

HIGHLANDS RIDGE LADIES GOLF ASSOCIATION

March 2023 Golf Manual

HIGHLANDS RIDGE LADIES GOLF ASSOCIATION

OFFICERS

- President
- Vice President
- Secretary
- Treasurer
- Games Coordinator

See website for current listing of officers, committee chairs, Schedule of Events and Monthly games by checking bulletin board at either course or www.highlandsridgegolf.com/moreinfo

STANDING COMMITTEES

RULES, SUNSHINE, HISTORIAN, PUBLICITY, HANDBOOK, WELCOME, SPECIAL TOURNAMENT CHAIRS, AUDITING, NOMINATING

HIGHLANDS RIDGE LADIES GOLF ASSOCIATION

CONSTITUTION & BY-LAWS

ARTICLE I

NAME: The name of the Association shall be Highlands Ridge Ladies Golf Association. (LGA)

ARTICLE II

OBJECTIVE: The Association's purpose shall be to promote interest in golf among women players. Weekly games will be played as determined by the games chairman.

ARTICLE III

OFFICERS: The Officers of the Association shall be President, Vice-President, Secretary and Treasurer.

ARTICLE IV

BOARD OF DIRECTORS: The affairs of the Association shall be managed by the Board of Directors which consists of the elected officers and the games director.

BY-LAWS

Section I: Membership shall be open to any woman who is a resident or temporary resident of Highlands Ridge or who is a non-resident member of Highlands Ridge Golf Course. To compete in tournaments and twice weekly play, a member must have an established Highlands Ridge Golf Club handicap or a current equivalent and have dues paid at the time of play.

Section II: The Nominating Committee will post the slate of officer nominees in February and be voted on at the Farewell Meeting. Additional nominations would be accepted from the floor at the Farewell Meeting prior to the vote. The term of President shall be one year. The person elected as Vice-President shall also be known as the President elect. She shall serve as Vice President the first year and President the second year. The offices of secretary and treasurer shall be two-year terms elected alternately. The secretary's term begins with election in the even years and the treasurer's term begins with election in odd years.

Section III: Vacancies of officers or committee chairs occurring during the year shall be filled by appointment by the Board of Directors.

Section IV: Meetings of membership will be held during the current term. There will be a minimum of 3 meetings per year; one of which will be the "Welcome Back" day and one on the Farewell day.

Section V: The President, in consultation with the Vice-President shall appoint the chairperson of the Standing Committees. Standing Committees shall consist of a Chair and /or Co-Chairs and appointed committee members of the LGA. These Committees shall include:

Nominating, Special Tournaments, Rules, Sunshine, Welcome, Auditing, Historian, Handbook and Publicity

Section VI: The annual dues shall be paid on the 1st. of March, past due on April 1. The amount will be announced in the fall. A \$5.00 late fee will be applied April 1. Dues must be paid to become eligible to participate in an event. Payment of dues, automatically enrolls members in the Hole in One Fund. All LGA members including the temporary residents of Highlands Ridge will be eligible. No late fees for renters who enter the community after the dues deadline: however, if they were here before the dues deadline, the late fee will apply.

Section VII: By-Laws may be amended at any meeting by a majority of two-thirds of those present. Revision considerations must be posted in writing at least four weeks prior to the meeting.

DUTIES OF OFFICERS & COMMITTEE CHAIRPERSONS

PRESIDENT: The President shall preside at all general meetings of the Association, all meetings of the Board of Directors and all special meetings. The President shall appoint all committee chairs and shall be an ex-officio member of all committees.

VICE-PRESIDENT: The Vice-President shall also be known as the President Elect. Her election requires a 2 year commitment, the first as Vice-President and the second as President. The Vice-President shall act as assistant to the President performing said duties of the presidency in the absence of the President. She may also assist any of the chairpersons if necessary. The Vice President will be the membership chairperson. She will keep a complete and current list of all members and shall advise the board of each new member. She will notify the Welcome Committee when a resident joins the L.G.A.

NOTE: It is recommended that at least one of the above officers be a full time resident.

SECRETARY: The election of secretary requires a 2 year commitment. The secretary shall keep the records of meetings of the Association and the Board of Directors.

TREASURER: The Treasurer shall collect and keep all monies of the Association, disbursing them as directed by the Board of Directors. She shall keep records of all monies received and paid out and the amount of funds on hand. There must be two names on the bank account. The Association officers must approve any expenditure above \$100. The Treasurer shall be a 2 year commitment. The books shall be Audited within 7 days of receipt of the bank statement following the final meeting of the year. The outgoing treasurer shall furnish her successor with a financial statement so that a budget for the coming year can be prepared.

NOTE: It is recommended that the treasurer have an assistant, and one of them should be a full time resident.

GAMES COMMITTEE: The games chair shall prescribe conditions and rules for the twice weekly play and of games/tournament events. She may appoint a major games/tournament chair(s). She shall submit proposed games to be played to the Board of Directors for their approval. She is also a member of the Board of Directors. All prize money will be dispersed by the club.

SPECIAL TOURNAMENT COMMITTEE: Any surveys or flyers regarding tournaments or twice weekly play should have Board approval before distributing. Handicaps will be limited to 36 for tournament play. Each tournament chair may select their own subcommittees.

The special tournaments include the Round Robin, Member/Guest, Welcome Back Scramble, Christmas Scramble, Choose Ups, 2X4, 9/18 Mixer, Farewell Scramble

RULES COMMITTEE: The Rules Committee Chair, working with the local PGA Pro, shall make a careful study of the USGA Rules of Golf, encourage members to learn the

rules, settle disputes and make final decisions in accordance with the USGA and Local Rules of Highlands Ridge Golf Club. All local rule changes must be submitted to the President or Vice-President prior to the fall meeting of the LGA.

SUNSHINE COMMITTEE: The Sunshine chair shall send cards in case of serious illness or death of family members, parents or spouses.

WELCOME COMMITTEE: Chairperson and representatives of each section of HR to greet new members and acquaint them with the Association.

AUDITING COMMITTEE: The Auditing Committee shall audit books for the outgoing treasurer and give a detailed report of the audit. This audit must be done within 7 days of receipt of the bank statement following the final meeting of the year.

HISTORIAN: Collects pictures and news articles for compiling years events.

NOMINATING COMMITTEE: Duty is to secure at least one qualified member to run for each vacant office. Vice-President each year, Secretary and Treasurer in alternate years. Slate of candidates must be posted at least 3 weeks prior to the Farewell meeting, or the last meeting of the year.

HANDBOOK: The chairperson is responsible for updating the handbook information and for helping to maintain the website with the most current information.

SCORES ACCEPTABLE FOR POSTING: Play in an authorized format. At least 14 holes played under the rules (if one to four holes are not played under the rules, post net par for those holes).

ADJUSTING HOLE SCORES FOR POSTING: The maximum score for a hole is net double bogey calculated as follows: Par of the hole + 2 strokes + any handicap strokes received for that hole. Holes started but not finished: Post most likely score or net double bogey, whichever is lower.

HOLE-IN-ONE GUIDELINES - Three Tiered System

Tier 1 - The Hole-In-One fee (\$3.00) is included in your membership dues. It establishes a Hole in One Fund to reward any LGA member(s) who get(s) a hole in one during any regular LGA Day or in any LGA sponsored event at Highlands Ridge. If more than one LGA member gets a hole in one, on a regular LGA day, those members split the money. If this happens, all of the Hole in One Fund is gone for the year, and the rest of the tiers won't apply.

Tier 2 - This tier only goes into effect if NO LGA member gets a hole in one on an LGA Day or sponsored event at Highlands Ridge. If there is NO hole in one on an LGA day, the LGA will look at those members who may have gotten a hole in one on a non-LGA day at Highlands Ridge. This hole in one must be witnessed by another LGA member. The LGA will then split the money in the Hole in One Fund between any LGA members

who got a hole in one on a non-LGA day, with the amount paid to each person NOT TO EXCEED \$50. The payout in this situation is NOT AUTOMATICALLY \$50. It will depend on how many holes in ones there were on non-LGA days at Highlands Ridge, and again the payout will NOT EXCEED \$50.

Tier 3 - Any hole in one money that is left over will be added to the next year's Hole in One Fund.

All LGA Hole in Ones will receive a pin and certificate, if any of the tiers apply.

GAME DAY RULES

LGA play days are Monday and Wednesday.

MUST SIGN UP BY 5:00 PM FRIDAY FOR MONDAY'S GAME AND 5:00 PM SUNDAY FOR WEDNESDAY'S GAME. BE AT THE COURSE 30 MINUTES BEFORE YOUR TEE TIME.

The cost of play shall be \$3.00, to be paid prior to playing. All monies paid into the LGA game fund will be paid out to the members in white money. No money shall be refunded after tee off unless the game is canceled. There are only 4 situations in which a game may be canceled. They are as follows:

1. The games chair or, in her absence, a board member may cancel an LGA event for any reason.
2. The Pro shop may cancel for course maintenance or severe and/or inclement weather.
3. During the shot-gun season, a game shall be canceled if less than 50% of the starting field finishes.
4. When tee times are in effect, a game shall be canceled if less than 50% of the starting field finishes 9 holes.

Members must submit scorecards to the Pro Shop within 15 minutes of completion of play (or within 15 minutes of leaving the golf course if failing to complete the game.) In case of bad weather when playing assigned tee times (as opposed to shotguns) and nine holes or more have been played, that will be considered a completed game.

If the temperature is below 50 degrees at the 1st tee time the game will be canceled. However the tee times will remain available for those that wish to play.

Nine hole LGA players are invited to play on regular (NOT a tournament or special event) game days. They will pay the \$3.00 daily entry fee. They will be eligible for game day prizes, but NOT Hole-In-One.

LOCAL RULES AND LOCAL INFORMATION

The following local rules are authorized by the USGA and have been adopted by Highlands Ridge Golf Club:

1. Local Rule B-3 adopted for Holes #5 and #8 on the South Course. If a player cannot see whether her ball is in a penalty area, (in order to save time), she may announce and play a provisional ball in one of these ways:

- A. Play it from where the original ball was played.
- B. Play it from a point back on the line from where it may have entered the penalty area.
- C. Or if it may be in a red penalty area, use the two club length option.

If the original ball is found within 3 minutes outside the penalty area, the provisional ball must be abandoned.

If the original ball is found in the penalty area within 3 minutes, there are only two options: play if as it lies or continue with the provisional ball.

NOTE: MAKE SURE TO IDENTIFY EACH BALL YOU HIT AND ANNOUNCE THE PROVISIONAL.

2. Local Rule A-3 adopted for Ball crossing local roads. Pertains to holes 1, 2, 9, and 18 South Course. A ball which crosses a public road defined as OB and comes to rest beyond that road is OB even though it may lie on another part of the course.

3. Local Rule E-5 adopted to save time when the ball is lost (**not in a penalty area**) or OB. Determine a point at the edge of the fairway which is equidistant from the hole as the point where the ball is estimated to be lost or out of bounds. The relief area extends two club lengths into the fairway from the point determined, no closer to the hole, and in the general area. Using this option is under the penalty of 2 strokes.

SPECIFIC HOLE INSTRUCTIONS - SOUTH COURSE

HOLE #3

- a) If a ball lands on the stays on the bridge, it may be played as it lies or relief may be taken under penalty of one stroke under rule 17.1d. (Relief for ball in penalty area).
- b) If the ball clears the yellow penalty area (creek) but rolls back into the penalty area and is not playable, the player must take the ball to the tee side of the creek and play under penalty of one stroke. Rule 17.1d (2).

HOLES #5 and #8

In order to speed up play, local rule B-3 has been adopted so that a provisional ball may be played for a ball which may have entered a penalty area. (Without a local rule in

place, a provisional ball may not be played for a ball which may be in a penalty area.) See the local rule above in the local rule section.

HOLES #13 and #18 Designated Drop Zone

When a drop zone has been added as an **additional** relief option for a ball in the penalty area, after playing a ball into the penalty area, the player may drop a ball in the drop zone under penalty of one stroke and continue the play of the hole.

SPECIFIC HOLE INSTRUCTIONS - NORTH COURSE

NO PLAY ZONES: These are parts of the course which are environmentally sensitive in which play and entry has been prohibited.

HOLES #'s 2, 5, 6, 7, 8 and 15 have penalty areas which should be marked with red stakes with green top.

When the ball lies within no play zone, red penalty area rules apply except that the ball may not be played as it lies. Rule 17.1e (1) Penalty area relief.

When the ball lies outside no play zone but zone interferes with stance or swing, the player **MUST** take relief without penalty under Rule 16 (Abnormal Course Conditions) or take unplayable relief with penalty under Rule 19.

HOLE #11

The fence on the left side is considered out of bounds. You do not get free relief from OB markers, including fences.

HOLES #12 and #15

The primitive areas along both sides of the fairway of hole #12 and the left side of hole #15, and any areas **NOT** marked as penalty areas or OB (fences are considered OB) on any holes, are considered part of the course. If your ball goes into one these areas, and you cannot find it, it is a lost ball and you **MUST** go back to the spot as near as possible from which you last hit your ball to continue play. It would be wise to hit a provisional ball to speed up play. If you find your original ball within three minutes of searching, you must abandon your provisional ball and continue play with your original ball. Rule 18.3c. If it is unplayable, proceed under the unplayable ball rule. Rule #19.

HOLE #17

The fence on the left side is considered OB. You do not get free relief from OB markers, including fences. "Rules of Golf"-definition of OB.

Anywhere on the course where young trees interfere with your swing, take full relief. **No penalty.**