



Document No.	TOR3
Document Name	KGC Ladies Sub-committee Terms of Reference
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Composition of the Ladies Sub-committee

The Committee shall comprise:

- Ladies Captain
- 2 x Ladies Vice Captains
- Ladies Secretary
- 4 more ladies match committee members

Roles and Responsibilities

The Ladies Captain is the primary liaison between the KGC Management Committee and the Ladies Sub-committee. In this capacity, the Ladies Captain will:

- Ensure that ladies meetings are held regularly.
- Ensure that all respective roles and responsibilities are being completed to ensure events are being successfully run.
- Submit minutes from Ladies Sub-Committee to Management Committee.
- Run programs and events to encourage members and new members to play and enjoy golf.
- Encourage lady members to learn procedures and roles of the committee from experienced members to ensure roles can be confidently filled into the future.
- Select delegates to attend Zone and District Meetings as representatives for our Ladies Sub-committee.
- Be familiar with the KGC Governance Documents that are owned by the Committee and ensure that the content of the documents and any associated tools (eg forms, checklists) remain current, accurate and fit for purpose.

Specific Tasks of the Ladies Sub-committee

The Ladies Match Committee is comprised of the ladies' captain, the 2 ladies' vice-captains and 4 other members. Decision is by majority. No one has a casting vote. If the decision is equal, the status quo remains. Decisions relating to the daily competition can be made by any 2 present members of the match committee.

1. Enter ladies competitions into Simple Golf program.
2. Put flyers, namesheets, timesheets and conditions of play out when necessary.
3. Keep members informed of upcoming events, ladies open days and results with flyers and via facebook.
4. Keep the club house manager informed regarding ladies open days to assist with catering and placement of social players in the field.
5. On Ladies Open Days pre-print cards, take entry fees in office and send field out onto the course. Balance takings and forward to Treasurer in an envelope clearly marked with competition fees, green fees, pro pin, food (if any), and with the eftpos summary from the eftpos machine. This should balance with cash plus eftpos.

6. Prepare NTPs etc and leave in readiness for day's competition.
7. Manage any disputes by adjudicating on reported and/or written and submitted complaints during competitions.
8. After competition check scorecards, determine competition results. Determine prizes as per prize schedule and record winnings in prize voucher book. Upload scores to golflink. Post results on facebook.
9. For honour board events record results "The Red Book".
10. Report to district re "Club of the Year" competition.
11. Put through handicap cards for new members.
12. Monitor handicaps of players, in particular those who may need a handicap adjustment (e.g. returning players, injured players).
13. Assist lady members with interpretation of golf rules and etiquette.
14. Encourage lady members to participate in state, district and zone open golf days.
15. Select teams for zone match play pennants.
16. Prepare end of year results for presentation night.
17. Assist with preparation of Kingaroy Golf Club Program Book.

Version information

Version	Details/Changes	Approved by	Date
1.0	Approved Terms of Reference added to KGC Governance Documents Management System.	KGC Management Committee	16 June 2025