

January, 2019

## HIGHLANDS RIDGE LADIES GOLF ASSOCIATION

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### 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/membership](http://www.highlandsridgegolf.com/membership)

### STANDING COMMITTEES

OUTSIDE INVITATIONALS

WELCOME COMMITTEE

RULES COMMITTEE

SPECIAL TOURNAMENT CHAIRS:

SUNSHINE COMMITTEE

AUDITING COMMITTEE

HISTORIAN

NOMINATING COMMITTEE

PUBLICITY

SOCIAL COMMITTEE

HANDBOOK

## 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. 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 March meeting. Additional nominations would be accepted from the floor at the March 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:

Divorce Open	Special Tournaments
Rules (suggestion, at least one member experienced)	
Nominating	Sunshine
Welcome	Auditing
Historian	Social
Handbook	Publicity
Outside Invitational	

### **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. There is no longer a hole-in-one fee. It is included in your membership dues of \$20.00. All LGA members including the temporary residents of Highlands Ridge will be eligible. No late fees for renters who enter the community after 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 residents join 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, President and Treasurer. 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.

**TOURNAMENT COMMITTEE:** The tournament chair shall prescribe conditions and rules for the twice weekly play and of tournament events. She may appoint major tournament chair(s). She shall submit proposed tournaments 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.

**DIVORCE OPEN:** The Divorce Open Committee shall elect a chairperson or chairpersons from its members. The LGA vice-president shall be present at the meetings and continue to be the liaison between the board and this committee, reporting its progress and concerns during the planning and implementation of the committee's responsibilities.

**OUTSIDE INVITATIONAL COMMITTEE:** The Outside Invitational Chair shall be in charge of posting Invitations from other clubs. She should see that all posted material has pertinent information as to cost, date, time, directions to the course and number of Highlands Ridge members allowed to play. If this information is not available on the initial invitation, she should secure this information before posting. If more members sign to play than are allowed to play, the Chair will hold lottery, with the President in attendance, to select members to play. In addition she will hold an alternate list lottery in case of cancellations or if additional player are allowed after original entry.

**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 and Match Play. The Match Play shall run from November to March with individuals setting up their own matches according to the posted schedule and time frame.

**SOCIAL COMMITTEE:** The Social Committee Chair shall direct and appoint committees as needed to assist with monthly luncheons, yearly banquet, and other pertinent functions for the Association. Details of events will be shared with the Board prior to the event.

**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. The rules chair or co-chair must be a full time resident. All local rule changes must be submitted to the President or Vice-President prior to October 1st. for printing in the annual manual.

**SUNSHINE COMMITTEE:** The Sunshine chair shall send cards in case of serious illness or death of family member, parents or spouses. An annual amount of \$100 will be donated to Good Shepherd Hospice in memory of members of the HR LGA.

**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 of 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 receiving information from the President, entering it into the computer program, and having it printed and distributed.

### **EQUITABLE STROKE CONTROL**

Equitable Stroke Control is used to adjust your score back into its normal range. Equitable Stroke Control sets a maximum number that a player can post on any hole depending on the player's course handicap. For Handicap purposes, you are required to adjust your hole scores (actual or probable) when they are higher than your maximum number you can post. There is no limit to the number of holes on which you can adjust your score.

Course handicap	Maximum Number on Any
9 or less	Double Bogey
10-19	7
20-29	8
30-36	9

### **HOLE-IN-ONE GUIDELINES**

The Hole-In-One fee (\$3.00) is included in your membership dues. It establishes a fund to reward any LGA member(s) who get(s) a Hole-In-One during any LGA sponsored events. Prize money will be split equally for each Hole-In-One and will be awarded by the President after the last LGA play day. A person will receive credit for each Hole-In-One she shoots on LGA day. If there are no Holes-In-One during the year, the money and membership participants will transfer to the following year. None of this money is to be refunded to outgoing members. If there is no LGA game on scheduled day, (game is cancelled) no Hole-In-One shall count because it is no longer an LGA event; however, if a Hole-In-One is achieved during play before a game is cancelled on LGA day, that Hole-In-One shall count because the person was playing in good faith that a game would be completed. If the Club Championship is held on a LGA day and during the LGA allotted time slot, any LGA member who has paid her LGA dues and shoots a Hole-In-One will be given credit for that Hole-In-One. This pertains to Holes-In-One only, and only on a LGA day. Club Championship participants will not be eligible for any other LGA prizes awarded on that day. Hole-In-One automatically wins closest to pin for that hole, but does not qualify as a chip in.

## 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 cancelled. There are only 4 situations in which a game may be cancelled. They are as follows:

1. The tournament 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 cancelled if less than 50% of the starting field finishes.
4. When tee times are in effect, a game shall be cancelled 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. Scores will not be posted.

**If 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. Provisional ball regarding a water hazard—rule 26-1 (as amended by local rule appendix 1; part A; 2b) Even if it is known or virtually certain that a ball is lost in a water hazard but it is impracticable to determine whether the ball is in the hazard or to do so would UNDULY DELAY PLAY, a provisional ball may be played. As with all provisional balls, the intent to play a provisional must be declared and both the original ball and provisional must be verbally identified before hitting the provisional.  
**REMEMBER:** If the provisional also goes into the hazard and the original ball is not found or not playable the provisional ball must be counted. In this event, you may hit another provisional ball with all the previous stipulations.  
**MAKE SURE YOU KNOW THE IDENTIFICATION OF EACH BALL YOU HIT AND DECLARE ALL PROVISIONALS.** If a provisional ball is played and the original ball is in the hazard, the player may:  
A) play the original ball as it lies or  
B) continue with the provisional ball in play. She may NOT proceed under rule 26-1 a); b); or c).
2. Ball crossing a public road—rule 27 (as amended by local rule which pertains to holes #1, #2, #9, and #18 on the South Course) in “Decisions on the Rules of Golf – 27/20. A ball which crossed 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. If in doubt that the ball is lost or OB, hit a provisional.
3. Ball Lost or Out of Bounds—Drop the Ball 2 club lengths back into fairway with 2 stroke penalty after estimating where ball went out of bounds or was lost. (This does not apply to a ball hit into a red or yellow-staked area). Option always exists to go back and play the ball, under penalty of one stroke, as near as possible at the spot from which the original ball was played.

## 2019 USGA RULE CHANGES

Ball Moved During Search - No Penalty for accidentally moving your ball during search.

Club Length - now defined as player's longest club except for putter.

No Penalty for Moving Ball on the Putting Green- no penalty for accidentally moving your ball on the putting green, just replace to original spot.

Ball moved accidentally by the player on the green - replace to original spot and play without penalty.

Ball moved during a search - replace ball to original spot without a penalty.

Ball lands on wrong green - take complete relief from green with no penalty.

Ball accidentally hitting the player or equipment - is without penalty but must happen accidentally you are not allowed to use equipment or foot as a ball stopper.

New Procedure for Dropping a Ball - Your ball must be let go from knee height and fall through the air without touching any part of your body or equipment.

Time For Search Before Ball is Lost - Your ball is lost if not found in 3 minutes (rather than the current 5 minutes)

Relief for an Embedded Ball - Relief allowed without penalty for an embedded ball anywhere (except in sand) in the "general area" (a new term for "through the green")

Unplayable ball in the bunker- A 4th option now available if declaring a ball unplayable in bunker. Drop a ball behind the bunker with a two-stroke penalty.

Touching the sand incidentally is permitted - still cannot test the sand or ground the club; either during a practice swing or addressing the ball.

Repairing Damage on the green - is without penalty.

Positioning a club for alignment purposes on the Green - is not permitted.

Ball Played from Green hits Unattended Flag stick in Hole - No penalty if your ball played from the putting green (or anywhere else) hits the unattended flagstick in the hole.

Ball accidentally struck more than once During a Stroke- If your club accidentally strikes your ball more than once during a stroke, there will be no penalty and your ball will be played as it lies.

Ball partly below the lip of the hole - is classed as holed.

Touching Loose Impediments or Ground in a Penalty Area- No penalty for moving loose impediments, touching the ground, or grounding your club in a penalty area. Keep in mind the ball is not to be moved. If the ball does move, replace to original spot with a one-stroke penalty.

### SPECIFIC HOLE INSTRUCTIONS - SOUTH COURSE

#### HOLE #3

- a) If a ball lands on the bridge, even though the bridge is in the hazard, it is an obstruction and you may touch an obstruction (Decisions 13/4-30). **You may not take relief from the bridge.**
- b) If the ball clears the hazard (creek) but rolls back into the hazard and is unplayable, take the ball to the tee side of the hazard. **One stroke penalty and hit the next shot.** Rule 26-1b

#### HOLES #5 and #8

In order to speed up play, a local rule has been adopted so that a provisional ball may be hit even though it may be in the hazard. See local rule provisional ball in this manual for details.

#### HOLES #13 and #18 Designated Drop Area

After attempting to get over the hazard and failing, you may take the ball to the designated drop area with a one stroke penalty.

### SPECIFIC HOLE INSTRUCTIONS - NORTH COURSE

#### HOLES #'s 2, 5, 6, 7, 8 and 15

Environmentally sensitive areas that cannot be entered. These are marked with red stakes with green caps. You may not enter these areas to hit or to retrieve balls. Play any ball that goes into one of these areas as you normally would any lateral hazard **except** that you do not have the option of hitting the ball as it lies. You may:

- a.) hit from the spot from where you hit the last ball—**One stroke penalty**
- b.) take 2 club lengths from where your ball last crossed the margin of the hazard, no closer to the hole—**One stroke penalty.**

A player **may not stand** on the environmentally Sensitive Areas to hit a ball. If the ball is outside the hazard but there is interference with stance or swing by the hazard, the player **MUST** take relief as follows: The point on the course nearest to where the ball lies must be determined that:

- a.) is not nearer the hole
- b.) avoids the Environmentally Sensitive Area
- c.) is not in a hazard. The player must lift the ball and drop it, **without penalty**, within one club-length of the point on the course which is previously determined. Decisions App I b/III.

#### 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 hazards or OB (fences are considered OB) on any holes, are considered part of the course. **If** your ball goes into these areas, and you **cannot** find it, it is considered a lost ball and you **MUST** go back to the spot as near as possible from which you last hit your ball to speed up play. If your ball goes into one of these areas, it would be wise to hit a provisional ball to speed up play. After hitting a provisional ball, if you find your ball, but it is not playable, you may play your provisional ball or proceed under the other option for Rule 28.

**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*

**HINTS TO ELIMINATE SLOW PLAY**

**Take any clubs you may need to the ball.**

**Move off the green quickly.**

**Put clubs in bag at next hole.**

**Be ready to hit your ball.**

**Ready golf at all times.**

**If foursome is half-hole behind, speed up.**

**Watch where cart mates' balls are going.**