

PWGA STANDING RULES REVISED JANUARY 2010

1. The regular order of business at all meetings of the Association shall be as follows:
 - Call to order
 - Roll call and Reports of Officers and Directors
 - Reading of minutes of last meeting and action thereon
 - Correspondence
 - Reports of special committees
 - Unfinished business
 - New business

Roberts Rules of Order shall govern the proceedings of all meetings of the Association when not inconsistent with the Bylaws of this Association.

2. Officers and Directors shall keep records for three (3) years. Permanent records shall be kept at the Association office.
3. "UVS" United Voluntary Services Golf Swing Club "JGANC" (Junior Golf Association of Northern California), Susan G. Komen Breast Cancer Research Foundation and PWGA Junior Girls Grants Program shall be the Benevolent Projects of the Association. Any Charity Tournament which requests advertisement in our PWGA newsletter, *NOTES & QUOTES* or on our website, will be considered for inclusion only if it benefits charities or activities supported by PWGA.
4. The colors of the Association shall be navy blue and white. The Executive Board uniform shall include Navy Blazer, Tan Slacks, Shorts, or Skirts/Skortis and light blue Shirts. The official PWGA Logo will be the only logo used on all logo clothing. Navy Slacks, Shorts or Skirts/Skortis are acceptable with casual Class C uniform.
5. The handicapping and course rating systems of the Association shall be those that are adopted by the USGA.
6. Honorary members and dignitaries shall be invited guests at the annual meeting.
7. More than one club from a course may belong to PWGA (with board approval) providing they meet PWGA membership requirements.
8. To become a member club in PWGA, the policy established in 1965 requires a course to have a minimum length of 3,000 yards for 18 holes of regulation golf.
9. Defining expenses-Article V Section 9 of the Bylaws.

The following Officers and Directors are allowed their expenses:

President, Vice President, Public Relations Director for Major Tournaments, (lodging, meals, and mileage). In addition to the above:

- A. President and Vice President during official Area Playday visits.
- B. Tournament Director and Assistant(s) for setting up and scoring the Major Tournaments. (lodging, meals, and mileage), one additional night beyond the two nights allowed per section 9 H – paragraph 2 may be added if mileage/travel from home is more than two hours.
- C. Rules Director and Assigned Committee members for officiating at Major Tournaments.
- D. The Rules Director and Assistant Rules Director shall be allowed compensation to attend a Rules School (NCGA or USGA) each year.
 - (i) PWGA shall pay the NCGA Rules School registration fee each year for all new Area Rule Chairpersons or one alternate, who will be selected at the discretion of the Area Director, provided the Chairperson or alternate has not been compensated the previous year. After initial compensation has been provided, each Area Rule Chairperson or alternate shall be allowed compensation every other year (e.g. first year, third year, fifth year etc.).
 - (ii) Notwithstanding the limitations contained in paragraph one of this subsection, Area Rule Chairpersons who demonstrate a strong interest in rules and a willingness to continue either as an Area Rule Chair or a member of the PWGA Rules Committee may be reimbursed registration fees for annual rules school attendance. The Area Rule Chairperson must be willing to take the formal NCGA test and report the score to the Area Director. This score shall be used as a benchmark to measure year-to-year progress in understanding the Rules of Golf.
 - (iii) Area Rules Chairs who meet the conditions for annual reimbursement, as stated in paragraph two of this subsection, may also receive compensation for travel expenses if they live more than 50 miles from the nearest NCGA training site. They shall be reimbursed for mileage expenses exceeding the expenses for a 100 mile round trip.

Meal reimbursement shall not exceed \$45 a day. Lodging reimbursement assistance shall not exceed \$100 a day.

- (iv) Rules Committee members may be compensated each year for registration fees comparable to the NCGA school. Rules Committee members must attend a rules school at least every other year. If a member lives more than 50 miles from the nearest NCGA training site, she may be compensated at the rates identified in paragraph three of this subsection.
 - (v) The Rules Committee shall consist of up to sixteen (16) members including the Rules Director and Assistant Rules Director.
 - (vi) If the Bylaws of a member club stipulate that outside rule officials are required to officiate a championship tournament, every effort shall be made to provide them with an official from our Rules Committee. Reimbursement will be paid (mileage, lodging, food) from the Rules budget.
 - (vii) Rule and tournament officials may be compensated upon request for working outside major tournaments as determined by the Rules Director. No compensation shall be provided for working NCGA's tournaments. An official requesting reimbursement shall submit a written statement explaining how PWGA will benefit from her participation, the requested amount of reimbursement, and the expenses the official will pay herself. A special compensation fund shall be established (\$2000 for CY 2009). Nothing in this paragraph is intended to limit PWGA from providing full compensation for tournaments it co-sponsors.
- E. Team Play Director and her committee members for Team Play Championship and any other tournament(s) she may be assigned. (Note: Currently assigned to Seniors/Super Seniors and Mixed Couples) (lodging, meals and mileage)
 - F. Course Rating Director and her committee members while performing official course rating duties. (lodging, meals, and mileage)
 - G. Area Chairs while performing official duties at area meetings or tournaments are allowed mileage only. If travel requirements indicate overnight lodging is necessary, then lodging for one (1) night plus meals are allowed.

H. All Officers, Directors, and the Executive Director when attending official Executive Board meetings or other events where their attendance is required, i.e. workshops and seminars. (lodging, meals, and mileage)

(i) Above expenses, with the exception of Area Directors and their chairs, are for one (1) night for a one day and two (2) nights for a two day event/meeting if mileage/time is more than two hours one-way.

(ii) Mileage is allowed at the current IRS rate, meals at \$45.00 per day, and actual expense for motels. It is strongly urged that motel rooms be shared by at least two persons whenever possible.

(iii) Expense reports should be sent to the Executive Director. All expense sheets must have receipts covering such expenses and approval if necessary. Expenses outside the parameters set above need prior approval of the Executive Board. The Treasurer shall not pay any bill without accompanying documentation. All receipts are to be submitted within sixty (60) days. Final expense claims shall be submitted by December 15th of the current year.

10. Any expenditure of more than \$500.00 excluding previously approved or budgeted expenses, must be submitted in advance to the board for approval. Any check written must have two (2) signatures. Signers on PWGA'S account include the current President, Vice President, Treasurer or Executive Director.

11. Major Tournaments

A. There shall be at least six (6) Major Tournaments annually:

- (i) Seniors and Super Seniors Championship – Individual Stroke Play
- (ii) Spring Partners Tournament – Four-Ball Stroke Play
- (iii) Mixed Couples Tournament – Male/Female Partners – Four-Ball Stroke Play
- (iv) PWGA Championship – Individual Stroke Play
- (v) Team Play Championship -Four members per club
- (vi) Helen Lengfeld Memorial Tournament – Individual Stroke Play

B. To be eligible to participate in Major Tournaments, a member must have a handicap, computed from twenty (20) scores and have an 18-hole USGA Handicap index of 40.4 or less. Members with more than the maximum 40.4 handicap index may play on a space available basis, but shall compete against the field using the 40.4 index. In the case of the Mixed Couples Tournament, male guests with more than a maximum of 36.6 handicap index may play on a space-available basis, but shall compete

against the field using the 36.6 index. Major Tournaments are open to amateur PWGA members in good standing. Members of 9-Hole clubs that hold only a 9-Hole index are allowed to enter any of the four PWGA Major Tournaments (Seniors/Super Seniors, Spring Partners, Mixed Couples and Helen Lengfeld) on a space available basis (all 18-hole index players will be accepted prior to 9-Hole index players). 9-Hole index players who have indexes equivalent to 40.4 or more (20.2N doubled) are allowed to play (on a space available basis, i.e. when tournament is not fully subscribed) but must play to a maximum of 40.4.

- C. Entries postmarked before the opening day stated in the flyer/coupon will not be accepted. Entries received after the closing date will be accepted at the discretion of the Tournament Director.
- D. A maximum of 144 players with the lowest indexes will be accepted to play in the Championship Tournament.
- E. Online entries for major tournaments will be accepted.
- F. The handicap revision date to be used will be at the discretion of the Tournament Director.
- G. (i) If a Major Tournament is oversubscribed and an entry is received by the Tournament Director from Board Members, Past Presidents, Honorary Members, or the Current Champions, priority will be given only if the entry is postmarked on the opening day. To further address the problem of oversubscribed tournaments, a notification will be issued to each member who was unable to play due to over subscription, providing the entry is postmarked on the opening date. The following year, that notification must be submitted with the entry blank for the same tournament and must be postmarked on the opening date. This procedure will guarantee acceptance into the tournament for that individual.

(ii) Entry fees for Major Tournaments will not be paid for any member of the Association.
- H. Unless contractually obligated, PWGA will not pay for snacks at PWGA Tournaments.
- I. No caddies or spectators will be allowed at any playday or Major Tournament unless specifically authorized in the flyer for the tournament.
- J. The Tournament Cancellation/Refund Policy is:
 - (i) No refunds will be issued after the closing date unless approved by the Tournament Director.

- (ii) A \$5.00 fee will be charged on all Tournament cancellations.
- (iii) All cancellations must be made through the Tournament Director.

K. Course Monitors at the Major Tournaments will be provided by the PWGA Board of Directors as needed and under the supervision of the Rules Director.

L. TIES

Except for the Championship Tournament, **ties will be broken (except for the final place in each flight) by matching scorecards.** Ties will be broken by using the last nine holes (10 through 18), last six holes (13 through 18), last three holes (16 through 18), and finally the 18th hole of the second round. If this does not produce a winner, the Committee will use the same procedure using the first round scores. If this does not produce a winner, it will be decided by a coin toss. Ties for Low Gross or Low Net over the field will be broken by using the above procedure using the scores on the most difficult course first. If both courses have the same slope the Committee will arbitrarily select one course before the start of competition to be the course on which ties will be broken. The competitors will be so informed. Area Team Play Qualifiers for the Team Play Championship Tournament will use this same method to break any ties. Ties for the Champion in the Championship Tournament will be decided by a hole-by-hole play-off starting on the first hole.

12. A pin and a certificate shall be awarded for a Hole-In-One made on a PWGA member course, or any other golf course having a USGA Course Rating following guidelines recommended by USGA. If made at a Major PWGA Tournament, the member will also receive a \$50.00 gift certificate and one dozen golf balls of her choice.

13. Monthly Playday Tournaments

- A. The handicap revision date to be used will be at the discretion of the area tournament chairman.
- B. The procedure for collecting playday fees in advance shall be at the discretion of the Area Director. These fees will not be refundable unless the tournament is cancelled. They may be transferable at the discretion of the Area Director.
- C. A PWGA member playing in a monthly playday must enter sweeps.

- D. All areas shall participate in Winners Circle competition. Time and place for awards will be at the discretion of the Area Director. Ties must be broken; duplicate medals will be awarded only in the event of a committee error or unusual circumstance.
 - E. Members with more than the maximum 40.4 handicap index may play at the discretion of the area tournament chair, but shall compete against the field using the 40.4 index.
 - F. The Playdays are open to amateur PWGA members in good standing.
 - G. Area Playdays shall utilize scorecards in compliance with the USGA Rules of Golf # 33-5
14. Team Play for 18 Hole Clubs:
- A. Area Team Play Qualifiers for the Team Play Championship Tournament will use the PWGA standard method for breaking ties. See Item 11- L above.
 - B. The participation for this tournament is based on “good faith”. Teams must understand that when they play the Qualifying Tournament for their area that they are also committing to the SAME team playing in the Team Play Championship tournament.
 - **The Team Play Director must approve ALL substitutions.**
 - However, other circumstances could occur that would also allow a replacement on your team. Your circumstance would have to be discussed with and approved by the Team Play Director.
 - If the replacement is allowed, the replacement player must play to an **index of no more than 8 over the person she is replacing** at the time the replacement is allowed. There is no limitation on an index lower than the person being replaced.
 - **Once the Team Play Championship has begun on the first day of the tournament (teeing off on whatever the first hole is for your group), no substitutions will be allowed.**
 - ***The reason for this policy, no matter what the emergency might be, is overall fairness to the entire field. Teams that live close to the tournament course could easily find another substitute while teams that have to travel could not.***

15. Junior Membership: If an individual club wishes to sponsor a junior member, they may do so. PWGA will waive the membership fee. This does not permit the junior golfer to participate in PWGA Playdays or Major Tournaments, but does give her an established handicap for local and United States Junior Tournaments.
16. A one-hundred dollar (\$100.00) course rating fee will be paid by non-member clubs/courses applying for a courtesy rating and by clubs applying for PWGA membership who do not already have a USGA authorized course rating. Member clubs will not be charged for re-ratings.
17. All PWGA Representatives will be presented with a Rep Pin.
18. At least one meeting annually must be held by the area directors in their areas.
19. PWGA individual dues for the current year must be paid by any new club member who appears on the handicap listing. Quarterly billing is sent to all clubs. A new member for the following year should not be put on the computer until after December 1st.
20. Individual members who are members of more than one PWGA club shall pay full annual PWGA dues to each club to which she belongs. The member may request a dues rebate from PWGA for dues paid to more than one PWGA club.
21. Failure to pay the January billing within sixty (60) days constitutes a delinquency and will result in discontinuance of handicap service. (Article IV, Section 1, of the Bylaws.
22. Outgoing President's Gift (Article XII, Section 2 of the Bylaws) shall not exceed \$75.00.
23. Special awards (Article XII, Section 3, of the Bylaws) shall not exceed \$50.00.
24. A list of names and addresses of PWGA members shall not be circulated unless authorized by the Executive Director.
25. PWGA is an association of amateur golfers. Golf Professionals may be permitted membership for handicap purposes only.
26. The minutes of the Executive Board meetings will be posted on the PWGA Website.
27. Dress Code for PWGA Tournaments:
Players must be properly attired both on the golf course and the premises of the club. Players must adhere to the dress code of the particular golf course that is the tournament site. A player violating this dress code will not be permitted to

start the competition. A violation of the dress code by the player during the stipulated round must be rectified without undue delay or the player will not be allowed to continue to play.

28. Conduct Code for PWGA Tournaments:
 - A. Participants shall maintain proper course etiquette, and play the game in the spirit of good sportsmanship.
 - B. Foul language or inappropriate behavior is cause for disqualification.
 - C. **Any violation or dispute shall be brought to the attention of the tournament committee BEFORE SIGNING THE SCORECARD.**
 - D. The tournament committee has the authority to disqualify a player or players for the round played.
 - E. The Executive Board has the authority to suspend a player or players from PWGA Tournaments for violations of the conduct code.

29. Liability Disclaimer:

Player assumes all risk of personal injury or property damage while on the premises where a PWGA Tournament and related events are conducted, whether or not arising out of or resulting from the negligence, active or passive, of the sponsors, participants or other persons concerned in any capacity with the PWGA, and hereby releases them and each of them from liability for any such injury or damage.

30. These Standing Rules may be amended by either of the following:
 - A. By a majority vote of the Executive Board at any meeting, provided notice of the proposed action has been given at a previous meeting.
 - B. By a two-thirds (2/3) vote of the entire Executive Board at any meeting without previous notice of the proposed amendment