



# Tournament Policies

## Colorado Women's Golf Association 2017

### Table of Contents

1. CWGA Championships .....	1
2. Eligibility.....	1
3. Eligible Handicap Index.....	2
4. Championship Entry .....	2
5. Tee Times / Pairings.....	2
6. Cancellation / Weather Delay.....	2
7. Withdrawals and Refunds .....	3
8. Rules of Golf.....	3
9. Dress Code .....	4
10. Cell Phone Policy .....	4
11. Spectator Policy .....	4
12. Caddie Policy .....	5
13. Oversubscription Policy .....	5
14. CWGA Prize Distribution .....	7
15. CWGA Code of Conduct.....	7
16. Player Points, Awards and State Team Events .....	9
17. Miscellaneous Policies .....	12

## 1. CWGA Championships

The CWGA policies described in this document applies to the following CWGA championships.

Individual Championships	Team Championships
Stroke Play	Brassie
Senior Stroke Play	Mashie
Match Play	Niblick
Senior Match Play	Dunham Chapman Club Team

Additional information will be found in the CWGA Hard Card posted on the CWGA website, and in the Notice to Competitors sent prior to the start of any championship. The decisions of The Committee in any matter shall be final.

The Committee for each championship is made up of the CWGA Tournament Manager, the Tournament Captain for that championship, and the Rules Captain for that Championship.

## 2. Eligibility

To compete in CWGA championships, a player must:

1. Be a member of the CWGA with an up-to-date and active 18-hole USGA Handicap Index from a CWGA member "golf club" as defined in the "USGA Handicap System Manual," and
2. If a junior, be either a member of the CWGA or the Junior Golf Alliance of Colorado, and be at least fourteen (14) years of age on the first day of the championship, and
3. Adhere to the USGA Rules of Amateur Status, and
4. Be a female amateur golfer; if transgender, comply with the USGA policy detailed at <http://www.usga.org/genderpolicy.html>.

### Exceptions:

1. **Non CWGA** members with an up-to-date and active 18-hole USGA Handicap Index from a licensed club may participate in CWGA championships by paying a \$55 administrative fee per event. Call the CWGA office to enter.
2. Senior Stroke Play and Senior Match Play entrants must be at least fifty (50) years of age on the first day of the championship.
3. Provided the field is not full, the age requirement may be waived to allow younger players to enter at the discretion of the CWGA.

### **3. Eligible Handicap Index**

- Entrants must have an up-to-date and active 18-Hole USGA Handicap index issued by a licensed club no higher than 30.0. Handicap indexes will be verified as of the specified revision prior to the start of the championship to determine eligibility and handicaps to be used in the competition.
- Entrants for the Niblick and Club Team Championships must have an active USGA Handicap Index no higher than 36.0.
- Provided the field is not full, players with handicap indexes higher than the specified limit may be accepted at the discretion of the CWGA. In this case, the handicap of the player exceeding the limit will be adjusted down to the maximum handicap index of that championship.
- All modified USGA Handicap Indexes will be reviewed by the CWGA. The player's score history will be reviewed and the handicap chair responsible for making the modification will be consulted before The Committee determines if the modified index will be permitted for use in the CWGA championship in question.

### **4. Championship Entry**

Online entry with credit card payment via the CWGA website must be used for entry into all championships by CWGA members. This does not assure an entrant a spot in the championship. Players have until the championship entry deadline to submit entries. Please call the CWGA office if you need assistance with the online entry process.

All entries will be pending until the CWGA finalizes the field. Entry fees will be charged to credit cards upon acceptance into the championship. Entrants will be notified by email of their entry status within 72 hours after the entry deadline. See the sections on Eligibility and Oversubscription.

Entries are subject to rejection at any time by the CWGA. Reason for rejection may include a fraudulent entry or handicap or unbecoming conduct.

### **5. Tee Times / Pairings**

About one week prior to the championship, players will receive an email with links to pairings, tee times, yardages and practice round information.

### **6. Cancellation / Weather Delay**

CWGA championships, except Stroke Play, Match Play, and Senior Stroke Play, may be cancelled if less than half of a full field is registered as of the entry deadline.

The Committee, at their discretion, may cancel, delay or suspend play due to weather or golf course playing conditions. If a round is to be cancelled, emails will be sent out to all players as soon as possible after the decision is made.

## **7. Withdrawals and Refunds**

If a player needs to withdraw from a CWGA championship, she must notify the CWGA as soon as possible with reason for the withdrawal.

“No-Carding”, “No-Showing”, and withdrawing during an event without notifying The Committee, and without an acceptable reason is subject to penalty. Please see the CWGA Code of Conduct in this document.

- Entrants who withdraw after the deadline date, but at least three business day prior to the first day of the event, will receive a 50% refund of their entry fee. If an entrant can be replaced by someone on a waiting list, a full refund less a \$25 service fee, will be issued.
- No refunds will be issued for any reason for withdrawal within three business days or after the start of the championship. All refunds are issued to the person listed on the entry form. Allow up to two weeks for processing a refund.

In team competitions (Mashie, Niblick, Brassie, Dunham Chapman, Club Team) if a player needs a substitute for her original partner after the entry deadline, she must arrange for another eligible partner herself. If a replacement is needed after the flights have been finalized, the replacement partner must have a comparable handicap index or play down to the original partner's index to maintain the same flight and or seed position.

## **8. Rules of Golf**

### **Rules of Golf and Etiquette**

The USGA Rules of Golf and the USGA Decisions of Golf shall govern play. This will be supplemented by the CWGA Conditions of Competitions, commonly referred to as the “hard card”. Unless otherwise indicated, penalty for breach of a Local Rule is two strokes (stroke play), or loss of hole (match play), and penalty for breach of a Condition of Competition is disqualification. Additional Local Rules, as deemed advisable, may be imposed during Championships and will be announced to players prior to play. All rules questions shall be settled by The Committee, whose decision shall be final.

### **Distance-Measuring Devices**

In all CWGA championships, a player may obtain distance information by use of a distance-measuring device. If, during a stipulated round, a player uses a distance-measuring device to gauge or measure other conditions that might affect play such as elevation changes, wind-speed, etc., the player is in breach of USGA Rule 14-3, for which the penalty is two strokes. For a subsequent offense, the player is disqualified.

### **Pace of Play**

The CWGA Pace of Play policy will be in effect and enforced. Timings will be printed on scorecards, and CWGA rules officials will, as necessary, time players and notify them of pace of play violations.

## 9. Dress Code

The CWGA dress code is designed to maintain an atmosphere consistent with the traditions of the game of golf and the CWGA. Proper golf attire is required. Tank tops, halter tops, blue jeans, cut-offs, short shorts, or bare feet are considered inappropriate attire. Colored denims may be worn provided they are permitted at the host course.

The Committee is obliged to strictly enforce the dress code as specified by the host course for each Championship. The Committee shall enforce the decision made by the host course staff as to whether the requirements of the dress code have been met. Players are notified of specific host club dress code requirements in the confirmation letter sent out prior to each championship. Please see CWGA Code of Conduct in this document for actions taken if a player fails to comply with this policy.

## 10. Cell Phone Policy

If the use of a mobile phone consistently disregards the etiquette guidelines outlined in the Rules of Golf, the offending player will be issued a warning. If the player repeatedly distracts or offends an opponent or fellow competitor by using a cell phone the player will be disqualified under Rule 33-7.

## 11. Spectator Policy

The CWGA encourages friends and relatives to follow players as a gallery during CWGA championships. USGA Rule 8-1 in the Rules of Golf states that a player may receive advice only from her caddie or partner. The penalty for giving or asking for advice is two strokes in stroke play, or loss of hole in match play. The player is responsible for following this rule.

During a stipulated round, minimal contact will be permitted between spectators and players, or spectators and caddies. Spectators must remain at least 10 yards (30 feet) from players at all times, and are not permitted on fairways or putting greens.

### Cell phones

Use of cell phones by spectators is **not** permitted on the golf course, unless so ordered by The Committee, or in the event of a medical emergency.

### Carts

Spectators will **not** be allowed to use carts on the golf course. Spectators with special needs must contact CWGA for accommodations prior to the competition. Those spectators using golf carts must keep their carts on the cart paths, obey all cart rules of the host club, and remain behind the competitors at all times. However, if the number of carts at a championship site is limited, players will have priority for carts over spectators.

Spectators who do not comply with this policy will be asked to leave the golf course. The Committee may disqualify a player from a championship if a spectator associated with them does not comply with this policy and entry into future CWGA championships could also be affected. The player will be permitted to appeal the decision of The Committee to the CWGA Executive Director, who will assemble a committee for this purpose.

## **12. Caddie Policy**

Players may use a caddie **only** in CWGA Stroke Play, Senior Stroke Play, and Match Play Championships. Players are responsible for obtaining their own caddies. Caddies must sign a liability waiver and the Caddie Code of Conduct form (see below for the Caddie Code of Conduct). Players are responsible for the conduct of their caddies. Caddies found to be disruptive to other players may be asked to leave the golf course. The recommended minimum age of a caddie is fourteen (14).

Caddies must conform to the CWGA dress code and must report to the registration table or starter 30 minutes prior to play to be approved, sign a liability waiver and the Caddie Code of Conduct, and receive a CWGA caddie bib. The Committee has the authority to disqualify players using caddies who have not been approved.

### **Carts**

Players may have a caddie and a cart simultaneously, and their caddie may ride with them in the cart. However, if the number of carts at a championship site is limited, players will have priority for carts over caddies. If a player and her caddie both ride at Stroke Play and Match Play, a full cart fee must be paid. If a player and her caddie both ride at Senior Stroke Play, a cart fee must be paid for the caddie only, as carts are included in the registration fee.

### **Caddie Code of Conduct**

**All caddies at CWGA Championships must pledge the following:**

- I will conduct myself in accordance with proper golf etiquette as outlined in Section I of the USGA Rules of Golf
- I understand the proper behavior required of a caddie
- I will be knowledgeable of the Rules of Golf and all local rules stipulated by The Committee
- I will show consideration for all competitors in the championship
- I will properly care for the golf course and will not unduly delay play
- I will not disrupt other players while they are preparing for or making a stroke
- I will not ride in a golf cart if there are not enough carts available for all players who wish to ride
- If I am informed that my behavior is disruptive, I will cease such behavior
- I will wear a CWGA caddie bib while on the golf course and will return it to the scorer's table at the end of the round

## **13. Oversubscription Policy**

### **Waiting List**

If a championship is oversubscribed, a waiting list will be maintained in case of cancellation.

Credit cards will not be charged until and when a player is moved from the waiting list into the field.

**Individual Events: Stroke Play / Senior Stroke Play / Match Play**

If these championships are oversubscribed, then:

- All entrants are ranked first by handicap index, as verified using the revision date in effect as of the entry deadline
- If there is a “tie” for the last spots, players will be selected by lottery.

**Team Events: Club Team**

One team from both the host club and the defending champions’ club are accepted automatically; the remaining teams will be drawn at random.

**Team Events: Mashie, Brassie, Niblick, Dunham Chapman**

If these championships are oversubscribed, each field will be comprised of a designated percentage of:

- **Low Handicap Players:** determined by the CWGA using the handicap revision in effect as of the entry deadline
- **CWGA Personnel:** active CWGA committee members (volunteers), current board members and staff members
- **New Participants:** anyone who has never played in a CWGA championship
- **Repeat Participants:** anyone who has played in at least one CWGA championship within the last three years

The composition of the field for team events will be as follows for each category:

Championship	Field Size*	Low Handicap Players	CWGA Personnel	New Participants	Repeat Participants
Brassie	64 teams	13% / 8 teams	30% / 19 teams	5% / 4 teams	52% / 33 teams
Dunham Chapman	64 teams	13% / 8 teams	30% / 19 teams	5% / 4 teams	52% / 33 teams
Mashie	104 teams	8% / 8 teams	32% / 33 teams	7% / 7 teams	54% / 56 teams
Niblick	56 teams	N/A	14% / 8 teams	18% / 10 teams	68% / 38 teams
Club Team	32 teams	One team from the host club and the defending champions’ club are accepted automatically. Remaining teams drawn at random.			

\* Field sizes are subject to change. All numbers are based on a full field.

**Determining Categories**

- The CWGA will determine all categories that apply for each entrant.
- The order in which each player is admitted into each category depends on the date and time their entry is received by the CWGA.
- If a category of players does not reach the allotted percentage of the field, remaining spots will be allocated to the **Repeat Participant** category. Remaining players will be admitted based on date and time their entry was received by the CWGA.

- Category Ranking:
  1. Low Handicap players
  2. CWGA Personnel
  3. New Participants
  4. Repeat Participants
- If applicable, a player's entry not accepted under their highest ranking category will be automatically placed in the pool of entries for their second ranked category
- Partners' handicap indexes, as verified using the revision date in effect as of the entry deadline, will be combined to determine the low handicap player category.
- A team with at least one partner who is an active committee member, current board or staff member will be placed in the CWGA Personnel category.
- A team with both partners who have never played in a CWGA championship will be placed in the New Participant category.
- A team with at least one repeat participant who has not already been placed in the Low Handicap player or CWGA Personnel categories, will be placed in the Repeat Participant category.

## **14. CWGA Prize Distribution**

Prizes are awarded to the top gross and net finishers within each flight at all CWGA Championships where the format allows. The Committee will use its discretion in determining if Championship Flight will pay Gross prizes only, or if Net prizes will be incorporated when the size and composition of the flight (i.e., handicap spread) warrants it.

The following championships have a travelling trophy that is given to the overall champion:

- Stroke play
- Senior stroke play
- Match play
- Senior match play
- Club team

### **Money Prizes**

The CWGA typically pays prize money, in the form of pro shop gift certificates from the host course, to approximately 40% of the players in each flight in each event at the discretion of The Committee. The total amount paid is typically equal to \$30 times the number of participants in that championship.

The overall champion of each event is paid a slightly larger amount than the other flight winners; however, all other places are typically paid the same amount in all flights. The amount paid to each winner will be posted at the start of the championship.

## **15. CWGA Code of Conduct**

To ensure that CWGA championships are a pleasurable and rewarding experience for all participants, spectators, golf course staff and volunteers, and in keeping with the tradition and spirit of the game of



golf, the CWGA requires all participants at its championship to adhere to the CWGA Code of Conduct policy.

Incidents of unbecoming conduct or actions deemed to be detrimental to the image of the CWGA are grounds for disqualification, and will be tracked. These include but are not limited to the following major and minor offenses:

**MAJOR OFFENSE**

- Behavior that is disrespectful of CWGA staff, volunteers, fellow competitors, opponents, spectators or host course
- Abuse of host course
- Club throwing
- Conduct deemed by The Committee as unbecoming

**Penalties for a Major Offense:**

**First Offense:** Disqualification from championship. Player's entry will be rejected from the next CWGA event she is eligible to enter. The player will also receive a letter outlining the details of the offense. The player will not be allowed to appeal the decision made by The Committee.

**Second Offense:** Disqualification from championship and player's entry will be rejected from all CWGA events for a period of one year from the date of the second offense. The player will also receive a letter outlining the details of the offense. The player will be allowed to appeal the decision of The Committee to the CWGA Executive Director. The Executive Director will assemble a Conduct Committee for this purpose.

**Subsequent Offense:** Referral to the CWGA Executive Director.

**MINOR OFFENSE - Disqualification:**

- Failure to appear or complete all scheduled rounds without an acceptable reason, or failure to personally notify the CWGA staff member in charge when withdrawing during a championship
- Failure to return scorecard to the Committee before leaving golf facility ("No-Carding")
- Repeat violation of cell phone etiquette

**Penalties for a Minor Offense - Disqualification:**

**First Offense:** Disqualification from championship. The player will receive a letter outlining the details of the offense. The player will not be allowed to appeal the decision of The Committee.

**Second Offense:** Disqualification from championship. Player's entry will be rejected from the next CWGA event she is eligible to enter. The player will be allowed to appeal the decision of The Committee to the CWGA Executive Director. The Executive Director will assemble a Conduct Committee for this purpose.

**MINOR OFFENSE - Warning:**

- Offensive or unbecoming language
- Violation of Cell Phone Etiquette Policy
- Dress Code Policy

**Penalties for a Minor Offense - Warning:**

**First Offense:** The player will receive a verbal warning and a letter, but will not be disqualified.

**Second Offense** The player will receive a letter, and will be disqualified from the championship where the offense occurred. This decision cannot be appealed.

**Conduct Committee**

The Conduct Committee is assembled by the CWGA Executive Director as necessary. The Conduct Committee consists of the CWGA Tournament Manager, the Rules Captain of the championship involved, and a championship player in good standing.

## **16. Player Points, Awards and State Team Events**

The CWGA maintains two point systems for women:

1. Women's point system
2. Senior Women's point system

The **Women's point system, as well as the Junior Golf Alliance of Colorado points system**, will also be used as input in selecting players for both the Colorado Cup team, and the Colorado team for the USGA State Team Championship.

The CWGA Board of Directors will review point standings at the end of each golf season and select a Player of the Year and a Senior Player of the Year. Total points earned will carry the most weight, but may not be determinative. The Board, in its sole discretion, may consider other factors such as performance at other championships of regional or national significance, and demonstration of sportsmanship, courtesy and character.

To be eligible for either Player of the Year, the player must have played in at least **two** CWGA championships, including one individual event. The player must also appear on the roster as an active member in a CWGA club in the current season. Points will be awarded only to those players in championship flights.

The **Women's Point System** awards points for the following championships:

- CWGA Stroke Play Championship
- CWGA Match Play Championship
- CWGA Mashie, Brassie and Dunham Chapman Championships
- USGA Women's Qualifiers and Championships: Open, Amateur, Mid-Am, 4-Ball
- Colorado Women's Open
- Jones/Doherty Women's Amateur
- Transnational Women's Amateur
- Women's Eastern Amateur
- Women's Western Amateur
- North & South Amateur

The **Senior Women's Point System** awards points for the following championship:

- CWGA Senior Stroke Play Championship
- CWGA Senior Match Play Championship
- USGA Women's Qualifiers and Championships: Senior Women
- Jones/Doherty Senior Women's Amateur
- Transnational Senior 4-Ball
- North & South Senior Women's Amateur

For points to be awarded in non-CWGA events, players must submit the official results to the CWGA.

### **Colorado Cup**

The Colorado Cup is an event in the fall that includes teams from the CWGA, Colorado Golf Association and Colorado Section of the PGA. The CWGA selects a team of four women to compete against a team of four professionals from the PGA. The CWGA's selection is based primarily on the CWGA Women's point system standings for the **current** season; however, the Board of Directors reserves the right to select a player from outside the point's leaders, including consideration of the Junior Golf Alliance of Colorado points and the senior points.

### **USGA Colorado State Team**

The CWGA's selection is based primarily on the CWGA Women's point system standings for the **current** season; however, the Board of Directors reserves the right to select a player from outside the point's leaders, including consideration of the Junior Golf Alliance of Colorado points and the senior points.

The points for each championship is on the next page.

## Points System

CWGA Championships				
Finish	CWGA Stroke Play	CWGA Senior Stroke Play	CWGA Brassie & Chapman	
1 <sup>st</sup>	150	120	60	
2 <sup>nd</sup>	100	80	40	
3 <sup>rd</sup>	80	60	35	
4 <sup>th</sup>	70	50	30	
5 <sup>th</sup>	60	45	25	
6 <sup>th</sup>	55	40	23	
7 <sup>th</sup>	50	37	20	
8 <sup>th</sup>	45	35	18	
9 <sup>th</sup>	40	33	16	
10 <sup>th</sup>	35	30	Points awarded to each partner	
11 <sup>th</sup>	30	25		
12 <sup>th</sup>	25	20		
Match Play Finishes		CWGA Match Play	CWGA Senior Match Play	CWGA Mashie
Champion		150	120	60
Runner-up		100	80	40
Semi-Finalist		75	55	30
Quarterfinalist		60	N/A	N/A
Medalist		30	15	N/A
Cons. Ft. Winner		25	20	10
Champ. Ft. Qualifier		20	10	N/A

Other Women's National Championships			
Finish	Senior Women's Team events	Senior Women's Stroke Play events	All Stroke Play events
1 <sup>st</sup>	75	75	75
2 <sup>nd</sup>	50	50	50
3 <sup>rd</sup>	40	40	40
4 <sup>th</sup>	35	35	35
5 <sup>th</sup>	30	30	30
6 <sup>th</sup>	27	27	27
7 <sup>th</sup>	25	25	25
8 <sup>th</sup>	23	23	23
9 <sup>th</sup>	20	20	20
10 <sup>th</sup>	18	18	18
11 <sup>th</sup>	15	15	15
12 <sup>th</sup>	13	13	13
13 <sup>th</sup>	10	10	10
14 <sup>th</sup>	8	8	8
15 <sup>th</sup>	5	5	5
Match Play National Championships:			
Make cut	35	Quarterfinalist	65
Round of 64	25	Semifinalist	75
Round of 32	35	Finalist	85
Round of 16	50	Champion	100
Colorado Women's Open			
Made cut			100
Top 25 finish			75

The chart applies to the following tournaments:

USGA Events			
Local/ Sectional Qualifiers:			
Medalist			75
Qualify			50
Make Cut:			
Women's Open			200
Qualify for Match Play:			
Women's Amateur			100
Women's 4-Ball			75
Women's Mid Am.			75
Women's Senior Am.			75
Matches won:		Quarterfinalist	125
Round of 64	50	Semifinalist	150
Round of 32	75	Finalist	175
Round of 16	100	Champion	200

- Jones/Doherty Women's Amateur Championship
- Jones/Doherty Sr. Women's Amateur Championship
- Women's Trans Senior 4-Ball Championship (Team)
- Women's Trans National Amateur Championship
- Women's Eastern Amateur Championship
- Women's Western Amateur Championship
- North & South Women's Amateur Championship
- North & South Senior Women's Amateur
- Colorado Women's Open

## **17. Miscellaneous Policies**

### **Publicity and Promotion**

By submitting an application to play in a CWGA championship, the player agrees to allow the CWGA to use the player's name, photographic images and video images for any CWGA media related use, including posting on the CWGA website and through social media.

### **Score Posting**

For handicap purposes, the CWGA will post all applicable championship scores (T scores) to the GHIN Handicap Service as soon as practicably possible after the event.