

CHARLESTON AREA LADIES GOLF ASSOCIATION (CALGA)

BY-LAWS

1. PROCEDURE:

The current edition of Robert's Rules of Order governs all parliamentary procedure of this organization.

2. QUORUM:

- a. A Quorum shall consist of representatives from two-thirds of the member clubs of the Association.
- b. A majority affirmative vote shall be necessary to approve any action or decide any issue.
- c. The Board shall consist of elected officers and one voting representative from each member club.

3. MEETINGS:

- a. An Annual Membership Luncheon Meeting will be held following the last tournament of the year. Cost to play will include cost of lunch.
- b. The President at the request of three (3) club representatives may call special meetings. Written notice shall be given unless an emergency justifies telephone notification.

4. MEMBERSHIP: Clubs requesting to join CALGA must:

- a. Apply in writing to the President.
- b. Must have an established Ladies Golf Association.
- c. Have an 18-hole regulation course, rated and sloped by the S.C. Rating Commission.
- d. Charge a minimum cart fee and no greens fee when hosting a tournament.
- e. Be on the S.C. State/USGA Handicap System (either computerized or mailed in monthly).
- f. Be able to host a CALGA tournament once a year.
- g. Have facilities to accommodate a luncheon whether prepared by the member club or catered.

The President shall:

- a. Advise the Board of the application.
- b. Meet with the head Golf Professional for that club to confirm that the club meets all eligibility requirements as stated above.
- c. Upon written application for new membership by a club, the President shall suggest a committee consisting of the President, Secretary, and Treasurer to play with the club representative at the new club. If one or more of the officers mentioned is not able to play, the President can ask one or more committee chairmen to play. If any fees are incurred for this round of golf, such as greens fee or cart fee, each person will be reimbursed.
- d. Present the recommendation of the committee to the Board.
- e. Advise the applying club of the decision of the Board, which will be final.

5. ELECTION AND INSTALLATION OF OFFICERS:

- a. The President shall appoint a nominating committee in September.
- b. The slate of officers shall be posted at the October CALGA play day.
- c. Election of officers shall be held at the Annual Membership Luncheon Meeting. In addition to the proposed slate, nominations may be made from the floor with the consent of the nominee. Following the election, the new officers shall be installed.

6. VACATING AN OFFICE: Should an elected office be vacated, said office shall be filled by an election at a special Board meeting.

7. DUTIES OF OFFICERS:

a. The President shall:

- Preside at all meetings of the Association.
- Appoint Committee chairmen.
- Call special meetings.
- Establish the yearly schedule of play.
- Prepare 12 business size envelopes with correct postage for each club representative. These are handed out at the January tournament.
- Appoint a committee to update the CALGA member handbook. Have the book printed and handed out to the club representatives at the January tournament.
- Send a thank you note to the host pro and host rep after hosting a CALGA event.
- Verbally thank the host pro the host reps and their committees after the 2 day CALGA and the Xmas Tournament are completed.

— **b. The President Elect shall:**

- Serve for one year as assistant to the President performing any duties as designated by the President.
- Assume the responsibilities of the President in her absence.
- Serve on Policy and Regulations Committee.
- After one year assume the office of the President.

— **c. The Secretary shall:**

- Take minutes at the meetings, which are to be sent to all CALGA officers, CALGA club representatives and all committee chairmen.
- Read the minutes upon request.
- Retain custody of the Constitution and By-Laws.
- Collect flight sheets from tournaments and verify winners are correct. Record flight standings after each tournament in the Associations permanent records and maintain tournament flight sheets for a period of two (2) months.
- Email tournament results of each play day to all CALGA club representatives, the handicap chairman and email the results to the website administrator.
- Assume responsibility for correspondence.

— **d. The Treasurer shall:**

- Be custodian of all funds.
- Be responsible for obtaining the tournament entry checks from the host CALGA representative.
- Present a treasurer's report at the Annual Meeting and other reports as required.

— **e. The Past President shall:**

- Be an advisor to the Board, without vote, for the sake of continuity.
- Serve on the Policy and Regulations Committee.
- Serve as chairman of the Nominating Committee.

8. REPRESENTATIVES:

a. There shall be one representative named by each of the member clubs along with a back-up alternate representative.

b. Club representatives shall attend all business meetings.

c. When the tournament is held away from her home club, the representative shall:

1. Take reservations for the tournament from the ladies in the club's golf association.
2. Type or print an alphabetical list of players including the information requested on the CALGA entry form that may be downloaded from the CALGA website.
3. Mail this information with a check for the correct total of entry and cart fees to the host club representative. Entries must be postmarked no later than the Tuesday prior to the play day. If not postmarked accordingly, the club may be refused entry at the discretion of the host club. 2 of4
4. Advise her players that once an entry is mailed to the host club and the player cancels for any reason, she will not receive a refund of either her entry fee or cart fee. The exception is if the player is eliminated

by the host course or the tournament is cancelled.

d. When a tournament is held at her home club, the representative shall:

- Receive all entry fees and cart fees.
- Confirm play and, if possible, a rain date.
- Provide players with a copy of local rules.
- Arrange for at least two marshals to be on the course during play to enforce the slow play rule.
- Distribute her home course tournament prizes to each club representative at the next CALGA playday.
- Provide a scoring committee and time keeper to check scorecards as the players turn them in after play.

Members of this scoring committee may also post the player's scores on the flight sheets.

The flight sheets must be publicly displayed. A scoring procedure sheet shall be posted on the CALGA website. Each club shall be responsible for providing black markers, whiteout, and large flight sheets.

7. Any disputes or grievances that arise during play will be settled prior to the end of the tournament, by the CALGA representative of the host club, the CALGA President and the host club golf professional.

- f. Post all CALGA tournament scores for her club when received from the CALGA Handicap Chairman.
- g. When the Annual Membership Luncheon Meeting is hosted at her club, the representative

shall arrange for a “Happy Hour” to be held prior to the luncheon.

- h. Provide to the alternate representative copies of all minutes and any changes that were received with Monthly Tournament results.

9. COMMITTEES: The President shall, subject to the approval of the Board, appoint the following committee chairmen:

- a. Finance
- b. Handicap
- c. Nominating
- d. Policy & Regulations
- e. Any other committees that she may deem necessary.

10. DUTIES OF COMMITTEES:

a. Finance Committee:

The Finance Committee shall audit the Treasurer’s books after the Annual Membership Meeting and prior to January 1 of the following year.

b. Handicap Committee:

- Collect scorecards and one copy of each club’s entry form following play.
- Adjust holes according to handicap.
- Record adjusted scores on club entry forms.
- Send to representatives adjusted scores of players.
- Maintain a record of the number of play dates for each member of the association
- Purchase prizes for Low Gross and Low Net of the year.

— **c. Nominating Committee:**

The Nominating Committee shall select a slate of officers. The committee shall consist of three (3) past presidents who are still active in CALGA, with the immediate past president as chairman.

d. Policy and Regulations Committee:

The Policy and Regulations Committee shall research, investigate and make recommendations to the CALGA Board on any questions concerning CALGA policy and regulations referred to it by the President or the Board. The committee shall consist of one member from three (3) different clubs, the current President and the Past President. The chairman shall maintain a record of any revisions to the By-Laws and Constitution, making sure that the Secretary has

the most up-to-date revision. The chairman shall make note of which articles and/or regulations have been changed, the date and the reason(s) for the change(s).

11. RULES: The host professional and the host representative shall be guided by USGA, local, and CALGA rules.

12. ELIGIBILITY FOR TOURNAMENT PLAY:

a. A player must be a member in good standing of a participating Ladies Golf Association. If a player is a member of more than one participating Ladies Golf Association she must designate one club only for the purposes of eligibility for CALGA Tournament play.

b. A player must have a handicap of 36 or lower after sloping to the host course.

c. When a player's index is sloped to a host course and the resulting handicap exceeds 36, she becomes ineligible for that tournament.

d. The exception is the Two Day Classic. The player must slope to a 36 handicap at one course. If the player slopes to more than a 36 handicap at the other course, she may still play with a maximum 36 handicap.

13. DISSOLUTION: Upon dissolution of the Association, all obligations shall be discharged and any remaining funds donated to Breast Cancer Research.

SPECIAL CALGA RULES OF PLAY (EXCEPTIONS TO USGA AND HOST CLUB POLICIES)

- 1 The maximum field for CALGA tournaments shall be 120 golfers or a lesser number, if necessary, as set by the host club.
- 2 USGA indexes shall be used to determine entries in all CALGA tournaments. The USGA index shall be adjusted to the host course using USGA slope charts from the Women's S.C. Golf Association Handbook. Copies of CALGA course charts are provided to Club Representatives in their CALGA manuals.
 - 1 (Current officers, current chairpersons of committees, current and past presidents are exempt from being cut from the field.)
 - 2 When more entries are received than the maximum set by the host club, the host rep. is required to size the field WITH the Handicap Chairman using the following procedure. The field will be established according to player participation in CALGA for the last 2 years.
 - a. Refer to the eligibility listing on the CALGA website.
 - b. Eliminate players that have never played in a CALGA event, (do not appear on the eligibility listing).
 - c. Should the field still be oversubscribed eliminate those that have played once in 2 years then those that have played twice in 2 years and so on until the field is sized to the required amount. In the event of a "tie" in the number of players competing for the final spots in the field, a blind draw by the host and handicap chairman would round out the field.
5. If the field is not full due to cancellations or withdrawals:
 - a. Put the cut players back into the field starting with those that have played most in 2 years, (blind draw if necessary) sizing the field to the required amount.
 - b. The Host club Representative may accept late additions at her discretion, depending on the size of the field. All fees must be paid prior to play.
- 1 Participants shall be put into flights according to handicaps. Each flight should have approximately twelve (12) players. There should not be too large of a handicap differential within a flight.
- 2 Pairings are to be determined by the Host Club Representative. It is recommended that like handicaps are paired together, and the "wheel system" be used for tee assignments in order to speed up play.
8. Starting time may vary from 8:30 a.m. to 10:00 a.m. at the Host Course's discretion
9. Entries must be postmarked no later than one week prior to the play day. Once an entry is mailed there shall be no refunds of any kind (either entry fee, cart fee or lunch fee if applicable) unless the host club eliminates the player because of a full field. If the tournament is cancelled due to inclement weather, all fees will be refunded.
10. Rules and penalties for playing over water hazards shall be uniform in CALGA play. USGA and Local Rules apply. The Host Club will specifically list any drop areas and Local Rules in Tournament Rules of Play for the day.
11. All CALGA tournaments will play the ball as it lies unless the host club professional deems otherwise under local rules.
12. Players are to play "ready golf" on the tee and the fairway.

13. The CALGA Pace of Play Policy is in effect. Groups must keep up with the group in front of them. If a group is found to have finished in a time which, after comparison with the adjacent groups, indicates they have not kept up with the group in front, their names are recorded and their pace of play record is reviewed in accordance with the policy. If a player has had a written warning for slow within the last 3 tournaments in which she has participated, a 2 stroke penalty will be added to her score at the conclusion of the round if her group is again found to be outside the pace of play established by the field. A marshal from the host club may also determine slow play. He/she may assess a two stroke penalty against each player in the offending group and must notify the Host Club Representative and the CALGA President of such procedure.

14. Prizes are to be awarded as follows:

- a. Good quality white golf balls (purchased from the Host Pro Shop) shall be awarded including all ties: Field Low Gross – 6 balls Field Low Net – 6 balls

¹

Each flight Low Gross 3 balls

¹

Low Net 3 balls 2nd

Low Gross 2 balls 2nd

Low Net 2 balls 3rd Low

Net 1 ball

- b. Prizes for events other than monthly play are outlined in formats established for special play (i.e., 2-DAY TEAM CLASSIC).

15. Cancellations, no-shows and failure to turn in scorecard:

- a. Cancellations should be made to the Host Club Representative as soon as possible. If a player cancels the morning of the tournament, the player is to call the Host club's pro shop personnel who will then advise the Club Representative. Cancelled is written on her scorecard and given to the scoring committee.

- b. Any CALGA member who is signed up to play and does not show or fails to cancel, or any player in the tournament who fails to turn in a scorecard, whether withdrawing (WD) or is disqualified (DQ), shall be reported to the Handicap Chairman. Each player is personally responsible for turning in her own scorecard. After two (2) infractions by the same person within a twelve-month period, the player will be ineligible to play for two months. The Handicap Chairman will maintain these records.

16. Any player withdrawing (WD) or disqualified (DQ) during the tournament may continue to play but is not eligible for prizes and must submit her scorecard to the scoring committee. An 18-hole score will be recorded, computed on par plus allowable handicap strokes for the remaining holes only if a minimum of 13 holes have been completed.

17. The Host Club must officially declare suspension or cancellation of play due to inclement weather. Should play be suspended and later resumed, players not returning to play will turn in their scorecards marked "withdrawn" to avoid conflict with paragraph 14, above. If play is declared cancelled and all players have not completed 18 holes, all that came to play will be awarded one ball. If 13 holes have been played, the Handicap Chairman will compute scores for posting based on players' handicaps and handicap rating of each remaining hole. Each player must turn in her scorecard. Entry fees and cart fees are only refundable if the host club cancels the tournament.

18. Any questions regarding USGA, host club, or CALGA rules of play must be directed to the Host Club Representative for discussion with her, the CALGA President, and the Host Club Professional.

19. Any changes to the individual hole score are prohibited after the player has returned her scorecard to the scoring table. In most CALGA tournaments, the player is determined to have returned the scorecard to the scoring table once she has left the scoring area. It is advised that the player remain until her score is

posted.

20. CALGA Representatives or their alternate (not the player) will post all the adjusted tournament scores after receipt from the CALGA Handicap Chairman. Confirm that the slope and rating of the golf course played is correct in your computer system before posting.

21. Prior to play, scorecards must be exchanged within each golf cart.

PROCEDURE FOR HOSTING A CALGA TOURNAMENT

Refer to rule numbers 3 and 4 and “SPECIAL CALGA RULES OF PLAY” IN CALGA MANUAL to determine playing field.

The host club must prepare an invoice for cart fees and tips for the CALGA Treasurer. A check will be mailed to the host club for the agreed amount once the CALGA Treasurer confirms the total of the invoice.

1. ENTRY SHEETS AND CHECKS:

The CALGA Rep. from each club will mail two (2) copies of an alphabetized entry list of players with USGA handicap index and other pertinent information. See #10 for entry sheet disbursement. A check (or checks) for entry and cart fee will be included. Determine that the check/checks match the number of entries. Determine that the handicap is correct for your course slope and rating. (See handicap table in the CALGA manual.) If you do not receive any entries from a club, call them to make sure their entries are not en route. There are no refunds for cancellations once the checks have been mailed to the host club. Endorse checks “deposit only”. Prepare a list of all players by handicap, starting with the lowest handicap. This will be used for flight sheets, pairings, and scorecards.

2. FLIGHT SHEETS

See sample flight sheet in CALGA manual. The host pro may volunteer to prepare flight sheets. Determine flights by listing players by handicap starting with the lowest handicaps. 72 players 6 flights 84 players 7 flights 96 players 8 flights 108 players 9 flights 120 players 10 flights Each flight should have approximately 12 players. Designate flights by number, such as FLIGHT 1, FLIGHT 2, FLIGHT 3, etc. Players with like handicaps **MUST** stay in the same flight, **DO NOT SPLIT**, regardless of number in flight. The flight sheet lists the alphabetized names (last name first), club, handicap, gross score and net score.

All cancellations, no shows, and withdrawal's must be posted on the flight sheets prior to the end of the

tournament. At the bottom of the **1ST FLIGHT** sheet, print: Field Low Gross Field Low Net

On the bottom of **ALL** flight sheets, print: 1st Low Gross 1st Low Net 2nd Low Gross 2nd Low Net 3rd Low Net

Leave space on bottom of the flight sheets to list winners. Leave enough room to list any ties.

3. PAIRINGS SHEETS

See sample in the CALGA manual on how to make hole assignments. Pairings should be put together by the rep. not the pro. If possible, do not pair players from the same club.

Use the CALGA methodology (wheel) for pairing's. The wheel system helps speed up play.

Pair foursomes/threesomes by handicap and flight if possible. If necessary, a player may be paired to play with a player having a different handicap and not in the same flight. Print five (5) copies of the pairing sheet. Post two (2) copies in convenient areas for players to view. One (1) copy to the pro shop, one (1) copy to the bag boys, one (1) copy to the host club CALGA Rep.

4. SCORECARDS See sample scorecard in the CALGA manual. The host pro may volunteer to print the scorecards. A scorecard is generated for each player that has entered the tournament, including any player that has cancelled. The card will include the players' name, club, handicap, flight number and tee assignment. Scorecards are placed on the players' golf cart on the day of the tournament. The cards of cancelled or withdrawn players are so noted on the card and filed with all scorecards after the tournament.

5. CART SIGNS: See sample in the CALGA manual. The host pro may volunteer to prepare the cart signs. Display on the front of golf cart, players' names according to pairings, and tee assignment. Local rules sheets are put on the carts with the scorecards.

6. SCORECARD CHECKING: The host club CALGA rep. will assign a committee of 3 to 4 people, including a time keeper for the Pace of Play report, to verify scorecards after the tournament. This committee may also help with posting scores on flight sheets. A table in front of the scoreboard will be provided for the scorecard checkers. 1 or 2 boxes must be provided for players to place their scorecards after the tournament. A shoebox, or the like will work. The cards must be signed, attested, and the addition verified. There should be a gross and a net score listed. As the cards are checked, a red line is marked below the score to show the card is ready to be posted. Do not impair the reading of scores on individual holes. Place the checked scorecards in an appropriate place for the scoring people to post on flight sheets. Scorecard checkers will make any corrections of total score. It is not necessary to consult a player on corrections concerning total score. The player is responsible for the correctness of the score recorded for each hole. Mark the correction to the side and circle in red. Any other corrections are to be brought to the attention of the host club CALGA Rep. and may be reviewed with the CALGA President and host club Pro.

7. POSTING SCORES ON FLIGHT SHEETS: Hang flight sheets at eye level for easier scoring.
Place flight sheets on scoreboard in order of lowest to highest flight, i.e. FLIGHT 1, FLIGHT 2, FLIGHT 3, etc. A committee formed by the host club may post scores, and/or the host club pro. and/or a CALGA scoring committee. It is important to post scores as accurately and efficiently as possible regardless of who is posting. Post scores with a black marker. It is not necessary to use different colored pens. A player may only win one prize and all ties win equally. Post each player's gross and net score. Once all of the players scores are posted determine the FIELD LOW GROSS, highlight that player and list her name and club at the bottom of the **1st flight sheet**. Determine the FIELD LOW NET, highlight that player and list her name and club at the bottom of the **1st flight sheet**. Determine each flight's winners in this order, (highlight as you determine the winner). 1st low Gross, 1st low Net, 2nd low gross, 2nd low net, 3rd low net. List each winner at the bottom of their respective flight sheet. Once the scorecards are posted they are returned to the scorecard checkers to be filed alphabetically by club, then by name (last name first). All scorecards must be accounted for, including no shows, cancellations and withdrawals'.

9. RESOLUTION OF GRIEVANCES:

All scoring disputes are to be settled by the host pro, CALGA President and host Rep. in accordance with USGA rules.

10. POST TOURNAMENT:

Score cards in alphabetical order by club then last name and one entry sheet go to the CALGA handicap chairperson. Checks and one entry sheet go to the CALGA treasurer. The Host Rep retains the flight sheets for 30 days. The Host Rep sends the results by e-mail to the Secretary, Handicap Chairperson and the Webmaster as soon as practicable following the tournament, usually the same afternoon of the tournament. (a blank results table is available on the CALGA website for your convenience) The CALGA secretary will advise the host rep how many golf balls are needed for the winners. The CALGA rep will purchase reasonably priced white golf balls from her club pro. The invoice for the golf balls is mailed to the CALGA treasurer. The host club CALGA rep will bag the golf balls and label accordingly and take to the next CALGA tournament for disbursement to CALGA club reps.

PROCEDURE FOR POSTING SCORES ON FLIGHT SHEETS

FLIGHT SHEETS MUST LIST PLAYER'S NAME, PLAYER'S CLUB ABBREVIATION, COLUMN FOR GROSS SCORE, PLAYER'S HANDICAP, COLUMN FOR NET SCORE.

1. There must be a score card for each and every player in the tournament for the day of play.
2. If a player is a no show (NS) has withdrawn (WD) or is disqualified (DQ), the acronym shall be posted in the appropriate place alongside her name on the flight sheet. (See graph in reps book).
3. All score cards will have a red line under the score to designate they have been checked for signature, addition and totals. Scores are posted on the flight sheets next to the appropriate names in black. Only post total gross and total net score.

GROSS always supercedes NET and ties are paid equally.

4. Once all scores are posted on flight sheets proceed as follows:
 - a. Highlight FIELD LOW GROSS in yellow and post on the bottom of flight sheet #1. Name, club abbreviation, gross score
 - b. Highlight FIELD LOW NET in yellow and post on the bottom of flight sheet #1. Name, club abbreviation, net score
5. On each flight sheet proceed as follows:
 - a. Determine 1st LOW GROSS, highlight in yellow and post on bottom of flight sheet. Name, club abbreviation, gross score
 - b. Determine 1st LOW NET, highlight in yellow and post on bottom of flight sheet. Name, club abbreviation, net score.
 - c. Determine 2nd LOW GROSS, highlight in yellow and post on bottom of flight sheet. Name, club abbreviation, gross score.
 - d. Determine 2nd LOW NET, highlight in yellow and post on bottom of flight sheet. Name, club abbreviation, net score.
 - e. Determine 3rd LOW NET, highlight in yellow and post on bottom of flight sheet. Name, club abbreviation, net score.
6. Once posting is completed, all score cards are to be filed by club, then alphabetically by last name.
7. The host club will be responsible for yellow and black markers.
8. Use white-out to make corrections on the flight sheets.
9. Scoring disputes are to be settled by the host Professional, CALGA President, and the CALGA host representative in accordance with USGA rules.

SCORE CARD

(SAMPLE)

- Flight #, Tee # and Player's name

- Player's Club Name, Handicap

TEE #8

HOLE	1	2	3	4	5	6	7	8	9	Total	10	11	12	13	14	15	16	17	18	In	Out	Total	Hcp	Score
FLIGHT #3																								
Blue	455	404	385	393	202	367	338	390	500	333	175	409	327	596	372	169	112	80	138	377	346	67		
White	69.1/112	442	376	346	379	186	433	326	147	482	152	392	308	564	347	130	375	464	404	3136	3117	6253		
Orange	67.0/109	71.8/114	365	340	360	155	428	280	96	475	137	330	300	500	300	128	355	460	395	2905	2864	5769		
HABENICHT J.																							22	
RCA																								
PAR	5	4	4	4	3	4	4	3	5	36	3	4	4	5	4	3	4	5	4	36	36	72		
Red	68.0/106	333	305	338	352	100	333	268	89	370	2488	104	349	446	294	98	332	405	347	2597	2488	5085		
HANDICAP	5	3	15	7	9	1	13	17	11		10	8	14	4	12	18	6	16	2					

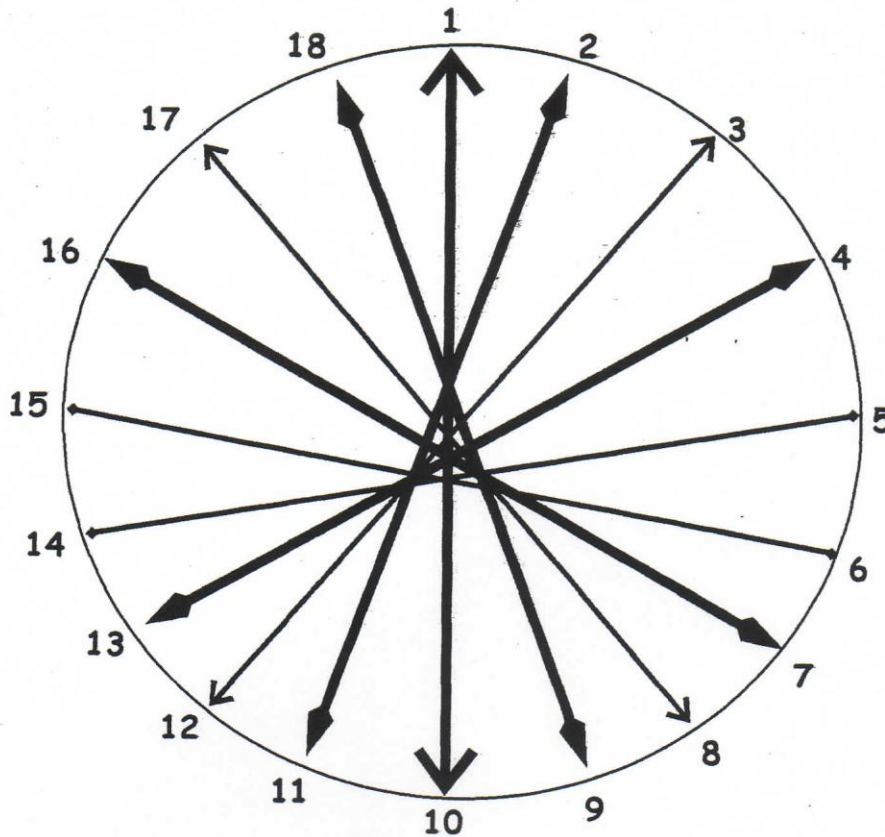
Date _____ Scorer _____
 Attest _____

Revised 6/07

Abbreviations for CALGA CLUBS	
BERK	Berkeley Country Club
CITYC	Charleston City Course
CN	Charleston National
CSC	Coosaw Creek
CRO	Crowfield
DW	Dunes West
KIA	Kiawah
L@SF	Links at Stono Ferry
LOAKS	Legend Oaks
MIL	Miler Country Club
PF	Pine Forest
RCC	Rivertowne Country Club
SANT	Santee Cooper
SEA	Seabrook
SM	Shadowmoss
SF	Snee Farm
WP	Wescott Plantation
WD	Wild Dunes
1 ST PLACE TEAM \$45.00/EACH	\$180.00
2 ND PLACE TEAM \$35.00/EACH	\$140.00
3 RD PLACE TEAM \$25.00/EACH	\$100.00
GOLF BALLS FOR REMAINING TEAMS 15 CLUBS/60 PLAYERS	Approx \$420
8 CLOSEST TO THE PINS \$10.00/EACH	\$80.00
1 LONGEST DRIVE/1 ST DAY \$10.00	\$10.00

Methodology to Improve Speed of Play

To ensure fast play during CALGA, pair according to CALGA format. Then take the lowest Handicap group and place on hole #1. Place the second lowest Handicap group on hole #10, and so on as indicated below. . .



Hole Assignments

<u>Handicap Group</u>	<u>Starting Hole</u>	<u>Handicap Group</u>	<u>Starting Hole</u>
#1	1st	#10	11th
#2	10th	#11	9th
#3	5th	#12	18th
#4	14th	#13	4th
#5	3rd	#14	13th
#6	12th	#15	8th
#7	7th	#16	17th
#8	16th	#17	6th
#9	2nd	#18	15th

Once the first 18 groups are assigned, then Double Pair on the Longest Holes. Avoid Doubling on Trouble Holes where traffic will slow down!!

TEE ASSIGNMENT & PAIRINGS LIST - SAMPLE

CALGA AT (APPROPRIATE CLUB NAME)
(DATE)

TEE 1-A

Brown, L.
Green, C.
Black, B.
Jones, V.

TEE 2

Hill, I.
Thomas, G.
Williams, C.
Nelson, J.

TEE 1-B

White, F.
Johnson, G.
Greene, W.
Smith, T.

TEE 3

Hood, D.
Carter, B.
Burns, J.
Fields, S.

CART ASSIGNMENT - SAMPLE

TEE 1-A
Brown, L. Green, C.

BAG TAGS - SAMPLE

NAME (last, first initial)
CLUB NAME

Please Note ----- **BAG TAGS NO LONGER REQUIRED**

CALGA END OF YEAR TOURNAMENT

TOURNAMENT SHALL BE A 4-PERSON TEAM CAPTAIN'S CHOICE. MINIMUM of 2 DRIVES REQUIRED FROM EACH PLAYER. CONSULT THE CALGA TREASURER TO DETERMINE THE AMOUNT TO BE SPENT ON PRIZES. MONIES SPENT ON PRIZES DEPENDS ON PARTICIPATION AND FUNDS IN THE CALGA TREASURY.

A GUIDELINE IS TO PAY 1/3 OF THE FIELD.

PRIZES ARE MONETARY GIFT CERTIFICATES PURCHASED AND DECIDED UPON BY THE HOST CLUB. LUNCH SHALL BE A BUFFET A CASH BAR SHALL BE AVAILABLE. NO ALCOHOL TO BE PROVIDED BY CALGA. NO MONIES ARE TO BE SPENT ON TABLE FAVORS. PRIZES ARE GIVEN AT THIS TOURNAMENT FOR LOW GROSS AND LOW NET OF THE YEAR.

THE CALGA HANDICAP CHAIRMAN IS RESPONSIBLE FOR PURCHASING THESE ENGRAVABLE PRIZES. TIES ARE PAID ALSO. THE PRESIDENTS GIFT, IF APPLICABLE, IS GIVEN AT THIS TOURNAMENT. THE PREVIOUS PRESIDENT PURCHASES THIS GIFT FOR THE OUTGOING PRESIDENT.

A DETAILED REPORT SHALL BE GIVEN TO THE TREASURER AFTER THE TOURNAMENT.

REVISED APRIL 2011

CALGA TWO-DAY TEAM CLASSIC

The Two-Day Team Classic will be played on two successive days at two different CALGA courses as determined by the President. If possible, the tournament should not be played at the previous year winners' course.

The purpose of the Classic is to have team competition between CALGA clubs.

Any player may participate in the two-day classic and be part of the team provided she has a handicap of 36 or less after sloping at one of the host courses. A player who has never participated in CALGA or has not played since the previous two-day classic may take no more than 5 strokes under par for the course being played. Example: Course is par 72, player may not take any less than 67 (net) regardless of her actual score.

The maximum field shall be 120 players or a lesser number, if necessary, as set by the host club.

If entries exceed the host clubs allowable number, please refer to "CALGA SPECIAL RULES OF PLAY" 3,4, AND 5 to size the field accordingly.

NO CLUB MAY BE CUT TO LESS THAN EIGHT (8) PLAYERS.

The cost of the Classic will be determined yearly by the two host clubs. The host clubs are to prepare a budget to include all costs of the tournament with coordination and approval of the President and Treasurer of CALGA. The cost of a light lunch to be provided on the second day of the event will be added to the entry fee of \$10 (\$5.00 for each day) and cart fees. A cash bar will be arranged. To enter the Classic, the player must pay for lunch. Lunch is restricted to those registered for the tournament and official tournament Hostesses. Tipping for the cart attendants is to be included in the cart fee. Range balls will be provided at the discretion of the host club. Should a player, after entering, not complete the two-day tournament, but has paid for lunch, she may attend the lunch. Should the first day's play not be scored (i.e., CNX, WD or DQ), the player is not eligible to play the second day. The player may attend the lunch providing it has been paid for. No refunds will be given once the entries and checks have been mailed to the host club.

- 1 Deadline for entries shall be one week before the tournament.
- 2 Submit the entries on a CALGA entry sheet. Prepare a separate entry for each of the courses being played, unless both courses slope and ratings are identical.
- 3 The final four person teams for each club shall be the four low net scores compiled using the two-day aggregate scores.
- 4 If a club cannot field four low net scores for a team, the club shall be scored last, one stroke more than last place.
- 5 To be eligible for team competition, a player who has never participated in CALGA or has not played since the previous Classic may take no more than five (5) strokes under par for that course. Example: Course par 72 minus 5 under par = 67. Should the player score a net 63, she will be given a 67. Should the player score a net 68, she will be given a 68.
- 6 Ties for individual club team winners shall be determined by a play-off on

the second day's score card beginning with hole #1, regardless of starting hole, using the handicap strokes for that hole.

stndrd

7. Ties for CLUB TEAM winners for 1, 2, and 3place shall be determined by a play-off on the second days score cards. Use the lowest score of the individual club team member of each tied team beginning with hole #1, regardless of the starting hole, using the handicap strokes for that hole.
8. Each host club will provide a scoring table for players to turn in scorecards. A scoring committee shall be assigned to verify score cards for two (2) signatures. Also to ensure addition, gross and net totals are correct.
9. Once the score cards are checked a red line is placed below the score to designate that the card is correct and may be posted.
10. The second day host club's representative and committee shall determine individual team winners for each club, and club winners The winners are given to the CALGA President for presentation at the luncheon.
11. See sample sheets for additional information.

The CALGA Travelling Trophy shall be presented to the winning club to hold for one year. The first place team will receive a plaque with their names engraved in the order of their two-day total net score. The plaque to be displayed permanently at their club. The team player with the lowest two-day total net score will receive the plaque.

1 PRIZES: Consult the CALGA Treasurer to determine amount to be spent on prizes. Monies spent depend upon participation and funds in the CALGA treasury. Prizes are monetary gift certificates purchased and decided upon by the host club.

2 Team prizes are awarded for TEAM NET only.

stnd rd

- a. Prizes are awarded for the 1, 2 and 3 place team winners Twelve (12) total prizes.
- b. Prizes are awarded for closest to the pin on par three holes on both courses. A total of 8 prizes.
- c. Prizes are awarded for longest drive on one course AND closest to the line on the other course (to be determined by host clubs). The line should be a minimum of fifty (50) yards from the ladies tee box.

stnd rd

- d. Remaining teams that didn't place 1, 2 or 3 shall receive one (1) sleeve of golf balls for each member (team is four players with the lowest net score from their club).

1 Golf balls are to be purchased from both Host Club Pro Shops, if possible, and will be good quality white balls

2 No monies are to be spent on table favors.

GENERAL:

Any questions, which may not be specifically covered herein, will be governed by the CALGA Rules of Play.

CALGA TWO-DAY TEAM CLASSIC FORMAT

Once you have received all of the entries from the CALGA clubs proceed as follows:

SCORING SHEETS: Refer to sample.

1. Each club must have a separate scoring sheet.
2. The sheet will have columns for: 1day handicap, 1day gross, 2day gross, totals, then 2day handicap, 1day net, 2day net, and totals.
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- 1 Place the individual Club name at the top of each sheet.
- 2 Place the name of the Host Club and the tournament date on the top of every scoring sheet.
- 3 List the players' names ALPHABETICALLY, LAST NAMES first.
st nd
- 1 List the players' handicap for 1and 2days.
- 2 Leave space at bottom of each sheet to list the team winners and club points.
- 3 Place scoring sheets on a score board by Clubs' names in alphabetical Order.

SCORE CARDS: Refer to sample

- 1 Place tee assignment in upper right corner.
- 2 Place the player's CLUB name in upper left corner.
- 3 Place the player's name and date of tournament on applicable line.

PAIRINGS

1. Pair players by handicap. **DO NOT PAIR** players from the same club.

TEE ASSIGNMENT & PAIRING LIST: Refer to sample in Hosting a CALGA Tournament.

1. Make six copies of the pairing list. Post two copies for players to view, one copy for the Pro Shop, one for the cart attendants, one for the Host Club and one for the Pace of Play Timer.

CALGA Tournament.

- 1 Each cart must have a sign with players' names and tee assignment
- 2 Provide each cart with a copy of the host course local rules.

CLUB BOXES:

- 1 Place a box (shoebox works) for each club on the official score board table. Mark each box with club name. Players will put their cards in the respective boxes after play.
- 2 Provide another box (larger box) for the scoring people to place score cards after posting.

POST TOURNAMENT:

1. A committee of at least 4 people is needed. One to record completion times for the Pace of Play Report. Three to check every score card for player's signature, attested signature, and score accuracy. It is not necessary to consult a player on corrections concerning TOTAL score. The player is responsible for the correctness of the score recorded for each hole. Mark any corrections to the side and circle in RED. Once the score card is approved a red check mark is made and then passed to the individuals posting the scores on the scoring sheets.
2. Host Club Representatives will ensure that players who CANCELLED, WITHDREW or were DISQUALIFIED are so marked on the scoring sheets and score cards. File these cards with all other score cards for the tournament. After posting is completed, the score cards are filed alphabetically by club, then player's last name and given to the CALGA Handicap Chairman. (The above is necessary to determine the correct amount of entry fees and tips).

TWO-DAY TEAM CLASSIC
SCORE CARD
(SAMPLE)

- Player's name, Tee # and Date in BLACK ink -
- Player's Club name, CALGA ID # and Handicap in RED ink -

RIVER CLUB (Coosaw Creek) CSE

TEE #8

HOLE	1	2	3	4	5	6	7	8	9	Total	10	11	12	13	14	15	16	17	18	In	Out	Total	Hcp	Score
Blue 71.2/114	455	404	385	393	202	467	338	190	500	3334	775	409	327	396	371	69	412	480	438	337	337	3334	6711	
White 69.1/112	442	376	346	379	186	433	326	147	482	3117	152	392	308	564	347	130	375	464	404	3136	3136	3117	6253	
Orange 67.0/109	365	365	340	360	155	428	280	96	475	2864	137	330	300	500	300	128	355	460	395	2905	2864	2864	5769	
<p><i>Habenicht, J.</i></p> <p><i>504</i></p> <p>PAR 5 4 4 4 3 4 4 3 5 36 3 4 4 5 4 3 4 5 4 4 36 36 72</p>																								
Red 68.0/106	333	305	338	352	100	333	268	89	370	2488	104	349	222	446	294	98	332	405	347	2597	2488	2488	5085	
HANDICAP	5	3	15	7	9	1	13	17	11		10	8	14	4	12	18	6	16	2					

Date 4/10/00 Scorer _____
Attest _____

***HOSTING THE CALGA TWO DAY CLASSIC INFORMATION
AND BUDGET GUIDELINES**

DOWNLOAD THE FLYER FROM THE CALGA WEBSITE. COMPLETE ALL NECESSARY INFORMATION ON THE FLYER AND POST IN YOUR LGA ROOM 6 WEEKS PRIOR TO THE TOURNAMENT.

PURCHASE FROM YOUR PRO GOLF BALLS FOR THE 4 MAN TEAMS THAT DID NOT PLACE IN THE EVENT. EACH PERSON THAT MADE THEIR CLUBS TEAM RECEIVES A SLEEVE OF BALLS. APPROXIMATELY \$7.00/SLEEVE.

THE FOLLOWING ARE MONETARY GUIDELINES* FOR THE EVENT

Abbreviations for CALGA CLUBS	
BERK	Berkeley Country Club
CITYC	Charleston City Course
CN	Charleston National
CSC	Coosaw Creek
CRO	Crowfield
DW	Dunes West
KIA	Kiawah
L@SF	Links at Stono Ferry
LOAKS	Legend Oaks

sufficient funds

*Budget should be based on number of participants x \$8. Check with the CALGA Treasurer prior to the event to see if there are

SCORE SHEET
(SAMPLE)

EVENT WHLGH 2-DAY LEHI DATE 7/11/11 TIME 11:10 AM
 1st Low Gross RIVER CLUB
 2nd Low Gross RIVER CLUB
 1st Low Net AT CHAS. MUNI. & PINE FOREST
 2nd Low Net AT CHAS. MUNI. & PINE FOREST

INSTRUCTIONS:

1. LIST CLUB NAME AND HANDICAPS IN RED INK.
2. LIST ALL PLAYERS' LAST NAMES FIRST, ALPHABETICALLY, REGARDLESS OF HANDICAP, IN BLACK INK.
3. LIST ALL OTHER INFORMATION IN BLACK INK.

NAME	1st Low Gross									Out	2nd Low Net									Gross	Hdcp	Net
	1	2	3	4	5	6	7	8	9		10	11	12	13	14	15	16	17	18			
	1st DAY										2nd DAY											
	Handicap										Handicap											
	GROSS										NET											
	TOTALS										TOTALS											
BONG, Ginger																						
GOREE, Betty																						
HABENICHT, Jane																						
INFINGER, Cele																						
SANDERS, Betty																						
WOLOWICZ, Arlene																						

SAMPLE

TEAM:

1. (NAME & 2-DAY NET TOTAL)
- 2.
- 3.
- 4.