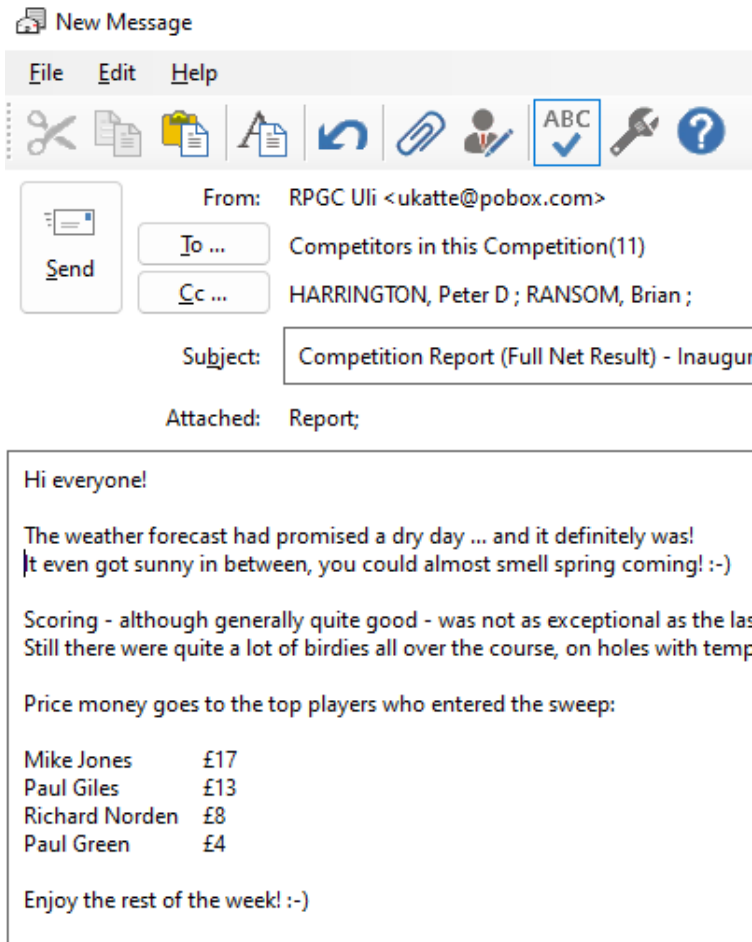
In the top left corner you find the button to send this result sheet out to all participants.

- ... but before, you need to calculate the sweep money you are going to hand out. For that you need the Excel version of the Score Analysis table you saved before, to determine how much money is in the pot.  
 Use the Sweep Calculator Excel file where you can put in the amount to share and play with the number of players to share it between.

- (If your competition is part of a multi-comp set-up, over multiple days, or part of an eclectic collection of comps, and you want to attach the standings to your email, you'll have to create the respective reports under the 'Competitions' menu and save them to your hard disk.)

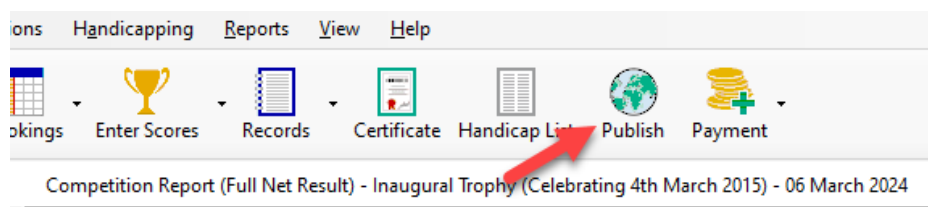


- In the email window you would normally write a few words about how the whole thing spelled out, how the weather was and if there were any noteworthy events.

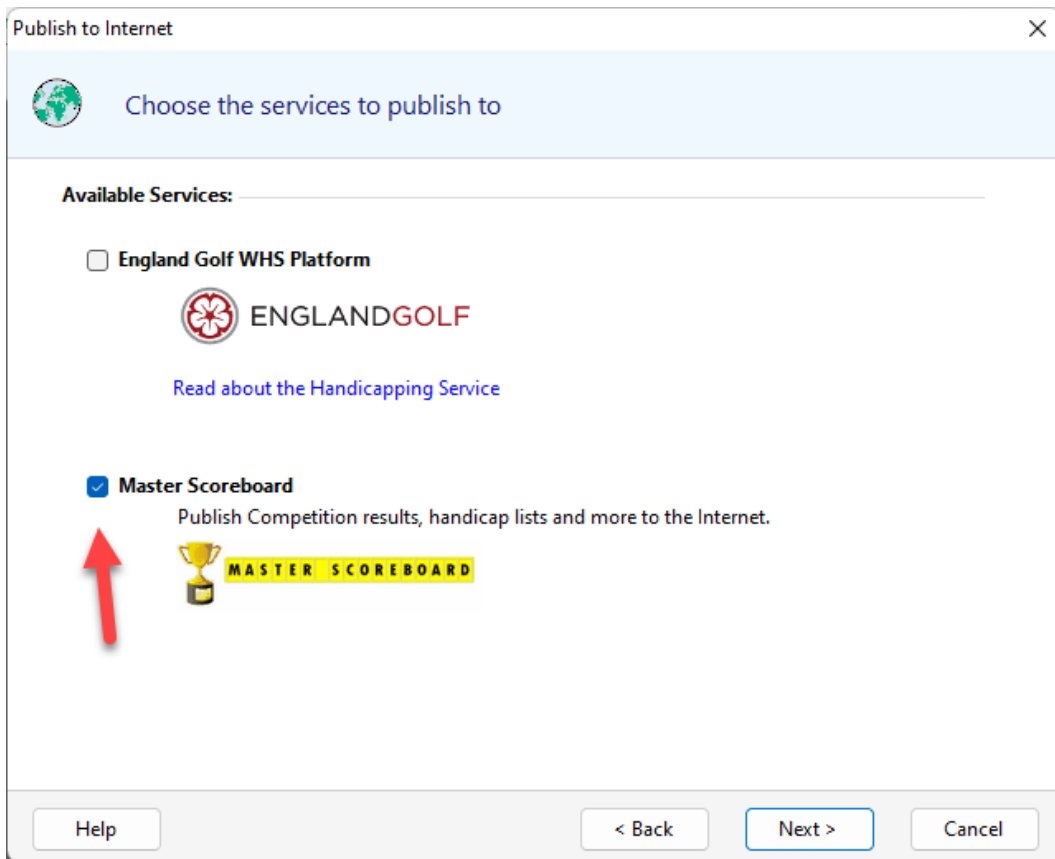


You can add people to cc and attach additional reports as mentioned above.

- Finally hit 'Send'
- The next step is to 'Publish' the results to Master Scoreboard:



- 'Master Scoreboard' is normally enough, no need to include the EG WHS check.

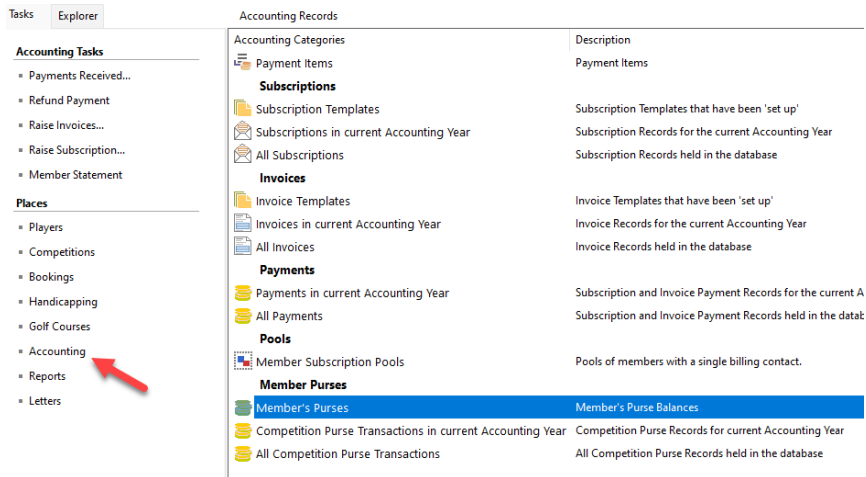


Just 'Next' yourself through the dialogues.

Done! The competition result are now also visible on Master Scoreboard!

# Members' Purses

- At the end, you need to bring the purses of the winning players up to date, with the information given in your Competition Results report.



- Open the Member's Purses function and double-click on the name of the winner.

Member's Purses (405 Entries)

Name	Age Group	Memb. No.	Category	Anniversary of Joining	Subscription Purse	Competition Purse	Total
JOHNSON, Alex	Senior	-	Green Fee		£0.00	£3.00	£3.00
JOHNSTONE, Craig	Senior	-	Annual(7)-Ref		£0.00	£37.00	£37.00
JONES, Chris	Senior	-	Annual(5)-Ref	September 08 (2023)	£0.00	£5.00	£5.00
JONES, Mike	Senior	-	Annual(5)-Ref	September 29 (2023)	£0.00	£42.00	£42.00
JONES, Ryan	Adult	-	Green Fee		£0.00	£7.00	£7.00
KAEWHIN, Kitti	Senior	-	Annual(5)-Ref	June 14 (2023)	£0.00	£0.00	£0.00

- Fill in the fields in the pop-up window as shown here:

✕

### Purse Balance

Adjust Purse Balance for Mike Jones

Purse:

Subscriptions - Balance is £0.00  
 Competition - Balance is £42.00

Record as Prize     [Identify Competition](#)

Adjust Balance by:

Notes:

Prize for competition 'Inaugural Trophy (Celebrating 4th March 2015)' played on 06 March 2024

Help
OK
Cancel

'Identify competition' will open a list of recent competitions, chose the one you are reporting on and it will fill the Notes field at the bottom automatically.

Don't forget to put the prize money into the Adjust Balance field!

- Do the same for everyone who won.
- Finally, sent an email to the Club Secretary and attach the Analysed Results report XLS you saved earlier, with the 'Fee: Sweep' column summed up at the bottom.

## Checklist:

- Create Start Sheet on the day before the competition
- Collect scorecards
- Analyse results ==>
- Create spreadsheet for financial purposes
- Create Competition Report
- Email that report to participants
- PUBLISH!
- Adjust Winners' Purses

## Operating Procedures Appendix D – Women’s Section

The women’s section has its own committee formed of:

Women’s Captain
Women’s Vice-Captain
Women’s Secretary
Women’s Treasurer
Women’s Handicap/Competition Secretary
Additional committee members as deemed necessary

Many of the roles and responsibilities mirror those of the main committee.

### 1.1 Women’s Captain

The Women’s Captain’s duties comprise:

- (a) Chairing the women’s Committee meetings.
- (b) Participating regularly in the club’s internal competitions.
- (c) Pro-actively chatting with, and getting to know, the club membership.
- (d) Promoting participation by members in club activities.
- (e) Acquiring lists of those men interested in external competitions.
- (f) Coordinating team entries to NAPGC events, with the club captain/VC, secretary and others as applicable.
- (g) Organising arrangements for the Mitcham match and liaising with the men on the David Lloyd (Hampton match).
- (h) Playing in RPGC’s Saturday internal competitions (Spring Mixed, Women’s & Men’s Invitations & Bontor)). Traditionally these events are organised jointly with the Club Captain and the two captains play with or against each other, except in the Spring Mixed which is a random draw.
- (i) Organising the ‘Captains’ Day’ (Sunday) competition, with the club captain, and supplying prizes for the winner and runner-up.
- (j) Speech and trophy presentation at the Annual dinner.

### 1.2 Women’s Vice Captain

The role of the VC is to support the captain as and where required.

### 1.3 Women’s Secretary

The Secretary’s duties include:

- (a) Keeping and issuing Minutes of the committee meetings.
- (b) Organising the women’s AGM including a report of the summary of the year. Minuting the AGM.
- (c) Communicating women specific information to the members.
- (d) Point of contact for all women membership enquiries.

#### 1.4 Women's Treasurer

The Treasurer's duties comprise:

- (a) Management of the women's finances: Competition entry fees for women's competitions are transferred into the women's account along with an annual amount from the main club account.
- (b) Managing the budget for women's prizes during the year
- (c) Preparation of an annual set of accounts for the women's AGM

#### 1.5 Women's Handicap/Competition Secretary

The Handicap Secretary's duties include:

- (a) Monitoring and advising on the set up of the women's internal competitions including the knock-outs.
- (b) Setting up new members and prospective members on Handicap Master and removing members who have left the club's membership.
- (c) Processing the results of some of the club's competitions, including scorecard checking and issuing of an email report to players.
- (d) Periodic review (at least annual) of members handicaps.

The women also organise 1 or 2 weekends away, which are predominantly for the women but are mixed. The organiser may or may not be part of the committee.

Traditionally the women have provided the prizes for the Champagne Chase, which is played as a mixed event but with separate prizes.

The women have spring and autumn meetings with a singles and pair event for each. Prizes are awarded after the pairs event at a social gathering

## Operating Procedures Appendix E – Internal Club Competitions

Competitions played by the club comprise the following:

- Monthly Medals and Grand Medal Trophy Competitions
- Club Championships
- Summer mixed Medal Competitions
- Summer mixed Stableford Competitions
- Other Competitions on Sundays and Wednesdays
- Friday Competitions
- Knockout Competitions
- Accumulator Competitions
- Winter Competitions

### E.1 Monthly Medals and Grand Medal Trophy Competitions

Men's monthly medal competitions are played each month on Sundays and mixed monthly medal competitions are played each month on a Wednesday. The women play their own monthly medal competitions during the period April to October only. The men's Sunday medal competitions and the Wednesday medal competitions are played in 2 Divisions. On Sundays, Division 1 is for players with a handicap index of 16.4 or less and on Wednesdays Division 1 is for players with a handicap index of 18.6 or less. The format is strokeplay with a 95% handicap allowance.

The winner of each division of each monthly medal competition receives a prize (currently a spirits glass). These prizes are handed out shortly after the Sunday competition by the Captain and by the Wednesday Co-ordinator for the Wednesday medal competitions.

In the year 2000 the Club inaugurated the Millennium Jug which is awarded to the winner of the men's Sunday January monthly medal. The Jug is engraved with the winner's name and does not form part of the annual dinner award ceremony.

See section E.8 Accumulator Trophies for details of the Grand Medal Trophies.

### E.2 Club Championships

There are separate Men and Women Club Championship competitions as part of the Sunday fixture programme. In addition, there is a Midweek Club Championship which follows the same format for the scratch awards but the handicap award is 'mixed'. All these competitions are played in the summer (usually July) over 36 holes, with 18 holes played on each course on consecutive Sundays or Wednesdays. Players must have played in at least 6 previous Sunday club competitions to be eligible to play in the Sunday Club

Championships and have played in at least 6 previous Wednesday club competitions to be eligible to play in the Midweek Club Championship.

The men's Sunday Club Championship and the Midweek Club Championship comprise two separate scratch competitions for Senior (Division 1) and Junior (Division 2) players, determined according to the same handicap index (HI) criteria as for the monthly medals (see Section E.1 above) – the HI at the time of playing round 1 fixing the division of each player.

The women follow the same format but with no divisional split for the scratch and recently also for the handicap award.

In addition to the scratch competitions, there are also handicap trophies for the best Sunday (combined divisions) and Wednesday scores in the 36-holes club competitions.

Ties for first place in either of the Sunday Championship divisions are resolved by an 18 hole playoff with no change in the competition format. Ties for the runner-up position are all entitled to receive a runners-up award. Ties for the Sunday handicap trophy and for the Wednesday club championship competitions are decided on the best back 18, best back 9, 6 etc.

The Club Championship trophies and prizes are all awarded at the annual presentation dinner. The Sunday junior trophy is engraved with the winner's name. The Sunday handicap trophy is the Richmond Park Niblick, where the winner's name is engraved on a brass plate.

The order of play in the men's and women's Sunday Club Championships is strict. For the first week of the Championships the entrants who have pre-booked play in strict handicap order commencing with the lowest handicapped players and increasing thereafter. The exceptions to this rule are the competition co-ordinators or the Secretary who may (if necessary) play out of sequence but not in a position higher than their handicap would naturally permit. For the second week of the event the 8 leading players in the senior division play in the first two games in result order (of week 1), and the 8 leading players in the junior division play in games three and four, again in handicap order. Playing handicaps for week two (relevant for the handicap trophy competitions only) are 95% of the WHS course handicap on that day. Also, for week two, the competition co-ordinators and Secretary are not exempt from playing in the first four games if they qualify to do so. The remainder of the games for the second week are played in a decreasing handicap order with the lowest handicappers playing last.

Where members turn up to play on either the first or second week of the Sunday club championships without having pre-booked for the day, they play after all the pre-booked members have first tee'd off and they are not eligible to play in the club championships. Any participant who is late arriving and fails to play at the time that his game is called shall incur a penalty of two strokes.

There are no special 'order of play' criteria, or penalties, for the Wednesday club championship competitions.

### E.3 Summer mixed Medal Competitions

The club plays the following medal competitions on Sundays and Wednesdays, all of which are mixed events:

#### **Sundays**

Coronation Cup  
Silver Jubilee (1924 - 1949)  
Golden Jubilee (1924 - 1974)  
Diamond Jubilee (1924 - 1984)  
Platinum Jubilee (1924 - 1994)  
The Centenary Trophy (1924 - 2024)  
Lissaman Cup (3 clubs & a putter)

#### **Wednesdays**

The Masters Bowl  
The Claret Jug

Trophies are awarded at the annual presentation dinner for each of the above events, and the runner-up and 3<sup>rd</sup> placed player also receive a prize (voucher). In addition, there is an Anniversary Cup trophy for the player with the best combined score in 4 of the 5 Jubilee competitions.

### E.4 Summer mixed Stableford Competitions

The club plays the following stableford competitions on Sundays and Wednesdays, all of which are handicap qualifying mixed events, except the Harrington Trophy :

#### **Sundays**

The Captain's Day  
Shaw Cup  
J.Q. Robertson Trophy  
President's Putter  
Charity Cup

#### **Wednesdays**

Inaugural Trophy  
Edward Cup  
Founders Cup – J. Davidson  
Founders Cup – E Bailey  
Founders Cup – J Hume  
Founders Cup – H Prendergast  
Founders Cup – Mrs Millidge  
Founders Cup – J Nicholas  
Midsummer Trophy  
Midweek Captain's Day  
President's Prize  
Harrington Trophy (3 clubs & a putter)

Trophies are awarded at the annual presentation dinner for each of the above events, and the runner-up and 3<sup>rd</sup> placed player also receive a prize (voucher). In addition, there is a Founders Cup Trophy for the player with the best combined score in 4 of the 6 Founders Cup competitions.

## E.5 Other Summer Competitions on Sundays and Wednesdays

The following additional competitions currently form part of the club's internal competition fixture programme on Sundays and Wednesdays:

<b>Competition</b>	<b>Format</b>	<b>Day played</b>	<b>Prize</b>	<b>Presented at</b>
Men's Spring Stableford	Stableford (36 holes)	Sunday	Trophy	Annual dinner
Men's Autumn Stableford	Stableford (36 holes)	Sunday	Trophy	Annual dinner
Priory Cup	Bogey (mixed)	Wednesday	Cup	Annual dinner
Fred Hawtree Cup	Bogey (mixed)	Wednesday	Cup	Annual dinner
Bank Holiday (& other) Plates	Stableford (mixed)	Sundays & Wednesdays	Plate	During year
Autumn Pairs	Greensomes (mixed)	Wednesday	Cup	Annual dinner
Men's Burgess Cup	Greensomes	Sunday	Cup	Annual dinner
Champagne Chase	Stableford (mixed, with separate prizes)	Sundays & Wednesdays	Fizz	During year
Christmas Hamper	Stableford (mixed, with separate prizes)	Sundays & Wednesdays	Hampers	During year
Women's Committee Cup	Stableford (36 holes)	Sunday	Cup	Annual Dinner
Women's Spring Meeting - singles	Medal/Stableford	Sunday	Prize	During year
Women's Spring Meeting Pairs	4BBB stableford	Sunday	Prize	During year
Women's Autumn Meeting singles	Medal – often the monthly medal	Sunday	Prize	During year
Women's Autumn Meeting Pairs	4BBB stableford	Sunday	Prize	During year

## E.6 Friday competitions

Competitions on Friday mornings are all non-handicap-qualifying, although member's may choose to enter their scores as General Play.

The format of the competitions is usually a singles, stableford sweep, with sweep entry (£1) deducted from member's purses at Sign In. From time-to-time a 'team' competition, such as a Texas Scramble, is played instead.

#### E.7 Knockout competitions

The following knockout competitions are played each year:

<b>Competition</b>	<b>Details</b>
J H Taylor	Singles knockout for men with a handicap index of 16.4 or less at the time of the draw.
Two Courses Cup	Singles knockout for men with a handicap index of above 16.4 at the time of the draw. (max 32 playing handicap).
Men's Pairs	Better ball knockout. Max. 32 playing handicap.
Challenge Cup	Singles knockout for women, Max. 38 playing handicap.
Double C Cup	Women's better ball knockout. Max. 38 playing handicap.
Mixed Foursomes	Mixed better ball knockout. Max. 32 playing handicap for men and 38 playing handicap for women.

Further details of these competitions are given in the section "Knock-Outs \_ How and when to play them" in the Members Area of the website at: [Knock-Outs – How & When to play them : Richmond Park Golf Club](#)

#### E.8 Accumulator Competitions

The club plays a number of accumulator competitions, as follows:

<b>Competition</b>	<b>Rules</b>	<b>Prize</b>
Men's Sunday Grand Medal	Best combined score from 5 of 8 monthly medals played between March and October; 2 divisions	Cup at annual dinner
Midweek Grand Medal (mixed)	Best combined score from 5 of 8 monthly medals played between March and October; 2 divisions	Cup at annual dinner
Anniversary Cup (mixed)	Best combined score from 3 Jubilee competitions (see Section E.3)	Cup at annual dinner
Founders Cup (mixed)	Best combined score from 4 Founders Cup competitions (see Section E.4)	Cup at annual dinner
Men's Top Dog (Senior & Junior divisions)	Best points score from a series of competition (further details below)	Trophies at annual dinner
Men's Winter Competition & Eclectics	See section E.9 below	Monies to top 6 in each.

Women's Dowling Cup	Best 6 scores from all medal rounds played in the year	Cup
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The men's Top Dog competitions comprise the following Sunday competitions:

Coronation Cup  
Shaw Cup  
President's Putter  
J.Q. Robertson Trophy  
Golden Jubilee Trophy  
Captain's Day  
Lissaman Cup  
and  
either the J.H. Taylor or Two Courses Cup knockout competitions.

The Senior Top Dog trophy is for players with a handicap index up to 16.4 at the time of their first competition entry and includes the J. H. Taylor competition. The Junior Top Dog trophy is for players with a handicap index of 16.5 or more at the time of their first competition entry and includes the Two Courses Cup competition.

The trophies are awarded to the player, in each division, who accumulates the highest points score from the above competitions, according to the following points allocation:

**Sunday Competitions**

1st - 12 points  
2nd - 8 points  
3rd - 6 points  
4th - 4 points  
5th - 3 points  
6th - 2 points  
7<sup>th</sup> - 1 point

**Knockout Competition**

1<sup>st</sup> - 12 points  
Runner Up - 8 points  
Losing Semi-Finalist - 5 points

The Top Dog trophies are awarded at the annual presentation dinner, with the 2<sup>nd</sup> and 3<sup>rd</sup> placed players also receiving a prize (voucher).

E.9 Winter Competitions

On the winter fixture programme there are eight rounds of a Winter Competition series for the Sunday men golfers and also a separate eight round mixed series for our Wednesday men and women golfers (the Midweek Winter Competition). The Sunday women golfers play an Eclectic competition on each of the two courses when the men play their winter competition. Usually, 2 rounds of each of the Sunday and Midweek winter competitions is played before Christmas, with the remaining rounds played in January - March of the following year (weather permitting!).

The competition details are as follows:

The format for each round is Stableford, played off the tees of the day; i.e. white or yellow (or optional), as specified on the start sheet.

The eight rounds of the Winter Comp. are played with four rounds each on the Duke's and the Prince's courses.

The men's Sunday Winter Comp. series is played in our two divisions; namely division 1 for handicaps up to 16.4 and division 2 for handicaps of 16.5 and above. A player's division is determined according to the player's HI on the first event that he plays and there is no subsequent movement between the divisions.

The Midweek Winter Comp. series is mixed where both the men and the women are playing for the same prize, and there is no divisional segregation of the results.

The overall winners of the Winter Comps are the players with the highest aggregate Stableford points scored from three rounds - but - the total score must include one round from each course.

For the four rounds played on each course, there will be a net eclectic score calculated on a medal format. To arrive at the net eclectic score we start by taking the best gross score achieved from the four possible opportunities on each hole on both courses, and for the net score we apply a handicap allowance of 50% of the HI.

From each round, the competition entry fees will be split with 15% being credited to the Club's prize fund and the remaining 85% accumulated and at the end of the series the total of this pot will be paid out as cash prizes for the highest placings on the leaderboards of the Stableford section and also the two eclectic sections. The Sunday prizes will be awarded according to the respective entries for the senior and junior divisions.

The women have their own eclectic competitions on a Sunday with prizes coming from the women's fund.

# RICHMOND PARK GOLF CLUB



## EXTERNAL COMPETITIONS AND MATCHES

The costs associated with inter-club fixtures and external competitions will be met by the Club as follows:

### 1. Surrey Golf and NAPGC team events:

The Club will pay the competition entry fees for the events that are selected for entry by the Club.

The Club will pay the green fees for home players who do not have an annual Loyalty card. The Club will also pay the green fees for opposing teams where this is a condition of the competition.

The Club will pay the away leg green fees where this is a condition of the competition.

The Club will provide refreshments as appropriate for the home fixtures.

### 2. NAPGC/UKPCC individual championships:

The Club will typically charge a small individual entry fee for those members wishing to participate in the Club qualifiers.

The Club will pay the competition entry fees and the green fees for those members who are successful in the Club qualifiers and have been accepted by the NAPGC/UKPCC to progress to the next rounds.

### 3. Surrey Golf individual events:

Members are responsible for their own costs of competition entry and any further expenses in accordance of the conditions of the competition.

### 4. NAPGC Gordon Forster and Mary Forster Bowls:

The Club will pay for team entries but no further costs incurred with the competitions.

5. NAPGC Senior Championships:

Members will be responsible for their own competition entry costs.

6. Inter-club Friendly matches:

The Club will pay the green fees for home players who do not have an annual Loyaltee card. The Club will also pay the green fees for opposing teams.

The Club will provide refreshments as appropriate for the home fixtures.

7. Internal matches:

Members participating in internal matches will be responsible for their own green fee costs if payable.

8. General:

The Club will not reimburse travel costs.

Peter Harrington

Secretary

22<sup>nd</sup> September 2019