The ECGC Manual

Version 10.0

Publication History

Version	Month /Year	Comments
Version 1.0	August 2009	First Issue
Version 2.0	June 2013	Second Issue – changes to section 1.7 team composition.
Version 2.1	May 2014	Draft issue containing proposed changes to Section 3 'The Executive Committee', the addition of Appendix A plus minor editorial changes.
Version 3.0	May 2014	Changes accepted at the captains meeting 2014
Version 4.0	March 2017	Changes to the prize structure carried by email vote by core team captains.
Version 5.0	October 2017	Renaming of the Seniors Trophy and updates to the requirements for the provision of trophies by the OC. (pages 4 and 13)
Version 6.0	September 2019	Changes to the section 8.3 Collection of the ECGC Levy.
Version 7.0	May 2022	Changes to the handicap structure section 1.5, updates for the change to the WHS. Update to the prize's requirements section 5.3 Prizes. All changes highlighted in red.
Version 8.0	March 2025	Inclusion of the Eddy Van Den Heuvel Memorial Trophy section 5.3. Editorial change to remove section 9.1 Trophy winners' from the miscellaneous section as this no longer applies due to the changes made in version 7.0.
Version 9.0	June 2025	Updates to section 7.5 ECGC Non-Core Team Points system.
Version 10.0	September 2026	Editorial changes 1.4 1.6 1.7 4.1 4.5 4.6 5.3 8.9 1.2 or formerly 1.9 Participation of Flow Management Unit controllers 8.3 Charity

INDEX

1 Championship Organisation **p.4**

2 Proposal to host Championship **p.7**

3 Executive Committee- Composition and election **p.9**

4 Executive Committee- Duties and Responsibilities **p.11**

5 Organising Committee- Duties and Responsibilities **p.13**

6 Captains' Meetings **p.16**

7 Invitations to Play and points system **p.18**

8 Finances **p.20**

9 Miscellaneous **p.22**

10 Appendices **p.23**

1 Championship Organisation

1.1 The Championship shall be organised annually.

1.2 The Championship shall be organised by –

- Air Traffic Control personnel employed or formerly employed at an Air Traffic Control unit.
- Air Traffic Control personnel employed or formerly employed at a Flow Management unit.
- Air Traffic Control personnel employed or formerly employed at other agreed units.

1.3 The Championship shall be played on two consecutive days -18 holes each day.

- If the Championship is to be played on one course, one practice day, on the course, must be organised on the day prior to competition.
- If the Championship is to be played on two courses, at least one practice day, over one of the courses, must be organised on the day prior to the Championship.

1.4 The format of the Championship shall be:

- A Stableford competition played over 36 holes for teams:
  - The best team net score – The Eddy van den Heuvel trophy,
  - The best team gross score
- Additionally, the following Stableford singles competitions shall be organised to run within the main competition. These trophies can only be won by players complying with rule 1.9:
  - The best gross score - The **Ole Weile** trophy,
  - The best net score - The **Peter Nielsen** trophy,
  - The best net score Ladies,
  - The best net score Seniors - The **Alasdair Murray** Trophy.

NOTE: Only competitors aged 60 and over are eligible to compete in the senior's competition. The competitor must be 60 or older on the first competition date, i.e. Wednesday.

- If two courses are used:
  - The Board of Referees decides and publishes (during captains meeting) the course to be considered as 'Day 2'course.
- The best **three** cards from a team - on each day - shall count for the Championship.
- In the event of a tie after two days competition the following shall apply:
  1. Team: the fourth card on 'Day 2' shall count.
  2. Team: the fourth card on 'Day 1' shall count.
  3. Individual: the better card on 'Day 2' shall count.
  4. Individual: the better score on last nine holes of 'Day 2'.
  5. Individual: the better score on last six holes of 'Day 2'.
  6. Individual: the better score on last three holes of 'Day 2'.

If there is still a tie, the winner is decided by a 'toss of a coin'.

1.5 Every individual will be assigned a 'playing handicap' for each course that is played. This is based on the following:

- An individual's handicap index (or other proof of handicap) which must be confirmed when registering for the event.
- In accordance with the World Handicap System, an individual's handicap index will be adjusted for the slope rating of the course and the tee boxes used for the competition.
- Players that have a handicap index (or other proof of handicap) above the following maximums are welcome to play but, will be assigned a 'playing handicap' based on these upper limits.
    - Gents 28
    - Ladies 36
- An individual's handicap index will not be altered post registration for the event.

Note: for the higher handicaps this may result in an individual receiving a 'playing handicap' of more than 28 or 36 strokes.

1.6 Take actions to enable fast play, take into account the following recommendations:

2 or 3-balls (before 4-balls), course setup, players assist, tee-time interval, course marshals, fore caddies.

1.7 Teams shall consist of four persons, with at least 3 players from the same unit.

- In the event of a unit requesting to register more than four players (or eight players, as appropriate) the players for the team(s) representing that unit must be clearly indicated.
- Players not representing a unit's team will be accepted for the Singles Championship at the discretion of the Organising Committee.
- Composite teams, if possible, must seek approval from the Executive Committee prior to registration for any competition.
- The Executive Committee may issue either temporary or permanent exemptions. (Current permanent exemptions: Euromix, USA, Norway satellite units and Team Canada).
- Requests for exemptions post registration can only be temporary and must be requested from the Organising Committee for that year's tournament. As far as practicable the request must be received by the Organising Committee at least 1 month prior to the Championship. Any granting of temporary exemptions post registration is at the complete discretion of that years Organising Committee.
- At least 3 players must comply with rule 1.9 to enable the team to win team prizes.

1.8 The rules pertaining to the Championship.

- Shall be the rules as laid down by "The Royal and Ancient Golf Club of St. Andrews".
- The Rules Board for the individual championship will discuss and publish all local rules that may apply.

1.9 Participation in the Championship shall be confined to the following European–

- Air Traffic Controllers.
- Former Air Traffic controllers.
- Air Traffic Control Assistants / Flight Data Assistants.
- Former Air Traffic Control Assistants / Flight Data Assistants.
- Air Traffic Control personnel employed at a Flow Management unit.
- Persons employed by a Civil Aviation Authority who have held an Air Traffic Control Licence or certificate of competence or other equivalent document allowing them to execute the functions of an Air Traffic Controller Persons.
- Only players complying with rule 1.9 and the permanent exemptions (mentioned in 1.7) can compete for individual prizes.

1.10 Number of participants

- The minimum number of participants to be catered for shall be the Membership of the ECGC Core Team Member List; 144 golfers organised in the 36 core teams.

2 Proposal to host the Championship

NOTE - The Championship organising unit shall take into account the wish of the participants as expressed at the Captains' Meeting of 1997 – that the Championship be a social event.

2.1 A unit wishing to host the ECGC Championship shall present their proposals to the captains' meeting at least two years prior to their chosen year.

The proposal to host the Championship shall contain the following details:

- The proposed dates of the Championship
- The proposed course for the Championship, if possible
- The proposed hotel accommodation
- The proposed transport arrangements - if necessary
- The estimated cost to participants
- The guaranteed number of participants

The following guidelines may be used to prepare a proposal to host the Championship:

2.2 Accommodation

Accommodation should be of a high standard.

- In order to maintain the social character of the Championship one facility, if possible, should be used to accommodate the participants.
- In the event of two or more facilities being used they should be in close proximity to each other.
- With regards to accommodation the minimum requirement for the Organising Committee shall be to provide bed and breakfast accommodation for the duration of the tournament.
- Core teams shall have priority in the main hotel. In case there is a second (non-core) team from that unit, the core team shall indicate to the OC if it is more important for them to stay at the main hotel or with their second/third... team.

2.3 Course

- The Championship shall be organised on a suitable 18-hole golf course or courses.
- If more than one course is being used the courses should be within short range supporting the social idea of the tournament.

2.4 Transport

- In the event of the accommodation being situated away from the golf course(s) it shall be the responsibility of the OC to provide transport to and from the golf course(s).
- The transportation should be provided at regular intervals, allowing participants to reach the course in reasonable time for a short practise prior to their starting times.
- Transportation back to the hotel should be within reasonable time of participants finishing at the club.

2.5 Cost

- The proposing unit shall provide an estimated cost to participants.
  Note: - The actual cost **must not** exceed this figure by more than **10 %**

2.6 Exemptions

- If, for any reason, an organising unit wishes to operate outside any of these rules, **written permission** must be received from the Executive Committee.

3 The Executive Committee – Composition and Election.

3.1 The committee shall consist of a maximum of five members. Each member is elected for a period of three years.

3.2 Elections for Committee members shall take place at the captain's meeting as a secret vote unless in accordance with 3.9.

3.3 The Executive Committee shall identify at least two independent tellers prior to the voting taking place.

3.4 The votes will be counted by the independent tellers immediately after the voting is complete, the result of the vote will be announced immediately after the close of the formal part of the captains' meeting and the results will be captured as part of the meeting minutes. From that point onwards the new committee members take over executive responsibility.

3.5 From those elected to the Executive Committee, the committee members will vote on a chairman.

3.6 Committee members are eligible for re-election.

3.7 Candidate's names must be forwarded to reach the Executive Committee prior to the Captains' meeting at which the election shall take place. Names can be given by email, writing or verbal. The Executive Committee will, as required, prepare the voting papers prior to the vote taking place.

3.8 All candidates for election must attend the captains' meeting, unless there are extenuating circumstances affecting the candidate's attendance. In this case the Executive Committee will decide if the candidate can stand for election.

3.9 If the number of candidates standing for re-election/election is the same as the number of seats available on the Executive Committee then only a show of hands vote is required, unless a secret vote is requested by at least one of the captains.

3.10 After their election the members of the new Executive Committee shall meet, before the end of that Championship, in order to elect from amongst themselves a Treasurer, a Secretary, a Records Secretary and a Chairman. Any outgoing Executive Committee members must be available for participation in this meeting if requested by the new Executive Committee. The structure of the Executive Committee will be communicated to the captains before the end of the championship or as soon as possible thereafter.

3.11 The Executive Committee will:

- Maintain a website which will contain the ECGC manual, the Executive Committee names, roles and re-election dates.
- An e-mail address list will be available to the team captains. It will be the Team Captain's responsibility to ensure these addresses are correct.

3.12 The Executive Committee shall have the power to appoint a person to replace a Committee member who has, for whatever reason, resigned from the committee.

- This person's appointment must be ratified at the next Captains' Meeting.

3.13 The quorum for an Executive Committee meeting shall be three voting members.

4 The Executive Committee - Duties and Responsibilities

4.1 The Executive Committee shall:

- Liaise with the Organising Committee to ensure the smooth running of the Championship by performing a progress meeting 2 weeks before the start.
- Provide a briefing for next year's Organising Committee during current tournament.
- If requested by a future Organising Committee, meet at the location of a Championship, to check accommodation and facilities, and to assist the Organising Committee.
- Maintain a record of Competitors handicaps and results from previous years.

4.2 The Executive Committee shall hold meetings as and when necessary to do so.

- Executive Committee members, and others requested to assist the Committee, shall attend any such meeting.

4.3 Decisions of the Executive Committee shall be binding on all members of the ECGC.

- A decision of the Executive Committee may only be rescinded at a Captains' meeting.
- A decision of the Executive Committee rescinded at a Captains' meeting shall be invalidated retrospectively.
- On any subject not covered by this constitution the Executive Committee will use its best judgement to come to a decision which is binding.

4.4 The Executive Committee Chairman, or an agreed Executive Committee member shall chair the annual Captains' meeting.

4.5 The Executive Committee shall appoint a Board of Referees for the Championship.

- The Board of Referees shall consist of:
    - One member of the Executive Committee
    - The ECGC rules expert
    - The Chairman or a representative of that year's Organising Committee.
    - A local rules expert from the golf clubs played may be appointed to assist the Board of Referees. (No vote)
- Decisions of the Board of Referees shall be taken by majority decision.
- Decisions of the Board of Referees are final and binding.
- Decisions of the Board of Referees will be executed by the Executive Committee, see 4.6.

4.6 The Executive Committee shall have the power to disqualify teams, or any individuals from the current competition, who are found to be in breach of the rules or misconduct:

- Golf Rules (R&A) and Local Rules – decision by Board of Referees (Rule 1.8)
- Teams – Rule 1.7
- Individuals – Rule 1.9
- Behaviour that would discredit the social community of ECGC golfers.

5 The Organising Committee - Duties and Responsibilities

- A unit wishing to host the ECGC Championship shall present their proposals to the captains' meeting at least two years prior to their chosen year.

5.1 Upon selection, an organising unit shall elect an Organising Committee.

- Names of the officers of the Organising Committee, with contact e-mail shall be forwarded to the Executive Committee as soon as practicable.

5.2 The Executive Committee will display tournament information on the website to ensure that teams not represented at the captains meeting have access to next year's tournament information.

- Annual Organising Committees are invited to send information they want to be displayed on the website to the Executive Committee if they are not running a website of their own.

5.3 The Organising Committee shall provide the following–

- One or two suitable golf course(s) for the Championship
- Accommodation for the duration of the Championship
- Prizes for the competitions being run
- A venue for the captain's meeting
- A venue for registration and handicap verification.
- Transport as required

Golf Course

- The golf course(s) must be of an acceptable standard.

Accommodation

- Accommodation should be of a high standard.
- Accommodation, of at least a bed and breakfast nature, must be provided from the evening prior to the Championship practice rounds to the morning after the conclusion of the Championship.

Prize giving ceremony

- A prize giving ceremony, not necessarily dinner, shall be organised for the last night of the Championship.

Prizes

- The following is the minimum requirement of prizes:
  - overall team competition net - first (Eddy van den Heuvel Trophy)- second – third
  - overall team competition gross – first
  - overall singles competition net – first (Peter Nielsen Trophy)
  - overall singles competition gross – first (Ole Weile Trophy)
  - overall Ladies singles competition net – first
  - overall Senior's singles competition net – first (Alasdair Murray Trophy)

- Team Prizes
  - In the event that a team is placed in more than one event, the team will choose one prize and the prize for the other competition will be handed onto the team that is placed next.
- Singles Prizes
  - In the event that a single player wins more that one of the singles competitions the single player will choose one prize and the prize for the other competitions will be given to the player who is placed next.

Note - All trophies are for the winners to keep and shall be provided by the OC.

Captain's meeting

- A suitable venue must be provided - capable of seating approx. 50 people
- A P-A system should be provided if necessary
- Plan the teams of Executive committee members for an early starting time on the practice day, to enable preparation of the captain's meeting
- Give Executive committee access to computers and printers if available.

Registration and handicap verification

- The Organising Committee shall make suitable arrangements for registration of teams and handicap verification.
- Registration and handicap verification should take place at the same time, in the same venue.
- All competitors have to produce certificates of current handicaps prior to commencement of the Championship.
- All Captains have to indicate the status of their team (Rule 1.7) and their players (Rule 1.9)
- The Organising Committee will allocate, where necessary, handicaps to competitors who have failed to produce current handicaps and inform the Executive Committee.

NOTE: In allocating such handicaps previous performances in the Championship shall be taken into account. In allocating such handicaps the decision of **The Executive Committee is final.**

Recommendations

- The Organising Committee should give consideration to the following:
  - Transportation of competitors from the airport to the hotel, and vice versa
  - Accommodation, if possible, should be close to the golf course
  - Some meal - other than breakfast - for the competitors during the day
  - Refreshments at the Captain's meeting
  - Provision of a "Welcome Desk" at the Airport for the core arrival times of teams, every attempt should be made to ensure that sufficient relevant information is supplied to competitors, via bulletins, prior to their arrival at the Championship.

5.4 The Organising Committee shall be responsible for the day to day running of the Championship, but shall liaise with the Executive Committee, as necessary, to ensure the smooth running of the Championship.

5.5 The Organising Committee shall provide the Executive Committee with:

- A complete list of competitors including captains statement Rule 1.7 & 1.9
- Handicaps
- Results
- Any incidents

Note: This information must be provided within one month of the completion of the Championship. These first will be retained by the Executive Committee for future reference.

5.6 The Organising Committee shall ensure that the actual cost to competitors shall not exceed its estimate by more than 10 %.

5.7 The Organising Committee shall take whatever steps are necessary to ensure that competitors play without undue delay, Rule 1.6 provides a list of recommendations for fast play.

5.8 After an Organising unit has entered a proposal to host the Championship and had that proposal accepted, if its Organising Committee wishes to exempt itself from any of the above rules, it must obtain written permission from the Executive Committee.

5.9 The Organising Committee shall take out insurance against liability for the duration of the Championship.

6 Captains' Meetings

6.1 The Annual Members Meeting the 'Captain's Meeting' – shall be held on the day before the first championship round.

6.2 The date, time and place of the Captain's Meeting shall be notified to the Team Captains in their final information bulletin.

- All participating units must send a representative to the Captains' Meeting.
- Captains who intend to give their vote to a proxy have to identify this to the ECGC committee in advance of the meeting.

6.3 The Executive Committee Chairman or an agreed Executive Committee member shall chair the meeting.

6.4 Participants at the Captain's meeting

Only the following people may attend the captain's meeting:

- Members of the Executive Committee.
- A delegation from the Organising Committee - to a maximum of 4 members.
- One representative from any team participating at that year's Championship.
- Any person, outside the above, who has been proposed for election to the Executive Committee.
- A maximum of 2 persons of next year's tournament Organising Committee to do a presentation on the next year's tournament.
- The "local rules expert" if invited by the Board of referees.

6. 5 Captains' Meeting – Voting

- Voting at a Captain's Meeting shall normally be based on a simple majority.
- Where a change in the ECGC Manual is proposed, a two thirds (2/3) majority is required.
- Members of the Organising Committee's delegation shall not have a vote, except where they are representing their teams.
- Members of the Executive Committee shall not have a vote, except where they are representing their teams, or hold proxy votes.
- Core teams can have a vote on all subjects.
- Non-core teams can have a vote on all subjects except the ECGC Manual.

6. 6 Captain's Meeting – Before start

- Everybody attending the captain's meeting as a representative of a team must write their name on a pro-forma. The Committee will use this list to determine how many votes are available.
- Before the start of the captain's meeting, team captains should check their email address on a provided list.

6.7 Captains' meeting – Team status update

- The executive committee will give an update regarding the core list and any changes in team status on this list.

6.8 Finance

- The Executive Committee Treasurer will provide a status report on the current ECGC fund.

7 Invitations to Play

7.1 Invitations to play in the following year's Championship shall be sent by the Organising Committee to the members of ECGC.

7.2 Members shall indicate their intention to participate in the Championship.

- By responding to the organising committee invitation in the appropriate manner specified by the Organising Committee.
- By transferring to the organising committee, a maximum deposit of 50% of the cost by the stated deadline.
- The Organising Committee will decide their own deadline subject to agreement with the ECGC committee.

7.3 The method of allocating participating teams.

- Organising Committee - Maximum 1 extra team (Rule 1.9).
- An Organising Committee can always invite a maximum of 2 extra teams being sponsor teams. Or 1 sponsor and 1 guest team. They will not be part of the ECGC competition.
- Member teams - Maximum allowed as per list of current ECGC core members.
- The Organising Committee will decide how many teams in excess of the core teams can be accepted. Places for these extra teams will be allocated on a point's basis, in accordance with the ECGC points system.

7.4 Losing core status.

- Any core team that fails to play in two consecutive Championships will lose its ECGC core status.
- The team will lose all their points and will get the average amount of points from the non-core team points list, plus any points received in organising a tournament in the past.
- Reasons for not showing up will be taken into account.
- If necessary, the captains meeting will have a vote on the validity of the reasons with a 2/3 majority in a vote.
- The non-core team with the most points according to the ECGC **Non- Core Team** points list will take its place.

7.4.1 Core teams.

- A Core Team List will be maintained on the ECGC website.

NOTE: Units who get 'together' due to restructuring of the ATC Company, can keep their status, and are allowed to change their team's name.

7.5 ECGC Non-Core Team Points system.

The Non-Core Team's points list will start from the 1999 tournament.

Awarding points

- The following points will be awarded to teams.
    - 5 points for hosting a tournament, *not including points for attending.*
    - 2 points for attending a tournament.
    - 1 point for applying for a tournament, but due to limited capacity, not invited to play.

Losing points.

- The team that fails to play in two consecutive tournaments will lose all their points.
- If a team that has lost core team status for not attending two consecutive championships fails to attend in the third consecutive championship they will lose all non-core team points.
- Any team may lose all their points if, after paying the deposit the team fails to show up at a tournament they were invited to without a valid reason. This decision will be made by a vote at the captain's meeting and to be applied must carry a 2/3 majority.

Note: The Non-Core Team's points list is maintained annually by the Executive Committee and made available on the ECGC website.

7.6 Invitations to a tournament.

- It is up to the organising committee to decide how many teams to invite.
- An organising committee is free to invite extra teams (meaning more than 36 teams) to a tournament. This can also include sponsor teams.
- In case of limited capacity, the Executive Committee will decide which teams are to be invited using the 'Non-Core Team Points List'.
- All teams (Core & Non-Core) that fail to send money before the published deadline will lose their invitation and will only be able to play if empty spots are available. Core status or Non-Core Team Point status is not affected by this rule.

8 Finance

8.1 Costs for the tournament shall not exceed the estimated costs by more than 10 %.

8.2 Costs for the Championship shall be calculated in the currency of the hosting country.

8.3 A levy of 10 Euros shall be placed on all participants - players and non-players.

- This levy is to be used to create and fund an account for the ECGC. When the fund exceeds 25,000 euros the Executive Committee can decide to suspend collection of the levy. Reinstatement of the levy shall commence when the Executive Committee dictates or if the fund falls below 25,000 euros. This will be communicated at the captains meeting a minimum of 1 year in advance of the next tournament.
- This fund shall cover:
  - Travelling expenses of Executive Committee members to meetings other than the Championship.
  - Phone, fax, stationery and website expenses.
  - Other expenses decided on by the Executive Committee (e.g. insurance, gifts or any kind of help for the OC to ensure the on-going success of ECGC tournaments).
  - The use of this fund is brought to the notice of the captains through the financial status report (6.8).
- For those years that the levy is not required, 10 Euros will be added to the Organising Committee package to support a local charity decided by the Organising Committee.

8.4 The total amount of the ECGC levy must be handed over to the Executive Committee Treasurer within three months of the Championship ending.

8.5 In preparing costs for the Championship a cost per person should be used.

8.6 The deposit paid by a team, or members of a team, who subsequently withdraw from the Championship, may be retained until the Organising Committee ensures that it will not suffer financially because of the withdrawals.

- If the withdrawals prove financially penalising on the Organising Committee, then the amount of that penalty may be deducted from the team or person's deposit.

8.7 All deposits, or part deposits, that are to be returned shall be returned no later than one month after completion of the Championship.

8.8 The Organising Committee must discharge all bills no later than one month after the completion of the Championship.

8.9 In preparing costs for the Championship the following can be used to arrive at a cost per person:

Financial cost sheet

- Accommodation Twin/Double
- Green Fees Including practice round
- Single supplement If applicable
- Prize giving ceremony - Averaged per person
- Prize fund- Averaged per person
- Transport (if required) - Averaged per person
- Postage, phone etc. - Averaged per person
- Insurance cover - Averaged per person
- Marshal - Averaged per person
- ECGC levy/charity
- Total per person
- Less sponsorship - Averaged per person

9 Miscellaneous

9.1 Complaints

- Complaints regarding the Championship must be submitted in writing and presented to the Executive Committee.
- A copy of the complaint shall be presented to the Organising Committee.
- The captain of the team concerned must sign any such complaints.

9.2 Items not covered by the ECGC Manual

- Any subject not covered by this manual the Executive Committee will use its best judgement to come to a decision which is binding.
- Captains are made aware of such a decision as early as possible. (Captains meeting, e-mail, website)
- All rules of golf related decisions during a tournament will be covered by the Board of Referees.

10 Appendices

10.1 Appendix A – Executive Committee voting form.

ECGC Executive Committee Election
Voting Form

Please complete the details on the form and sign at the bottom before making a vote.

To vote, please place a cross in the box to the right of the name/names of the candidate/candidates that your team would like to recommend for a position on the ECGC Executive committee. Please note each team can only complete one voting paper.

ECGC Team Name:_____

Candidate name: ☐

Candidate name: ☐

Candidate name: ☐

Candidate name: ☐

Candidate name: ☐

Candidate name: ☐

Candidate name: ☐

Candidate name: ☐

Captain's Name:_____ Signature:_____

Votes will be counted by at least two independent tellers immediately after the voting is complete. The Executive Committee will announce the results immediately after the formal close of the meeting and the results will be captured in the meeting minutes.

END