

GRAEAGLE MEADOWS WOMEN'S GOLF CLUB

STANDING RULES

SECTION 1. DUTIES OF OFFICERS

I. CAPTAIN

The Captain Shall:

- A. Insure that a copy of the existing By-Laws and Standing Rules are posted at all times in the Women's Locker Room.
- B. 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.
- C. 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.
- D. 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 new State 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 Women's Locker Room bulletin board. All referenced flyers and sign-up sheets may be posted on the Website and the bulletin board rather than mailed. November and March issues must be mailed via U.S. Postal Service only to those members who do not have e-mail capability (during the GMWGC golfing season these members may be served by posting on the bulletin board).
- E. Arrange for the May and September General Membership Meetings.
- F. Keep a duplicate set of all keys (Clubhouse cabinets, Firehouse door and cupboard).
- G. By July, appoint a Nominating Committee of three (3) members to propose names for election of Captain, Co-Captain, Secretary and Treasurer for the following year. The Proposed State of Officers is to be posted at least (30) thirty days prior to the election, which takes place at the Annual General Membership Meeting in September.

- H. Hold at least three 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. 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 based on 2 year term.
- B. Serve as food coordinator for GMWGC Captain's Cup and Club Championship.
- C. Maintain the GMWGC bulletin boards in a current and attractive condition.
- D. Act as assistant to the Captain and shall assume her responsibilities in case of the Captain's absence.
- E. Be responsible for engraving of all plaques.

III. SECRETARY

The Secretary shall:

- A. Maintain a separate record of all Motions as voted on during all meetings.
- B. Post a copy of the Minutes of the May General Membership Meeting and the September Annual Membership Meeting in the Women's Locker Room for a period of at least two (2) weeks.
- C. Forward copies of Board Meetings, General Meeting and other correspondence that needs to be posted to the Webmaster.
- D. Make copies of all Meeting Minutes for Captain's book.

IV. TREASURER

The Treasurer shall:

- A. In November, work with Captain to establish a proposed budget for the forthcoming year.
- B. Provide the Membership Chairman, Handicap Chairman, and the Captain with a current list of all paid members.
- C. Maintain a list of all members who have paid their fees to participate in the Birdie Board, Spring and Fall Eclectics and Hole-In-One Insurance. She shall inform the Birdie Board and Eclectic Chairman of the paid participants and in April shall post a list of names of all those participating along with those members who have paid their Hole-In-One Insurance fee.
- D. Maintain accurate records of income, expenses and bank account.
- E. Pay all expenses, including PWGA dues for the Club and members.
- F. Produce a balance sheet and copies for all Board Meetings. Be prepared to discuss.
- G. Notify the P.W.G.A. Of any change in names and addresses of the acting Captain and P.W.G.A. Representative, and notify GHIN of any change in the name and address of the acting Handicap Chairman.
- H. Inform the Handicap Chairman, Tournament Chairman, Play Day Chairman and Captain of any and all new members as they are admitted to the Club.

V. TOURNAMENT CHAIRMAN

The Tournament Chairman shall:

- A. Promote and post, on website, sign-up sheets for the Captain's Cup Tournament and Club Championship at least thirty (30) days prior to the scheduled events. She is responsible for having the plaques engraved for these events and presenting the awards at the annual Awards Luncheon in October.
- B. Acquaint players, in advance, of GMWGC tournament procedures.
- C. Supervise preparation of score cards and score sheets.
- D. Be responsible for scoring of tournaments.

- E. Maintain a permanent record of entrants, winners, scores and awards of all tournaments.
- F. Shall also act as liaison to other local women's golf clubs relative to and helps organize, with their Tournament Chairman, the Annual Multi-Club Eclectic Tournament.

VI. PLAY DAY CHAIRMAN

The Play Day Chairman shall:

- A. Set games and descriptions of Play Days for the coming year and send list to website coordinator.
- B. Play for the Ace of Aces award, which shall be on the last Play Day of each month, April through August, and the second to the last Play Day of September. The Ace of Aces Playoff shall be on the last Play Day in September.
- C. Designate two (2) Thursday Play Days in September (preferably consecutive Play Days) for the P.W.G.A. Team Play qualifying rounds. Can be in conjunction with Partner Eclectic.
- D. Post the weekly pairings and starting times by Monday prior to the Thursday Play Day. Post Play Day sign-up sheet on the GMWGC Website.
- E. Post an explanation of the day's play in the ladies room each Thursday, including the amount of the sweeps to be paid.
- F. Place the "chip-in" jar in the Pro Shop before Thursday play and distribute the funds to the eligible participants in their weekly Sweeps envelopes.
- G. Require two (2) scorecards be turned in at the completion of play, one for the Eclectic Chairman and one for the Play Day Chairman.
- H. Inform the Publicity Chairman of each week's Play Day results and post those results on the bulletin board in the ladies room and website.
- I. Keep accurate records of those members playing on Play Days in order to verify eligibility for participation in the Club Championship and qualifying as "Most Improved Golfer".

VII. HANDICAP CHAIRMAN

The Handicap Chairman Shall:

- A. By November 30, delete all players from the computer who have not brought their dues current for the coming season (from list provided by Treasurer).

- B. Provide the Play Day Chairman with a copy of the GHIN Handicap List each month.
- C. Coordinate with the Tournament Chairman and publish posting instructions for the Captain's Cup, Club Championship, Invitational and any other designated events.
- D. Obtain current handicap indexes from GHIN for the Invitational Tournament and any other tournament requiring this information at the discretion of the Tournament Chairman or Play Day chairman.
- E. Post all scores from the Invitational Tournament and any other tournament scores determined at the discretion of the Tournament Chairman.
- F. Assist the Tournament Chairman to verify eligibility for the participation in the Club Championship.
- G. Meet with the Handicap Committee (Handicap Chairman, Play Day Chairman and Captain) to resolve handicap related issues.
- H. Is responsible for selection 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 and must have posted at least ten (10) eighteen-hole scores in competition on Play Days, Captain's Cup and Club Championship Tournaments during the current year. She shall present the award for Most Improved Golfer at the annual Awards Luncheon in October.
- I. Present "Break Pins" to all eligible members at the annual Awards Luncheon in October.

VIII. RULES AND GREENS CHAIRMAN

The Rules and Greens Chairman shall:

- A. Post a current copy of all local rules in the Women's Locker Room.
- B. Keep the Board and General Membership apprised of any new or amended USGA Rules of Golf.
- C. Coordinate with the rules and Greens Chairman of the Graeagle Meadows Men's Golf Association regarding any new local rules or changes to the existing local rules.

IX. MEMBERSHIP CHAIRMAN

The Membership Chairman shall:

- A. Distribute membership applications to all prospective new members.
- B. Inform all new members of their admission into the Club and send welcome letter.
- C. Instruct new members to the Club on Play Day Procedures.
- D. Keep up-to-date and accurate records of all members of the Club.
- E. Produce, publish and distribute the annual Roster and Calendar to all current members by April each year.
- 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. Act as a liaison between the GMWGC and the Pacific Women's Golf Association Area Director.
- B. Act as Captain of the annual P.W.G.A. Team Play Tournament team and post information and sign-up sheets for the qualifying rounds at least thirty (30) days prior to the first qualifying round.
- C. Post all pertinent notices from P.W.G.A. in the Women's Locker room.
- D. In September, arrange for team play shirts through the Pro Shop.

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 and luncheons and other local tournaments, as requested by the Captain. She shall forward to all members communications, as requested by Captain.

- B. INVITATIONAL: The Invitational Chairman 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 maximum of two (2) GMWGC members can play on a team.
- C. MINI-Ha-Ha: The Mini-Ha-Ha Chairman shall organize the annual GMWGC couples tournament and dinner which takes place in June. One (1) member of each two-person 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 a back-up).
- D. TURD TOURNAMENT: The Turd Tournament Chairman 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 Chairman shall be responsible for all social correspondence: i.e., get well cards, sympathy cards, etc.
- F. PUBLICITY: The Publicity Chairman shall be responsible for transmitting the weekly and all specialty tournament results to the Portola Reporter newspaper for publication.
- G. BIRDIES: The Birdies Chairman shall be responsible for posting a current Birdie Board sheet in the Women's Locker Room. 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 Chairman 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 (10) ten weeks. She shall keep Ec. Card Box in the Ladies 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 play an Eclectic round.
- I. YOUTH ACTIVITIES: The Youth Activities Chairman shall coordinate with the Head Golf Professional to assist with summer junior program in July.

The term of office 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 Incoming Board.

SECTION 2. TOURNAMENTS

Play Day Tournaments

- A. There shall be a minimum of sixteen (16) entries for any Play Day tournament. All tournaments will be flighted.
- B. Sign-ups shall be via GMWGC Website (computer) or, for members without computer capability only, by telephone to the Play Day Chairman, no later than noon of the Monday prior to the Thursday Play Day. Pairings and starting times will be posted on the Website by Tuesday prior to the Play Day. Additions, changes or cancellations must be made through the Play Day Chairman 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 foursome 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 foursome 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 Day games 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 (3) three 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 in each month, except September, which will be on the third Thursday. Ace of Aces tournament will be the last regular Play Day in September. Ace of Aces will be from red tees only. A card-off will be used in case of a tie. A low net, Combo flight will be allowed in Ace of Aces but there must be a minimum of 3 players.
- I. Each member is responsible for posting her own score, unless otherwise indicated by the Play Day, Tournament or Handicap Chairman.

Captain's Cup

- A. This is a three round, modified 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 will be a sudden death playoff.

Club Championship

- A. Must be a member in good standing from May 1 of the current year.
- B. Between August 1 of the prior year and July 31 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.
- C. The Club Champion and Runner-up are the low gross and second low gross players over the field after a three-day stroke play tournament. The players must play from red tees.
- D. Payout will be (from red tees) low gross and second low gross over the field. Low net will be paid from their own flights. Combo flight will pay low net only.
- E. In the event of a tie, a sudden death playoff will determine the winner.
- F. The maximum handicap allowed is forty-five (45).

Invitational

- A. The Invitational Chairman shall report all plans to 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 Invitational: Must have a valid handicap established by June 1 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 (45) for the Invitational.
- D. A maximum of two (2) GMWGC members may play in a foursome.

SECTION 3. SCORING

Distribution of Sweeps

- A. As a general guideline, a minimum of one-third 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 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, 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 members 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 Chairman. The Spring Eclectic is from May 1 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 most improved golfer is the member whose handicap has decreased the most between October 1 of the prior year and October 1 of the current year.

SECTION 5. HOLE-IN-ONE INSURANCE

Hole-in-One Insurance in the amount of an annual fee of \$3.00 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. The member making the Hole - in one is responsible for paying the bar tab, then presenting a receipt to the GMWGC's Treasurer for reimbursement of actual cost up to \$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 the 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 Chairman 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 that the Captain's cup format be match play using a points system instead of elimination of the player who loses the match (ties to receive equal points).
- D. 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 that tournament.
- E. 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 charge 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 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) takes more than the allotted time to play, and (2) reaches the teeing ground of 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.

PACE OF PLAY EFFICIENCY GUIDELINES

Achieving a better pace of play is not about hurrying. It is about efficiency, which will help you and your fellow competitors, and will add enjoyment to your golf experience (and theirs).

BE READY TO HIT WHEN IT IS YOUR TURN

--Determine yardage, select shot and club while other are hitting or while traveling to your ball.

--Keep your pre-shot routine short: **take no more than ONE practice swing.**

--Read your putt while others are putting or chipping.

--Strive to play within 20 seconds of when it is your turn.

--Move promptly to your next shot.

--On the green, place extra clubs (and bag) at the side of the green that is closest to next tee.

NOTE: In stroke play, there is no penalty for playing out of turn. If others are not ready to hit/putt and your group is out of position (and you will not have to stand on

another's line of putt or chip or be in anyone's way) go ahead and hit your shot or putt, after announcing to them that you will go ahead and hit. (In match play, your opponent may require you to replay the shot.)

BETWEEN SHOTS/HOLES

--Return clubs to bag **after driving to the next shot**, when you take the club out for your next shot (8 seconds X 100 shots = **13 minutes saved on the round**).

--Record scores at the next tee while others are hitting (to avoid delaying the group behind you).

--Be friendly, but save unnecessary chatting for before or after the round, or while waiting for the group ahead to move on so you can hit. (Never delay a shot to finish a story.)

USE CART EFFICIENTLY

--After teeing off, park cart between balls (if practical) or drop player "A" off at her ball and proceed to player "B's" ball (do not sit in cart and wait to be driven to your ball, unless you cannot walk that far due to a disability).

--At the green, park the cart between the pin and the next tee to avoid exiting the green toward oncoming players, which causes unnecessary delay (**on hole #3, park beyond the large pine to the left; on holes #6, 8 and 18, exit the green behind the cart path-side bunker**).

--If you are a threesome, help the single cart occupant move her cart, if needed.