



SAMPLE STANDING RULES

Provided by the Colorado Women's Golf Association as a resource for your women's golf club. This document is also available electronically. Please contact the CWGA office in order to obtain it.

General Information

Purpose of Standing Rules

- Provide information about more detailed club-operating procedures. These are items that often should not be addressed in the club's bylaws because they could be subject to change more frequently. Listing the details under separate cover allows them to be modified more easily than if they were in the bylaws.

About this Sample

A newly forming or existing golf club may adapt the following sample to fit its particular circumstances. The items listed in this sample are suggestions/considerations some clubs detail regarding procedures on different issues. This is not an all-inclusive list, and these items are not required to be specifically listed by clubs.

Anything in italicized, blue font constitutes an item that should be substituted with information applicable to the specific club or are notes providing explanation that should be removed for the finished document.

WOMEN'S GOLF CLUB/ASSOCIATION NAME
STANDING RULES

MEMBERSHIP

1. Set a maximum number of individuals that may be on the roster.

Sample: Membership shall be established at 90 with future increases to be set at the discretion of the Executive Board and the club professional.

2. Limit membership by setting a minimum handicap index requirement to join.

Sample: To join the women's 18-hole group, a player's Course Handicap must be 46 or lower. To join the women's 9-hole group, a player's Course Handicap must be 54 or lower.

3. Set a priority system for allowing people into membership.

Sample: 1) Returning members; 2) District residents with current ID; 3) All others.

OR

Develop a procedure set for putting people onto a wait list or filling vacancies.

Sample: 1) Date prospective member(s) signed up; 2) If a person is called and refuses membership, her name will be placed at the bottom of the list; 3) No priorities for former club members unless there were circumstances beyond their control.

Sample: Seasonal and mid-seasonal vacancies shall be filled from the waiting list with full annual dues being paid.

4. Create a procedure to determine whether a member's membership will be renewed or terminated.

Sample: At the end of the year, the Board will review whether members have met certain conditions of membership. If you have not met the requirements, they will not receive an application for the following year. However, a player may make arrangements to meet with the Board if they have had any extenuating circumstances concerning the requirements.

Sample: Let pairings chairperson know if you will not be there. Three times of no-show "without notification" will be cause for forfeiture of membership the following year.

Sample: Members must play at least 50 percent of the scheduled play days for the season, including tournament days, to maintain active membership.

Sample: After two no-shows (that is, no notice having been given by the member for absence on play day), the President will notify the member that one more no-show will mean termination of membership. Notification of termination will be made by letter.

FINANCES

1. Set a policy for the reimbursement of club dues.

Sample: Partial or full reimbursement of annual membership dues will be at the sole discretion of the Board.

Sample: No refunds shall be given after the first play day of the season.

REGULAR PLAY/TOURNAMENTS

1. Outline procedures for play day sign-up.

Sample: Players shall sign up in the Pro Shop by 3:00 p.m. on the Sunday prior to the play day.

Sample: The Tournament Chairperson will assign tee times to those members who have prepaid green fees.

Consideration will be given to tee times requested on sign-up sheets. Cancellation of prepaid tee times requires 24-hour notice to the Tournament Chairperson. Less than 24-hour notice may result in forfeiture of green fees. A telephone call to the golf course will not be considered formal notice of cancellation.

2. Outline procedures for club tournament sign-up.

Sample: Members shall register for and prepay green fees no later than the Monday prior to a scheduled tournament. The accepted methods of prepayment are:

a. Register and pay by check or cash in the golf shop at any tournament.

b. Register by mail to the Tournament Chairperson who must physically receive prepayment no later than the Monday prior to the tournament.

3. Detail tournament procedures.

Sample: Members must play within the recorded maximum time frame for 18 holes of the applicable course. Slow play may cause disqualification of the foursome from that tournament. All members are responsible for keeping the pace of play.

Sample: All tournament scorecards shall be placed in the box at the golf shop at the end of the round.

- a. All scorecards may only have two players' names on each card, one on the top half of the card and one on the bottom half of the card.
- b. The scorecards must contain the full name of the players; the gross scores or special scores, according to instructions for the tournament; signatures for the scorer and attesting member; and date.
- c. Scorecards that are illegible or lack proper signatures will be disqualified from the tournament results and eligibility for prizes.
- d. Members keeping their own score on the tournament scorecard shall be automatically disqualified.

Sample: The adjusted score for the tournament shall be posted in the GHIN system after the round.

4. Indicate to the membership when the club tournaments will be held.

Sample: Annual tournaments shall be, but not limited to, the Invitational, Club Championship and Match Play.

- a. The Club shall sponsor the club invitational annually as determined by the Tournament Chairman.
- b. The Club Championship shall take place in August/September over a two (2) day period. In the event of a tie, sudden victory will be played beginning on the first hole of the course played for the Championship round.
- c. Match Play competition will take place in July/August. Each match must be completed within 7 days or members agree to forfeit the match.

5. Describe eligibility conditions.

Sample: To be eligible for the Club Championship a member must be in good standing.

6. Selection of team play players.

Sample: Team players will be selected by the Team Captain from regular participants on women's day according to Handicap Index.

HANDICAPPING

1. Communicate guidelines regarding players' Handicap Indexes.

Sample: A player's Handicap Index must be established by June 1.

Sample: All members will post casual round scores into the GHIN system to maintain an accurate Handicap Index.

Sample: Members shall turn in all scores for handicap purpose; failure to do so may result in a penalty determined by the Board of Directors.

PARTICIPATION

1. Outline participation requirements.

Sample: Must participate at least 10 times from May 1 through last scheduled play day in September.

Sample: A member must have played 50 percent of the play days to be eligible for any year-end award.

Sample: A member must play at least 30 percent of the scheduled play days to be eligible for the Ringer Tournament in June.

Sample: After that, a member must have played at least 50 percent of the scheduled play days to qualify for other major tournaments.

2. Establish guidelines for reviewing participation and notification of renewal of membership.

Sample: By October 31st of each year, the Board shall meet to review membership participation for the preceding season. Anyone who has not met the minimum requirements or who has not demonstrated good and sufficient reason for non-participation shall be informed in writing by the Secretary/Treasurer that her membership will not be renewed. Extenuating circumstances presented to the Membership Chairman (Vice President) in writing shall be considered before final action is taken. Each person so disqualified shall have the opportunity, if she so desires, to apply for membership in the Club as a new member.

Adopted: _____ (date)