

## **JWGL HANDBOOK & ETIQUETTE**

Jefferson Women's Golf League guiding principles and processes are provided in this section, which include the election of officers, the structure of the Board and the Executive Committee and their roles and responsibilities. Membership privileges and dues are discussed and social events are identified and described. Also presented are the guidelines that govern our League play throughout each season, including tips on etiquette that are intended to speed play and to make the game more enjoyable for all.

### **I. ELECTION OF THE OFFICERS OF THE BOARD**

The Officers of the League are the President, Vice-President, Secretary and Treasurer and each are elected to hold a term for two years. The four elected Officers comprise the Board and each Officer has one vote on all matters brought before the Board and the Executive Committee. The Board provides overall leadership and management responsibility on behalf of the JWGL Membership to ensure continuity of the League and League play and conducts the business of the League with the Executive Committee. The President may call a meeting of the Board at any time and the attendance of three Officers constitute a quorum.

Every two years prior to the date of the Annual Awards Luncheon the sitting Vice-President, selects four nominees to serve as the next slate of Board Officers and presents those nominees to the Members at the Annual Awards Luncheon. If the sitting Vice-President decides to run for President, she may nominate herself to serve in that position for an additional two years. In making her selections, the incoming President may consult with any Member of the JWGL. If there are no nominations from the floor, the new Officers are accepted. Also, at the Annual Awards Luncheon, the sitting Vice-President presents to the Members her selection for the remainder of the Executive Committee and Social Chairs to serve in the next two years.

### **II. EXECUTIVE COMMITTEE**

#### **A. Makeup and Responsibilities of the Executive Committee**

The Executive Committee is made up of nine voting members - four elected Officers of the Board and the five Chairs of the following Committees - Membership, Tournament Committee, Rules, Systems Administration and News and Notes. The Executive Committee is made up of dedicated, interested and concerned Members of the League and manages the affairs of the JWGL in between meetings.

It is customary that the Executive Committee is brought together no less than twice a year in order to make decisions on the annual budget, schedule of League play and League social events, Membership status, computer system issues and any other business of the JWGL. If agreement on an issue cannot be reached by the Executive Committee, usually determined by majority vote, the Board shall be charged with resolving the issue.

## **B. Job Descriptions of Executive Committee Members**

**President:** Calls and presides at Board and Executive Committee meetings and appoints Standing Committee Chairs and the Photographer. Designates jobs and assists all other Officers and Committee Chairs. She is readily available to all Members. She is responsible for contacts and correspondence with county and course officials, including securing permission from Jefferson Golf Course to continue League play, including tee time slots, for Wednesdays throughout the coming season. She can appoint outside consultants as needed. She works with the Treasurer and other Board Officers and the Executive Committee Chairs to establish an annual budget and shares signatory responsibility with the Treasurer for the League bank account. She consults with the Membership Chair on Membership status and issues, as well as those associated with the Directory. She works with the appointed Social Committee Chairs to reserve locations for social events, to establish fees for Members at events and to sign contracts associated with social events.

**Vice-President:** Assists the President and takes charge when the President is not available. Serves as the Committee Chair for the League's Barbecue (BBQ). She assists, as needed, the Tournament Committee and the Systems Administration Committee in coordinating the technical running of events and website application.

**Secretary:** Takes minutes at Board and Executive Committee meetings, at the March Tee and at the Annual Awards Luncheon. Transcribes and distributes minutes for review by the President and other Officers of the Board before distributing them to the Executive Committee Chairs. Holds as a resource all minutes taken during her two-year term to make them available to the incoming Secretary, as well as any JWGL Member who wishes to see them.

**Treasurer:** Collects and deposits all dues and pays all bills. She records Membership dues paid in the League database. Provides an accounting of all disbursements and presents the status of the League budget at the Annual Awards Luncheon. She provides budget analysis when the Board and/or the Executive Committee considers policy or event options that can affect the League's annual budget. She consults with the President and Vice-President for non-budget expenditures. She shares signatory authority with the President on the League's bank account.

**Membership Committee Chair:** Maintains Membership records, including Member contact information for the Directory in the League's database. She handles applications for Membership, maintains the Membership waitlist, contacts applicants who have been accepted to welcome them into the League. She provides new Members with information about the League and matches them with mentors. She reminds Members about dues payments and coordinates with the Treasurer regarding Membership dues. She maintains a list of Associate Members who are not able to play the required number of rounds for regular Membership. She makes recommendations to the Board and/or Executive Committee on actions necessary to maintain the viability of JWGL Membership.

**Tournament Committee Chair:** Annually develops and presents the Weekly Events Schedule to the Executive Committee for adoption. Posts one copy of the Schedule on the League Bulletin Board at the Jefferson Golf Course and posts one copy on the JWGL website. Identifies and provides leadership to the volunteers for opening and closing weekly play. She reviews the League's computer determination of winners, point and handicap calculations and posts tournament information: weekly, classic and ringer. She posts handicap and ringer reports on the League bulletin board at the Jefferson Golf Course clubhouse. The Tournament Committee makes the final determination of calculations and winners. She is responsible for distributing prize money, as adopted in the annual budget, which includes securing supplies necessary to distribute all prize money. She also oversees the Chip-Ins Pot and its distribution of payouts at the Annual Awards Luncheon. She secures and distributes birdie pins, as well as other prizes and awards for weekly events. She coordinates with the Jefferson Golf Course staff to be aware of upcoming ground maintenance, as well as other events or actions taken by the Golf Course that could impact League play. When necessary, this Committee is responsible for securing Members from the first or second tee-time slot to display materials at the League display table in the clubhouse. These materials are stored in the League lockers at Jefferson Golf Course and may include weekly announcements, Member's winner envelopes or prizes for previous weeks' events, and relevant signs. The Committee is also responsible for securing volunteers, as necessary, to break down the display table and return the materials to the League lockers at the end of the day of League play.

**Rules Committee Chair:** As the League authority on JWGL rules, she assists the League in interpreting rules and settles all disputes regarding rules. She familiarizes Members with local course rules of the Jefferson Golf Course.

**Systems Administration Committee Chair:** Guides the Board and/or Executive Committee decisions regarding the JWGL website and interfaces with JWGL vendors providing services to develop, maintain and manage web applications and JWGL databases and their functionality. Consistent with the League's annual budget and contractual obligations, she oversees the testing of and improvements or updates made to the JWGL website to provide the League with mobile access to sign up for tee times, to post scores and to allow the Tournament Committee to close weekly events remotely. Maintains security provisions to safeguard Member contact information stored in JWGL databases. Trains Members on the use of JWGL website features, including serving as contacts available to answer questions on the League's systems and their use. She reviews annual contracts with relevant vendors and makes recommendations to the Board and Executive Committee regarding the contracts necessary to ensure the continuity of software and web application services. She works with the Tournament Committee to make recommendations on policy changes and/or purchases necessary to maintain consistency between League play and system requirements.

**News and Notes Committee Chair:** In consultation with the Board and Executive Committee, she prepares and distributes monthly news reports on current events within and affecting the League. She acknowledges Member birthdays, golf tips, golf stories and other news requested by the Board and/or Executive Committee to inform Members of upcoming events and news.

As requested by a Member, she may report on news of Members' life events (e.g., births, deaths, weddings, health). She works closely with the Membership Chair and within the established budget.

**Note:** All Chairs on the Executive Committee have the option of picking a Co-chair and/or other Committee Members to assist with fulfilling their responsibilities; however, at Executive Committee meetings, each Committee may cast only one vote.

### **III. RESPONSIBILITIES OF THE PHOTOGRAPHER AND SOCIAL COMMITTEES**

**Photographer:** Takes pictures of Members at play and during social events. She keeps photos posted on the JWGL website current, including pictures used in the Member Directory. She works within the established budget.

**March Tee Committee:** Works with the Board and Executive Committee to identify and reserve a place for the morning coffee/tea. The Committee works within the approved budget to arrange for food and coffee/tea and for set-up and clean-up. The Committee may secure as many volunteers from the Membership that is deemed necessary to fulfill their responsibilities.

**League BBQ Committee:** The Vice-President leads this Committee and works with the Tournament Committee for events on the day of League play. The Vice-President works with the Executive Committee to select a date in June to hold the League BBQ. Coordinates with and secures the approval of holding the BBQ at Jefferson Golf Course and secures catering services for the lunch. Sends out the invitation to and collects fees from the Membership and oversees the event to its completion.

**Annual Awards Luncheon Committee:** Works within the budget set by the Executive Committee to identify and reserve a place for the luncheon (always held on the first Wednesday in November). The Committee charges a fee to cover all lunch expenses, including raffles, games, mailings, stationery, programs and centerpieces. The Committee makes all arrangements for the menu, door prize donations, for sending out invitations to the event and recording the names of attendees and their food choices, collecting fees from attendees, as well as providing maps to the restaurant. Works with the Tournament Committee for recognizing winners and distributing prize money for the season, as budgeted by the Executive Committee. The Committee may secure as many volunteers from the Membership that is deemed necessary to fulfill their responsibilities.

### **IV. MEMBERSHIP**

#### **A. Membership Categories**

The two Membership categories in the JWGL are Full Member and Associate Member, as described below.

**Full Member:** Participates in all activities, pays full Membership dues and competes for prizes at each weekly event during the golf season. Full Member scores and points are maintained in the JWGL databases, which includes records of handicap, flight, ringer, birdies and points earned throughout each golf season. Full Members are required to play at least seven rounds of golf to remain a Full Member and those seven rounds must be completed prior to the Fall Classic Tournament to compete in it. Full Members who have an acute medical or physical problem that will prevent them from playing seven rounds in the current season may request a waiver of the seven-round requirement for that season to remain a Full Member and a waiver may be extended to the following season, if requested. This request should be submitted in writing to the League President and/or Membership Chair before the end of the current season.

**Associate Member:** Available to those who have been a Full Member for five years and have a health problem preventing them from playing the required rounds during a season to maintain active, full Membership. The dues paid by an Associate Member is a portion of the amount paid by Full Members. Associate Members will be listed in the Directory and may attend all social functions after paying the same social event fees as Full Members. Associates may play non-competitive golf on League days but may play no more than seven times in the current season of their Membership.

## **B. Membership Dues, Directory and the Membership Roster**

Full and Associate Members are required to pay annual Membership dues. Dues are used to pay for the League expenses, prizes and awards. The current dues for Full Membership are \$35 and the current dues for Associate Membership are \$10. Also, a Member may choose to participate in the League's "Chip-In Pot," as described in Section VIII. The participation fee for the "Chip-In Pot" is submitted at the same time as annual dues. All Membership dues and fees must be provided to the Treasurer **by January 15** of every calendar year so new Members from the waitlist can be invited to join the League prior to the beginning of the golf season in April.

**Receipt of the annual Membership dues is a prerequisite for gaining access to the JWGL system** that contains the on-line League Directory and governs League play and tee times. In addition to annual Membership dues, each Member pays the course fee each time she plays.

If space is available, Members may be added to the Membership Roster throughout the season paying full Membership dues. A Member may drop out of the League at any time. If she decides to drop out, she should notify the Membership Chair. The League has a no-refund policy; however, the Executive Committee may consider, upon written request, the reason(s) for dropping out and make an exception to the no-refund policy on a case-by-case basis.

## **V. WEEKLY LEAGUE PLAY**

**A. Tee Times:** Tee times are required. The JWGL website allows its Members to sign-up for a tee time online, using personal devices (mobile phones, tablets and computers). On the afternoon of the day of League play, Members may enter the JWGL website starting at 5:30 pm

to book a tee time for the next Wednesday. The website booking function will remain open for changes and additional sign-ups until 5:00 am on the day of League play, at which time it will close temporarily to generate an email to the Jefferson Golf Course informing them of booked pairings for that morning.

**B. Check in at the Jefferson Golf Course:** Each Member should arrive 30 minutes prior to her booked tee time to check in with the Jefferson Golf Course starter and pay the course fee. Staff of the Jefferson Golf Course assists our League during the season. Jefferson staff is free to make changes to the procedure for play and for sending out players in designated foursomes. Staff will honor the pairings received from the JWGL website on Wednesday mornings, but no-shows may require changes to submitted pairings. While waiting to tee off, Members can visit the League's display table to pick up previous week's winnings, sign-up and pay for social events and check for the game of the day. Special notes pertaining to the condition of the day's play (e.g., lift, clean and place), will also be posted at the clubhouse. She should also check the League bulletin boards for new League information.

**C. Recording, Validating and Submitting Scores:** Two players in each group must keep score and compare the scores for an accurate stroke count for each player in the foursome. For each hole, both the total strokes and the number of putts must be recorded for each player. One card must be signed by both the scorer and the attester to the scores recorded. The signed score card for the foursome will be photographed and uploaded to the JWGL website. Scores on the submitted score card must be validated and must match scores recorded on the course during play or entered into the database on the JWGL website at the end of play. If scores are not recorded during play, they may be entered using personal devices from any location, but must be submitted no later than 3:30 pm on the day of play.

**D. Definition of a Chip-in:** A chip-in occurs when the golfer's ball has never stopped on the green, is hit from off the green and goes into the hole. Any club may be used to hit the ball into the hole, including the putter.

**E. Definition of a Putt:** Once a golfer's ball has landed on the green, every stroke taken after that to sink the ball into the hole is regarded as a putt. (Yes, even if a putt causes the ball to exit the green and come to rest off the green -- that stroke and subsequent strokes are all putts that need to be counted.)

**F. Attendance Only Policy:** A golfer is allowed to check the box entitled Attendance Only on the Score Entry screen only under the following conditions: (1) the golfer participated in a sanctioned League event where individual scores are not recorded, or (2) the golfer must leave the golf course prior to completing all 9 holes because of the need to address an unavoidable or urgent exigency.

**G. Guest Policy:** The JWGL guest policy is that no guests are allowed during League play as all League tee times are reserved for the use and benefit of JWGL Members only.

## **VI. POINTS**

Each time a Member plays a round of League play, she receives points – a half-point for playing and designated points for placing in or winning a weekly event. Points are recorded and accumulated for each Member throughout each season. Points entitle a Member to prize money distributed at the Annual Awards Luncheon.

## **VII. BIRDIES, EAGLES and HOLES-IN-ONE**

A Member who makes a birdie (one stroke under par) on any hole will receive a birdie pin the following week. The pin may be picked up from the League display table at the Jefferson Golf Course clubhouse or awarded at a social event. A handicap is not required to win a pin.

During any one season, a Member may only receive one birdie pin for any given hole. There is also a limit of three birdie pins per season awarded to each Member. If play is cancelled by the Jefferson Golf Course before all Members complete their rounds, no birdie pins are awarded that week.

Members who make a hole-in-one or an eagle on any hole will receive special recognition at the Annual Awards Luncheon.

## **VIII. CHIP-IN (OPTIONAL PARTICIPATION)**

Members may compete to win money from the League's "Chip-in Pot." Members pay \$7.00, in addition to their annual Membership dues, to join the Chip-In group. Players must be a Chip-In group member to win funds from the Chip-In Pot and can only compete for funds from this Pot if players joined the group at the beginning of the season. A chip-in is identified when the number of putts for a hole is "0". Chip-Ins will be distributed with the end of season reports. Chip-In payouts will be calculated at the end of the season by dividing the total amount of money collected at the beginning of the season divided by the total number of chip-ins recorded for the season by participating group members. For example, if the Chip-In Pot received in January \$630 from 90 participating group members and the total Chip-Ins recorded for participating members is 42, any one chip-in is worth \$15. If a Chip-In Pot group member had two chip-ins for the season, that group member would receive \$30 at the Annual Awards Luncheon.

## **IX. HANDICAP**

**New Members** should establish their handicaps as soon as possible in order to qualify as weekly winners of events. To establish a handicap, a Member must play five rounds of golf with one or more JWGL Members during League time at Jefferson Golf Course. Qualifying rounds are entered into the JWGL score database at the end of League day play and the score card recording the rounds must be submitted as required for League play. At the end of the fifth round, the JWGL computer system will calculate the player's handicap, which can be found in the database as soon as it is calculated.

From the established handicap, each Member is placed in one of four flights -- A, B, C or D. Each flight has a handicap range established so that there is approximately the same number of Members in each flight. A handicap is used for "Low Net Score" Weekly Events. Handicaps are

calculated weekly and may cause a player's flight to change from week to week. Monthly handicap Reports are printed for the Bulletin Board in the clubhouse.

## **X. TOURNAMENTS**

**A. Championship Tournament:** Toward the end of each season, JWGL host its major tournament which is called the **Fall Classic Tournament**. It is a three-week event where each player's 2 best rounds (based on gross scores) are used to determine who is the League's Champion for the year. A Member must have played 7 League rounds of golf prior to the start date of the Fall Classic and must play at least 2 of the 3 tournament rounds.

**B. Ringer Tournament:** This tournament is one that awards a winner based on season-long performance. It starts the first day of play and ends the last day of the season. Only the scores made in League play will count. The monthly Ringer Tournament Report will be posted on the Bulletin Board and may be found in the JWGL website. At the end of the season, the Ringer score for each Member will show the best score recorded for each hole. The total will show what the player would have scored IF the player had played her best on every hole in a single round. Prizes for the lowest score and runner-up in each flight will be awarded at the Annual Awards Luncheon.

**C. Flag Tournament:** The Flag Tournament is actually two contests: the longest drive on a designated hole (a winner in each flight); and, the tee shot that lands closest to the pin on Hole No. 7 (one League winner).

**Longest Drive on a Designated Hole:** The ball must land within the fairway boundaries, not in the rough to qualify. A flag for each flight is placed on the spot where the first longest drive rests for that flight and the Member's name is attached to the flag. The next Member in that flight to out-distance the previously identified longest drive advances the flag with her name to the spot where her drive rests. This continues for each flight flag until all players have completed play.

**Closest to the Pin on Hole No. 7:** A Member in the first foursome inserts a small flag on the green at the point where the one tee shot of the foursome that is closest to the pin rests. She writes her name on the card attached to the small flag. Any golfer following in subsequent foursomes who has a tee shot that rests closer to the hole will move the small flag to that point on the green and add her name to the card attached to the flag. This will continue until all players have completed play. If a player achieves a hole-in-one on Hole No.7, the flag will be placed on the frog hairs of the green stating that a hole-in-one was achieved and naming the player on the card attached to the flag. If a subsequent player achieves a hole-in-one, the name of that player will be added to the card attached to the flag. This will continue until all players have completed play.

**D. Breaking Tournament Ties:** Breaking of Ties differ by Tournament type as explained below:



**Individual Tournament Events:** All ties will remain as recorded for individual tournament events. For example, if two golfers tie for first place, the two golfers will share the first-place position and share equitably the sum of the first and second place award money split between the two of them. In this example, the Tournament Committee will therefore recognize the two first place winners as equals and there will be no runner up or second place winner. The Tournament Committee will recognize the first and the third-place winners.

**Team Tournament Events:** Ties in team events, such as the Captain's Choice Tournament, will remain in place and will be broken by comparing scores earned backwards from Hole # 9, then #8, then #7 etc. until a winning team is determined.

**E. Tournament Awards:** A Member may win only one prize in a Tournament. If she qualifies from more than one award (e.g., League Champion for Gross, Net or Flight prizes), she will be awarded the highest prize. The other prize drops down to the player who finished next in that category.

Awards will be given at the Annual Awards Luncheon to the Classic Tournament League Champion and Runner-Up for the Lowest Gross and Lowest Net Score. An additional award will be given for the 18-hole score with Lowest Putts. Also, for each flight, there will be a Winner and a Runner-Up for Gross and Net Score.

## **XI. SOCIAL EVENTS**

**March Tee:** The kick-off meeting of the general Membership of the season is held in the morning of the last Wednesday in March. Time is allotted for socializing before business is conducted. This meeting is used to adopt the minutes recorded during the Annual Awards Luncheon held in November of the previous year. Also, new Members are introduced and new rules and/or procedures are discussed. Members are notified of the March Tee by the League President.

**League BBQ:** The first gathering after league play has begun is scheduled by the Executive Committee for a Wednesday in June. It provides an opportunity for Members to gather at the clubhouse after a round of golf and enjoy lunch together. Members pay a luncheon fee to cover expenses. This event is announced and organized by the Vice-President.

**Annual Awards Luncheon:** This event is a day for presenting awards and prizes and is the final business meeting of the season. It is always held the first Wednesday of November. Members pay a luncheon fee to cover expenses. The committee organizing this event sends out the invitation to and collects fees from the Membership and oversees the event to its completion. Cash prizes that are not picked up at this luncheon must be claimed by the March Tee of the following season or they will be returned to the League Secretary. The Treasurer may consider extending the deadline for two weeks after the March Tee.

## ETIQUETTE

**Play Ready Golf:** When the foursome in front of you is down the fairway far enough for you to safely hit the ball, you should tee off. Practice swings should be held to no more than two.

**Flight of the Ball:** Observe and follow the flight of the ball for each player in your foursome. It helps you and Members of your foursome to locate balls and speeds up play.

**Pace of Play:** Keep your pull cart with you through the fairways. Park pull carts and power carts on the exit side of the green (between the green and the next tee box) to speed play.

**Recording Scores:** Leave the green as soon as your foursome has finished putting. Record and validate scores at the next tee box.

**Divots and Ball Marks:** Replace all divots on the fairways and repair all ball marks on the greens.

**Ball Change:** You may change your ball on any tee box. Advise your playing partners that you are doing so. You may not change a ball during play except at a tee box.

**Announcing the Strokes:** Upon reaching the green, announce your number of shots to that point. This will help remembering the players' strokes at each hole.

**Cell Phones:** During a round, players may choose to use their cell phones to record their scores during play; however, cell phones should be silenced to remain quiet while others are hitting their ball.