



**WASHINGTON STATE WOMEN'S PUBLIC LINKS ASSOCIATION  
DUTIES OF A TRUSTEE**

Revised February 2007

1. A Trustee is elected by members of her club and is required to attend all WSWPLA Trustee meetings or appoint a proxy to attend in her place.
2. A Trustee must be knowledgeable about the WSWPLA Constitution, Standing Rules, Tournament Guidelines and,
  - a. Inform and instruct her club members regarding same.
  - b. Provide each participant from her club with a copy of the WSWPLA 'Information about Tournaments' sheet.
  - c. Check eligibility of club members entering tournaments and State Championship.
  - d. Inform players who have an index of 40 or higher that they must play to a 40 course handicap.
  - e. Inform club members of restrictions regarding golf attire as per WSWPLA Standing Rules.
3. A Trustee is responsible for:
  - a. Posting at her club the season's tournament Sign-up Sheets and all other information received from the WSWPLA.
  - b. Completing the Trustee's tournament sign-up sheets and mailing with a check made out to WSWPLA to the Tournament Director postmarked by the mail-in deadline.
  - c. Notifying the Tournament Director if there are no entries from her club.
4. A Trustee informs club members that:
  - a. All players entering into a WSWPLA tournament should be familiar with the USGA Rules of Golf.
  - b. Discuss with her new players/entrants to ensure they are familiar with the basic rules of golf.
  - c. A Rules of Competition sheet is provided at registration of each tournament by the Rules Chairperson.
  - d. Entrants will be placed in flights by the Tournament Director according to their USGA GHIN index which is adjusted to the course handicap. After the draw, Trustees will be notified by the Tournament Director of the tee times and pairings via e-mail. This information will also be available to download from the WSWPLA website [www.wswpla.com](http://www.wswpla.com) each month. Trustee will provide pairing information to her club's entrants by posting at her home course, via email or telephone.
  - e. Tournament results and payouts are available on our website after each tournament.

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- f. Players do not post their own score. It is the responsibility of the Tournament Director to post all adjusted scores directly to GHIN at the conclusion of each tournament.
  - g. Winners in each flight will be paid according to a payout schedule.
  - h. It is the responsibility of the Trustee to forward any winnings to her women's club.
  - i. Each entrant is responsible for her own cart reservations and fees, unless otherwise noted on the tournament entry form.
5. The WSWPLA Annual Membership dues are to be paid prior to the Spring Trustee Meeting.
- a. An Invoice for the annual dues is sent no later than mid-January to each Club Trustee by the WSWPLA Secretary.
  - b. Please complete the details on the invoice and return with a check for the dues to the Treasurer before the specified due date.
6. Provide all WSWPLA literature to the new Trustee, at the end of the retiring Trustee's period of service.

# WSWPLA Tournament Participation Information

- Each month the draw is made by the Tournament Director and entrants are placed in flights according to their USGA handicaps. The draw also determines starting time and pairings which will be sent to your State Trustee via email prior to the sweeps. Pairings and tee times will also be posted on the WSWPLA website.
- Golfers should be at the golf course ready to play at least one half hour before starting time and on their designated tee, ten minutes prior to the starting time.
- Participants in tournaments are responsible for their own cart reservations and rental costs at golf clubs unless otherwise noted on the tournament entry form.
- The official W.S.W.P.L.A. score card provided at registration must be used and completed for each tournament. Players should exchange official score cards with someone in their playing group. Your score card must be dated, signed and attested before it is turned in. no changes can be made to any of the scores on any of the 18 holes after a card is signed and turned in. (the scoring committee checking the score cards may make corrections to the sum of the scores but not to any individual hole score).
- After finishing play, a player completes and turns in her OFFICIAL SCORE CARD to the Scoring chairperson BEFORE PUTTING CLUBS AWAY, EATING OR LEAVING THE COURSE. This will assist the scoring committee to complete the posting of scores and selection of winners in a timely manner.
- Do not post your score on the GHIN system. This is the responsibility of the Tournament Chairperson. Scores will be adjusted by the Tournament Pairing program on the computer and posted directly to GHIN.
- Any entrant who wishes to scratch after the days play write SCRATCH across the official score card, sign it and turn it in to the Scoring chairperson before leaving the course.
- An entrant into W.S.W.P.L.A. tournaments must be familiar with the U.S.G.A. Rules of Golf.

- ALL QUESTIONS ON RULES should be referred to the Rules Chairperson. Participants should pick up a rules sheet at registration before start of play. All rules questions should be settled before signing or attesting the score card.
- LOW GROSS AND LOW NET of the field is paid in each tournament. During regular tournaments winners in each flight are paid according to a pay out schedule approved by the tournament committee.
- Refunds are at the discretion of the Tournament Director.
- If you have any questions or concerns regarding these guidelines, please contact someone on the tournament committee.



















### **Minimize your time on the tee**

On the tee it is usually acceptable for players to “hit when ready.” You can also save time by playing a provisional ball ([Rule 27-2](#)) if you think your original ball might be lost or out of bounds.

### **Plan your shot before you get to your ball**

Once you are off the tee, think ahead. Determine your yardage and make your club selection before it is your turn to play. Very often, you can do this while others are playing, without disruption. If you take your glove off between shots, have it back on before it is your turn to play. Even a small step like this saves time.

### **Keep your pre-shot routine short**

Pick your line of play once and trust yourself. Try to take no more than one practice swing, then set up to the ball and play your shot. Most importantly, be ready to hit when it is your turn. Be efficient after your shot too. Start moving toward your next shot promptly.

### **Aim to play in 20 seconds**

From club selection to pre-shot routine to execution, strive to hit your shot in 20 seconds when it is your turn to play. Help keep play moving at a brisk pace.

### **Develop an eye for distance**

You don't have to step off yardage for every shot. If you need to determine precise distance, try to find a yardage marker before you reach your ball, then step off the yardage on the way to your ball. Or, consider investing in an electronic range-finder or global positioning system for golf and use it when permitted by Local Rule. If others you are playing with are not familiar with the course, the Rules permit players to exchange yardage information without penalty.

### **When sharing a cart, use a buddy system**

Don't wait in the cart while your cartmate hits and then drive to your ball. Get out and walk to your ball with a few clubs. Be ready to play when it is your turn and then let your cartmate pick you up. Or, drive to your ball after you drop your cartmate off and then pick him or her up after you hit.

### **Be helpful to others in your group**

Follow the flight of all tee shots, not just your own. Once in the fairway, help others look for their ball if you already know the location of yours. Volunteer to fill in a divot or rake a bunker for another player if needed. Be ready to attend the flagstick for others.

### **Be efficient on the putting green**

Mark your ball and lift and clean it when you arrive at the putting green so you will be ready to replace it when it is your turn to play. You can usually line up your putt while others are putting, without disturbing them. Leave your clubs on the side of the putting green closest to the next tee, and leave the green promptly after holing out. Wait until the next tee to record your score.

### **Keep up with the group in front of you**

**Your correct position on the course is immediately behind the group in front of you, not immediately in front of the group behind you.**