

Great Eagle Ladies' Golf Club

Policies and Procedures

Section I – Responsibilities of Officers

1. President shall:

- a. Preside at all meetings.
- b. Appoint committee chairpersons and be a member ex-officio on all committees (except the nominating committee.)
- c. Appoint a responsible member to audit the financial records at the close of the current year.
- d. Coordinate efforts with the pro-shop staff to facilitate the Great Eagle Ladies' Golf Club activities.
- e. In cooperation with the pro-shop, establish the calendar of activities for the ensuing year and ensure the reservation of facilities for the planned activities, as necessary.
- f. Share with the general membership pertinent information and/or decisions of the Executive Board.
- g. Ensure that messages for illness and/or condolence are sent as needed.
- h. In general, perform the duties consistent with this office.

2. 1st Vice President shall:

- a. Assume the duties of the president in her absence and/or if the president is unable to perform such duties.
- b. Assist the president with all the duties of that office, as necessary.
- c. Coordinate monthly meeting set-up and luncheon planning.
- d. Serve as chairperson of the nominating committee and recruit at least two (2) additional non board committee members.
- e. Ensure coordination between the Ladies' Club and the Niners, as needed.

3. 2nd Vice President shall:

- a. Assume the duties of the 1st vice-president in the event she is unable to do so.
- b. Maintain the records for, and distribution of, special awards; i.e., birdies, chip-ins, "breaking levels."
- c. Order materials needed for special awards according to budgetary specifications.
- d. Pursue the engraving of the trophies immediately following the completion of the tournament schedule.
- e. Ensure historical information of the Ladies' Club is maintained.

4. Secretary shall:

- a. Record and maintain minutes of the Ladies' Club general and executive board meetings.
- b. Provide a copy of the Executive Board meeting minutes to each board member.
- c. Post a copy of the minutes of the general meetings on the bulletin board and ensure a copy is sent to members.
- d. Be responsible for all correspondence.
- e. Submit an article to the Nosey Coyote each month and ensure Ladies' Club information flyers are available in the Activities Club carousel.
- f. Record attendance at all meetings.

5. Treasurer shall:

- a. In cooperation with the handicap chairperson, maintain a roster of the Ladies' Club membership.

- b. Collect all dues and membership roster from the membership chairperson.
 - c. Be responsible for the funds and maintain an accurate set of records to show the current financial standing.
 - d. Present a financial report at each meeting.
 - e. Pay all current expenses promptly.
 - f. Assist in the annual audit of the treasurer's books prior to the first Executive Board meeting of the ensuing season.
 - g. Assist in establishing the yearly budget.
 - h. See that a gift is purchased and presented to the president at the awards luncheon.
- 6. Each officer shall keep a book of contents of her position to pass on to the succeeding officer.
 - 7. All officers shall be members of the Executive Board.

Section II– Responsibilities of the Executive Board

- 1. Meet monthly prior to the general membership meetings.
- 2. Approve the schedule of competition and tournament events for the ensuing year.
- 3. Review the dues/fees to determine if sufficient funds will be available to support Ladies' Club functions for the year and recommend any changes, if deemed necessary.
- 4. Revise the Policies and Procedures as necessary and advise the general membership of such changes.
- 5. Amend the By-Laws, if necessary, according to the established procedure as noted in the By-Laws.
- 6. Fill vacancies that may occur in elected positions.

Section III – Responsibilities of Chairpersons

- 1. **Chairpersons shall:**
 - a. Recruit others to assist with her duties as deemed necessary.
 - b. Keep a book of contents of her position to pass on to succeeding chairpersons.
 - c. Request to be placed on the agenda of Executive Board meeting, when deemed necessary.
- 2. **Handicap Chairperson shall:**
 - a. Act as resource person for knowledge regarding handicaps and general scoring/posting information.
 - b. Post handicap revision sheets as soon as available.
 - c. Retain all scorecards for the current season.
 - d. Establish the handicaps, if necessary, for new members as stated in section V – Handicaps #2.
 - e. Encourage members to post their summer scores to adequately reflect an accurate handicap index.
- 3. **Kokopelli League Chairperson shall:**
 - a. Determine the interest of Ladies' Club members in order to field a team for participation in the scheduled days of play.
 - b. Coordinate the Ladies' Club participants with the scheduled events.
 - c. Report the on-going standings to the membership.
- 4. **Membership Chairperson shall:**
 - a. Assist and acquaint new members with the Ladies' Club By-Laws, Policies and Procedures, posting process, and other pertinent information.

- b. Maintain a current list of members in cooperation with the treasurer and handicap chairperson.
 - c. Keep all members informed of club activities via email or phone as appropriate.
5. **Rules Chairperson shall:**
- a. Be familiar with the rules of golf as set forth by the USGA and the established Local Rules and be responsible for their interpretation as they apply to our Ladies' Club.
 - b. Serve as liaison between the Arizona Women's Golf Association (AWGA) the Central Arizona Golf District (CAGD) and the Ladies' Club.
6. **Social Chairperson shall:**
- a. Coordinate all aspects for the scheduled Ladies' Club social functions including (but not limited to) music, food, decorations, etc.
 - b. Maintain an inventory of supplies on hand.
7. **Tournament Chairperson shall:**
- a. Be responsible for the administration of Ladies' Club tournaments and the match play event.
 - b. Collaborate in establishing the yearly calendar of tournaments.
8. **Weekly Games Chairperson shall:**
- a. Familiarize and facilitate the weekly games protocol as outlined in Section VIII – weekly competitions.
 - b. Assist in establishing the calendar of events for the ensuing year.
 - c. Post the sign-up sheet for the next week's scheduled event including the week's game and description.
 - d. Collect the sign-up sheet and coordinate needs with the pro-shop.
 - e. Arrange and post the pairings at least one day prior to play.
 - f. Produce scorecards, if necessary.
 - g. Assign KP holes, arrange for the posting of the appropriate signposts and inform players of the KP holes.
 - h. Collect the scorecards upon completion of play, determine the winners and amounts to be paid, and post results including scores and amounts won in a timely manner.
 - i. Determine the amount of winnings for the weekly competition according to established guidelines and/or recommendations of the Executive Board.
 - j. Provide completed scorecards as soon as possible to the handicap and tournament (if applicable) chairpersons.
9. **Great Eagle Ladies' Webmaster Chairperson shall:**
- a. Maintain the website in a professional manner to provide pertinent, useful and informative information to the membership.
 - b. Update the appropriate sections of the website in a timely manner.
 - c. Ensure the annual fee for the website is paid when due.

Section IV – Eligibility for Play

- 1. To be eligible for weekly competitions and/or tournaments, players must be in good standing, have an established handicap, and meet tournament eligibility requirements as specified in these Policies and Procedures.
- 2. All players are required to pay their green fees in the pro-shop and to check-in and pay the weekly competition fee (if applicable) prior to teeing off.

3. A guest may play twice, but will not be eligible for payouts for the game of the day.

Section V – Handicaps

1. Handicaps used for competitions and tournaments shall be limited to a 40.4 handicap index.
2. New members not having an established handicap must post five (5) 18-hole scores in order to establish a temporary handicap and, thereafter, be eligible for Ladies' Club competitions. These scores may be obtained by playing 18 holes/9 holes on any accredited golf course.
3. All scores – high and low - must be computer posted for the purpose of maintaining a handicap.
4. In the event a player withdraws after completing thirteen (13) holes (or seven (7) holes for a 9-hole score), scores for the remaining holes are to be computed according to handicap and the total score posted.

Section VI – Scoring

1. Each group shall maintain a minimum of two (2) score cards.
2. One (1) attested score card for each group must be submitted immediately following completion of the day's play.
3. Each player is responsible for confirming her score and posting her chip-ins and birdies.

Section VII– Fees

1. The dues/fees shall be a matter of business at the Executive Board meeting preceding the last general membership meeting of the year. It shall be presented and voted upon for approval by the membership at its last membership meeting.
2. The weekly competition fee will be collected prior to play and is non-refundable.

Section VIII – Weekly Competitions

1. Ladies' Club competitions will be scheduled for each Tuesday, November through March. These weekly competitions shall be published in a yearly calendar at the beginning of the season.
2. Players are asked to sign-in thirty (30) minutes prior to their scheduled tee time. Late arrival may necessitate being placed in a different foursome, if possible.
3. Competition flights will be established according to the number of players. The flights shall be determined by the weekly games chairperson.
4. Winners of the weekly competition shall be posted.
5. Ties will remain tied and awards will be combined and divided between the players that are involved. In the event multiple ties make it unreasonable to pay all winners, the recommended USGA tie breaker procedure will be used as follows: (These refer to the course holes and not holes played in a shotgun order): a. Best score for the last nine holes; b. If still tied - last six holes; c. If still tied - last three holes; d. If still tied - the 18th hole.

Section IX – Tournaments

1. The tournament chairperson/committee shall post the rules of play and particulars governing each tournament prior to each tournament.
2. In the event handicaps change during the play of the stipulated rounds of a particular tournament, the handicap index in effect at the time each round is played shall be used. Flights will be determined prior to the last scheduled round.
3. There shall be at least three (3) Ladies' Club members in each group for tournament play.
4. The tournament chairperson/committee shall be responsible for determining tournament winners according to established guidelines.
5. A player who defaults in a tournament is automatically disqualified.

6. Club Championship

- a. The club championship shall consist of two (2) scheduled 18-hole rounds of medal (stroke) play.
- b. To be eligible to compete in the club championship, a member must have played at least six (6) rounds in Ladies' Club competitions during the current season. Exceptions to this rule may be made at the discretion of the Executive Board.
- c. Flights will be established according to handicaps and the number of players involved.
- d. The overall club champion will be the player with the combined total low gross score of the field in the two (2) scheduled rounds.
- e. Multiple gross winners shall be declared in all flights determined by their combined scores in the two (2) scheduled rounds.
- f. A tie for the overall club championship will be resolved with a "sudden death" play-off beginning with hole #1 immediately following the determination of the results.
- g. Ties in the flights will be resolved as noted in Section VIII, #5 of these Policies and Procedures.

7. President's Cup Tournament

- a. The President's Cup Tournament shall consist of two (2) scheduled rounds of play.
- b. A player must golf in the two (2) scheduled rounds of play to be qualified to win.
- c. Flights will be established according to handicaps and the number of players involved.
- d. The overall President's Cup winner will be the player with the combined total low net score of the field in the two (2) scheduled rounds.
- e. A tie for the overall President's Cup will be resolved with a "sudden death" play-off beginning with hole #1 as soon as possible following the determination of the results.
- f. Ties in the flights will be resolved as noted in Section VIII, #5 of these Policies and Procedures.
- g. Multiple net winners shall be declared in all flights determined by the combined scores of the two (2) scheduled rounds.

8. Match Play Event

- a. Match play will be played with 2-person teams with a limit of a maximum of a ten (10) stroke difference in handicaps. Players shall choose their own partners. A player with a greater difference than ten (10) strokes may play down to the ten (10) stroke difference.
- b. Strokes per hole will be determined in comparison to the lowest handicap player of the two competing teams.
- c. Members who sign up for match play must be available to play in all of the scheduled rounds of play. If a player is not available, that player's partner has the option of playing alone, or forfeiting the match.
- d. Flights will be established according to handicaps and the number of players involved with winners declared in each flight.
- e. Match play rules will govern play.
- f. A "Consolation Round" will be held allowing each match play team to play a minimum of two (2) rounds. Losers of the first round of play will move to the consolation round in each respective flight. A 3rd place round will be included.
- g. Ties in match play will be resolved immediately with a "sudden death" play-off beginning with hole #1.
- h. Match Play is a Ladies' Club "event" and as such will not be posted as a tournament.

9. **Other tournaments:** i.e. medallion, may be added in the future.

Section X– Special Awards

1. Most Improved Golfer

- a. The most improved golfer will be determined by the handicap chairperson.
- b. Computer reports and Ladies' Club records shall be used in determining the winner.
- c. The recipient of this award must be a full member in the Ladies' Club.

2. Hole-in-One

- a. A hole-in-one must be made on the Great Eagle Golf Course during a scheduled Ladies' Club event by a Ladies' Club member who has paid into the hole-in-one fund.
- b. Winner/s will share in the existing hole-in-one "pot" which will be awarded at the end of the season awards luncheon.
- c. If no winner/s, the hole-in-one fund will be carried forward to the next season.

3. **Achievement Award** – special recognition will be given when a player scores less than 100, 90, or 80 for the first time during Ladies' Club play.

Section XI – Conditions of Play

1. All play shall be conducted in accordance with the USGA rules of golf, i.e., all putts must be holed out.
2. Recommended changes/additions to local rules for Ladies' Club play must be approved by the general membership of the Ladies' Club.
3. For regular game day, players can lift, clean, and place their ball upon the decision of the president and weekly chair. For tournaments, the president and tournament chair will decide.
4. The Ladies' Club president, in cooperation with the weekly game chairperson, and, if applicable, the tournament chairperson, shall determine the course of action regarding play during inclement weather and/or after a heavy rain. Such action shall be posted prior to play and it shall be the members' responsibility to check the status of play.

Section XII – Amendments and/or Revisions

1. The Policies and Procedures as set forth in this document may be amended or revised by a majority vote of the Executive Board members at any regular or special meeting.
2. Each board member shall be advised of proposed amendments or revisions at least fifteen (15) days prior to the meeting.
3. Ladies' Club members shall be advised in writing of any amendments/revisions to these Policies and Procedures.