



NORTHUMBERLAND LADIES' COUNTY GOLF ASSOCIATION

BYELAWS (REVISED JANUARY 2026)

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1 RULES OF THE GAME

The rules of the game shall be those as laid down by the R&A subject to the local rules in force at clubs where matches are held.

2 THE RACE TO WOODHALL SPA (formerly known as the County Medal Competition)

The Race to Woodhall Spa competition is open to all members of the Association. All 18 hole, individual handicap qualifying, club competitions played throughout the year will determine the club winner. The club winner, who has the lowest aggregate of 4 cards returned in club competitions, may be eligible to compete in one of the regional finals. A County award shall be given for the lowest aggregate score of the club winners. The club winners can be found on the 'Race to Woodhall Spa' report when is available on the WHS platform from 1 January of each year.

3 COUNTY CHAMPIONSHIP MEETING

- 3.1 The County Championship meeting shall be held annually in the spring on a course to be selected by the Executive Committee.
- 3.2 The Championship Bowl, Jenny Lee Smith Trophy and the Team Shield shall be played for at this meeting; as will The Trish Todd trophy for the Junior County Champion.
- 3.3 The Championship match-play draw shall be made according to the automatic draw format and shall be announced as soon as possible after completion of the qualifying rounds. Players must enter from their home club to compete for the Team Shield.

4 INTER-COUNTY MATCHES

- 4.1 Inter-County matches shall be played under the conditions of the competition published on the England Golf website.
- 4.2 The team and reserves for all matches shall be chosen by a team selection committee consisting of the Captain, the Vice-Captain, immediate Past Captain, and one other co-opted for one year. The selector will have been nominated by the Captain and approved by the Executive Committee at the first or second Executive meeting of the year. The Captain shall have a casting vote if required. The Captain shall arrange details and order of play.



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5 INTER-CLUB MATCHES (SHIELD MATCHES)

- 5.1 A member with a current WHS Handicap Index shall play for her home club only, in any team match during any one year. Matches shall consist of games of singles matchplay, played off scratch.
- 5.2 Nominations are required when a club is fielding a second or subsequent team.
- 5.3 A player who does not have a current WHS Handicap Index is not eligible to be nominated or to play in a Shield match. If the player subsequently attains a WHS Handicap Index which is lower than any nominated player, she may play in no more than 2 matches and only if a nominated player is unable to play.
- 5.4 A player who has not been nominated for the first team, and who has a WHS Handicap Index lower than any of the nominated players, when the nominations are submitted, can only play a maximum of two first team matches during the year and only if a nominated player is unable to play. Also, this player is not eligible to play in second or third team matches. The same principle applies to clubs with three teams when players are nominated for second teams. In this case the player can only play a maximum of two team matches and only if a nominated player is unable to play. This player is not eligible to play in third team matches.
For the match between the two teams from the same club in 1 division, a non-nominated player with a WHS handicap index lower than any nominated player, when nominations are submitted, is eligible to play even if all nominated players are available. This match would otherwise follow the rules as above.
- 5.5 The Captain can select a player whose WHS Handicap Index is equal to or higher than those of nominated players, when the nominations were submitted, should she consider their form merits selection.
- 5.6 Each Captain shall play her team in order of the player's WHS Handicap Index and clauses 5.1 - 5.5 above. An exception to this byelaw would be to allow the Captain to play her Club Champion in the first pairing, should the Club Champion wish to do so.
In the match between the two teams from the same club in one division, the 14 or 16 players must play in Handicap Index order 1-14 (division 2 and below) or 1-16 (division 1) apart from the Club Champion who may play in the first pairing should the Club Champion wish to do so.
- 5.7 Annually every player must nominate her home club by 14 April or before the first match if earlier. She is only eligible to play for her home club during that year. New members of the Association with a WHS Handicap Index and those transferring from another County may, on payment of Northumberland County fees, be eligible to play for their new home club at club level subject to byelaw 5.1.



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5.8 In the event of two teams from the same club being in any one division, the match against each other should be played before the two teams play any other Shield match.. We advise the club reserves at least three dates for this match in April & May, which should be sent to the County Vice-Captain before the Fixtures meeting. If the Club has reserved at least three dates and has been unable to play the match due to the course being closed, this must be discussed with the County Vice Captain to agree a solution that allows the match to be played and does not adversely affect the two teams or other teams in the division.
After the Fixtures meeting if additional dates for the match have become available these can be added with the agreement of the County Vice Captain.

5.9 A first division Shield team shall consist of 8 players. Lower division Shield teams shall each consist of 7 players.

5.10 Captains of clubs in the first division wishing to enter a second team shall send the names of their 7 nominated first division team players and current WHS Handicap Indexes to the County Vice Captain, by 14 April or before the first match if earlier. These players shall be eligible to play in first division matches only. An eighth first division team player is not required to be nominated.

NOTE: Where clubs are fielding three teams, the 8th player must be nominated as the 1st player for the second team if she is to play in both the first and second teams.

5.11 Captains of clubs in all other divisions wishing to enter a second team shall send the names of their 6 nominated first team players and current WHS Handicap Indexes to the County Vice-Captain by 14 April or before the first match if earlier. These players shall be eligible to play in their first team's division matches only. A seventh player is not required to be nominated and may play in lower division matches.

NOTE: Where clubs are fielding three teams, the 7th player must be nominated as the 1st player for the second team if she is to play in both the first and second teams.

5.12 Captains of clubs with three teams shall send the names of their first team nominations and 6 second team nominated players and current WHS Handicap Indexes to the County Vice-Captain by 14 April or before the first match if earlier. These players shall not be eligible to play for the third team. No nominations are required for the third team.

5.13 All Shield match dates shall be arranged by the Club Captains at a meeting called by the Executive Committee annually, and must not be subsequently altered except in extenuating circumstances, and then only by reference to the Executive Committee via the County Vice-Captain.



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- 5.14 Any nominated player, whether nominated for the first (5.10 & 5.11) or second team (5.12), must play a minimum of 3 matches for their nominated team. Any breach of this byelaw will incur a 1-point deduction at the end of the season for each match not played below the minimum requirement. This would result in a maximum 3 point reduction for the team at the end of the season for each player who infringed this byelaw.
With regard to the 1st nominated player of the 2nd team who is the 7th player of the 1st Team in Divisions 2 and below or the 8th player of the 1st team in Division 1, she must play a minimum of 3 matches over either or both of the 1st and 2nd team matches.
- 5.15 The County Vice-Captain must be informed by the Club Captain of any extenuating circumstances which occur during the season such as illness, injury or adverse personal circumstances that limit the player's ability to fulfil the matches required. **The request should be submitted by email outlining the relevant factors as soon as the issue has occurred. The submission will be reviewed promptly by a panel of the Captain, Vice-Captain and Handicap advisor and communicated directly to the Club Captain. An exemption will generally apply for 1 match but in certain circumstances may apply for all the matches. In these circumstances no point deduction would occur.**
- 5.16 If a team has nominated players, it is the responsibility of the team Captain to keep a tally of how many matches each nominated player has played and to send the tally of matches played by each nominated player to the Vice Captain after the third match has been played and at the end of the season, as per the instructions on the match result form.
- 5.17 After each match the two Captains are required to agree the result, and it is the responsibility of the Home Captain to submit the match result via the website. The Away Captain will be able to check the result on the website. In the event of any discrepancy, it is the responsibility of the two Captains to resolve the discrepancy through reference to the two original match result forms completed on the match day.
- 5.18 In the event of a club with 2 teams in the League having a nominated 1st team player who, for whatever reason is unable to play any matches and this becomes known to the team Captain after nomination, but before the first match is played, a replacement player for the 1st team will need to be nominated who is not eligible to play for the 2nd team.
In the event of a club with 3 teams in the League having a nominated 1st team player who, for whatever reason is unable to play any matches and this becomes known to the team Captain after nomination, but before the first match is played, the player nominated as the 1st player of the second team automatically becomes the last nominated player in the 1st team and is not eligible to play in the 2nd team. A replacement player will need to be nominated for the 2nd team. This player would not be eligible to play for the 3rd team. In the same circumstances, if a nominated 2nd team player for whatever reason is unable to play any matches, the club will need to nominate a replacement, who is not eligible to play for the 3rd team.



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- 5.19 Shield matches shall be played between 1st April and 31st August each year, and all results entered onto the website.
- 5.20 A club unable to play a Shield match on a fixed date shall be scratched.
- 5.21 An arranged match shall only be postponed by the Captain of the home club or her deputy if the home course is deemed unplayable except if the 2 teams are present at the club at the scheduled starting time and the weather is unfavourable, the Captains (or their deputies) of the respective teams shall be empowered to postpone the fixture by mutual consent to a mutually agreed date and time. Should, however, the Captains fail to come to such agreement; the match must be played.
- 5.22 Players shall not discontinue play on account of bad weather or for any other reason unless they consider that there may be danger from lightning or some other reason which both Captains consider satisfactory (R & A Rules of Golf 5-7a and 5-7d). Every effort must be made to complete the match on the day. If this is not possible, before leaving the clubhouse, the Captains shall arrange a date and time to replay the match. If some players have completed their matches these do not count and the whole team must play the full match again. If the same team is not available for the reorganised match, then other players can represent the club. The County Vice-Captain must be informed as soon as possible and should any query as to the procedure arise, her decision will be final.
- 5.23 Clubs must play as a team and all matches shall be arranged to start before 3pm. In exceptional adverse weather conditions this time may be extended by mutual consent of the Captains (or their deputies).
- 5.24 At least 15 minutes prior to the start of a Shield match, the Captains must exchange the names of their players and the order of play, together with proof of their current WHS Handicap Index (WHS Handicap Index certificate, or a paper or electronic copy of the current ladies' WHS Handicap Index list). In exceptional circumstances, the order of play may be changed but not the pairings.
- 5.25 A player should be on the tee ready to play 5 minutes before her match. If a player arrives at her starting point, ready to play, no more than five minutes late the penalty is loss of first hole (R&A Rules of Golf 5.3a). Otherwise, the penalty for breach of this Rule is disqualification unless the Captains agree that exceptional circumstances prevented the player from starting on time.
- 5.26 Each year the bottom club in the first division shall be relegated to the second division, and the top club in the second division shall be promoted to the first division. This procedure shall apply to all subsequent divisions.
- 5.27 Clubs should play each other at home and away in alternate years.



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- 5.28 One point shall be scored for each individual win or "walk-over". No matches shall go beyond the 18th green. A half point shall be scored for a halved match.
- 5.29 Should two or more clubs tie on total points scored in any one year and a decision on promotion or relegation is to be made, then the winner shall be decided by count back.
- 5.30 Caddies will not be permitted for Shield matches, unless the player has been given permission for physical assistance, that specifically references the need for a caddie, by the NLCGA.
- 5.31 If a club selects a player under 18 years of age, the Captain of that team shall inform the opposing club three days beforehand that they are fielding an under 18 player. Either club may then decide if additional safeguarding measures are required for the junior player or her opponent, inform the opposing Captain of those measures and organise the necessary arrangements.
- 5.32 Any breach of the byelaws 5.1 to 5.7 will incur the loss of one game point, the opposing team gaining that game point.
- 5.33 A club may enter further teams which would start in the lowest division, as would a club entering a team for the first time.

6 TR PERCY AND NORAH PERCY TROPHY MATCHES

- 6.1 A member with a WHS Handicap Index shall play for her home club only, in any team match during any one year.
- 6.2 TR & Norah Percy Trophy matches are matchplay, played off the player's playing handicap on the day for that course being played.
- 6.3 The team for a TR Percy Trophy match shall consist of 5 players with a WHS Handicap Index between 20.0 and 29.9. A player with a lower WHS Handicap Index cannot play in this team. A player with a higher WHS Handicap Index can play but must play with a WHS Handicap Index of 29.9.
- 6.4 The team for a Norah Percy Trophy match shall consist of 5 players with a WHS Handicap Index of 30.0 or higher. A player with a lower WHS Handicap Index cannot play in this team.
- 6.5 The draw for the first round shall be sent to participating clubs before the Captains' Fixtures Meeting. Immediately after the draw has been made for each round, a choice of 3 dates must be given by the Home Captain (or her deputy) to her opponent.
- 6.6 Clubs must play as a team and the first match shall be arranged to start no later than 3pm. In exceptional adverse weather conditions this time may be extended by mutual consent of the Captains (or their deputies).



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- 6.7 At least 15 minutes before the match, the Captains shall simultaneously exchange lists of players together with proof of their current WHS Handicap Index (WHS Handicap Index certificate, or a paper or electronic copy of the current ladies' WHS Handicap Index list). If proof is not produced that individual match shall be conceded. Players must be paired strictly in order of WHS Handicap Index and this list must not subsequently be altered. In exceptional circumstances the order of play may be changed but not the pairings.
- 6.8 One point shall be scored for each individual win or "walk-over". No individual match shall be halved; each match shall be played continuously to a finish, but when a team has definitely won their match the rest of the players need not continue to play after the 18th hole. In these circumstances only, a halved match shall be allowed.
- 6.9 The winning team shall go forward to the next round.
- 6.10 Full results of matches must be entered on the NLCGA website immediately after each match. Players' playing handicap must be entered with their result.
- 6.11 The final shall be played on a neutral course selected by the Executive Committee.
- 6.12 Caddies are permitted, for the final only, of both competitions. A player is allowed a caddie in any match if the player has been given permission for physical assistance, that specifically references the need for a caddie, by the NLCGA.
- 6.13 Any breach of the byelaws 6.1 to 6.4 will incur the loss of one game point, the opposing team gaining that game point.
- 6.14 Byelaws 5.20, 5.21, 5.22, 5.25 and 5.31 also apply to Percy matches.

7 EVENING LEAGUE MATCHES

- 7.1 A member with a WHS Handicap Index shall play for her home club only, in any team match during any one year.
- 7.2 Strokes to be given or received will be determined by the full difference between the player's 9-hole course handicaps.
- 7.3 Each match will be played off the 9-hole converted handicap over 9 holes. These must be the 9 holes for which the Club has been given a Course and Slope rating by England Golf. As part of the rating process each Club is supplied with a 9 Hole Handicap Conversion Chart. This chart should be used to produce a 9-hole card with stroke indices 1– 9. Exact WHS Handicap Indexes are used to determine the 9-hole handicap using the handicap conversion chart.
- 7.4 A team shall consist of 5 players.



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- 7.5 All Evening League match dates shall be arranged by the Club Captains at a meeting to be called by the Executive Committee and must not be subsequently altered except in extenuating circumstances, and then only by reference to the Executive Committee via the County Vice-Captain.
- 7.6 Evening League matches shall be played between 1st April and 31st July.
- 7.7 Start times of matches shall be arranged by Captains/Team Managers. All matches must start within 45 minutes of the first start time.
- 7.8 Any player with a current WHS Handicap Index is eligible to play in the Evening League. Priority should be given to players who are unable to or can only rarely play in Shield matches.
- 7.9 At least 15 minutes before the match, the Captains shall simultaneously exchange lists of players together with proof of their current WHS Handicap Index (current WHS Handicap Index certificate, or a paper or electronic copy of the current ladies' WHS Handicap Index list). If proof is not produced that individual match shall be conceded. Players must be paired strictly in order of WHS Handicap Index and this list must not subsequently be altered. In exceptional circumstances, the order of play may be changed but not the pairings.
- 7.10 Each match will play all nine holes on a "holes-up basis". The winner will be the player who is up at the end of the nine holes. One point will be awarded for a win and half a point for a halved match. The score on the result sheet should be entered as the number of holes up.
- 7.11 Full results of matches must be entered on the NLCGA website immediately after each match. Players' 9-hole course handicaps must be entered with their result.
- 7.12 If there is a tie for first place in the group after all matches have been played, the winner of the group will be the team with the highest number of holes up over all matches.
- 7.13 The winner of each of the four groups will play in a semi-final: the winners then playing in a final to determine the overall winner. Each of these finals will be played on a neutral course selected by the Executive Committee. If there is a tie after all matches have been played, the winner will be the team with the highest number of holes up over all matches.
- 7.14 To be eligible to play in the Evening League final, all players must have played in at least one Evening League qualifying match.
- 7.15 Any breach of the byelaws 7.1 to 7.4 will incur the loss of one game point, the opposing team gaining that game point.
- 7.16 Byelaws 5.20, 5.21, 5.22, 5.25, 5.30 and 5.31 also apply to Evening League matches.