

Greendale Women's Golf Association Membership Handbook



**Greendale Women's Golf Association
Membership Handbook**

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The Greendale Women's Golf Association (GWGA), founded in 1980, is a league for experienced golfers of all abilities who enjoy playing the game of golf together. It is an 18-hole league that plays on Thursday mornings at Greendale Golf Course in Alexandria, Virginia. The playing season is weekly beginning with the first Thursday in April and ending the last Thursday in October. A different game is played each week (e.g., best score on par 4 holes), and weekly winners earn points that translate into monetary winnings paid at the end of the season.

GWGA operates according to [membership-approved Bylaws](#) and the procedures described in this Handbook. The Bylaws describe the core structure of the organization and higher-level governing principles. This Handbook provides detail on current day-to-day operating procedures. It is reviewed and updated as needed on an annual basis by the Board of Directors (Board) prior to the beginning of the playing season.

SECTION A. MEMBERSHIP AND TOURNAMENTS

LEAGUE MEMBERSHIP

Membership is open to any woman with an established USGA handicap. Potential member, who does not have an established USGA handicap, must play two rounds of golf with a mentor to demonstrate she is familiar with the rules of golf, pace of play, and golf etiquette. The potential member would then need to be invited by the board to join the league.

Members will have opportunities to volunteer to help with league administration, social activities and golf trip planning.

Members of GWGA who are 80 years or older and have contributed to the League's benefit, may request to be designated Legacy Members for Life by vote of the Board. Legacy members pay only the Leaderboard fee and GHIN fee – if they want to maintain a handicap – and can play golf non-competitively. They can play either 9 or 18 holes, may go on league-sponsored golf trips and attend league-sponsored events. Legacy members are not eligible to win any prizes at the end of the year.

MENTORS - New members will receive mentors, who will be appointed by the Membership Chair. Mentors will contact the new members and the Tournament Chair to coordinate tee times for Mentor/Mentee pairs as early in the season as is feasible for all.

Mentors are experienced league members, not golf instructors. Their purpose is to welcome new people into the league, to explain league policies and procedures, and to introduce new members to other golfers. Some goals of mentoring include:

- Welcome new member by introducing her to other members, keeping in mind the prime reason we join leagues - friendship, golf, and fun.
- Understanding the importance of pace of play and etiquette.
- Understanding the [USGA rules and any local rules](#) of our league or course.

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- How to sign up for play on Leaderboard and introduction to various weekly contests.
- How to complete scorecard and enter scores into Leaderboard.
- How to look up handicap on GHIN and use Leaderboard to find weekly winners, flights, ringer progress, and other Leaderboard features.
- Answer mentee questions or help to find the answer to a question.

GWGA FEES AND AWARD POINTS

Membership Fee - The membership fee for a season is determined by the outgoing Board prior to the fall luncheon. This is to allow for the payment of membership fees at the fall luncheon and well before the season. The membership fee must be paid prior to tee off time to qualify for prizes.

Handicap Fee - The handicap fee is to register a golfer with the USGA Golf Handicap and Information Network (GHIN) system. This system maintains a golfer's handicap throughout the season. The handicap fee is paid through GWGA at Greendale or waived if already held at another golf course.

Award points - Most of the membership fee is used to fund awards at season end. The Tournament Chair develops the point system for various awards by flight and other criteria. Point system is approved by the Board and presented at the annual Spring Meeting. Current point system can be found on the GWGA website at this link: [AWARDS POINT SYSTEM](#)

WEEKLY PLAY

HANDICAPS

Members must have a handicap or be working to establish one. To establish a handicap, a player must have rounds recorded in the GHIN system totaling at least 54 holes, in accordance with the USGA rules.

FLIGHTS

Players will be divided into 3 groups or flights (A, B, and C) based on handicaps, with an attempt to have an equal spread between handicaps used in each flight. Flight ranges (e.g., A=9-19, B=20-29, C=30+) are calculated on the first of the month and will be posted on the website. Because handicaps can change every day in GHIN, and the flight range remains the same for an entire month, a person may move from one flight to another for competition during the month. However, flight designations will not change during the annual championship tournament.

WEEKLY TOURNAMENTS

To participate in weekly tournaments, the round must be played with at least one other member during established tee times.

Tee times start at 7:50 a.m. in April, May, September, and October.

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Tee times start at 7:20 a.m. in June, July and August

Members in the 1st three tee times should arrive 30 minutes prior to the 1st tee time in case any foursome adjustments are required. All other members should arrive 30 minutes prior to their scheduled tee times.

If rain is in the forecast members should arrive 45 minutes prior to their scheduled tee times time in case any foursome adjustments are required.

GAMES

Weekly games descriptions can be found on Leaderboard's schedule of upcoming weekly tournaments.

WEATHER

Changes due to weather will be dictated by Greendale. If Greendale is open, GWGA will play. Notification of any cancellations or delays will come via email from the League President.

If play is called due to inclement weather, all players who had originally signed up for a tee time will be credited with a round played.

SIGN UP PROCEDURES and CANCELLATIONS

GWGA uses an automated system called Leaderboard (web address:

leaderboard.systems) to record scores and maintain records throughout the season. New members will be set up in Leaderboard after they have paid their dues and their GHIN number has been added to the system.

Each Sunday at 7 p.m. the tee time sign up will be available online in Leaderboard. The sign up will describe the game being played and other notices from the Tournament Chair about play for the following Thursday. Sign up availability closes on Mondays at 8:00 p.m.

When a player signs up she will receive an email confirmation. At any time, a player may also see all active Greendale signups by going to the sign-up page in Leaderboard.

Sign up reminders include:

- Sign up yourself only.
- Guests: Any member may bring a guest. To sign up a guest, contact the Tournament Chair before Monday night at 8 p.m. Guests may only play 3 times over a season without joining.
- If a player cannot play after signing up:
- If it is before 8 p.m. Monday night, please go to the sign-up and delete the Sign-up online; no need to email or call anyone.

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- If it is after 8 p.m. Monday night and before 9:00 am Tuesday, email, text, or call the Tournament Chair.
- If it is after Tuesday at 9:00 am, call the pro shop 703-971-3788 to let them know you are unable to play.

SCOREKEEPING AND ENTERING SCORES AFTER PLAY

- One person in each foursome shall pick up 2 GWGA score- cards and the laminated pace of play card for their tee time in the Clubhouse. Designate 2 players as scorekeepers, and write OFFICIAL on the top of one card and BACKUP on the top of the other.
- After finishing a hole, record the scores and putts legibly on both cards at the next tee-box. Miscalculated score disputes should be resolved before teeing off on the next hole. Rule disputes should be resolved at end of round. Procedure for disputed holes is addressed in [Section B. Rules and Scoring Conflict Resolution](#).
- At the end of the round, the scores on both cards should be added up and compared for verification.
- If the scores on both cards match and there are no disputes, all players should **legibly** sign the Official card with the scorer signing on the "scorer's line". The backup scorer must sign both the Official card and the backup card on the "scorer's line". **A player will be ineligible to compete in that week's tournament if the card is not signed.**
- A golfer must complete 18 holes to enter a score into Leaderboard and be eligible to compete in the weekly game. If a golfer leaves the course before finishing her score should **not** be entered into Leaderboard. **However, Emergency/Unavoidable situations should be communicated to the Tournament Chair & League President so a determination can be made about the round being used to qualify for the championship tournament.**
- Scores are entered by signing into Leaderboard on any smartphone. Two players from each group must work together to enter the scores hole-by-hole for each player in the group. One player reads the scores aloud while the other player types in the numbers. Verify totals against the scorecards at the end of each 9 holes when entering scores & putts. Ensure each player's total in Leaderboard matches the card before moving to the next player's scores.
- Return both scorecards and pace of play card to the table in the club- house.

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- Players do not need to enter their scores into the GHIN handicap system. Leaderboard automatically uploads scores to the GHIN every night.
- Players who wish to use Leaderboard to enter non-league scores throughout the season may do so, and they will be uploaded to the GHIN nightly.

Weekly OPENING AND CLOSING DUTIES

OPENING—Volunteer Openers' Duties

Note: You volunteer when you sign up in the 1st tee time

CLOSING--Volunteer Closers' Duties

Note: Volunteers are assigned at start of season

Weekly [Opening and Closing Duties](#) are outlined step-by-step on the website and in the notebook stored in the cabinet drawer at Greendale.

TOURNAMENTS

During the year GWGA will host one or two Captain's Choice tournaments and the end of the year Annual Championship.

CAPTAIN'S CHOICE

Since the Captain's Choice tournaments are shotgun starts, sign up will be by name only; no tee times are involved. The Tournament Chair establishes foursomes with a mix of flights. There may be an opportunity for individual contests (i.e. closest to the pin) and team prizes.

ANNUAL CHAMPIONSHIP TOURNAMENT

To qualify for the Championship tournament, members must participate in 50% of the league's playable Thursday rounds of golf at Greendale.

The championship will be held on two consecutive Thursdays (with a rain date only if needed) and the better of the two scores will be used to determine winners.

Eligibility for Senior League Champion will be determined by sorting the list of eligible players by birthdate and the older half of those competing will compete to be the Senior Champion (gross and net). The remaining players will compete for League Champion (gross and net).

All players will be placed in flights based on their handicaps. Flight designations will not be updated during the month of the championship tournament. Among the players in a flight, the best single round (gross and net) will determine the flight winners.

Awards will also be given in each flight for longest drive and closest to the pin.

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Championship Playing Rules

- Unless otherwise announced by the Tournament Chair, no “lift, clean and place” or moving the ball in the fairway except as allowed by the USGA official rules of golf.
- [Double par rule](#) is suspended. Play until the ball is holed out. This could slow the pace of play so golfers should move as quickly as possible between hits and between holes.
- Holes 6 and 8 have no drop zone if ball lands in water. Re-hit a ball from the tee area.
- Both Official and Back-up scorecards must agree. The Official scorecard must have signatures of all the players in the group.
- Any rules disputes should be settled prior to all signing the scorecards as described in section [B: RULES AND SCORING CONFLICT RESOLUTION](#).
- It is recommended that each player announce her stroke total when reaching the green (e.g., “on in 3” — this is an aid for keeping a correct score).
- It is suggested that golfers print out a Rules Bag Tag for reference.

YEAR-LONG COMPETITIONS

MOST IMPROVED

Each season the one individual who shows most improvement in her handicap index earns approved award points for “most improved.” To be eligible for this award, a person must have played half of the scheduled events. The calculation is based on raw point differences from beginning of the season to September 1.

SEASONAL WINNER BY FLIGHT

At the end of the season, an average of each player's 12 best rounds will be used to determine a Seasonal Winner for each flight. A player must play at least 12 rounds to be eligible for this award.

RINGER BY FLIGHT

Each season, the person in each flight with the best ringer score earns approved award points. A Ringer score is a player's best net score on each hole over all rounds played in the season. The season's best net score on hole 1 is added to the season's best net score on hole 2 and so forth through hole 18. Ringer scores are updated each week and may be found on Leaderboard. The gross Ringer scores will also be posted but the Ringer award will only be presented for net scores.

The Ringer Competition shall begin the first week and run through the third Thursday in October. Ringer scores will only be recorded on Thursdays following our individual stroke play tournaments. Ringer scores are not recorded if the game played involves team/group scores, such as a scramble.

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BIRDIES, EAGLES AND HOLES-IN-ONE

Members achieving birdies, eagles, holes-in-one are awarded pins. Birdie pins are awarded to members for the first birdie the member achieves on a par 3 hole, a par 4 hole, and a par 5 hole. A member can receive 3 pins for the season for birdies. Holes-in-one on par 3 holes are also eagles but will only be recognized as holes-in-one. At the end of the season the member in each flight with the most birdies is given approved award points as also occurs with eagles and holes-in-one.

OVERNIGHT GOLF TRIPS

League Golf trips are social events versus tournaments and every trip is unique and varies. The primary goal is to mix up the membership and get to know each other better. The Vice President is the point of contact for all overnight golf trip organizers. Check the website for [current trip information](#).

Below are general guidelines for trips:

- To sign up, participants must be members of GWGA.
- Participants are required to pay any necessary fees.
- Trips may be planned and organized by any member. She must coordinate the dates with the Vice President prior to advertising event.
- Rooms are generally doubles and roommates may be requested or assigned.
- Transportation is the responsibility of each member attending.
- Trip organizers put together the foursomes. Foursomes are typically planned before the trip. It is expected that all members be amenable to playing with any other member on the trip.
- If you plan to arrive late or leave early please tell organizers two weeks before the trip to accommodate an accurate tee sheet.
- Golf rules while playing are relaxed unless organizer announces a game with prizes will be played; in which case a participant may choose to play relaxed golf and not to participate in a game.

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SECTION B. GOLF GUIDELINES AND RULES

PACE OF PLAY

The GWGA league expects that a round of golf will be played in 4 1/2 hours. If it is cart path only, that expectation changes to 4 3/4 hours.

Suggestions for speeding up play:

- Follow the laminated Pace of Play card provided at the scorers table.
- Play ready golf. If the person farthest away from the hole is not ready to hit (because she is raking sand, looking for a ball, deciding on a club or measuring the distance, etc.), someone else who is ready should announce that she is ready and go ahead and hit as long as it's safe to do so.
- Play ready golf. Play a provisional ball if there is a chance that a ball might be lost **outside** a hazard
- Riders - after a shot, get into the cart (holding your clubs), do not put clubs away until the NEXT stopping point.
- Watch your ball and assist your partners in watching theirs. Only one other player needs to help look for a lost ball. Others in the group should continue to play.
- Three-minute maximum search for lost ball.
- Record scores at the next tee box.
- In your pocket keep 2 balls, marked differently at all times, as well as 2 tees and a ball marker.
- Keep your cell phone turned off or muted.
- Use less than 40 seconds to address the ball.
- When two players are riding in a cart, drive the cart to the first ball and drop off the first player with her choice of clubs. The second player should proceed in the cart to her ball. After the first player hits, she should begin walking toward the cart as the second golfer is playing. When players are walking, each should head to their own ball rather than walking as a group to each ball.
- Keep up with the group in front of you (no par 4 left empty).
- If your group falls behind, it is everyone's responsibility in the group to catch up.
- The first player to hole out should be responsible for the flagstick.
- GWGA uses the **double par rule** to help maintain pace of play, except during the championship.
 - Pick up after reaching double par (6 strokes on par 3, 8 strokes on par 4, and 10 strokes on par 5, if not on the green).
 - Place the ball on the green one putter head inside the green in direct line to the hole from the original ball location.

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- Limit of 3 putts if under double par rule; in the interest of time, if a golfer has not holed out after 3 putts, pick up the ball and record 4 putts on the scorecard for the hole (4 putt limit does not apply if Low Putts game is in effect.)

RULES

GWGA plays according to the USGA Rules of Golf. *The USGA describes The Spirit of the Game:*

Unlike many sports, golf is played, for the most part, without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players and to abide by the Rules. All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be.

GWGA Rules

GWGA members are expected to know and play by the rules. Players must count all whiffs. Mulligans and "Gimmes" are not allowed.

Unmarked Ground Under Repair (GUR) situations: In situations where GUR on the fairway is unmarked (see hole by hole rules) ask your playing partners if you may take relief. If all agree, you may then take *a drop*; take one club length from the nearest point of relief. There is no penalty. If not all in agreement, relief may be taken with a one-stroke penalty.

For details of Hole by Hole rules refer to the GWGA Course Guidelines document located on the GWGA Website.

RULES AND SCORING CONFLICT RESOLUTION

Golfers should print out a Rules Bag Tag for reference

If during course of play, there is a disagreement as to the Rules of Golf or a miscounted score, members should follow this procedure:

1. Should a scoring conflict arise (e.g. miscounted strokes or uncertainty of USGA rule), there needs to be an immediate discussion to resolve the issue. If a miscounted score is in question, the player must be able to recall every stroke taken and the issue should be settled before moving to the next hole.
2. If a rule is in question and agreement cannot be reached at the time, circle the number of the hole on the card. The player affected should play 2 balls, one ball using her rule interpretation and another ball using the rule interpretation of the other members of the group. Both scores, if different, should be noted on the card.
3. At the end of the round, the foursome will need to resolve the rule conflict prior to signing the official card and entering scores into Leaderboard. Resources to use in

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resolving a rules conflict include: GWGARules Bag Tag; USGARules of Golf online; Rules of Golf book; GWGA Rules Chair; or golf professional in the clubhouse.

4. As a reminder, all players should remain courteous during resolution process.
5. However a situation is resolved, the Rules Chair should be notified of the particulars of the situation. The Rules Chair and her committee will be monitoring resolved and unresolved issues on the course. Through this feedback, the Rules Chair can identify recurrent issues and provide clarification to the group or individually when needed.
6. Repeated infractions of rules or miscounting scores can result in a member losing tournament privileges.

SECTION C. BOARD OF DIRECTORS AND NON-BOARD POSITIONS

Board of Directors consists of a President, Vice President, Treasurer, Secretary and Tournament Chair. Detailed descriptions of below listed Board of Directors' positions and various Non- Board Positions (Chairs) may be found on the website at [Board and Non-Board Positions Duties](#).

BOARD OF DIRECTORS

PRESIDENT

VICE PRESIDENT

TREASURER

SECRETARY

TOURNAMENT CHAIR

NON-BOARD POSITIONS

WEB ADMINISTRATOR

RULES CHAIR

MEMBERSHIP CHAIR

BIRDIE AND CHIP-IN CHAIR

NOMINATIONS AND ELECTIONS

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Elections for Board positions shall be held at the Fall luncheon meeting in November. The Board shall request volunteers for open Board positions by advertising to the membership. A list of candidates will be sent via email two weeks prior to the meeting. The Board may appoint a search committee or send an email on its own.

TERM OF OFFICE

Board members are elected by the members. Each serves for a term of two years, and may be elected by the membership to extend for up to an additional two years in the same office. The exception is the Tournament Chair. A new Tournament Chair Trainee will be elected every year. She will serve her first year as Trainee to Tournament Chair. In her second year she will serve as Tournament Chair and primary voting member for that position on the Board of Directors. She will also train the newly elected Tournament Chair Trainee.

The current Past President may serve in a non-voting, advisory capacity for up to one year after completing her term(s) to provide guidance in the conduct of the League business.

VACANCIES

If there is a vacancy in the office of President, the Vice President shall become the President for the remainder of the term. All other vacancies will be filled by appointment of the President for the remainder of the term. Elections shall be held at the next scheduled membership meeting.