

# Washington State Women's Public Links Association

## STANDING RULES

(Revised January 2026)

### A. GENERAL MEMBERSHIP GUIDELINES

1. Annual club membership dues, as recommended by the Board of Directors, will be:
  - a. The annual Association dues are \$60.00 for each member club.
  - b. Club dues must be paid in full before members are eligible to play in any WSWPLA tournament.
  - c. Dues will not be prorated for a new member club or a previous member club rejoining WSWPLA any time after March 1st. Payment of full dues will be required.
  - d. Any returned check to WSWPLA will result in a \$10.00 charge.
  - e. Any member of a member club may attend Executive Board meetings. They will not have voting privileges but may participate in discussions at the President's discretion.

### B. GENERAL TOURNAMENT GUIDELINES

1. Rules of competition and the Championship shall be reviewed each year by the Rules Committee: Rules Chair, Assistant Rules Chair, and Tournament Chair. Any changes will be presented at the Executive Board Spring meeting. The Rules Committee may also include the local head professional or their designee for each local course competition.
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 (Juniors = 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 her caddy's conduct. The local club rule will determine the minimum age of the caddie. If no such rule exists, the caddie must be at least 15 years old or be in the Evans Scholarship program.
10. Substitute entries are allowed at the Tournament Director's discretion in monthly tournaments only.
11. Summer rules shall be applied at all competitions, subject to conditions. The Rules Committee will determine those conditions with input from the local course professional or their designee. If preferred lies are suggested, competitors can move the ball 6" in the fairway only.
12. In the event the field must be limited for a tournament, entrants will be eliminated by a blind draw, regardless of flight status. Entrants can be eliminated only once every 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, elimination will be by blind draw with exception of the Executive Board Members, Trustees 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 the assigned location and tee time or be penalized two (2) strokes. After five (5) minutes, the player will be disqualified. USGA Rule #5.3a shall govern.
17. In monthly tournaments, ties within each flight will be paid equally.
18. In the State Championship tournament, only the Gross Champion and the Low Net of the Field will have playoffs for ties. All flight ties will be decided by a scorecard tie breaker using USGA rules available in Golf Genius (hardest to least hard hole).
19. Measuring devices, including cell phones, will be allowed at all tournaments for **distance measurement only**. The distance provided by these devices is considered public knowledge and may be shared with other contestants.
20. No music or musical devices (including earphones) may be used during WSWPLA events.

## C. PAYOUTS AND AWARDS

1. Checks will be made out and mailed as directed, to each woman's club.
2. Each club will be responsible for disbursing winnings.
3. The field of contestants shall be divided into flights as evenly as possible.
4. The portion of tournament fees to be used for payouts will be made according to a schedule approved by the Executive Board.
5. No participant shall win more than one award at each tournament.
6. The tournament director will review flight winners to ensure maximum payout for each player.
7. Monthly tournaments (non-Championship)
  - a. Approximately 1/3 of the field will be paid in each flight, as well as low gross and low net of the field.
  - b. Ties within each flight will be paid equally.
  - c. Team tournaments will payout only team flight winners.
8. Championship payouts – see F.
9. An annual trophy shall be awarded to the lowest net and lowest gross of the field for the year in any single round. If a player Xs out a hole, that score round is excluded.
10. Any member achieving a hole-in-one or an eagle while participating in a WSWPLA tournament shall be presented with a recognition award.
11. A trophy will be presented each year 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 a basis for disqualification from that day's tournament play.

## E. SCORECARDS

Following the competition, each contestant will assume responsibility for:

1. Signing, having her scorecard attested, and turning it in to the Tournament Committee.
2. During the Championship, there will be scoring tables with officials where EVERY CONTESTANT MUST go to attest all score cards IMMEDIATELY AFTER PLAY OF THE LAST HOLE OF THE TOURNAMENT.
3. All scores will be entered into Golf Genius 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 into flights based on their differentials and index. Players with the lowest gross scores in 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 State Championship tournament, only the Gross Champion and Low Net of the Field will have playoffs for a tie. All flight ties will be decided by a scorecard tie breaker using USGA rules available in Golf Genius (hardest to least hard hole). Players must be available for possible playoffs as soon as the scorekeeper determines a playoff is necessary. If weather or daylight does not permit a playoff, Golf Genius will automatically break the tie using the USGA rules (hardest to least hard hole).
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 the assigned tee time or be penalized two (2) strokes. After five (5) minutes, the player is disqualified. USGA Rule # 5.3a 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. 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 a competitor is in doubt about the proper procedure during play, they should proceed under USGA Rule 20.1c (3). The player **must** report the facts of the situation to the Rules Committee representative before returning the scorecard. The player is **disqualified** if she fails to do so.
12. The host club will be responsible for the following:
  - a. Printed schedule of events to include information regarding the purchase of meals (breakfast and lunch) for participants.
  - b. Meet-and-greet on the first or second day of the tournament, after the play of the day with light snacks and non-alcoholic beverages.
  - c. Coffee, tea and dessert for the Championship awards ceremony.
  - d. Access to internet hookups and space for the tournament director to enter scores and provide results.
  - e. Hold a raffle at the Championship Tournament. Proceeds from the raffle go to WSWPLA.
13. The host club will be given a budget of \$3500 for the Championship event, meant to cover the costs of the responsibilities above.

## **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 about the Association's business affairs.
- d. Be 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 ensure they are sent out two weeks before each meeting, along with a proposed agenda. Request input for the agenda.
- g. Appoint an Audit Committee consisting of no less than 2 two members to audit the 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 a gift for the Tournament Director.
- m. Keep the President's notebook up to date.
- n. Prepare the year-end annual report for the incoming President and submit one copy to the Secretary.
- o. Records must be retained for 3 years.

### **2. VICE PRESIDENT**

- a. Perform the 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 with scoring at tournaments as needed.
- e. Serve as Membership Chair for recruiting 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 it 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 the Association's minutes.
- b. Record an accurate attendance at all membership meetings for inclusion on the 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 the Webmaster for posting on the WSWPLA website. Make distribution of updated Standing Rules and Constitution to the 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 the Executive Board and Trustees of all meeting dates six weeks in advance, with reminder notices every two weeks. Send agendas and necessary documents to attendees at least one week prior to the meeting.
- i. Prepare minutes promptly after the 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.

#### **4. TREASURER**

- a. Collect dues and pay expenses on time.
- b. Attend all meetings and report status of the budget. Propose a new budget at the Spring meeting.
- c. Receive new Trustee names, and prepare, implement and maintain the financial records and send a copy to the President.
- d. The entry fees include prize fund, trophy fund, golf genius fees and comped fees.
- e. Write checks for tournament winnings and send payout if needed.
- f. Assist outgoing President and President elect with budget for following year.
- g. Present a year-end financial report and submit one copy to the Secretary and file one copy in your notebook.
- h. Accept copies of communications from committee chairs and/or officers to be mailed with the sweeps results.
- i. Ensure that the annual IRS tax return is filed by the due date, currently March 15th, of each year, unless an extension has been filed and accepted by the IRS.
- j. Records must be retained permanently.
- k. The treasurer will receive complimentary green fees for the tournaments she plays in during the season. Determination of how these fees will be paid for will be made during the budgeting process.

#### **5. TOURNAMENT DIRECTOR**

- a. Set tournaments for the coming year—present tentative schedule to the Board.
- b. Is a standing member of the Rules Committee.
- c. Present all relevant tournament paperwork to trustees at the Spring meeting.
- d. 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.
- e. Coordinate with the Treasurer and present a schedule of the portion of tournament fees to be used for payouts, to the Executive Board at the Spring meeting for approval.
- f. The tournament director will receive complimentary green fees for all tournaments in which she plays during the season.
- g. Copy all documents to the Webmaster.
- h. Collect money with entries, record and make deposits and send a copy of record to Treasurer.
- i. Prepare and administer tournaments utilizing Golf Genius as outlined in Tournament Guidelines booklet.
- j. Administer the blind draw for elimination in case of an overfilled field.
- k. Maintain all tournament records, including list of eliminated players, on the WSWPLA laptop computer.
- l. Supervise all scoring, enter and verify scores in Golf Genius. Display winners on Golf Genius leaderboard.
- m. Transmit all players' adjusted scores directly to GHIN for posting at the close of each tournament.
- n. Determine overall low net and overall low gross of the field for the year and present trophy.
- o. Distribute the finalized payout listing to all Trustees.
- p. Write a year-end report, if deemed necessary, and submit one copy to the Secretary and file one copy in your notebook.
- q. Records must be retained for 3 years.

## **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 complimentary green fees for all tournaments in which she plays during the season. Determination of how these fees will be paid for will be made during the budgeting process.
- c. Determine in advance the best location for the scoring area and the posting of results at the golf course.
- d. Enter scores from the score cards into Golf Genius for each tournament. It is at the discretion of the Tournament Director to perform this function at home or at a location other than the golf course.
- e. Assist Tournament Director in determining winners and printing reports.
- f. Assist the Championship host club in planning the annual raffle. The funds raised through fundraising will be used as directed by the Executive Board.
- g. Solicit all member Club Trustees for Championship raffle donations.
- h. Notify Trophy Chair of the number of flights in the Championship Tournament as soon as possible.
- i. Notify Trophy Chair in October if trophies are needed for Hole in One or Eagle Award(s).
- j. Investigate official reports from Trustees that ineligible players are entering WSWPLA events and report to the President.
- k. Keep an up-to-date list of volunteers to be called to help with scoring for the Tournament Director.
- l. Write a 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. Is the Rules Committee Chair.
- c. At Spring meeting, read and present copies of new USGA rules as they affect the Association and member clubs for the coming year.
- d. Attend draws as needed.
- e. 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.
- f. Verify the Rules of Championship play with the course host committee or Professional.
- g. Be available and have the Rules Committee (or their designees) available during the tournaments.
- h. Write a year-end report, if deemed necessary, and submit one copy to the Secretary and file one copy in your notebook.

## **3. 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.

## **4. 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 year-end report, if deemed necessary, and submit one copy to the Secretary and file one copy in your notebook.

## **5. PHOTO/HISTORIAN**

- a. Attend all Association meetings.
- b. Take pictures at all events: Board meetings, sweeps, championship and Trustee meetings.
- c. Create ongoing highlights in a digital photo album.
- d. Create a separate digital book/album for the outgoing President.
- e. Write a year-end report, if deemed necessary, and submit one copy to the Secretary.

## **6. 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 Tournament Director confirms the number of flights.
- d. Purchase the 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. Write a year-end report, if deemed necessary, and submit one copy to the Secretary and file one in your notebook.

## **7. WEBMASTER**

- a. Attend all Association meetings.
- b. Maintain the WSWPLA website by keeping all information up to date.
- c. Renew the domain name (wswpla.com) and the yearly web hosting service.
- d. Facilitate online voting as needed.
- e. Collect online votes, distribute results to the President and the Secretary, and post on the website.
- f. Write yearend report, if deemed necessary, and submit one copy to the Secretary and file one in your notebook.