

ALDERBROOK GOLF & YACHT CLUB  
LADIES CLUB GUIDELINES & STANDING RULES  
(adopted May 1, 2018, amended June 4, 2019)

The Alderbrook Golf & Yacht Club (AGYC) Ladies Club (the club) is formed to foster social activities and competitive golfing. In so doing it is necessary that certain elective and appointive offices be established, their duties outlined, and the method of nomination, election, and appointments be hereby established and governed by the following articles.

ARTICLE I – MEMBERSHIP

Section 1.

The club is organized as a non-profit club. It is organized and operated for the pleasure and recreation. No member shall be entitled to the payment of any dividends or any part of the net earnings of the club. In the event of liquidation of the club assets, after payment of debts and liabilities, the remaining assets shall revert to the AGYC treasury.

Section 2.

Membership is open to all women, at least 18 years of age, who are members or associate members in good standing with the AGYC, and upon payment of specified annual dues of the Ladies Club.

Section 3.

- A. To participate in a Ladies Club competition, a ~~new~~ member shall have paid Ladies Club dues and have an established current handicap.
- B. If no handicap is established, the member's handicap shall be determined by USGA handicap rule Section 3-1.

Section 4.

A member may have guests on Ladies Club competition days; however, guests may not participate in the competition or business meetings. Regular guest green fees shall apply to all Ladies Club guests.

ARTICLE II – OFFICERS AND EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of Captain, Assistant Captain, Secretary, Treasurer, Handicap Committee chair, and immediate past Captain, as advisor.

Section 2. The Captain shall appoint a non-voting 9-hole or 18-hole representative in the event none are on the Board.

ARTICLE III – COMMITTEES

Section 1.

The Committees responsible for overall club operations shall be as follows:

Buddy  
Eclectic  
Handicap

Historian  
Publicity  
Sunshine  
Awards  
Nominating

In addition, the following committees are created to support special events and tournaments:

Annual Tri-Mixer (9-hole event with Lake Cushman and Lake Limerick)  
Opening Day  
Awards Day  
First Mates  
Field Day  
Flag Day  
Men vs. Ladies Charity Tournament  
Turkey Shoot  
Club Championship  
Captains Cup  
Rhododendron  
Frank Rodia

Section 2.

New committees may be formed at the discretion of the Captain.

#### ARTICLE IV – MEETINGS

Section 1.

A general meeting shall be held for members on the first Tuesday of each month during the golf season. If there is a conflict with that day, the general meeting shall be held either the following Thursday, or the second Tuesday of the month.

Section 2.

There shall be a general meeting at the September Ladies Club meeting, in concert with the fall election, to discuss the next year's activities.

Section 3.

Special meetings may be called by the Captain if deemed necessary.

Section 4.

For a meeting, a quorum shall consist of no less than 20 Ladies Club members in good standing. If a quorum is not present, no actions shall be taken at that meeting.

#### ARTICLE V – APPOINTMENT OF OFFICERS

Section 1.

- A. A Nominating Committee shall be chaired by the immediate Past Captain. The Past Captain shall select two current members of the Ladies Club to assist her on the committee.
- B. If the Past Captain chooses to run for a Board office, the current Board shall appoint a new Nominating Committee Chair.

Section 2.

The committee shall nominate at least one candidate for each position.

Section 3.

- A. Nominees for each position shall be posted a minimum of 2 weeks before the October meeting.
- B. Election of officers shall occur at the October meeting, if there is a quorum present.
- C. A Board member may serve in a position for as long as she is willing to serve and is voted in by a majority of the members at the October Ladies Club meeting (as long as a quorum is present).
- D. To run for the position of Captain, one year minimum experience in any other position on the Ladies Club board is required. The present Captain may run again upon the pre-approval of the Board in September, and then will be voted on by the Ladies Club members at the October meeting.
- E. In the event that the current Captain resigns during her term, the Assistant Captain shall automatically become Captain for the remainder of the Ladies Club golf season (October).
- F. If any other appointed officer is unable to serve and a vacancy occurs after the appointment, the Executive Board shall appoint a replacement to serve out the remainder of her term.

ARTICLE VI – DUTIES OF THE EXECUTIVE BOARD

Section 1. CAPTAIN:

- A. The Captain shall preside at all regular, special and Executive Board meetings. She shall appoint the committees necessary for the operation of the club and shall be responsible for the proper operation of the club.
- B. The Captain is an ex-officio member of all committees except for the nominating committee. As captain, she automatically becomes a member of the AGYC Greens committee during her term of office and shall report information and updates to the Ladies Club. If she is unable to attend, another member of the Executive Committee shall represent her.
- C. The Captain shall appoint two members to audit the Treasurer's books, said report to be given at the first meeting in the spring, the following year.
- D. The Captain shall delegate the responsibility for maintaining an updated contact list for all Ladies Club members to a member of her Board.
- E. The Captain shall be responsible for working with the Head Pro and the Men's Club Captain to establish the annual calendar.

Section 2. ASSISTANT CAPTAIN:

- A. The Assistant Captain shall assume all duties of the Captain in case of her absence.
- B. The Assistant Captain shall be responsible for welcoming and recruiting new AGYC residents as potential Ladies Club members.
- C. The Assistant Captain shall be responsible for the Buddy system, assigning a mentor for each new Ladies Club member.
- D. The Assistant Captain shall be responsible for selecting and presenting the Captain's gift at Awards Day.
- E. The Assistant Captain shall be responsible for monitoring any Club Championship petitions as outlined in Standing Rule 13.
- F. The Assistant Captain may be the chair of one or more committees.
- G. The Assistant Captain shall be responsible for reviewing the monthly article for the Foremast, prepared by the "Publicity" committee.

Section 3. SECRETARY:

- A. The Secretary shall be responsible for all records and reports of the Ladies Club and shall perform such other duties as are incident to this office.

- B. The Secretary shall be responsible for taking monthly meeting minutes and shall submit a copy of the minutes to the Captain and post those minutes on the Ladies Club bulletin board.
- C. For the AGYC website, the Secretary shall be responsible for delivering to the GM, and updating, the following information: monthly minutes, Guidelines & Standing Rules, and a list of current officers with contact information. Draft monthly meeting minutes should be provided to the website monitor for posting on the AGYC website within 2 weeks of the meeting date.
- D. The Secretary shall be responsible for preparing, updating, and posting the annual Ladies Club calendar and is responsible for updating the Ladies Club information for the AGYC directory.
- E. The Secretary shall be responsible for keeping a dated record of all changes to the Guidelines and Standing Rules.
- F. The Secretary shall be responsible for distributing and collecting a sign-in sheet at all Ladies Club meetings.

#### Section 4. TREASURER:

- A. The Treasurer shall have custody of all monies and shall keep and balance regular books of account according to standard accounting procedures.
- B. The Treasurer shall countersign such instruments as require her signature.
- C. The Treasurer shall give a financial status report at the monthly meeting.
- D. The Treasurer shall prepare an end of the season report and submit the books and records to the Captain by January 15 of the following year for the annual audit.
- E. The Treasurer shall prepare a spreadsheet with Ladies Club members, contact information, and choice of Division, as outlined in Rule 5 A and B.

#### Section 5. HANDICAP COMMITTEE CHAIR

- A. The Handicap Chair shall complete the USGA Handicap Certification Program presented by the WSGA.
- B. The Handicap Chair shall serve on the AGYC Ladies Club Executive Board.
- C. The Handicap Chair shall work closely with the Head Pro to ascertain all scores are posted correctly. She shall review members posted scores at least once a month to ensure they are not inconsistent, and notify the member if inconsistencies exist.
- D. The Handicap Chair shall research and answer questions for the members on handicapping issues and present handicap information at the general meetings.

#### ARTICLE VII – PARLIAMENTARY PROCEDURE

The rules contained in “Roberts Rules of Order Revised” shall govern the Ladies Club in all instances not covered by these Guidelines, where applicable, and where not inconsistent with the AGYC By-Laws.

#### ARTICLE VIII- ADOPTION

These Guidelines become effective after adoption by an affirmative vote of at least 51% of the Ladies Club membership as of April 1 and subsequent approval by the AYGC Board of Directors.

#### ARTICLE IX – AMENDMENTS

The Guidelines may be amended or abolished in whole or in part at any regular meeting by an affirmative vote of at least 51% of the active Ladies Club membership at the time of the vote, provided the amendments or changes have been announced, posted and are available to all members at least one month prior to such vote.

#### ARTICLE X – STANDING RULES

- A. Rules adopted by our membership for its continuous guidance shall be known as “Standing Rules” and shall be set forth in the body immediately following these Guidelines.

- B. These rules shall be adopted or rescinded by a majority vote of members at a regular or special meeting at which a quorum is present.

### LADIES CLUB STANDING RULES

To make the game more fun, to make golfers more comfortable while playing, to be inclusive of our growing membership, and to speed the pace of play, the USGA encourages amateur golfers to “Play it Forward,” i.e. to tee off from the tees that best reflect their skill levels. Additionally, our own members have asked for greater flexibility in the tees they play from and greater choices in playing 9 or 18 holes. Rules within this document have been adopted to implement those concepts.

#### Rule 1 Duration of the Season.

Ladies Club season shall run from April 1 through October 31.

#### Rule 2. Schedule - Starting Times.

A. Tuesdays shall be a shot gun start, as follows:

April <u>and</u> October	10:00 a.m.
May through September	9:00 a.m.

B. Thursdays shall be tee times, with members signing up on the Ladies Club bulletin board. Tee times shall be as follows:

April <u>and</u> October	9:00 – 10:30 a.m.
May through September	8:00 – 10:30 a.m.

C. Participants shall check in at least 30 minutes prior to play, as a courtesy to all Ladies Club members and shall adhere to scheduled competition times on Tuesdays and Thursdays.

D. A Ladies Club member who cannot participate during the scheduled Thursday tee times can still participate in the day’s competition provided they notify the Golf Shop when they sign up for a tee time later that day. To compete in the day’s competition, they must:

- a. play with at least one other Ladies Club member
- b. notify the Golf Shop that they wish to participate in the competition when making their tee time reservation, and
- c. turn in their scorecard prior to the Golf Shop closing for the evening on the day of play.

E. The above days and times may have to be altered due to unforeseen events & special tournaments.

#### Rule 3. Temporary Greens.

A chip-in, hole-in-one, birdie or eclectic posting shall not count if it occurs on a temporary green.

#### Rule 4. Fees.

A. A Ladies Club fee shall be assessed annually, the amount to be determined at the September General meeting (see Article 4 of the Guidelines). Fees shall be collected by the Treasurer no later than December 15 of the current year. Full fee shall be paid no matter what time of year a member joins without proration.

B. PNGA GHIN fees shall be paid to the Ladies Club in conjunction with the annual fees. This fee may be waived for those carrying a GHIN card from another club providing a current GHIN Index is shown at the time each competition is entered.

C. Ladies Club members may participate in the hole-in-one contest fund by paying a five-dollar entry fee. If a hole-in-one is not claimed during the current year, the hole-in-one fund shall carry over to the next year. Any member may join the contest fund at any time prior to their getting hole-in-one. Once the hole-in-one fund is paid out, a new fund begins, and members must pay another five dollars to participate in the next hole-in-one contest.

- D. Eclectic competition – a flat fee as determined by the Ladies Club Board shall be included with the annual fee for all golf participants. This fee shall be paid out as prize money on Awards Day.

#### Rule 5. Divisions

- A. At the time yearly dues are paid, members must also submit a 3”x5” card with the following information:
- a. Name
  - b. Address (mailing and home, if different)
  - c. Phone Number
  - d. Email address
- B. Members also must indicate the division in which they wish to play during that season:
- a. 18-hole Green Tees Division
  - b. 18-hole Gold Tees Division
  - c. 9-hole Gold Tees Division
- C. During Tuesday/Thursday play, members may choose to play in any division, even if it does not match their “chosen” seasonal division. If a member doesn’t play from their chosen tee/Division their score won’t count for ECCIE.
- D. During tournament play, members generally will compete in the division chosen at the beginning of the season. Any member, however, may opt to move to a division that is more difficult, but not one that is easier, for example an 18-hole Gold Tees player may choose to compete in the 18-hole Green Tees Division for the Club Championship tournament, but may not choose to play in the 9-hole Gold Tees Division.

#### Rule 6. Tournament Play.

- A. The competition calendar for the season shall be determined by the Executive Board.
- B. Tournament play shall follow the guidelines set by the USGA Rules, except where otherwise noted.
- C. There shall be a minimum of 4 participants for any competition.
- D. Flight breaks shall be determined by the number of participants in an event, and shall be at the discretion of the Head Pro.
- E. There is no handicap limit for AGYC Ladies Club member-only tournaments.
- F. For tournaments involving outside players (such as First Mates), players shall play to a 40.4 handicap index.
- G. All tournaments shall award prizes to at least 30% of the field, at the discretion of the Head Pro. Captain’s Cup and Club Championship may be exempt from this requirement.
- H. If a contestant is unable to keep her assigned tee time, she shall be disqualified from the tournament, except in an extreme emergency. In such case the tournament committee, which includes the Captain and Head Pro, may assign a later tee time on that day with at least one other contestant, or an appointed marker.

#### Rule 7. Tuesday/Thursday Competition.

- A. Competition money shall be paid before playing the first hole.
- B. All participants playing from the same tees generally will be in the same flight and will compete against each other in that day’s game. However, if a large number of members play from the same tees, the Head Pro can decide to create flights based on handicaps.
- C. The number of winners shall be one low-gross winner in each division and net winners in each flight, when competition and/or participation allows.
- D. The payout shall be the same for the low gross and the first low net.
- E. 18-hole players who participate in 9-hole competitions are not eligible to win low gross in regular Tuesday/Thursday competitions.
- F. The number of winners in each flight shall be determined according to the number of participants, paying at least 30% of the field.

Rule 8. Monthly Medalist.

- A. Members shall compete for Monthly Medalist within their chosen division. (See Rule 5 D for exceptions.)
- B. Monthly Medalist is low net of the field in her Division. In the case of ties all medalists are considered medalists and paid accordingly.
- C. A playoff at the end of the year shall determine the annual medalist. Should a tie occur in the playoff, the competitors that tie shall have a sudden death playoff beginning on the first hole or a hole to be determined by the Head Pro.

Rule 9. Most Improved Players.

- A. Most Improved Players shall be decided by the last PNGA GHIN computer printout before Awards Day and shall be reviewed by the handicap chair and the Head Pro.
- B. There shall be 3 Most Improved Player awards each year, one player from the 9-hole golfers and one player each from the 18-hole green-tee and gold-tee golfers.

Rule 10. Hole-in-One.

- A. Any hole-in-one made by a Ladies Club member any time at the AGYC Golf course in any 9- or 18-hole play, with at least one witness' signature, shall be recognized at the next Ladies Club meeting.
- B. To win the hole-in-one contest, a Ladies Club member must have paid in her \$5.00 (as outlined in Rule 3) and scored her hole in one during a Ladies Club event.
- C. The winner of the hole-in-one contest shall receive a payout not to exceed \$150 from the hole-in-one contest fund. See rule 4c regarding fund replenishment after an award has been paid out.
- D. There shall be a celebration to honor any recipients at Awards Day.
- E. Any recipient's name shall be entered on the Hole-in-One plaque.

Rule 11. Posting.

- A. During the Ladies Club playing season and during Ladies Club competitions the Golf Shop shall post all scores pursuant to Washington State Golf Association and PNGA rules.
- B. Competition participants are responsible for making sure scorecards are:
  - a. complete with full first and last names of all players
  - b. legible
  - c. dated
  - d. designate tee played from
  - e. signed, and
  - f. attested.
- C. Ladies club members are responsible for posting their scores for rounds played other than Ladies Club competitions.
- D. Handicaps shall be frozen during the winter season as directed by the WSGA and PNGA.

Rule 12. Eclectic.

- A. Only Tuesday and Thursday scores, played at regular scheduled competitions, shall be used for Eclectic ("ECCIE") posting.
- B. A member's established handicap at the time of payment shall be used for the ECCIE competition throughout the season.
- C. Birdies are tracked for all players participating in ECCIE. Pars are tracked only for those with handicaps of 35 or higher.
- D. ECCIE applies from the time the fee is paid going forward to the end of September. Scores prior to payment are not included in the ECCIE competition.
- E. The Eclectic competition runs between April 1<sup>st</sup> and September 30<sup>th</sup>.
- F. Payouts shall be based on the handicaps as of the close of the competition.

### Rule 13. Club Championship.

- A. For a member to participate in the Club Championship she shall have a current handicap with a minimum of 10 scores from AGYC and of those a minimum of five must have been Ladies Club competitions.
- B. Ladies Club members who are unable to compete in regular Tuesday/Thursday competitions (e.g., due to work schedules or being at Alderbrook only on weekends) shall send a letter to the Board to petition to have other AGYC rounds count for the required Ladies Club competitions. To have the rounds count, the petitioner must play those rounds with at least one other Ladies Club member. When the 5 rounds are completed, the petitioner shall report to the board when and with whom those 5 rounds were played and include copies of the attested score cards. The rounds must be completed prior to the date when signups for the Club Championship close.
- C. Club Championship for 18-hole golfers is a 2-day medal play event, with 18 holes played each day.
- D. Club Championship for 9-hole golfers is a 2-day medal play event, with 9 holes played each day.
- E. The 18-hole Club Championship, which determines our Ladies Club Champion, will be played from the green tees. There will also be an 18-hole Gold Division comprised of 18-hole players who have played the majority of their Ladies Club competitions from the gold tees. The 9-hole Division Championship will be played from the gold tees and will be composed of members who have played the majority of their Ladies Club competitions in the 9-hole division.
- F. Members who are not entered in this tournament shall not play with members who are in the competition.
- G. The Division Champions are the low gross of the field in each of the 18-hole divisions and the 9-hole division.
- H. There shall be awards for low gross and low net in each division
- I. Flights will be determined by the size of the field, and the sizes of the flights will determine the awards for each division.
- J. Ties for Club Champion shall be broken by a "sudden death" process, starting play on hole #1 for 18-hole competition and hole #10 for 9-hole competition, or a hole determined by the Club Pro. If there is a tie for low net of the field all of those players will receive the award for low net. Other ties should be resolved by USGA procedures.
- K. No person shall receive more than one award.

### Rule 14. Captain's Cup.

- A. Captain's Cup is a match play tournament for 18-hole and 9-hole Divisions. The format is decided by the Captain and the Captain's Cup Committee. Ties in the Captain's Cup shall be broken by USGA playoff procedures, starting on #1 hole or a hole to be determined by the Head Pro.
- B. For a member to participate in the Captain's Cup, she must have a current handicap with a minimum of 10 scores from AGYC.
- C. For each match in the 18-hole division, each player will decide which tee she will play from and the handicaps will be adjusted by the Head Pro for that match.

### Rule 15. Frank Rodia Ladies Memorial Tournament.

- A. The Rodia Tournament is a two-day eclectic tournament. However, if a member plays only one day, her score shall count.
- B. In the event of a tie, the tie shall be broken by the first lowest net starting on the 1<sup>st</sup> hole and continuing until the tie is broken.
- C. A nominal fee, as determined by the tournament committee, may be charged to cover expenses and prizes.

### Rule 16. Rhododendron Tournament.

- A. The Rhododendron Tournament is a two-day, 3-lady team Best Ball tournament.



- B. In the event of a tie, the tie shall be broken by the first lowest net score starting on the 1<sup>st</sup> hole and continuing until the tie is broken.
- C. A nominal fee, as determined by the tournament committee, may be charged to cover expenses and prizes.

Rule 17. First Mates Tournament.

- A. The First Mates Tournament is a one-day, 2-lady team, 18-hole Invitational tournament, made up of four flights.
- B. In the event of a tie, the tie shall be broken by the first lowest net score starting on the 1<sup>st</sup> hole and continuing until the tie is broken
- C. A fee, as determined by the tournament committee, is charged to cover expenses and prizes.

Rule 18. Trimixer Tournament.

- A. The Trimixer Tournament is a one-day, team, 9-hole Best Ball tournament. Teams are composed of a mix of the ladies participating from the three golf courses, as determined by the Head Pro to provide balanced teams.
- B. In the event of a tie, the tie shall be broken by the first lowest net score starting on the 1<sup>st</sup> hole and continuing until the tie is broken.
- C. A nominal fee, as determined by the tournament committee, is charged to cover expenses and prizes.

Rule 19. Draw for a Missing Player.

If a blind draw is made for a score to fill a foursome or a threesome, that player shall not win more than one award, and shall win the greater award.

Rule 20. Pars and Birdies.

Players in the three Divisions playing in official Ladies Club events shall compete separately for the most pars and birdied holes.

Rule 21. Awards Day.

At the Awards Day luncheon, awards will be presented to the winners of Club Championship, Captain's Cup, Monthly Medalist, ECCIE, and Pars and Birdies. Awards will also be given to the most improved 9- and 18-hole division players and the "Heart of a Champion" award.

Rule 22. Heart of a Champion Award

This award will be given to one lady in each of the 3 divisions who has had the greatest participation in Ladies Club meetings and events throughout the Ladies Club season. Selections will be determined by the Ladies Club Board.

Rule 23. Captain's Gift.

A gift for the outgoing Captain shall be budgeted each year and not be included in the Awards fund.

Rule 24. Handicaps.

Handicaps shall be determined by the USGA current regulations for play in tournaments.

Rule 25. Rule Knowledge.

It is each member's responsibility to know the rules of golf and to adhere to them.