

Pueblo El Mirage Ladies Golf Association

(PEMLGA)

STANDING RULES

SECTION 1. DUTIES OF OFFICERS

I. PRESIDENT

The President shall

- A. Ensure that a copy of the existing by-laws and standing rules are posted at all times on the website.
- B. By April, meet with the immediate current treasurer/asst. treasurer to establish a proposed budget for the forthcoming year. The budget is effective from November 1 through April 30.
- C. Meet with the head golf professional/director and, if needed, the men's club representative in April to finalize the annual play day and events schedule.
- D. Arrange with the activity's office dates for the rec hall for Monday sign ups and monthly membership meetings, as well as lunches for the invitational and awards banquet.
- E. By January, appoint a nominating committee of at least three (3) members to propose names for election of President, Vice President, Secretary, Treasurer and Assistant Treasurer for the following year, if applicable. The proposed slate of officers is to be announced at the February meeting. Elections will be held at the March general meeting.
- F. Hold monthly executive board meetings prior to monthly membership meetings.
- G. Appoint and/or approve ALL chairpersons: tournament, play day handicap, parliamentary, membership, awards, webmaster and rules plus others she deems necessary.
- H. Appoint any member to fill in for the absence of any officer.
- I. If the unified representative cannot attend a meeting the president will choose an executive board member to go in their place.

II. VICE PRESIDENT

The Vice President shall

- A. Obtain the out-going president's "thank you" gift and present it to her at the annual year end banquet at the end of her term.

- B. Serve as a representative for the Arizona Women's Golf Association.
- C. Notify the A.W.G.A. of any change in names and addresses of the acting president and A.W.G.A. representative and notify GHIN of any change in the name and address of the acting handicap chairperson.
- D. Act as assistant to the president and shall assume her responsibilities in case of the president's absence.
- E. Schedule and oversee the year end banquet in March.

III. SECRETARY

The Secretary shall

- A. Take minutes of all executive board and general meetings
- B. Forward copy of minutes to the president for review before publishing.
- C. Forward all general meeting minutes reviewed by president to webmaster for posting on the website.
- D. Conduct all correspondence.

IV. TREASURER

The Treasurer shall

- A. In April, work with the President to establish a proposed budget for the forthcoming .
- B. Maintain the funds for hole in one and ringer board and distribute as needed.
- C. Maintain accurate records of income, expenses and bank account.
- D. Pay all expenses, including AWGA dues, for the club members
- E. Produce a balance sheet and copies for all board meetings and be prepared to discuss same
- G. Work with tournament chair on funds for each tournament.

V. ASSISTANT TREASURER

The Assistant Treasurer shall

- A. Assist the treasurer with all duties as needed.
- B. Update all engraving of plaques annually

C. Keep and maintain treasurer's files during her absence.

SECTION 2: CHAIRPERSONS

I. TOURNAMENT CHAIRWOMAN

The Tournament Chairwoman shall

A. Be responsible for getting volunteers for all major tournament committees. Tournaments include: Presidents Cup, Club Championship and Invitational.

B. Oversee the major tournaments and report to the executive board.

C. Promote all major tournaments at the monthly membership meetings.

D. Acquaint players, in advance, of PEMLGA tournament procedures.

E. Maintain a permanent record of entrants, winners, scores and awards of all tournaments.

F. Turn over to the treasurer all money collected for a tournament. The treasurer will then pay the appropriate businesses and give the tournament chair the correct monies for the award payouts

II. PLAY DAY CHAIRWOMAN

The Play Day Chairwoman shall

A. Set games and descriptions of play days for the coming year and send list to website coordinator.

B. Post the weekly pairings and starting times by Monday prior to the Tuesday play on the PEMLGA website.

C. Keep accurate records of those members playing on play days in order to verify eligibility for participation in the club championship, president's cup and qualifying as "Most Improved Golfer".

D. Any member that has paid for play day and doesn't show up or cancels the day of will forfeit their game money.

E. Supervise preparation and recording of all scorecards.

III. HANDICAP CHAIRWOMAN

The Handicap Chairwoman shall

- A. Correct any scores as requested by members.
- B. Obtain current handicap indexes from GHIN for the invitational tournament and any other tournament(s) requiring this information at the discretion of the tournament or play day chair(s).
- C. Post T scores for the Presidents cup and Club championship and any other major tournament scores determined at the discretion of the tournament chair.
- D. Assist the tournament chairwoman to verify eligibility for the participation in the club championship and president's cup.
- E. Meet with the handicap committee (Handicap Chairwoman and Play Day Chairwoman) to resolve handicap related issues.
- F. Be responsible for selection the Most Improved Golfer of the year, for the period of November 1 of the prior year through March 15 of the current year, in the handicap category of 0-45. Such individual must be a member in good standing for the current year beginning November 1 and must have posted at least eight (8) eighteen-hole scores in competition on Play Days, Presidents Cup and Club Championship Tournaments during the current year. She shall present the award for Most Improved Golfer at the annual awards banquet in March.
- G. Randomly verify member score postings to the GHIN system.

IV. MEMBERSHIP CHAIRWOMAN

The membership chairwoman shall

- A. Distribute membership applications to all prospective new members.
- B. Inform all new members of their admission into the club and provide a welcome letter.
- C. Instruct new members on Play Day Procedure.
- D. Keep up-to-date and accurate records of all members of the club. Inform the handicap, tournament, play day chairs and president of any and all new members as they are admitted to the club.
- E. Produce, publish and distribute the annual roster and calendar to all current members by January each year.
- F. Post any changes or errors regarding the roster, including new members acquired during the year.

V. RULES CHAIRWOMAN

The Rules Chairwoman shall

- A. Email webmaster a current copy of all local rules to post to the website.
- B. Keep the Board and General Membership apprised of any new or amended USGA Rules of Golf.
- C. Be available at close of major tournaments (Ace, President's Cup, and Club Championship) to answer any rules questions.

VI. SPECIALTY CHAIRPERSONS

1. WEBMASTER

The webmaster shall be responsible for maintaining an up-to date sign-up option on the website (<https://www.azgolf.org/pueblo-el-mirage-wa/>) . Posting treasurer's and secretary's reports, flyers and entry forms for tournaments, luncheons and any other information.

2. AWARDS

The awards chair is responsible for keeping records of monies received and paid out for birdies and deuces, each of which must occur during a regular ladies' day game. She will payout deuces monthly. Birdies winners will be announced at the annual year end banquet.

Ringer Board: The ringer board should remain on file at the clubhouse. The award will be presented to one (1) overall winner of each ringer at the annual year end banquet.

3. PARLIAMENTARIAN

The parliamentarian will maintain Robert's Rules of Order for all general meetings. Other meetings may use her if necessary.

4. Unified Representative

Shall represent the Membership at the PEM Unified monthly meetings and report back to the membership at their next membership meeting. Ask the membership of any concerns to take to the Unified meeting for discussion. If representative cannot attend meeting the president will choose an executive board member in their place.

5. HOLE-IN-ONE

The hole-in-one chairperson will maintain records of members who have paid for the hole-in-one insurance and provide opportunity to repay when necessary. An optional hole-in-one Insurance of \$2.00/member can be paid upon registration for the hole-in-one insurance fund. The chairperson will start a special fund. If there is not a hole-in-

one during the season, the money will be carried over to the next season. The fund is to be replenished after each hole-in-one at the following Monday meeting. In order to qualify for money from the fund, you must be a PEMLGA member and have paid into the fund, have a hole-in-one at PEM, complete 18 holes and have at least one playing partner to attest to the event. A score card, completed, dated, signed and attested must be turned in and posted. The hole in one must happen during a lady's golf day/event.

6. TABLE LADIES

Head Table Lady is responsible overall for:

- Making certain the Monthly Table Ladies are assigned, reminded, show-up, and have tools necessary to do their job.
- Finding alternate Monthly Table Ladies if assigned persons cannot fulfill their duty.
- Being in possession of the Briefcase at all time. Bring the Briefcase to Monday Sign-Ups and collect it afterwards. Track the Slush Fund Balance.
- Process Payouts with Monthly Table Ladies.

Monthly Table Ladies are responsible to be in attendance and over see:

- Monday Sign-Ups and fee collection.
- Tuesday pre-Game check-in and scorecard hand outs.
- Tuesday after-Game scorecard, chip-in, and KP paper collection.
- Process payouts with Head Table Lady.

Weekly Duty Timeline for Head Table Lady and Monthly Table Ladies:

Monday 3:45 pm – The Monthly Table Ladies are to meet at the Recreation Hall for Ladies 'Sign Up. The Head Table Lady will bring the Briefcase. She will also bring the payout envelopes (current and past weeks) – to be placed on the table alphabetically for pickup. The Play Day Chair will make available to the Head Table Lady, or Monthly Table Ladies, two (2) copies of the week's Alphabetical List of Players for use in the day's sign-up.

Monday 4:00 pm Sign-Up Begins – Monthly Table Ladies will receive the \$5 fee from golfer and mark off their name on the Alphabetical list. At end of Sign-Ups they are to give the Play Day Chair one copy of the checked off Alphabetical list. The Head Table Lady keeps the other copy for club records. They are to count the fee dollars received and make sure that matches the number of players signed in. Head Table Lady will take the fees with the briefcase at end of Sign-Up.

Tuesday am - 30 Minutes Prior to Check-In Time – The Head Table Lady, or Monthly Table Ladies, will pick up from Play Day Chair:

- (1) Three copies of the Team Pairing Sheet –

- a. one for taping to the clubhouse door
 - b. one for the Table for golfers to read
 - c. one to keep for record
- (2) Two sets of Scorecards that are to be set on the table for pickup by golfers
- (3) Two final copies of the Alphabetical lists for check-in of golfers.

Tuesday am - Check-In Time – Monthly Table Ladies will check-in golfers as they arrive, hand out scorecards, and advise the Pro Staff when all golfers have checked in.

Tuesday pm - After Golf – Monthly Table Ladies will set up to receive the scorecards as the golfers finish.

1. Make certain to obtain both of the scorecards from each team and to confirm scorekeepers have double-checked cards with matching results.
2. Ask if there are any Chip-Ins and write those names, and corresponding holes, on the Alphabetical list for Play Day Chair.
3. Collect the KP papers as they are brought in.
4. When all scorecards have been collected, turn them over to Play Day Chair, along with KP papers, and Alphabetical list with list of Chip-in names.
5. The Head Table Lady will keep one copy of the completed check-in Alphabetical list for use in Payouts and for their weekly records.

PAYOUT PROCESS By Head Table Lady and Monthly Table Ladies:

1. Coordinate a weekly meeting time with Monthly Table Ladies to process Payouts together.
2. Play Day Chair will email the day's results to the Head Table Lady (and Webmaster). Head Table Lady to print out Results Sheet for Payout processing.
3. Print out Payout Sheet (emailed to Head Table Lady by Play Day Chair Asst), or hand calculate Play Day Chair will email the day's results to the Head Table Lady (and Webmaster). Head Table Lady to print out Results Sheet for Payout processing.
4. From the day's Alphabetical List, count the number of golfers who have checked in and paid. Total that amount. Then count the money received to confirm the dollars match. If there is an overage, confirm that it may be due to golfer cancellations. Refunds will be given at the discretion of the Play Day Chair, Head Table Lady and President/Vice President. Dollars from cancellations that are not refunded will be included in the day's payout income.
5. Using the Results and Payout sheets, label a blank envelope as follows:
 - a. Place the Golfer's Name in middle of the envelope.
 - b. Place in the top left corner the Payout(s) received and the associated dollar amount.
 - c. Place in the top right corner the date of the Game played.

- d. Place the dollars won in the envelope and tape shut.
6. For record: staple together all documents with the Payout sheet on the top. Place the rest in this order:
 - a. Payout sheet
 - b. Results sheet
 - c. Alphabetical List of players checked in
 - d. Team Pairing Sheet

On the front sheet keep a running total of the dollar amount that is in the Payout Slush Fund.

- Date of the Last Week's Game and the Beginning \$ Balance
- The Number of Players x \$5 = \$ total dollar amount collected
- Subtract the amount of Payout dollars
- Add or Subtract any overage or shortage from the week
- Date of This Week and the Ending Balance in the Slush Fund**
 - i. **THIS AMOUNT SHOULD ALWAYS EQUAL WHAT IS IN THE SLUSH FUND POUCH

PAYOUTS

\$2.50 per player for the game

\$0.50 per player for Chip-Ins

\$1.00 per player for KPs

\$1.00 per player for Skins

Chip-Ins: $\$0.50 \times \# \text{ of Players} = \text{Total Payout}$

$\text{Total Payout} / \# \text{ of Chip-Ins} = \text{Individual Payout}$

KPs: $\$1.00 \times \# \text{ of Players} = \text{Total Payout}$

$\text{Total Payout} / 4 = \text{Individual Payout}$

Skins: $\$1.00 \times \# \text{ of Players} = \text{Total Payout}$

$\text{Total Payout} / \# \text{ of Skin holes won} = \text{Per Hole Payout}$

$\text{Individual's \# of holes won} \times \text{Per Hole Payout} = \text{Individual Payout}$

Game or Individual Competition:

(Payouts results are divided so 1/3 of the Player Field is included)

2 Places per Flight – 60% - 40%

3 Places per Flight – 45% - 35% - 20%

4 Places per Flight – 40% - 30% - 20% - 10%

5 Places per Flight – 30% - 25% - 20% - 15% - 10%

ACE Days: 4 Winners is determined by payout of 1/3 of the Flight Field.

30% 1st Low Gross

20% 2nd Low Gross

30 % 1st Low Net

20% 2nd Low Net

Blind Draw: When a blind draw is on a winning team, they are NOT named (BLIND), and receive NO payout. Each of the three players receive the amount of winnings they would as if there had been four players on the team. The money that would have gone to the 4th player goes into the Slush Fund.

Guests: May not compete in the game.

Rounding: Round to the nearest dollar. Up to \$0.49 round down. \$0.50 and up round up. (i.e., \$4.01-\$4.49 would payout as \$4.00 and \$4.50-\$4.99 would payout as \$5.00.)

Skins: Use the Golf Genius Results for Skins Payouts. Take the Total Skins Pot by the number of holes won. Skins winners are paid the per hole amount times how many holes they won.

7. Publicity Committee

- a) Put Ladies Golf Events in PEM monthly newsletter by deadline of publication.
- b) Put out flyers for upcoming special events to other ladies golf clubs in the area.
- c) look after the display board at the clubhouse and make changes as needed.
- d) take photos of special events and send them to the webmaster to be posted on the website or Facebook.
- e) promote the themes for special paydays (red, white, blue) and events such as wind up banquet.
- f) represent ladies golf at PEM Activities Expo by setting up table or finding someone to replace them.
- g) publish PEM Ladies Player Handbook.

SECTION 3: TOURNAMENTS

I. Play Day Tournaments

- A. There shall be a minimum of twelve (12) entries for any play day tournament. With fewer than 12 entries, play will be casual with no payouts. All tournaments will be flighted unless there are fewer than 20 players.
- B. Sign-ups shall be available on the PEMLGA website or, for members without computer capability only, by telephone to the play day chair, no later than noon of the Saturday prior to the Tuesday play day. Pairings and starting times will be posted on the website by Monday prior to the play day. Additions, changes or cancellations must be made through the play day chairman or, on the morning of the play day, by telephone to the pro shop.
- D. Each foursome will turn in two scorecards after the completion of play. Each scorecard is to be complete, signed, and attested and have both gross and net scores computed.
- E. The maximum handicap allowed for participation PEMLGA regular play days is 43; the maximum for major tournaments is 40.
- F. Guests may play two times on any play day except during special tournaments.
- G. Ace day qualifiers shall be on the first regular play day unless other events interfere with that schedule. The monthly ACE winners will have a playoff the first Tuesday in March.
- H. Each member is responsible for posting her own score, unless otherwise indicated by the play day, tournament or handicap chairman.

II. President's Cup

- A. This is a two-round flighted tournament which rewards the low net player. Also pays low gross and low net players per flight.
- B. To qualify the member must have played a minimum of 3 (three) 18-hole rounds in competition on ladies' days at PEM within the past 12 months.
- C. All participants must play to a maximum course handicap of 40.
- D. Pairings will be from low to high handicaps excepting workers who may go out in front of the field.
- E. The scores are T (tournament) scores and must be posted by the handicap chairperson.
- F. Ties will be broken using the USGA recommended method (9,6,3,1)
- G. President Cup winner will be low net score for the two days.

III. Club Championship

- A. To qualify to enter the club championship, the player must have played 4(four) 18-hole rounds on ladies' day within the past 12 months.
- B. The Club Champion and Runner-up are the low gross and second low gross players over the field after a two-day stroke play tournament.
- C. In the event of a tie for overall club champion, a sudden death playoff will determine the overall champion.
- D. All participants must play to a maximum 40 course handicap, TIES WILL BE BROKEN USING THE USGA recommended method (9,6,3,1) The field will be flighted.
- E. There will be the same number of places paid to low net and low gross scorers per flight .
- F, Club Champion will be the player with the lowest gross score for the two days.

IV. INVITATIONAL

- A. Invitations will go out to local ladies' golf clubs.
- B. Teams will consist of four players, with the format for the game being decided upon by the committee responsible for the tournament.
- C. Players must have a current GHIN and a verifiable handicap.
- D. Teams will be flighted.
- E. Ties will be broken using the USGA method.

V. SCORING

- A. As a general guideline, approximately 1/3 of the field should be paid.
- B. The number of flights and places paid will be decided by the appropriate chairperson.
- C. Ties will be broken using the recommended USGA process (9,6,3,1 on the back nine; if that does not break the tie use 9,6,3,1, on front nine. If that still does not break the tie, use the card off method starting with the #1 handicap hole
- D. A chip-in is defined as holing out from off the green with any club.
- E. A "K.P" (closest to the pin) is the drive on each par 3 which is closest to the flag.
- F. Skins will be computed by the club's computer software (for details regarding distribution of sweeps (payouts) see "TABLE LADIES" above.

SECTION 4: RULES

I. LEAGUE PLAY

Ladies League play all players are to putt the ball into hole to record your actual score

2. LEAGUE CANCELLATION

League play not to be cancelled unless the golf course is closed due the weather . In the event of inclement weather individuals can choose to not play without refund. In extenuating circumstances the League Players, ready to play, may take a majority rules vote to suspend play and in the event of a League Tournament being interrupted by weather conditions suspended play many require scheduled make up holes.

2. TEE BOX

It is up to the individual which tee box they play from as your handicap will be adjusted accordingly.

In Competition players must play from the red tee box (ie. Club Championship, President Cup and Ace Day).

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