

GRAEAGLE MEADOWS WOMEN'S GOLF CLUB

Standing Rules

PURPOSE

These rules are to be used for current operation of the GMWGC. Any changes to the Standing Rules may be amended by a simple majority of the Board of Directors.

SECTION 1: DUTIES OF OFFICERS

I. CAPTAIN

The Captain shall:

- A. Refer to by-laws, Article VI Duties of Officers, Section 1.
- B. Insure that a copy of the existing by-laws and standing rules are posted at all times on the GMWGC website and bulletin board.
- C. By November, meet with the immediate Past Captain, Past Treasurer and Treasurer to establish a proposed budget for the forthcoming year. The budget is effective from November 1 through October 31.
- D. Meet with the Head Golf Professional and, if needed, the Men's Club representative in October to finalize the annual Play Day and events schedule.
- E. Issue "Smoke Signals" in the beginning of November (include Christmas luncheon flyer, if not previously distributed), March (include the Roster, Mini-Ha-Ha, Invitational and tournament flyers, and Budget, if not separately distributed), and August (include proposed Slate of Officers, Turd Tournament Flyer and dues renewal notice with Birdie and Eclectics sign-ups, (if not separately distributed). May be issued via e-mail and posted on GMWGC website and bulletin board. All referenced flyers and sign-up sheets may be posted on the GMWGC website and bulletin board rather than mailed.
- F. Arrange for the May and September General Membership Meetings.
- G. Ensure that a set of keys (clubhouse cabinets and cupboard) are available.
- H. Hold at least three (3) Board Meetings, spaced out during the year, preferably spring, summer and autumn.
- I. Review and approve the final draft of the Membership Roster for the coming year (in December/January).

II. CO-CAPTAIN

The Co-Captain shall:

- A. See by-laws, Article VI Duties of Officers, section 2.
- B. Obtain the out-going Captain's "thank you" gift and present it to her at the end of her term at the annual Awards Luncheon in October.
- C. Be responsible for engraving of all plaques.

III. SECRETARY

- A. See by-laws, Article VI Duties of Officers, section 3.
- B. Post a copy of the Minutes of the May General Membership Meeting and the September Annual membership meeting on the GMWGC bulletin board for a period of at least two (2) weeks.
- C. Forward copies of Board Meetings, General Meetings and other correspondence that needs to be posted to the Web Master.

IV. TREASURER

The Treasurer shall:

- A. See by-laws, Article VI Duties of Officers, section 4.
- B. Work with the Captain to establish a proposed budget for the forthcoming year.
- C. Provide the Membership Chair, Handicap Chair, and the Captain with a current list of all paid members.
- D. Maintain a list of all members who have paid their fees to participate in the Birdie competition, Spring and Fall Eclectics and Hole-In-One insurance. She shall inform the Birdie and Eclectic Chair of the paid participants. In April she shall post a list of names of those participating.
- E. Notify the P.W.G.A. of any change in names and addresses of the acting Captain and P.W.G.A. representative.
- F. Inform the Handicap Chair, Tournament Chair, Play Day Chair and Captain of any and all new members as they are admitted to the Club.

V. TOURNAMENT CHAIR

The Tournament Chair shall:

- A. See by-laws, Article VI Duties of Officers, section 5.
- B. Promote and post, on GMWGC website, sign-up sheets for the Captain's Cup Tournament and Club Championship at least thirty (30) days prior to the scheduled events.
- C. Acquaint players, in advance, of GMWGC tournament procedures.
- D. Maintain a permanent record of entrants, winners, scores and awards of all tournaments.

VI. PLAY DAY CHAIR

The Play Day Chair shall:

- A. See by-laws, Article VI Duties of Officers, section 9.
- B. Set games and descriptions of Play Days for the coming year and send list to Web Master.
- C. Set play for the Ace of Ace qualifiers, which shall be on the last play day of each month (unless conflict with other Club events), April through August. In September the qualifier will be on the second to the last play day. The Ace of Aces playoff shall be on the last play day in September.
- D. Provide the weekly pairings and starting times to the Web Master for posting on the GMWGC website no later than 4 p.m. on the Wednesday prior to the Thursday play day and provide copy to the Pro Shop.
- E. Prepare the scorecards for the Play Day and have cards available Thursday prior to start of play.
- F. Verify the "chip-in" jar and sign up list is in the Pro Shop before Thursday play. Distribute the funds to the winners.
- G. Determine the results of Play Day and pay out of sweeps. Provide results to the Web Master for posting on the GMWGC website no later than twenty four (24) hours after conclusion of play.

VII. HANDICAP CHAIR

The Handicap Chair shall:

- A. See by-laws, Article VI Duties of Officers, section 6.
- B. Obtain current handicap indexes from GHIN for the Invitational Tournament and any other Tournament requiring this information at the discretion of the Tournament Chair or Play Day Chair.
- C. Post all scores designated as tournament including but not limited to Captain's Cup and Club Championship.
- D. Assist the Tournament Chair to verify eligibility for the participation in the Club Championship.
- E. Meet with the Handicap Committee (Handicap Chair, Play Day Chair and Captain) to resolve handicap related issues.
- F. Is responsible for selection of the Most Improved Golfer of the year, for the period of October 1 of the prior year through October 1 of the current year, in the handicap category of 0-45. Such Individual must be a member in good standing for the current year beginning May 1. Must have posted at least ten (10) eighteen - hole scores in competition on GMWGC play days during the current year. She shall procure and present the award for Most Improved Golfer as the annual Awards Luncheon in October.
- G. Present pins to all members in good standing who break 100, 90, 80 or 70 for the first time in a GMWGC play day (or other sanctioned GMGC events) at the annual Awards Luncheon in October.
- H. Out going handicap Chair shall notify GHIN of new chair, when necessary.

VIII. RULES AND GREENS CHAIR

The Rules and Greens Chair shall:

- A. See by-laws, Article VI Duties of Officers, section 10.
- B. Post a current copy of all local rules on the GMWGC website and bulletin board.

- C. Keep the Board and General Membership appraised of any new or amended USGA Rules of Golf.
- D. Coordinate with the Rules and Greens Chair of the Graeagle Meadows Men's Golf Association regarding any new local rules or changes to the existing rules.

IX. MEMBERSHIP CHAIR

The Membership Chair shall:

- A. See by-laws, Article VI Duties of Officers, section 8.
- B. Inform all new members of their admission into the Club and send welcome letter.
- D. Keep up-to-date and accurate records of all members of the Club.
- F. Post any changes or errors regarding the Roster, including new members acquired during the year.
- G. Keep the Pro Shop supplied with membership applications and a current Roster.

X. P.W.G.A. REPRESENTATIVE

The P.W.G.A. Representative shall:

- A. See by-laws, Article VI Duties of Officers, section 7.
- B. Notify the Captain of any pertinent notices from P.W.G.A.
- C. Provide copies of all pertinent notices from P.W.G.A. to the Web Master.

XI. SPECIALTY CHAIRS

- A. **WEB MASTER:** The Web Master shall post all Play Day sign-ups, pairings and winners on the GMWGC Website. She shall also post Meeting minutes, Smoke Signals, flyers and entry forms for GMWGC tournaments, luncheons, and other local tournaments, as requested by the Captain. She shall forward to all members communications, as requested by the Captain.
- B. **INVITATIONAL:** The Invitational Chair shall organize the annual Invitational Tournament and luncheon which takes place on the second Thursday of July. She shall select the format for the tournament and impose a handicap limit of forty-five

(45). A minimum of one and a maximum of two GMWGC members can play on a team. It may be allowed at the discretion of the Invitational Chair to have outside membership foursomes if they are sponsored or vouched for by a GMWGC member.

- C. MINI- HA-HA: The Mini-Ha-Ha Chair shall organize the annual GMWGC couples tournament and dinner which takes place in June. One (1) member of each team must be a member of either the GMWGC or GMGA. She shall coordinate the date with the Captain and in October reserve the picnic grounds and firehouse (as back-up).
- D. TURD TOURNAMENT: The Turd Tournament Chair shall organize the annual Turd Tournament to take place the second Thursday in October. She shall determine the format of play, sweeps and prizes, and shall organize a luncheon to follow play.
- E. HOSPITALITY: The Hospitality Chair shall be responsible for all social correspondence: i.e., get well cards, sympathy cards, etc.
- F. PUBLICITY: The Publicity Chair shall be responsible for transmitting the weekly and all specialty tournament results to the Portola Reporter newspaper for publication. This information will be available on the GMWGC website no later than twenty four (24) hours after conclusion of play.
- G. BIRDIES: The Birdies Chair shall be responsible for posting a current Birdie Board sheet on the GMWGC bulletin board. She shall present the Birdie awards at the annual Awards Luncheon in October. Only birdies made on regular Play Days plus the Captain's Cup and Club Championship Tournaments are eligible.
- H. ECLECTICS: The Eclectic Chair shall organize the Spring Eclectic to run from the first Thursday in May through the following ten (10) weeks and the Fall Eclectic to run from mid-July through the following ten (10) weeks. She shall keep the Ec. Card Box in the computer room at the Clubhouse. She shall present the awards to one (1) overall winner of each Eclectic and, thereafter, the flighted winners of each Eclectic at the annual Awards Luncheon in October. An Eclectic round may be played any time two or more GMWGC/GMGA (not spouse) members play together at Graeagle Meadows Golf Course, and one or both declares prior to the start of the round that she is playing an Eclectic round.
- I. YOUTH ACTIVITIES: The Youth Activities Chair shall coordinate with the Head Golf Professional to assist with summer Junior program in July.

The term for all members of the Board of Directors and Specialty Chairs is November 1st through October 31st. The outgoing Board shall turn over all records to the incoming Board.

SECTION 2. TOURNAMENTS

Play Day Tournaments

- A. There shall be a minimum of sixteen (16) entries for any Play Day Tournament. Tournaments with greater than twenty (20) players shall be flighted. Play Day Chair will determine distribution of sweeps (see Section 3. Scoring - Distribution of Sweeps).
- B. Sign-ups shall be via the GMWGC website, no later than noon of the Wednesday prior to the Thursday Play Day. Pairings and starting times will be posted on the GMWGC website no later than 4 p.m. on Wednesday prior to the Play Day. Additions, changes, or cancellations after noon Wednesday must be made through the Play Day Chair or, on the morning of the Play Day, by telephone call to the Pro Shop.
- C. Payment of weekly sweeps, in the amount determined by the Board, is mandatory for all members with handicaps of 45 or less. A player with a handicap of 46 or more may either pay her sweeps and participate in the game of the day using a 45 handicap, or may not pay the sweeps, not participate in the game of the day, and use her actual handicap.
- D. Each group shall turn in one (1) scorecard after the completion of play. Each scorecard is to be complete, signed and attested, and have both gross and net scores computed, along with an adjusted score, where applicable. Any group failing to do so will be disqualified from the day's competition.
- E. The maximum handicap allowed for participation in any and all GMWGC tournaments and Play Days is forty-five (45). (See "C" above regarding 46+ handicap options).
- F. Only members of the GMWGC may play on our Play Days, with the exception of a potential member who will be allowed to play with the Club three (3) times prior to joining, or a guest of a member.
- G. Guests may play on any Play Day except during special tournaments. Each member may have the same guest twice each year. A guest must have a verifiable handicap. Guests may not participate in the sweeps unless the game of the day is a team game. At such times, guests' sweeps are mandatory.
- H. Play to qualify for the Ace of Aces Playoff shall be on the last regular Play Day of each month, except September, which will be on the third Thursday. The Ace of Aces Playoff will be the last regular Play Day in September. The USGA 9,6,3,1 method shall be used in case of a tie.
- I. Each member is responsible for posting her own score, unless otherwise indicated by the Play Day, Tournament or Handicap Chair.

Captain's Cup

- A. This is a three round, modified match play tournament, which rewards low net players. It is played for points rather than by elimination of the player who loses the match.
- B. In the event a match ends in a tie, equal points will be awarded to each player.
- C. In the case of a tie for overall champion, there shall be a sudden death playoff.

Club Championship

- A. Must be a member in good standing from May 1st of the current year.
- B. Between August 1st of the prior year and July 31st of the current year, must post ten (10) eighteen-hole games at Graeagle Meadows Golf Course with five (5) of those games being played in competition on Thursday Play Days, or Tuesday of Captain's Cup.
- C. The Club Champion and Runner-up are low gross and second low gross players over the field after a three-day stroke play tournament.
- D. Pay-out will be low gross and second low gross over the field.
Low net will be paid from their own flights.
- E. In the event of a tie, a sudden death playoff will determine the Club Champion.
- F. The maximum handicap allowed is forty-five (45).

Invitational

- A. The Invitational Chair shall report all plans to the Executive Board.
- B. Any monies remaining in excess of expenses, after the current year's Invitational, shall remain in the treasury for the next year's Invitational
- C. Eligibility for the Invitational: Must have a valid handicap established by June 1st of the current year. Handicap will be limited to forty-five (45); a handicap of forty-six (46) or more may play but will have her handicap adjusted to forty-five (45) for the Invitational.
- D. A minimum of one and maximum of two (2) GMWGC players may play in a foursome. It may be allowed, at the discretion the Invitational Chair, to have outside membership foursomes if they are sponsored or vouched for by a GMWGC member.

SECTION 3. SCORING

Distribution of Sweeps

- A. As a general guideline, approximately of one-third (1/3) of the field should be paid.
- B. Distribution of sweeps will be paid to one (1) low gross and one (1) low net player in each flight, if the game of the day so warrants. Additional places will be paid depending upon the number of players in each flight.
- C. The USGA recommended rule for matching cards will be used for breaking ties: Back nine score, last six holes, last three holes, and finally, the 18th hole. If there is still a tie, repeat the 9,6,3,1, process on the front nine. If there is still a tie, start a card playoff with the number one handicap hole.

Chip-ins, Birdies and Spring and Fall Eclectics

- A. A chip-in is defined as holing out from off the green with any club. Chip-ins are a weekly payoff. Any member wishing to participate in the Chip-in Sweeps must pay into the Chip-in fund jar in the Pro Shop prior to play each Play Day.
- B. To participate in the birdie board, a fee must be paid to the Treasurer. Eligibility for birdies will begin with the first Play Day of the season and end on the last Play Day of the season. Only birdies made on regular Thursday Play Days plus Captain's Cup and Club Championship are eligible.
- C. To participate in the Spring and/or Fall Eclectic, a fee must be paid to the Treasurer. An "Ec" card for either the Spring or Fall Eclectic, as appropriate, may be played at any time two or more GMWGC/GMGA (not a spouse) play a round at Graeagle Meadows Golf Course and one or more declare prior to the round that they will play an Eclectic round. The scorecard must be completed, signed, attested and turned in to the Eclectic Chair. The Spring Eclectic is from May 1st through mid-July. The Fall Eclectic is mid-July through September 30.

Most Improved Golfer

To be eligible for the Most Improved Golfer award you must be a member in good standing from May 1 of the current year and must post ten (10) eighteen-hole rounds at Graeagle Meadows Golf Course played in competition on Play Days before September 30 of the current year. The handicap chair will obtain the "Most Improved Golfer" report from the GHIN Handicap Program Management website whose formula takes handicaps into consideration.

SECTION 5. HOLE-IN-ONE INSURANCE

Hole-In-One insurance in the amount of an annual fee to be determined by the Board of Directors payable to the GMWGC is available to any member choosing to purchase same. The money in this fund shall insure three (3) Hole-In-Ones. When a Hole-In-One is made, the fund will be used to pay the celebration tab up to one beverage per GMWGC/GMGA member present, to a cap of \$150.00. Qualifying beverages are "well" drinks, house wine, domestic beer, soft drinks, coffee and tea.

- A. To qualify for a Hole-In-One Insurance fund payout, the Hole-In-One must be made at Graeagle Meadows Golf Course at anytime. It will be up to the individual who made the Hole-In-One to choose if they wish to celebrate that day or wait until the next Thursday. There will be a cap of \$150.00 per Hole-In-One, anything over will be the responsibility of the person who made the Hole-In-One to pay the bar tab.
- B. If the Hole-In-One is made on a regular Thursday Play Day, Captain's Cup or Club Championship, the insurance will be used to pay for the celebration on the day of the Hole-In-One.
- C. There must be at least one (1) GMWGC/GMGA witness to the Hole-In-One and an eighteen hole round must be completed. A score card, completed, dated, signed and attested must be turned in and posted.

SECTION 6. MISCELLANEOUS

Recommendations

- A. It is recommended that the Captain hold a Board Meeting in November, April/May and August, and at any other time during the year as needed.
- B. It is recommended that the Invitational Chair hold her first committee meeting in January to enable the committee to get as much work as possible done on the tournament over the winter months.
- C. It is recommended to allow new members, who joined just prior to the date of the Invitational, to be officially a member who can establish her own team for the tournament.
- D. It is recommended, on Play Days only, when a member rides in another member's private cart, our Club asks that you pay \$10.00 to the private cart owner per 18 hole round. If you are also a private cart owner or have paid the annual, unlimited cart rate to Graeagle Meadows Pro Shop, the \$10.00 is waived.

PACE OF PLAY

Slow play negatively affects both the other players in the slow player's group, who may rush their shots to make up for the slow player, and all players who are following the slow group, who must endure undue delay prior to making their shots. Therefore, the Graeagle Meadows Women's Golf Club has adopted the following Pace of Play Policy, as well as Efficiency Guidelines, using the recommendations of the United States Golf Association (USGA).

PACE OF PLAY POLICY

Rule 6-7 states "The player shall play without undue delay and in accordance with any pace of play guidelines which may be laid down by the Committee" and also specifies penalties for slow play. Please carefully read the following Policy and Guidelines to avoid receiving a penalty.

Allotted Time: Foursomes will be required to play an eighteen (18) hole round in **no more than** 4 hours and 30 minutes, which is an average of 13 minutes for par 3s, 15 minutes for par 4s, and 17 minutes for par 5s. Per USGA's recommendations, each player has a **maximum** of 40 seconds to play her shot (USGA advises players to strive for 20 seconds). The timing of a player's shot begins when she can play without interference or distraction. Time spent determining yardage, selecting the club, taking practice swing(s) and lining up the shot count as part of the time taken for the shot. On the putting green, timing begins after the player has been allowed a reasonable amount of time to lift, clean and replace her ball, repair her ball mark and other ball marks on her line of putt, and remove loose impediments on her line of putt.

Definition of "Out of Position": A group is out of position if it (1) take more than the allowed time to play, and (2) reaches a par 3 hole and the preceding group has cleared the next tee; reaches the teeing ground of a par 4 hole and the putting green is clear; or, reaches a par 5 hole and the preceding group is on the putting green. (Both (1) and (2) must apply for a group to be out of position.) If a ruling or some other legitimate delay occurs, such as searching for a lost ball, which causes the group to lose its position, that group is expected to regain its position (usually catching up to the group preceding theirs) within a reasonable time.

Breach of Pace of Play Policy: Penalties: The following penalties are recommended by the USGA for any player in a group who takes more than the allotted time to play a stroke after timing of the player's stroke begins:

Stroke Play: 1 bad timing, warning; 2nd bad timing, 1 stroke penalty; 3rd bad timing, additional 2 stroke penalty; 4th bad timing, disqualification.

Match Play: 1 bad timing, warning; 2nd bad timing, loss of hole, 3rd bad timing, warning, 4th bad timing, disqualification.

