

STONYCROFT WGA EXECUTIVE BOARD POLICIES AND PROCEDURES

Final 2-1-17 INCLUDING GREEN TEE POLICY

SECTION I: DUTIES AND EXPECTATIONS

A. President - Serves as chair of the organization and as advisor to the Golf Committee.

- Presides at all meetings
- Calls meetings of the executive Board as needed
- Appoints the Vice-President, Secretary, Treasurer and Standing Committee chairpersons and sub-chairpersons from the Executive Board members.
- Appoints special committees as needed
- Co-Signs all checks over \$1000.
- Gets approval from the club's golf committee and club board for the calendar
- Gives copies of the completed golf schedule to the Stonycroft Hills Board of Directors/Golf Chair, the Pro, caterer, greens keeper, and post one in the Locker Room
- Informs the chair of the Women's INVITATIONAL of her responsibilities
- Appoints the Chair of the Nominating Committee and explain their charge
- Writes articles for newsletter (Mr. Stony). In 2017, submit articles by 1st of each month to Dave Royer
- Works with Treasurer and Golf Chair to prepare the budget
- Monitors expenditures
- Informs tournament chairpersons of their responsibilities
- Presents tournament and most improved player trophies at annual luncheon in the fall
- Attends Salute the Champs and passes out the Trophies
- Works with all committees to support their work
- Cleans up and maintain Bulletin Board
- Writes Golf report which is a summary of the season and give it at the Stonycroft Annual meeting/closing luncheon
- Insure plaques are updated following golf season

Conjointly done by President and VP/Golf Chair

- Develops the calendar for the upcoming golf season and shares it with the WGA board by early November. Decides who will meet with Stonycroft Board and Green Book editor to insure current dates are inserted. In 2017, Jodie Legg is the Green Book editor.
- Edits pages for Green Book to include dates and descriptions for:
 1. Junior Golf
 2. Women's Board Cup
 3. Women's Partner Best Ball
 4. Women's Golf Association
 5. Weekly Thursday schedule
 6. Women's Association Annual Meeting
 7. Ladies Night (s) Out
 8. Women's member/Member

9. Ladies Invitational
10. Women's club Championship
11. Women's Closing Luncheon
12. Past President's event

(These dates are typically taken to the Stonycroft Board by the WGA President and must be approved by the club board and club golf committee)

B. Past President – serves as advisor to the board

- Organizes Past President's golf event (decide date with President, send invitations, collaborate with pro for tee times, caterer for lunch and if prizes are to be awarded.

C. Vice President: Serves as chairperson of the Golf Committee, and becomes President the following year. In the absence of the President, serves as President of the Association.

Scope of duties for Golf Committee under the direction of the Vice president –all Golf activities-

- Implements the rules of golf as defined in the current USGA rules books.
- Determines cancellation of play due to inclement weather –Greenskeeper (John) determines whether or not the course is playable and if not, informs the Club Pro who then sends out an e-mail at least by 7am notifying WGA the course is closed.
- In collaboration with President and with guidance from Greenskeeper and Club Professional, determine play guidelines/game for the Thursday affected by aeration.
- Orders prizes for the season. Displays the ones that will be presented at the annual meeting and presents to the winners.
- Makes and Posts Sign Up sheets for:
 - a. Weekly games on Thursday
 - b. Board Cup
 - c. Partner's Best Ball
 - d. Member/Member
 - e. WGA Open with championship flight
- Ongoing duties
 - a. Sign up sheet for the weekly games
 - b. Collaborates with the Pro to identify the flights and members therein for each flight.
 - c. With the Professional Staff, determine the weekly winners.
 - d. Determine pay outs for weekly winners; notify the Treasurer and President of the winners & pay outs.
 - e. Posts weekly winners on the bulletin board in locker room
 - f. Laminated signs with name of daily game
 - i. One on the sign in table
 - ii. One on the first tee

D. Sub-chair of Golf Committee

- Shadows the Vice-President/Golf Chairperson for at least one year
- Shares Golf Committee duties as discussed with VP Golf Chairperson which currently includes:
Chip Ins and Birdies
Makes Poster to record Chip Ins
Prepares birdie slips to record birdies

Makes a list of birdie winners and chip-in winners to retain in president's book
Awards a \$5.00 prize for each birdie and each chip in.
Distributes money to chip in and birdie winners at the annual meeting

Sets up Ringer and friendship events. Collects the money. Determines the winners and award the prizes.

- Becomes Vice-President/Golf Chairperson the following year and President the third year
- In the absence of the Vice-President/Golf Chairperson, performs the duties of the VP

E. Treasurer

- Receives and posts all members dues for the current year.
- Deposits such monies into the account of the Stonycroft Women's Golf Association bank account currently at PNC Bank The tax identification number (TIN) for the Women's groups is 341186547
- Establishes and maintains a roster of current members and distribute copies of this to the Board.
- Reconciles monthly bank statements.
- Pays all bills submitted by the board members from this account and maintains records of such.
- Establishes a preliminary budget from the monies collected for the year and presents the budget to the board as well as the individual committees responsible for expenditures.
- Maintains records for the Junior Golf fund and the Women's invitational fund. The accounting of these funds shall remain separated from the funds used for the general activities of the Women's Golf Association.
- Submits a report of financial activities to the executive board on a quarterly basis and at the opening and closing luncheons to the membership at large.

F. Secretary

- Records the minutes of all meetings of the Executive Board and the membership
- Conducts correspondence of the Women's Association
- Contacts all Board members approximately five days before meetings
- Maintains the Official Records of the club including minutes of the executive board, minutes of the membership meetings, a current membership list, new members of the current year, names of participants in tournaments, current budget, Golf schedules and Events which must be available at every meeting.
- In the absence of the President and Vice president, calls the meeting to order and presides until the immediate election of a chairperson pro tem.
- In the absence of the President, becomes a co-signer on checks over \$1000.

G. Social Committee: Fosters hospitality for Women's Golf Association

- Co-chairs or chair and sub-chair shall discuss the scope of the duties before the golf season and determine how the duties will be parceled and completed.
- By February designs Opening Day Luncheon and Meeting flyer including a RSVP, to be distributed to the women of WGA (via newsletter, on front table and on bulleting board in women's locker room. Submit to President who sends this to Mr. Stony for inclusion and Jodie to make copies for locker room
- Contacts caterer to arrange menus for Opening and Closing luncheons; Caterer submits food proposal in writing and discuss details for table layout 2 weeks before the event. Have final count to the caterer 5 days before the event. Select napkins, table linens, and flowers to compliment decorations. Insure

the microphone is available at the Opening and Closing Day functions by coordinating with Office Manager.

- Works with Golf Committee to coordinate Ladies Night(s) Out.
- Sunshine Gal – Sends cards to WGA members when a member is hospitalized, ill, etc.
- Works with club members who here-to-fore have facilitated flowers for events.

H. Junior Golf Committee consisting of chair and sub-chair (who becomes chair the following year)

- Supports program set up by golf professional to develop golf skills and etiquette and foster enjoyment of the game for the children and grandchildren of members.
- Specific duties:
 - Be at club by 7:45 AM each day of program.
 - Purchases stick-on nametags and have available each day of program for junior golfers to wear during lesson.
 - Purchases bottled water for junior golfers. Put in cooler (kept in bag storage room) filled with ice before each session and place on porch.
 - Gets contact information from parents and/or grandparents on first day.
 - Registers golfers each Friday by checking off name on list (provided by pro) and giving nametag.
 - Arranges golfers in groups of 3 or 4 to go out on course with walker after lesson.
 - Recruits walkers from parents and grandparents who are there.
 - Need walkers to accompany 3-holers and 6-holers
 - Be sure not to put golfers with their own parents or grandparents
 - Plans banquet with Pro's guidance
 - Sets menu for luncheon (might do together with pro)
 - Finds out number of people coming from each golfer's family and designates tables for families based on number of attendees.
 - Collects money for lunch from family members other than golfer and walkers. Typically walkers are provided with complementary luncheon.
 - Decorates dining room the night before the banquet.
 - There are decorations in basement of clubhouse.
 - Add helium balloons and candy/golf tees/ball markers on every table, along with family name on sign looking like flags on greens.

I. Nominating Committee – prepares the slate of candidates for the Executive Board.

Consists of one Executive Board member, appointed by the President who will act as the Chairperson and will recruit four members at large from the Women's Golf Association to serve on the Nominating Committee. The Nominations Committee should be in place by late July and nominees identified by late August.

1. Meets with the President to review job descriptions and the positions on the Executive Board that need to be filled.
2. Prepares a list of several potential candidates drawn from the current WGA membership list. It is important to keep the following criteria in mind as this list is determined:
 - There should be at least one candidate on the slate who would be a good eventual choice for Golf Chairperson and future president.

- There should be at least one candidate on the slate who would be willing to be involved with Jr. Golf.
- If the office of Secretary or Treasurer must be filled, there should be a candidate who is a logical and willing choice for either of those offices.
- Each potential nominee should be acquainted with her expected duties/role so that she can make an informed decision about serving on the Executive Board.
- There should be at least 6 or 7 potential candidates on the list in order to end up with three nominees (some candidates may not be willing to serve).
- Bear in mind that the entire range of our membership should be represented on the Board; the goal should be to assemble a diverse slate of nominees.

Typically three candidates will need to be nominated each year. However, if an additional vacancy exists (eg. Resignation or move of a current Executive Board member), a fourth candidate should be nominated to serve the remainder of that three year term. If a vacancy has resulted in drafting someone to “fill in” during a given year, that person should be given first consideration to run for that position.

Once potential candidates have been identified, the Chairperson shall contact each individual to determine whether they are willing to serve. When the slate is complete, our by-laws require that it be distributed to the membership at least 10 days before the September Annual Meeting. This may be done by publishing the slate in the August Stonycroft newsletter. The slate will be posted in the women’s locker room.

Job descriptions may be found in the Stonycroft WGA By-Laws (and Policies), and shall be presented to potential candidates during the recruiting process. It is important that each candidate understand the responsibilities and expectations prior to accepting a nomination, including the three year time commitment.

SECTION II THURSDAY GOLF/LEAGUE PROCEDURES

The Women’s Golf Association sponsors various tournaments and Thursday golf for women. Tournaments and other golf events are governed by standard USGA rules and conform to Local Stonycroft rules of play; the exceptions listed here do not apply to those events.

League play on Thursday has some special and unique rules that do not cover other tournaments or golf events. These exceptions and additions to the standard USGA golf rules are designed to ensure that players of all levels at Thursday Women’s league have an enjoyable experience. Other than the special and unique exceptions as noted below, USGA rules govern all play.

Weekly Play-Each week’s competition will be announced. Special rules for play or scoring will be posted. Players should check the table in the lobby or the Pro Shop, to be sure they understand the rules for the day. Prizes are awarded as credit in the pro shop. The Chair of the golf committee or Pro Shop posts the winners on the bulletin board in the ladies locker room.

Each morning player signs up in advance to participate in the weekly competition. A signup sheet will be placed on the lobby table for the next week play on Thursday mornings.. After that, it will be posted on the bulletin board in the ladies locker room until the day of play. Evening players will phone the Pro Shop for a Tee Time at least 3 days before play and preferable a week ahead. Players who have not reserved a spot may still be accommodated for play provided an open time spot remains on the signup sheet in the locker room or Pro

Shop. Players who cannot play in their reserved spot should have their names removed from the sheet. DO NOT REMOVE A NAME UNLESS YOU HAVE SPOKEN DIRECTLY TO THAT MEMBER WHO HAS REQUESTED TO BE REMOVED.

Signed scorecards are turned in to the Pro Shop who will determine the day's winners. Scores are adjusted by equitable stroke control guidelines and posted BY THE SGC PROFESSIONAL STAFF to the GAM website used to compute individual handicaps.

All WGA MEMBERS are members of GAM, THE GAM WEBSITE IS ACCESSED BY GOOGLING GAM AND FOLLOWING THE PROMPTS.

Handicaps and flights-All members of the association must have an established handicap to compete for prizes. Other women are welcome to be members and enjoy weekly play until their handicap is established. For purposes of the weekly competition, members of the association are grouped into 4 -5 flights. All flights are based on the GAM handicap. The makeup of the flights is dependent on the number of women who are participating. Every effort is made to place an equal number of women in each flight. The actual handicap range for each flight may deviate somewhat from year to year. First flight is for lower handicap players, 2nd flight for mid-range, ETC.. The Head of the Golf committee determines the handicap range for the various flights once the annual membership roster has been established.

HITTING FROM THE GREEN TEES is optional. The participants will hit their drives from the forward tees and compete IN A FLIGHT SPECIFIC TO THE FORWARD TEES, WITH HANDICAPS ADJUSTED FOR FORWARD TEE PLAY, AND PRIZE MONEY ADJUSTED FOR THE NUMBER OF PARTICIPANTS. ALL OTHER FLIGHTS HIT FROM THE RED TEES.

People from all flights can and should play together. There is no need to limit play to players within your flight. You are encouraged to play with as many people as possible throughout the year and meet new people. Comradery is a goal of the association.

Pace of Play-Tee times are staggered in 10 minute increments. In order for the entire field of play to complete their play in 2 hours or less, all players are urged to maintain their pace of play and stay within 2 shots of the group on the course ahead of them. If there is an open hole ahead of your group, your foursome needs to speed their pace of play. All players should keep in mind that one slow group slows the entire course. Generally the course is so crowded on Thursday morning and most players are grouped in foursomes, so there is no advantage to letting a faster group play through. It is preferable that all play advance at the same speed. It can be difficult to correctly judge your pace of play. A considerate player is always alert to the issue. However, you are not encouraged to "rush" your shot, rather you should always be ready to take your shot when it is your turn.

WGA has adopted a maximum of 10 strokes per hole to help with this problem. Once a player has reached 10 strokes they should " pick up, " score 10 and move on.

Players should:

- Be prepared to play at all times.
- Always carry an extra ball, with your mark, and spare tees.

- Limit conversation that would slow play or distract other golfers. Special attention to this should be paid at the tee box and around the greens.
- Play ready golf-this means a person who is ready to take their shot should do so from the tee and in the fairway regardless of who has honors or their respective distance from the hole. Normal golf etiquette should be followed on the green.
- As much as possible, you should get in position to take your next shot prior to the previous player hitting. Do not get in front of a person taking their shot, but be on the correct side of the fairway and try to make your club selection in advance of your turn to hit. If uncertain of club selection, take several clubs with you to the ball. Remember you should not be moving if you are in the field of vision of another player taking their shot.
- When sharing a cart, leave your playing partner after she has selected a club and proceed to your ball so that you will be ready to hit when it is your turn. After you have taken your shot, return to pick up the other player. You should not sit and wait until the first player has hit and then advance to the next shot. Be proactive in keeping your group moving!
- When awaiting your turn to putt, you should stand with putter in hand on the appropriate side of the green. It is not appropriate to stand either directly across or behind the person who is putting. Remember, we do not “give” putts on Thursdays.
- Searching for lost balls and retrieving balls from the water is a reality. If you are unsure if your ball is lost, you should immediately declare a second ball as “provisional” and hit again from the same spot. If you have not declared the ball provisional and find your original ball later, the first ball is out of play. If you reach the spot in which you expect to find your ball and cannot do so, drop another ball and add a 2 stroke penalty for loss of stroke and distance then proceed to play. **On Thursday, there is no need to go back to spot where the first ball was hit. Do not continue to search for a lost ball if you do** not have a reasonable expectation of finding it. Declare it lost and drop a new ball and take 2 strokes. On Thursday mornings search time should be limited to 5 min. or less. (When a ball needs to be retrieved from the water, do not use this time as a fishing expedition for other balls.)

Ongoing Fun Golf Games

- Friendship: Each member of WGA is listed on the Friendship roster. Each week mark the name of the women with whom you have played and the day’s date. At the season’s conclusion, the member who has played with the most people wins the pot. The fee to compete in Friendship is \$1.00 payable at the opening luncheon.
- Ringers: Ringers is a game in which you keep track each week of your individual best score hole by hole. Winners are awarded by flights with a divided pot. The fee to compete in Ringers is \$1.00 payable at the opening luncheon.
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Hole in Ones. Birdies and Chip-Ins

- Birdies-Each Birdie should be noted on the Birdie Board in the ladies locker room. The Birdie should be attested by another person in your group. Each Birdie receives an award at the closing luncheon in Sept. Birdies do not count in scramble play nor in any group play. A Birdie made during tournament play is valid provided the tournament play is on Thursday and the Birdie occurred on the front side (within the first nine holes).

- Chip In-Each Chip In should be noted on the Chip In board in the ladies locker room. The Chip In should be attested by another person in your group. Each Chip In receives an award at the closing luncheon in Sept. A Chip In made during scramble play on Thursday is valid and should be recorded. A Chip In made during other tournament play is valid provided the tournament is being played on Thursday and is made from the front side (within the first nine holes).
- Hole in Ones-these are officially awarded by the club's hole in one contest. Hole in Ones should be noted as a Chip In.

SECTION III – Social Activities

- Luncheons- the opening and closing luncheons are included in the association dues. However, reservations are required.
- Ladies Nites Out- Special events that are planned in the evening on other than Thursdays. They may include cards and games as well as golf. These events may change in nature depending on the social planners. Heavy advertising/communication is suggested. Every member of Stonycroft is welcome to come and expected to bring a dish to pass plus own drinks.

SECTION IV - Tournaments-various tournaments are held throughout the season. Except for the ladies Invitational the cost of the tournaments is included in the annual WGA dues. You must sign up for the tournaments and the pro shop will develop the match. Sign up sheets for tournaments are made available at the ladies Opening Luncheon and thereafter are posted on the board in the ladies locker room.

- Women's Board Cup: Individual match play with 90% handicap. Tee times are arranged by the participants. There are 5 rounds of play. The first 4 rounds will be nine hole rounds. As the players move through the bracketed play, the Final round to determine the winner will be an 18 hole competition. You must be a member of WGA and have an established USGA handicap index to compete.
- Women's Partner's Best Ball: Two member teams, match play with 90% handicap. Tee times are arranged by the participants. There are 5 rounds. The first 4 rounds will be nine hole rounds. As the players move through the bracketed play, the Final round to determine the winner will be an 18 hole competition. You must be a member of WGA and have an established USGA handicap index to compete.
- Women's Member/Member: Two day 36 hole event. First day is best ball and 2nd day is alternate shot. 90% handicap. Non WGA members can compete for \$30 tournament fee. All players must have an established USGA handicap.
- WGA Club Open-2 Day 18 or 9 hole flighted medal play. 90% handicap. Non WGA members can compete for \$30 tournament fee. All players must have an established USGA handicap.
- Ladies Championship-held concurrently with WGA Open. Winner of low gross competition is Women's club champion. Non WGA members can compete for \$30 tournament fee. All players must have an established USGA handicap.

Scheduling Tournament Play

The Women's Golf Association of Stonycroft Hills, WGA, holds golf tournaments and competitions open to its members which are scheduled individually by the various players. After matches are announced, players must contact one another and agree upon a mutually acceptable time of play. These competitions are conducted under the direction of the Golf Pro and the Pro Shop staff. Matches must be played in a timely manner in order for the bracketed play to progress.

It is in everyone's best interest to avoid scheduling conflicts, players are urged to start the search for a suitable date as soon as the match is announced.

Conflicts arise when such players cannot find agreeable times to play, additional methods to determine the results of the competition must be followed. These conflicts will be settled in one of the following three (3) methods.

1. Coin Flip - When both parties agree there is no suitable date available, the match will be determined by a coin toss conducted under the oversight of the Golf Pro. When an impasse becomes apparent, the Golf Pro will be notified without delay to arrange for the coin toss in a manner to be decided by the Pro.
2. Concede – If one of the players or teams does not make themselves available for at least 30% of the days that are scheduled for the completion, that player must concede. For example, with a 3 week window of play both players must make an offer to play a minimum of 6 days. Less than 30% of the time, will not be deemed sufficient availability. At such time as it becomes apparent that one of the parties must concede, the Golf Pro will be notified without delay to advance the brackets. If both parties have met the 30% requirement and cannot find a suitable date, the decision **will** revert to the coin flip.
3. Emergency or weather delay extension – In the event a true emergency exists which is beyond the control of the players, the players can apply to the President of WGA or her designee for a time extension not to exceed 3 days. The emergency must be briefly described to the WGA President so that an informed decision can be made. The time limit on an extension includes illnesses as well as other types of emergencies such as weather delays. If the WGA President decides an extension is warranted, the president will name the new final day of play in that decision. If the player who needs the emergency extension cannot reconcile the emergency in the 3 days allowed, that player must concede and the Golf Pro will be notified without delay. Unresolved weather delays will go to coin toss.