

**Washington State Women's Public Links Association**  
**STANDING RULES (Revised March 10, 2018)**

**A. GENERAL MEMBERSHIP GUIDELINES**

1. Annual membership dues, as recommended by the Board of Directors, will be:
  - a. Presented to the general membership for approval during the annual Fall meeting.
  - b. Dues will not be prorated for a new member or a previous member rejoining WSWPLA any time after March 1st. Payment of full dues will be required.
  - c. Club dues must be paid in full before their members are eligible to play in any WSWPLA tournament.
  - d. The annual Association dues are \$60.00 for each member club.
  - e. Any returned check to WSWPLA will result in a \$10.00 charge.
  - f. Any member of a member club may attend meetings of the Executive Board. They will not have voting privileges, but may participate in discussions at the discretion of the President.
  - g. The club hosting the State Championship will be given funds to help defray costs as approved by the Executive Board. A budget must be submitted to the WSWPLA President by Feb 1<sup>st</sup> for Executive Board approval of proposed expenses.

**B. GENERAL TOURNAMENT GUIDELINES**

1. Rules of competition and the Championship shall be reviewed each year by the Executive Board and changes made accordingly before the beginning of the playing season.
2. To play in a State Tournament, the USGA index may be over 40.0, but the player must play to a 40.0.
3. Juniors who meet all requirements may play in State Tournaments (Jrs = 17 years and under).
4. A ten score index is accepted for the monthly tournaments, but the index must be based on at least 20 scores for the Championship event.
5. All competition shall be in accordance with USGA Rules of Golf with such local rules as may be adopted and approved by the Association.
6. The USGA system of handicapping and course rating shall govern.
  - a. The Official Pairing Program will be used to adjust the differential index according to GHIN revision dates.
  - b. The index differential will be used to determine divisions in all competitions.
7. Tournaments shall be scheduled monthly from April through October.
8. Entry fees shall be approved by the Executive Board annually and collected by the Tournament Director.
9. Caddies are allowed at all WSWPLA events by local club rule or in the Evans Scholarship Program and must be registered at the Pro Shop. The player is responsible for the conduct of her caddy. The minimum age of the caddy will be determined by the local club rule. If no such rule exists, the caddy must be at least 15 years old or be in the Evan's Scholarship program.
10. Substitute entries are allowed at the discretion of the Tournament Director in monthly tournaments only.
11. Summer rules shall be applied at all competitions as conditions allow. Those conditions will be determined by the Tournament Director, Rules Chair, President, course Pro and head Greenskeeper.
12. In the event the field has to be limited for a tournament, entrants will be eliminated by a blind draw without regard to flight status. Entrants can only be eliminated once per three (3) consecutive seasons. Executive Board members and Club Trustees are exempt from the draw. Any entrant eliminated from a monthly tournament will be eligible for the following State Championship.

13. In the event a tournament's field overfills with Executive Board Members, Trustees, and previously eliminated players, elimination will be by blind draw with exception to the Executive Board Members and the previously eliminated players during the current tournament season.
14. An entrant who was not eliminated by the blind draw but volunteers her spot to another entrant who was eliminated will be given the three year exemption from elimination.
15. For the State Championship tournament, entrants will be eliminated from the highest to the lowest differential in the case of an overfilled field.
16. Players must be present and ready to play at assigned location and tee time, or be penalized two (2) strokes. After five (5) minutes, the player will be disqualified. USGA Rule # 6-3 shall govern.
17. In monthly tournaments, ties within each flight will be paid equally.
18. In the State Championship tournament, there will be a playoff to break all ties. The Tournament Pairing Program will not be used as the Championship tie breaker, unless there is not enough daylight to complete the playoff.
19. Measuring devices for the purpose of distance measuring only will be allowed at all tournaments. The distance provided by these devices is considered public knowledge and may be shared with other contestants.

#### **C. PAYOUTS AND AWARDS**

1. Checks will be made out to each women's club and sent to the Trustee.
2. Each club will be responsible for disbursement of winnings.
3. The field of contestants shall be divided into flights as evenly as possible and payouts made according to a schedule approved by the Executive Board.
4. No participant shall win more than one award at each tournament.
5. An annual trophy shall be awarded to the overall low net and overall low gross of the field for the year and presented at the Fall Luncheon.
6. Any member achieving a hole-in-one or an eagle while participating in a State tournament shall be presented with a recognition award at the Fall luncheon.
7. A perpetual trophy will be presented each year at the Fall luncheon to the club with the most winnings.

#### **D. DRESS CODE**

Suitable attire must be worn at all times. Cutoffs, short shorts, tank tops, halter tops, and bare midriff tops are not allowed. Shoes must be worn at all times but annual medical exemptions will be considered. An original medical exemption document must be submitted to the Secretary for the record prior to participating in any tournament on an annually renewed basis and approved by the Executive Board. Any violation of these dress codes is basis for disqualification from that day's tournament play.

#### **E. SCORECARDS**

Following competition, each contestant will assume responsibility for:

1. Signing and having her scorecard attested, and turning into the Tournament Committee.
2. During the Championship, there will be scoring tables with officials where EVERY CONTESTANT MUST go for attesting all score cards IMMEDIATELY AFTER PLAY OF THE LAST HOLE OF THE TOURNAMENT.
3. All scores will be entered into the Tournament Pairing Program and posted online directly to GHIN.

#### **F. CHAMPIONSHIP TOURNAMENT FORMAT AND GUIDELINES**

1. Eligibility:
  - a. Player must be a member in good standing of a WSWPLA member club. Competing members in Washington State Private Golf Course Women's Clubs shall not be allowed to participate in the WSWPLA Championship.
  - b. Player must have participated at least three times in her own club's competitions.
  - c. Player must have participated in or have been eliminated from at least one monthly tournament in the year prior to the current Championship. The year of eligibility begins immediately following the previous year's Championship tournament and ends at the entry deadline date of the current Championship tournament.

2. Winners in all flights shall be decided by a three day 54-hole stroke play at scratch. All entrants in the State Championship will be seeded in flights according to their differentials and index. Players with the lowest gross scores, from the entire field, after the second day of the competition will be paired together on the final day.
3. The State Gross Champion will be the player with the lowest total gross score from the three days of competition, regardless of the flight in which she is seeded. The Runner-Up of the field will be the player with the second lowest gross score from the three days of competition.
4. The winners in each flight will be computed by totaling the scores of the three days of competition. Trophies will be awarded to 3 places in each flight.
5. In the event of ties on the third day of the Championship for any awarded place of any flight, a sudden death playoff will determine the winner. Players must be available for possible playoffs as soon as the scorekeeper determines a playoff. If weather or daylight does not permit a playoff, the Tournament Pairing Program will automatically break the tie using the USGA rules (see Appendix 1, #10).
6. The USGA stroke play rules shall govern play. WSWPLA's local rules as posted or printed must also be observed.
7. Power carts are allowed. Caddies are allowed per eligibility and rules of competition.
8. Players must be present and ready to play at assigned tee time or be penalized two (2) strokes. After five (5) minutes, the player is disqualified. USGA Rule # 6-3 shall govern.
9. Daily lap prizes for low gross and low net will be paid in each flight down to three places, including ties.
10. The Champion shall receive a championship trophy and receive one year's possession of the perpetual trophy bowl and the Eda Squire trophy tray. All other championship flight winners shall receive trophies. Trophies shall be of equal value for each flight.
11. All rule disputes must be taken to the Rules Committee. If in doubt during play, proceed under USGA Rule 3-3. The Rules Committee shall consist of the Rules Chair and another designated person familiar with USGA rules.
12. The host club will be responsible for the following:
  - a. Coffee, tea, and dessert for the Championship awards ceremony.
  - b. Meet and greet on first or second day of tournament, after the play of the day to include light snacks and non-alcoholic beverages.
  - c. Printed schedule of events to include information regarding purchase of meals (breakfast and lunch) for participants.
  - d. Access to internet hookups and space for tournament director to enter scores and provide results.
13. The host club will be given a budget of \$2,000 for the Championship event, meant to cover the costs of the aforementioned responsibilities.

#### **G. DUTIES OF THE OFFICERS**

##### **1. PRESIDENT**

- a. Preside at all meetings and be familiar with 'New Robert's Rules of Order'.
- b. Appoint all Standing Committee Chairpersons and Special Committees, except as may be otherwise stated in the Constitution or herein.
- c. Keep the Vice President informed of all matters pertaining to the business affairs of the Association.
- d. Be an ex-officio of all Committees except the Nominating Committee.
- e. Along with the Treasurer and past President, present a proposed annual budget for approval by the Executive Board.
- f. Prepare all meeting notices with the Secretary and see that they are sent out two weeks prior to the meetings along with a proposed agenda. Request input for the agenda.
- g. Appoint an Audit Committee consisting of no less than (2) members to audit financial accounts of the Association upon completion of the fiscal year.
- h. Appoint a Nominating Committee Chairperson by August 1st.
- i. Call Board meetings when necessary.
- j. Select and notify the host club to host the Championship in three years. Discuss the upcoming year's championship with the Club Captain and the club pro by September 1st. A championship cannot be held at the same club more than once every 5 years.
- k. Send thank you notes to Championship Club Pro, Championship Club Trustee and Tournament Director.

- l. Purchase gift for the Tournament Director and present at the Fall luncheon.
- m. Keep President's notebook up to date.
- n. Prepare year end annual report to pass on to the incoming President, and submit one copy to the Secretary.
- o. Records must be retained for 3 years.

## **2. VICE PRESIDENT**

- a. Perform duties of the President in her absence.
- b. Assume the position of President should the President's position become vacant.
- c. Attend all Association meetings.
- d. Attend the draw as needed and assist scoring at tournaments as needed.
- e. Serve as Membership Chair for recruitment of new member clubs.
- f. Assist the President with the appointment of committee chairs for the new year.
- g. Purchase a gift for the President and present at the Fall luncheon.
- h. Write a year-end report, if deemed necessary, and submit one copy to the Secretary and file one copy in your notebook.
- i. Records must be retained for 3 years.

## **3. SECRETARY**

- a. Attend all meetings and record all minutes of the Association.
- b. Record an accurate attendance at all membership meetings for inclusion on annual tax filing.
- c. Prepare and distribute the Executive Board Roster.
- d. Implement and maintain a record keeping system.
- e. Update the Standing Rules and Constitution as changes are approved. Keep extra copies of the Constitution and Standing Rules. Forward each updated version to Webmaster for posting on WSWPLA web site. Make distribution of updated Standing rules and Constitution to Executive Board and Trustees.
- f. Send out dues invoice for the next year to Trustees in December. Send reminder dues notice to Trustees in January.
- g. Dispatch correspondence as directed by the President and others.
- h. Notify Executive Board and Trustees of all meeting dates six weeks prior to meeting, with reminder notices every two weeks. Send agendas and necessary documents to attendees at least one week prior to meeting.
- i. Prepare minutes promptly after meeting and review with the President. Send the finalized minutes to Executive Board and Trustees.
- j. Update Past President's listing and Champion's list.
- k. Prepare information for executive board and trustees meetings.
- l. Records must be retained permanently.
- m. Complementary greens fees will be paid.

## **4. TREASURER**

- a. Collect dues and pay expenses in a timely manner.
- b. Attend all meetings and report status of the budget. Propose new budget at Spring meeting.
- c. Receive new Trustee names at the Fall meeting, if available, and prepare, implement and maintain the financial records and send a copy to the President.
- d. Write checks for tournament winnings and send payout if needed.
- e. Assist outgoing President and President-elect with budget for following year.
- f. Present a yearend financial report, and submit one copy to the Secretary and file one copy in your notebook.
- g. Accept copies of communications from committee chairs and/or officers to be mailed with the sweeps results.
- h. Ensure that annual IRS tax return is filed by the due date, currently May 15th, of each year, unless an extension has been filed and accepted by the IRS.
- i. Records must be retained permanently.
- j. Treasurer will receive complementary green fees in all tournaments.

## **5. TOURNAMENT DIRECTOR**

- a. Set tournaments for the coming year. Present tentative schedule at Fall luncheon.

- b. Present all relevant tournament paperwork to trustees at Spring meeting.
- c. Determine the tournament entry fee each year and submit to Executive Board for approval at Spring meeting. The entry fee includes prize fund and trophy fund.
- d. The tournament director will receive complementary green fees for all of the tournaments at which she plays during the season. Determination of how these fees will be paid for will be made during the budgeting process.
- e. Present a payout schedule to the Executive Board at the Spring meeting for approval.
- f. Copy all documents to Webmaster.
- g. Collect money with entries, record and send money and copy of record to Treasurer.
- h. Prepare and administer tournaments utilizing the Tournament Pairing Program as outlined in Tournament Guidelines booklet.
- i. Administer the blind draw for elimination in case of an overfilled field.
- j. Maintain all tournament records, including list of eliminated players, on the WSWPLA laptop computer.
- k. Supervise all scoring; from entering scores on the computer to posting on sheets and identifying winners.
- l. Transmit all players' adjusted scores directly to GHIN for posting at the close of each sweeps.
- m. Determine overall low net and overall low gross of the field for the year and present trophy at Fall luncheon.
- n. Distribute finalized payout listing to all Trustees and make report at Fall luncheon.
- o. Write a yearend report, if deemed necessary, and submit one copy to the Secretary and file one copy in your notebook.
- p. Records must be retained permanently.

## **H. DUTIES OF STANDING COMMITTEES**

### **1. ASSISTANT TOURNAMENT DIRECTOR**

- a. Serve as an assistant to the current Tournament Director. Attend and help with the draw, prepare and distribute tournament results and help at the tournaments whenever requested.
- b. The assistant tournament director will receive complementary green **entry** fees for the tournaments at which she plays during the season. Determination of how these fees will be paid for will be made during the budgeting process.
- c. Determine ahead of time the best place to set up scoring area and posting of results at the golf course.
- d. Enter scores from the score cards into the Tournament Pairing Program for each sweeps. It is at the discretion of the Tournament Director to perform this function at home or location other than the golf course.
- e. Assist Tournament Director in determining winners and printing reports.
- f. Email tournament results to the newspaper as appropriate.
- g. Notify Trophy Chair of the number of flights in the Championship Tournament as soon as possible.
- h. Notify Trophy Chair in October if trophies are needed for Hole in One or Eagle Award.
- i. Investigate official reports from Trustees that ineligible players are entering WSWPLA events and report to the President.
- j. Keep up to date list of volunteers to be called to help with scoring for Tournament Director.
- k. Write year-end report, if deemed necessary, and submit one copy to the Secretary and file one copy in your notebook.

### **2. RULES**

- a. Attend all Association meetings.
- b. At Spring meeting, read and present copies of new USGA rules as they affect the Association and member clubs for the coming year.
- c. Attend draws as needed.
- d. Research each event for local rules for the hosting course, consult with the Trustee of the host club, and the course Professional, inform Tournament Director and make rules available to all tournament participants.
- e. Verify the Rules of Championship play with the course host committee or Professional.

- f. Be available and have the rules committee available during the tournaments.
  - g. Write a year-end report, if deemed necessary, and submit one copy to the Secretary and file one copy in your notebook.
- 3. SOCIAL DIRECTOR**
- a. Attend all Association meetings.
  - b. Plan and coordinate the general membership Spring and Fall Trustee meetings and the Annual Luncheon meeting.
    - i. Spring meeting: location, refreshments
    - ii. Fall meeting: location, refreshments
    - iii. Annual luncheon: location, decorations, theme, food, door prizes and entertainment if desired
  - c. Collect money for the Annual Luncheon and record attendance by prepaid reservations.
  - d. Notify the President of Past Presidents and Champions who plan to attend the Annual luncheon. (A list of all past presidents and champions should be available from the Secretary.)
  - e. Hold raffles annually at the Championship Tournament. The money earned from fundraising will be used as directed by the Executive Board.
  - f. The money earned from any other fundraising is to be distributed at the discretion of the Board.
  - g. Write a yearend report, if deemed necessary, and submit one copy to the Secretary and file one copy in your notebook.
- 4. PNGA/WSGA/USGA**
- a. Attend all Association meetings.
  - b. Attend PNGA and WSGA meetings and keep WSWPLA apprised of happenings and/ or any changes.
  - c. Write a yearend report, if deemed necessary, and submit one copy to the Secretary and file one copy in your notebook.
- 5. ADVISOR**
- a. Attend all Association meetings.
  - b. Assist or advise on matters that come before the Board of Trustees.
  - c. Invite current and eligible past champions to compete in State Championship.
  - d. Write a yearend report, if deemed necessary, and submit one copy to the Secretary and file one copy in your notebook.
- 6. PHOTO/HISTORIAN**
- a. Attend all Association meetings.
  - b. Take pictures at all events: Board meetings, sweeps, championship, Trustee meetings and Annual luncheon.
  - c. Create ongoing highlights in a digital photo album.
  - d. Create a separate digital book/album for the outgoing President.
  - e. Write a yearend report, if deemed necessary, and submit one copy to the Secretary.
- 7. TROPHY**
- a. Attend all Association meetings.
  - b. Research and present to the Board, trophy selections for the Championship by May 1st.
  - c. Do not purchase or order trophies until the number of flights is confirmed by the Assistant Tournament Director.
  - d. Purchase following awards for presentation to the winners at the Fall luncheon:
    - i. Low Gross of the Year
    - ii. Low Net of the Year
    - iii. Holes-in-One
    - iv. Eagles
    - v. Club with Most Winnings for the Year
  - e. Obtain perpetual championship bowl & tray from previous year's champion by July 1st to display at the host club during the State Championship.
  - f. Obtain perpetual trophies from the current champion for display at the Fall luncheon.
  - g. Write a yearend report, if deemed necessary, and submit one copy to the Secretary and file one in your notebook.
- 8. WEBMASTER**
- a. Attend all Association meetings.

- b. Maintain the WSWPLA web site by keeping all information current.
- c. Renew domain name (wswpla.com) and the yearly web hosting service.
- d. Prepare web site for on-line voting, as needed.
- e. Collect on-line votes, distribute results to President and Secretary and post on web site.
- f. Write yearend report, if deemed necessary, and submit one copy to the Secretary and file one in your notebook.