

OAKDALE WOMEN'S GOLF CLUB

Policies and Procedures

(Revised October 16, 2014)

This binder contains the policies and procedures of the Oakdale Women's Golf Club (OWGC), commonly referred to as the 18-Hole Ladies, to be used in conjunction with the Oakdale Ladies Golf Association (OLGA) by-laws.

Every effort will be made to keep this binder current as to additions, amendments or deletions.

A copy of these policies and procedures shall remain in the 18 Hole Ladies' locker room at all times, so as to be available to anyone who needs to make reference to it.

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MEMBERSHIP

Any new member who wishes to join the Oakdale Women's Golf Club (OWGC) must have a maximum index of 40.4, based on the current GHIN Slope for a minimum of three consecutive months. Any 9-Hole lady who wishes to join the 18-Hole Ladies must have an established 9-hole handicap of 19 or less for a minimum of 3 consecutive months.

The Handicap Chairperson shall serve as the membership chairperson and check the eligibility of all new members.

Each member shall pay membership dues to OLGA, WGANC, and Oakdale Women's Golf Club (OWGC). OWGC Dues are \$20.00 annually. They are paid the first of the year and are non refundable.

Any new member or 9-Hole member may play with both the 18-Hole Ladies and the 9-Hole Ladies for a trial period of 3 months or less, at which time she will make a decision as to her preference. During this trial period she will be eligible to play in sweeps only.

WGANC

All members of Oakdale Women's Golf Club are members of Women's Golf Association of Northern California (WGANC). WGANC conducts open days, annual championship tournaments, and other activities such as Rules Seminars and Course Rating Seminars.

Their aim is to provide uniformity in the interpretation of the Rules of Golf, Golf Handicap System and Course Rating in accordance with the United States Golf Association.

Newly elected Captain should be the Northern Delegate and appoint an alternate. She shall promote participation in events sponsored by WGANC and notify members as to dates and conditions pertaining to these events.

WGANC Meetings – OLGA will pay expenses incurred by members who are required to attend these meetings. Limited to 4. The 18-Hole Ladies will pay for additional members who are required to attend.

Open Day – WGANC Directors – The 18-Hole Ladies will furnish complimentary lunch and drinks to Directors and her Tournament Committee.

Names will be drawn for Open Days. The Captain is given the privilege of being first on the list on Open Days if she so desires.

GOLF TOURNAMENTS

Weekly and Guest Days

Thursday shall be weekly tournament day for the 18-Hole Ladies play.

Starting times will be 8:30 a.m. from the first Thursday in May through October. Starting times will change to 9:00 a.m. from the first Thursday in November through April. Allowed time to play 18 holes is 4 hours and 30 minutes. Players are to be disqualified if cards are not turned in within that time.

The monthly bulletin shall be posted on the bulletin board each month, designating the type of tournament for Thursday play and other special events planned by the Tournament Chairperson and her committee.

Suggestions of the Tournament Committee will be the basis for distribution of awards. The Tournament Chairperson or the committee in charge will make all decisions.

A Championship Tournament and a Handicap Tournament will be played each year. The Tournaments will take place in the Spring and Fall and all entrants for each round of play shall compete on the day officially designated for the play of the particular round. Spring and Fall Tournaments will be held on 3 consecutive Thursdays or at the discretion of the Tournament Committee. Rules governing these tournaments will be posted two weeks prior to the event. An entry fee may be required if determined necessary by the chairperson and her committee.

For major tournaments, five scores must be posted within a three month period before the tournament and having been played with and attested by a member of OLGA.

Junior girls with established handicaps will be allowed to play in Thursday Sweeps.

The Pro Shop shall determine winter and summer rules.

Blind draw for partners, is the 2nd Thursday of each month. Members not participating in the draw will not be allowed to play in sweeps and must make their own tee times.

There will be a closest to the hole contest twice a month to benefit our charities to be contested every second Thursday and on all guest days.

Guest Day Tournaments – These should be played in Member-Guest flights and Member-Member flights. Guests from Oakdale 9-Hole Group will play in Member-Member flights.

Each member is entitled to invite 1 non-member guest or 1, 2, or 3 member guests (9-Holers) on Guest Day. Guest Day is generally the fourth Thursday of the month unless

preempted by a holiday, another club golf event or because of schedule conflicts requiring that a member only tournament must be played in its place.

Policies and Procedures for the OWGC 18 Hole Invitational

(The Oakdale Women's Golf Club (OWGC), 18 Hole Invitational Tournament, will follow the OWGC Policies and Procedures, the WGANC Tournament Rules, USGA guidelines on How to Conduct a Competition, and be in accordance with the USGA Rules of Golf.) Adopted October 2014

THE COMMITTEE:

OWGC Invitational Chairperson
OWGC Captain
OWGC Treasurer
OWGC Tournament Chairperson
OWGC Handicap Chairperson
OWGC Rules Chairperson
Optional Committee Members as determined by the OWGC Invitational Chairperson

CONDITIONS OF THE OWGC MEMBER/GUEST TOURNAMENT:

1. FORMAT

- The format is to be determined by The Committee.

2. TEAM DEFINITION

- The Committee determines if the tournament will be Four Person or Two Person teams.
 - a. Four Person Teams:
 - An OWGC member playing on a Four Person Team may choose to invite 3 guests, or they may choose to invite one guest and play with another OWGC Member and their guest. No four person team shall be made up of more than two OWGC members.
 - b. Two Person Teams:
 - OWGC Member may only invite 1 guest.

3. DEFINITION OF GUEST

- A guest is a lady golfer from another country club or associate club other than OGCC. A lady OGCC Social member can be a guest of an OWGC member. All guests must meet the eligibility requirements set forth in this policy.

4. ELIGIBILITY

- **Handicap/Index**
 - a. All OWGC 18 Hole members in good standing are eligible to play in the Tournament.
 - b. All non OWGC participants must have an established 18 hole USGA Handicap Index verifiable through GHIN or the USGA.

A player with only a 9 hole index will not be eligible to participate.

- c. The maximum 18 hole handicap index for all participants is 40.4.
- d. A maximum handicap of 40 will be used for scoring purposes for the OWGC Member/Guest Tournament. At the Tournament Committee's discretion the maximum handicap can be reduced for that year's tournament.
- e. The USGA rules in Section 9-4. Handicap Allowances will be applied. A "handicap allowance" is the percentage of the Course Handicap recommended for a handicap competition. Allowances vary for different forms of competition and include allowances for course handicap differentials within a team. Once the Course Handicap is determined, Handicap Allowances will be applied for the appropriate competition format. In a four ball stroke play competition, if the Course Handicap of the side (team) differs by more than eight strokes, each is reduced by 10 percent. The allowances are designed to make all forms of play fair.
 - Ten rounds must have been played, scored, recorded and attested within 12 months of the tournament date.

5. MAXIMUM NUMBER OF PARTICIPANTS:

- The Maximum number of participants is set at 128

6. SCHEDULE

- The Committee establishes a schedule of play

7. METHOD OF ENTERING COMPETITION

- The Committee determines how applicants will register.
- The Committee defines an entry date and a closing date when all OWGC members may register for the Invitational Tournament.
- There will be a waiting list established for Non OWGC OLGA Proprietary members and their guests wishing to participate in the OWGC Invitational.
- After the closing date, if the maximum number of participants of 128 has not been met, the Tournament may be opened up to OLGA Proprietary members in good standing. OLGA Proprietary members and their guests must have a USGA Handicap Index for 18 Holes of not more than 40.4. All Conditions of the OWGC Member/Guest Tournament will apply.

8. COST OF TOURNAMENT

- The Committee determines the cost of the tournament.
- The current OWGC Treasurer will be the Treasurer for the OWGC Tournament.

ELECTIONS AND VOTING

18-Hole Meetings – Regular meetings will be held during the luncheon following play on the Second Thursday of the months of March, May, June, August and October. Special meetings will be held as deemed necessary. Business that requires a vote must be conducted at a regular scheduled meeting. Voting may take place at a special meeting if the agenda is posted (2) weeks in advance. A quorum must be present to vote.

The nominating committee, which shall be chaired by the immediate Past Captain, shall post the nominations 30 days prior to the elections.

The nomination committee shall be responsible for printing ballots when necessary. The nominating committee shall count ballots and report results to the general membership.

The Captain is elected by the 18-Hole Ladies during the August meeting by ballot, or absentee ballot turned into the office before the August meeting. In the event of only one nominee, the Captain may ask that a vote be oral or by show of hands.

A quorum shall consist of 20 members (*approved Aug 2009*).

Each member wishing to vote by absentee ballot must obtain and sign for a Ballot in the business office. The Ballot shall then be placed in a locked box provided, or mailed in an envelope marked “18-Hole Ballot.”

OFFICERS AND COMMITTEE CHAIRPERSONS

CAPTAIN

The Captain will be a voting member of OLGA. The Captain shall appoint a staff, which will include a CO-Captain, Secretary, Treasurer, Tournament Chairperson, Handicap Chairperson, Rules Chairperson, Junior Girls Chairperson and others she deems necessary. The newly elected Captain should be the Northern Delegate and appoint an alternate.

RESPONSIBILITIES OF THE CAPTAIN

- a. Appoint committee chairpersons
- b. Conduct business meetings.
- c. Prepare monthly report to members which will be published in the Oakdale Golf and Country Club Tee Talk
- d. Schedule special tournaments with approval of the Club Tournament Chairman and place dates on the Club Calendar
- e. Other duties listed in OLGA by-laws, which include:
 1. Direct the affairs of the 18-Hole Ladies Golf Club
 2. Be an ex-officio member of all committees appointed by her
 3. Be responsible for the arrangement of all local golf events and notify members as to the dates and conditions pertaining to these events
 4. Promote participation in events sponsored by Women's Golf Association of Northern California and notify members as to the dates and conditions pertaining to these events
 5. Captain shall appoint 4 members to the nominating committee, which shall be chaired by the immediate Past-Captain, and they shall post nominations 30 days prior to the election
- f. The Captain shall be responsible for selecting 3 months in which members will play for the Captain's Award. She should notify the tournament chairperson, who will then determine the winner. The lowest score from each month shall be combined to determine the winner of this award. The Captain will purchase an award and present it to the winner. A maximum of \$50.00 for this award should come from OLGA.
- g. The Captain is given the privilege of being first on the list on Open Days if she so desires.
- h. The Captain shall be a member of the Tournament Committee

CO-CAPTAIN

She shall assist the Captain and act as Courtesy Chairperson. She shall act as Open Day Recipient and appoint an assistant.

As Courtesy Chairperson she should appraise any new member to the 18-Hole Ladies group of the following:

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- a. Introduce her to the Captain, the Handicap-Chairperson and the Tournament Chairperson
- b. She should be shown around the ladies' locker room and informed of where to sign up for weekly play, posting sheets, birdie board, ECCI, and Open Day letters of Invitation
- c. She should be informed of all things pertaining to weekly play, including cost of sweeps and where to pay. She should be informed of our Special Guest Days.
- d. The Courtesy Chairman should make sure our new member has a game for the first 2 or 3 weeks.
- e. OLGA should be explained to her, as our association is quite unique. If she is from outside the WGANC area, Northern Medal months and Open Days should be explained.
- f. Everything that can be done should be done to make her feel "at home" and to make her transition easy.

SECRETARY

She shall record minutes of each 18-Hole meeting and keep the Policies and Procedure Manual current. She shall make a roster of the 18-Hole members and post the roster on the bulletin board.

TREASURER

She shall keep financial transactions and records and make reports at monthly meetings. The Treasurer shall draft an outline of expected expenses for the year. She shall maintain and balance the checking account and from time to time review the financial statement with the Captain and pay all due bills.

TOURNAMENT CHAIRPERSON

She shall organize and direct all weekly tournament play, prepare a calendar for the year, arrange for all trophies or prizes for tournament play, select and keep a record of awards, and organize and direct all Special Tournaments. (Exception – The Captain shall select the Captain's Award.) The Tournament Chairperson shall also be responsible for arranging all meals and refreshments on Guest Days, etc.

TOURNAMENT COMMITTEE

The Committee shall consist of the Tournament Chairperson, the Tournament Co-Chairperson, the Handicap Chairperson, Rules Chairperson, and the Captain. They will establish format and rules for major tournaments.

The monthly bulletin shall be posted on the bulletin board each month, designating the type of tournament for Thursday play and any other special events planned by the Tournament Chairperson and their committees

HANDICAP CHAIRPERSON

This chairperson should serve a minimum of 2 years. She will verify that dues have been collected by the office and make arrangements for WGANC to be paid by the Treasurer. The Handicap Chairperson shall keep all records of handicaps up to date and posted on the bulletin board.

The Handicap Chairperson shall also serve as the membership chairperson and check the eligibility of all new members.

RULES CHAIRPERSON

Rules Chairperson will serve on the Tournament Committee, make rules decisions, present a rule for discussion at the 18-Hole Ladies meeting, and attend WGANC meetings as required.

OPTIONAL CHAIRPERSONS

- a. Open Day Recipient – term 2 years
- b. Valley Team Play Captain
- c. Invitational Chairperson
- d. Charity – Work with OLGA
- e. Historian – Captain’s Book – Notify newspaper of special events
- f. WGANC Ambassador – term 2 to 3 years

MISCELLANEOUS

1. ECCI, Birdies, Captain's Award & Northern Months – Only games played in regular organized Thursday play can count for these events
2. Break 100, 90 & 80 Pins, - You may qualify for these pins when playing with an OLGA member at Oakdale on any day of the week.
3. \$150.00 expenditure approved for the Captain's Book
4. Charities: The Women's Haven is our Charity. Children's Shopping Tour will be our second Charity.
5. Birthdays for each month will be celebrated on the 2nd Thursday of the month and cake will be served.
6. \$250 Donation to Oakdale High School Girl's Varsity golf team.
7. A yearly donation will be given to OGCC Junior Golf program from the excess proceeds for Closest to the Pin Awards.