

**CONSTITUTION AND STANDING RULES
TOURNAMENT PROCEDURES**

**WOMEN'S
WEST TEXAS
GOLF ASSOCIATION**



(As Amended and Approved)

2017

**WOMEN’S WEST TEXAS GOLF ASSOCIATION
CONSTITUTION, STANDING RULES AND
TOURNAMENT PROCEDURES**

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**WOMEN’S WEST TEXAS GOLF ASSOCIATION
CONSTITUTION**

ARTICLE I—NAME AND OBJECT

The **name** of this Association shall be the “Women’s West Texas Golf Association”.

The **object** of this Association shall be to promote and maintain the best interest of the game of golf, to promote good fellowship and encourage good sportsmanship among the women golfers of West Texas, and to sponsor and support an annual amateur Women’s West Texas Golf Association Championship Tournament to determine the amateur champion for the ensuing year. This tournament shall be held preferably in June of each year; exact opening date, or any change from the month of June to be approved by the Board of Directors. The Board shall also have final authority in selecting host clubs. Locations are to be determined by the Board two (2) years in advance of the respective tournaments.

ARTICLE II—MEMBERSHIP

Section 1. The membership of the Association shall be subject to the approval of the Board of Directors, and payment of annual dues. Membership shall be limited to properly organized clubs and public golf courses that have been slope rated, have a USGA approved handicap system, and whose golf grounds are located within the boundaries of the WWTGA. No military service courses are eligible.

Section 2. The territory covered by this Association is bounded on the east and the south by the counties of Kinney, Edwards, Kerr, Gillespie, Llano, San Saba, Brown, Comanche, Erath, Hood, Parker, Tarrant, Wise, Jack, and Clay, including these counties, and by the boundaries of the State of Texas west thereof.

Section 3. Only organized golf clubs shall be authorized to host the Annual WWTGA Championship Tournament.

ARTICLE III—OFFICERS AND DIRECTORS

Section 1. Officers. The officers of this Association shall be a President, First Vice President, Second Vice-President, Secretary-Treasurer and the retiring president, who shall serve as Parliamentarian. These officers comprise the Executive Committee.

WOMEN’S WEST TEXAS GOLF ASSOCIATION CONSTITUTION

ARTICLE III—OFFICERS AND DIRECTORS (Cont.)

Section 2. Board of Directors. The Board of Directors shall consist of the five (5) Executive Committee members and no fewer than nine (9) additional Directors, for a minimum total of fourteen (14). Honorary Life Directors are non-voting members of the Board.

Section 3. Nominating Committee. The President shall appoint a Nominating Committee at the spring Board meeting, consisting of the First Vice President and two other directors. The committee shall present a single slate to the Association at the annual business meeting. No more than two (2) voting members from the same club shall be seated on the board at the same time. (There should be no more than three (3) Directors on the Board from non-host clubs.) Additional nominations may be made from the floor. If there are no further nominations, the slate may be elected by acclamation. The retiring President shall automatically become a member of the Executive Committee, serving as Parliamentarian for the year immediately following her term in office.

Section 4. Election. The President, First Vice President and Second Vice President shall be elected at the annual business meeting. Term of office is one (1) year, which is to the end of the next year’s tournament. Directors are elected at the annual business meeting for a term of three (3) years. The Secretary-Treasurer is elected by the President, and approved by the Board of Directors at the annual business meeting held during the annual tournament.

Section 5. Duties. Duties of the Officers and Directors are set forth in the Standing Rules of this Association. “Robert’s Rules of Order” shall govern legislative actions taken by the Board.

ARTICLE IV—MEETINGS

Section 1. Board Meetings. Meetings of the Board of Directors shall be held at least twice a year; one in February or March (“Spring Meeting”) and one meeting preceding the opening of the Championship Tournament.

Section 2. Special Meetings:

A. **Special meetings of the Board of Directors** may be called by the President, or by written request of at least three (3) of the Board Members. The Board of Directors may act without meeting in person, provided the resolution or matter to be voted upon is submitted in writing (or email) to all members of the Board. The written votes in such cases shall have equal

**WOMEN’S WEST TEXAS GOLF ASSOCIATION
CONSTITUTION**

ARTICLE IV—MEETINGS (Cont.)

force and validity with the votes taken at a meeting attended in person. Complete records of such correspondence voting shall be preserved by the Secretary, and the action taken thereby reported in the annual report.

B. **Special meetings of the Association** may be held at any time by order of the majority of the Board, or by petition of at least seven (7) of the member clubs.

Section 3. Annual Meetings. The annual business meeting of the Association shall be held during the week of the Women’s West Texas Golf Association’s Championship Tournament.

Section 4. Quorum. A majority of the Board shall constitute a quorum for the transaction of business of the Board of Directors. A quorum at the Annual Meeting shall be those present and voting.

ARTICLE V—DISSOLUTION

In the event of the dissolution of the Association, its assets remaining after payment of all debts and liabilities of the Association shall be distributed to a nonprofit fund, foundation, or corporation organized and operated exclusively for educational, literary, or charitable purposes that has established its tax exempt status (501)(c)(7) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any subsequent federal tax laws, as directed by the Board.

ARTICLE VI—AMENDMENTS

Amendments to this Constitution may be made by a vote of at least two-thirds of all votes cast at any annual or special business meeting of the Association, providing that ten (10) days notice of the proposed amendment has been given.

STANDING RULES

ARTICLE I—MEMBERSHIP

Section 1. Application for Membership.

Application for membership shall be made in writing to the Secretary of the Association, accompanied by such information as that officer deems necessary for the Board to have before passing on the application. A host club must have an organized Women's Golf Association, an eighteen (18) hole golf course, adequate club facilities, meet the requirements set forth in the WWTGA Constitution, and be willing to host the annual tournament.

Section 2. Obligation and Discipline:

A. Dues for host and non-host clubs shall be an annual obligation as determined by the Board of Directors at the Spring meeting.

B. The acceptance of membership in the Association shall bind each member club to abide by the provisions of the Constitution and Standing Rules of the Association, and to accept and enforce all the decisions which the Board is authorized to make in relation to the Association's affairs.

C. Any member club may be suspended or expelled by a two-thirds vote of the Board at any regular or special meeting of the Board. An appeal may be taken from such action of the Board at any regular or special meeting of the Association. Any club which fails to pay its annual dues shall be suspended. Clubs so suspended must re-submit application to the Board of Directors for reinstatement and must pay one year's back dues.

D. Member clubs shall be represented by one (1) voting delegate at all business meetings of the Association.

E. Member clubs having host club status shall be reviewed by the Board of Directors as to fulfillment of their obligations for hosting the annual tournament.

STANDING RULES

ARTICLE II—FINANCES

Section 1. Dues

A. The club dues statement shall be mailed by the WWTGA Secretary-Treasurer to each member club in January, along with the date and location of the host club for the current year's tournament. Member clubs must pay their dues by March 1st.

B. The Association shall retain six hundred dollars (\$600.00) annually after expenses are paid. The remainder shall be sent to the host club to aid in defraying the annual tournament expenses.

Section 2. Fiscal Year.

The fiscal year shall begin with the end of the annual tournament and continue to the end of the next annual tournament.

ARTICLE III—DUTIES OF OFFICERS AND DIRECTORS

Section 1. The President shall:

A. Preside at meetings of the WWTGA Board of Directors, the Executive Committee

and the Annual Meeting and carry out orders of the Board in the management of the WWTGA.

B. Appoint a Secretary-Treasurer, subject to Board approval. Appointee shall not have voting privileges.

C. Ascertain that each Board member has copies of the Constitution, Standing Rules and Tournament Procedures of the WWTGA, as well as copies of the minutes of the previous year's annual meeting.

D. Appoint a Nominating Committee of three members at the Spring Board of Directors meeting. (Refer to Constitution, Article III, Section 3, Nominating Committee)

E. Appoint a Review Committee of two members to report at the Spring Board of Directors meeting on the previous year's annual tournament.

F. Appoint a Historian from the Board of Directors for a one-year term.

STANDING RULES

ARTICLE III—DUTIES OF OFFICERS AND DIRECTORS (Cont.)

G. Make appointments to fill vacancies on the Board caused by resignations or deaths.

H. Appoint Board members to assist Host Club committees during the tournament, such as Pairings, Registration, Rules, Publicity, Historian, Scoreboard and Starter, and delegate such authority and duties to the Host Club officials as are deemed necessary to carry out local responsibility pertaining to the Championship Tournament.

I. Keep a current copy of the USGA Rules of Golf.

J. Be responsible for delivering all WWTGA records, supplies and properties to the incoming officers within ninety (90) days after her retirement.

K. On behalf of the Board, express appreciation in writing to the Host Club President, Tournament Chairman and Head Golf Professional.

L. Be an ex-officio member of all standing committees.

M. Appoint an Honorary Life Director review committee, as needed.

Section 2. The First Vice President: Shall, in the absence of the President perform the duties

of that office. She shall also serve as chairman of the Nominating Committee and she shall be the President-Elect.

Section 3. The Second Vice President: Shall, in the absence of the preceding officers, assume the duties of the President and serve as chairman of the Nominating Committee. She shall be responsible for preparing the schedules for the Marshals and Referees during the Annual Tournament and she shall be the First Vice President-Elect.

Section 4. The Secretary-Treasurer shall:

- A. Keep records of the Association.
- B. Give notice of all meetings.
- C. Collect all monies belonging to the Association, and disburse same under the direction of the Board.

STANDING RULES

ARTICLE III—DUTIES OF OFFICERS AND DIRECTORS (Cont.)

D. Report, in writing, to the Board and the Association at each meeting of either body, and perform such other duties as the Board shall require of her.

E. Be responsible for purchasing the Champion's and President's medallions.

Section 5. The Parliamentarian shall: Advise on interpretation of the Constitution and the Standing Rules, and order of meeting procedure.

Section 6. The Historian shall, with the assistance of the Host Club, compile the tournament scrapbook, including photos, newspaper articles, and printed materials regarding the week's activities. In addition, she shall research any information requested by the Board.

Section 7. The Board of Directors shall be vested with the management of the Association. They shall approve or disapprove the details of the Annual Tournament as presented by the Host Club. They may approve standing committees which they consider necessary for the best interests of the Association.

Section 8. Honorary Life Directors are to be qualified by having worked for the benefit and promotion of the WWTGA, and meeting the criteria established by the Board of Directors. Nominations for Honorary Life Director are to be submitted to the Board for approval.

Section 9. Officers and Directors shall plan to attend all meetings of the Board and all tournament functions, and stay at said tournament until the conclusion of the awards presentations. The Directors shall wear the official uniform of the WWTGA at all times during the Annual Tournament **except** during their tournament competitions and at the annual dinner meeting.

ARTICLE IV—ORDER OF BUSINESS

The order of business at all meetings of the Association shall be as follows

- (a) Roll Call
- (b) Approval of the Minutes of previous meeting
- (c) Treasurer’s Report
- (d) Elections of Officers (annual business meeting)
- (e) Unfinished Business, including report of Tournament Review Committee (Spring Board Meeting)
- (f) New Business

STANDING RULES

ARTICLE III—ORDER OF BUSINESS (Cont.)

- (g) Review Upcoming Tournament including tournament entry fees (Spring Board Meeting)
- (h) Review Host and Non-Host Club’s following year’s dues (Spring Board Meeting)
- (i) Announcements
- (j) Adjournment

ARTICLE V—AWARDS

Section 1. Permanent Traveling Trophies

A. The Mrs. C. E. Dean Trophy is awarded to the winner of the WWTGA Championship Tournament. The winner shall have her name engraved on the trophy and shall hold it in her custody for the time that she is the WWTGA Champion. The WWTGA shall stand the cost of

engraving.

B. The Founders' Team Trophy shall be given to the two (2) contestants from one member club who have the lowest aggregate gross score on qualifying day of the Championship Tournament. This Team Trophy shall be held in the custody of the winning member club until the next Championship Tournament. The Host Club is eligible for this team trophy. The WWTGA shall stand the cost of engraving. In case of ties, winning team shall be determined on the basis of the best combined score for the last nine holes. If the team has the same combined score for the last nine holes determine the winner on the basis of the last six holes, last three holes, and finally the 18th hole. If no winner is determined, repeat this procedure for the first nine holes.

Section 2. Medalist. Prize selected by Host Club, and approved by the Board of Directors, will be awarded contestant with the lowest score on qualifying day. In case of ties, duplicate prizes will be awarded.

Section 3. Senior Medalist. Entrants who have reached their sixty-fiftieth (65th) birthday and have a handicap index of 15.9 or lower will be eligible for this award and shall declare their intent on the entry form application or at registration. Winner is the contestant with the lowest score in this category on qualifying day. In case of ties, duplicate prizes will be awarded. Prize to be selected by the Host Club and approved by the Board of Directors.

STANDING RULES

ARTICLE V—AWARDS (Cont.)

Section 4. Flight Awards: The Host Club shall select and purchase awards for flight winners as specified in the Tournament Procedures. Selection is subject to Board approval.

Section 5. Stroke Play Awards: The Host Club shall select and purchase gross and net awards, subject to Board approval, for any one-day stroke play competition held for contestants who have been eliminated from regular match play competition. In the case of ties, determine the winner on the basis of the best score for the last nine holes. If the tying players have the same score for the last nine, determine the winner on the basis of the last six holes, last three holes, and

finally the 18th hole. If this does not produce a winner, the same procedure applies for the first nine holes.

Section 6. Medallions: The WWTGA shall purchase and award medallions to the retiring President, and to the winner of the Championship Tournament,

Section 7. Championship Awards: The awards for the winners of the Championship Tournament shall be set in accordance with USGA rules.

ARTICLE VI—WEARING APPAREL

Appropriate golf attire for contestants will be monitored and enforced by the Board.

ARTICLE VII—AMENDMENTS

The Standing Rules of this Association may be altered, amended or suspended in part or in whole, at any meeting of the Board of Directors by a two-thirds majority vote, a quorum being present. The Association shall be informed of any such action(s) at the Annual Business Meeting.

WWTGA AMATEUR CHAMPIONSHIP TOURNAMENT PROCEDURES

Section 1. Annual Tournament

This tournament is under the direction and management of the Board of Directors of the WWTGA. All provisions of the WWTGA Constitution and Standing Rules must be honored regarding arrangements for this annual event. Entry fees are determined each year by the Board of Directors at the Spring Board Meeting. The refund of entry fees to be at the discretion of the Host Club. A field of 128 players is recommended. Trophies and other suitable prizes are to be awarded in the Championship and other contests. Non-playing entries at the tournament are welcome, and the fee will be set by the Host Club.

Section 2. Eligibility

A. In order to be eligible to compete, an entrant must have a current USGA handicap index from a golf club or public course that has been slope rated, and that club, course or Women's Golf Association must be in good standing with the WWTGA.

B. The entrant must have been associated with such a club or course from which she is entered not less than thirty (30) days prior to the date of competition, unless said entrant shall otherwise be eligible by reason of her membership in some other member club.

C. Entrant's permanent residence must be within the boundaries of the WWTGA. Each entry must be mailed individually, and is subject to approval by the Board and the Host Club.

D. Entrants who have reached their sixty-fifth (65th) birthday will be eligible for Senior Medalist if they declare their intent on the entry form or at registration, providing they have a handicap index of 15.9 or less.

E. Player shall be 18 years or older and for thirty (30) days prior to the tournament have been a member in good standing of a member club whose association is current of annual dues to the WWTGA. All women so qualified are eligible to play in the WWTGA Championship.

3. Practice

Practice rounds for qualifiers are to be available at the Host Club on Sunday, and for other contestants on Monday, following the qualifying round.

TOURNAMENT PROCEDURES

Section 4. Qualifying

A. The low thirty-two (32) handicap index contestants, including the defending Champion, will first qualify with 18 holes of stroke play on Monday. Other contestants with an index of 15.9 or lower may qualify on Monday.

B. Qualifying order shall be, as nearly possible; the middle third of the group off first, followed by the top third, and then the bottom third, according to indexes. (In the case of identical indexes, placement is determined by a draw.) Contestants should be started in groups of two, three or four, according to the cart situation. No contestants from the same club may qualify together unless through necessity because of a preponderance of qualifiers from the same

club. The pairings committee, as much as possible, shall pair qualifiers with similar indexes.

C. The low sixteen (16) scores for 18 holes will comprise the Championship Flight of the tournament. Ties for placement in the flight will be decided by a draw, with the exception of ties for the last place. These last place ties will be played off immediately after all qualifiers are in, by a swat fest with play continuing until all places in the Championship Flight are filled. A contestant who does not answer for the swat fest will lose her right to her place in the flight.

D. Medalist, Senior Medalist and Team Trophy winners will be determined by their 18 hole scores on qualifying day. In case of ties for Medalist and Senior Medalist, duplicate prizes are awarded, but their seeding in the flight shall be determined by a draw.

E. All other contestants will be flighted according to their handicap indexes, ties being decided by a draw.

F. All qualifying rounds shall be played from the forward/women's tees.

Section 5. Competition

A. All tournament play after qualifying will be match play, with the exception of any stroke play competitions scheduled by the Host Club for non-winners after second day of match play.

B. All competitions will be played in accordance with USGA Rules of Golf, with such local rules deemed necessary by the Host Club, and approved by the WWTGA Board. Contestants are expected to observe the etiquette of golf.

TOURNAMENT PROCEDURES

Section 5. Competition

C. Players must be on the grounds when their names are called for play. The Rules Committee may provide in the conditions of competition (Rule 33-1) that, in the absence of circumstances which warrant waiving the penalty of disqualification as provided in Rule 33-7, if the player arrives at her starting point ready to play within five (5) minutes of her starting time, the penalty for failure to start on time is loss of the first hole to be played in match play (or two strokes in stroke play) instead of disqualification.

D. Flights should be sent off in the following order on the first and third day of match play; Second Flight, First Flight, Championship Flight, then Third, Fourth, Fifth and so on, in numerical order. On the second day of match play, the above order is reversed. Final day of

match play, the order goes from highest flight number in sequence to Second, First and then Championship Flight.

E. After the first round of match play, the consolation division of each flight will immediately precede the winning division of each flight on subsequent rounds.

F. The winner of each match shall immediately report the results to the scoreboard attendant.

G. Caddies and pull carts are not allowed.

H. When a flight in any of the types of match play is made up of eight (8) contestants or less, there shall be only three (3) awards given; winner, runner-up and consolation. With flights of nine (9) to sixteen (16) contestants, awards will be given to the winner, runner-up, consolation winner and consolation runner-up.

I. When a handicap is used for any type of competition, the handicap index must be figured on the current USGA approved system, and determined by the slope of the course being played.

J. The Board recommends to Host Clubs that, in the case of adverse weather conditions, double matches be played.

K. A contestant forfeiting any match is disqualified from continuing regular competition.

L. All match play rounds shall be played from the forward/women's tees.

TOURNAMENT PROCEDURES

Section 6. Host Club Duties

A. The WWTGA recommends that the Host Club have an active Women's Golf Association.

B. A local tournament chairman, and a local secretary-treasurer shall be chosen by the Host Club to direct the tournament.

C. The local tournament chairman will consult with the WWTGA President as to the

arrangements for the spring meeting of the WWTGA Board of Directors at the Host Club.

D. The Host Club may open its course one (1) day prior to the tournament for contestants wishing to practice. Only those contestants who have registered will be permitted to play a practice round without payment of green fees.

E. The WWTGA flag will be flown during the tournament. If no flag pole is available, the flag will be displayed in an appropriate place. There shall be a flag ceremony preceding the welcome party.

F. Green and white are the official colors of the WWTGA. Printed matter shall be in the official colors (Green PMS 349), or black and white.

G. The Host Club shall create a Tournament Rules Committee composed of three persons: the Host Club Professional, if possible, one appointed by the WWTGA President and one appointed by the Host Club. In the event they cannot agree on a called-for-decision, a final decision shall be made by the Board after consulting with the USGA.

H. The decision as to whether or not there will be a one-day stroke play for all contestants who have been eliminated from regular competition will be left up to the Host Club. This is to be played on the fourth day of the tournament. In case of ties; determine the winner on the basis of the best score for the last nine holes. If the tying players have the same score for the last nine, determine the winner on the basis of the last six holes, last three holes and finally the 18th hole. If this does not produce a winner, the same procedure applies for the first nine holes. Prizes will be given for gross and net divisions.

TOURNAMENT PROCEDURES

Section 6. Host Club Duties (Cont.)

- I.** Host Club makes arrangements for and stands the expense of:
- a. Spring Board Meeting, which includes meeting room, dinner and play of the golf course.
 - b. Photographer at Spring Board Meeting.

- c. Printing and mailing of posters to clubs announcing tournament date, etc., at least six (6) weeks prior to the tournament. List of clubs, with addresses, to be supplied by the WWTGA Secretary-Treasurer for these mailings.
- d. Invitations to be sent to the members of the Board of Directors, at least one (1) week prior to packet mailing.
- e. Adequate scoreboard and scorer(s). This should include at least one (1) Board member.
- f. Starter(s) for the duration of the tournament.
- g. Snack or light lunch at the turn for contestants and paid non-contestants only.
- h. Entertainment: Flag Ceremony/Welcome-Pairings Party on Monday evening with the location and menu at Host Club's discretion. The Host Club shall also provide Tuesday night dinner and Friday Awards Lunch.
- i. Adequate golf carts.
- j. Golf club storage (if available).
- k. A room in the clubhouse for the WWTGA to hold meetings and work in during the tournament.
- l. Identification ribbons or badges for the hostess(es) and locker room committee.
- m. Envelopes given to the contestants upon registering, which should contain:
 - 1. Contestant's identification name card
 - 2. General information sheet and local rules sheet
 - 3. WWTGA participants list
 - 4. Map with Host Club, motels and hotels marked
 - 5. A complete set of WWTGA General Meeting Minutes from the previous year's tournament.

TOURNAMENT PROCEDURES

Section 6. Host Club Duties (Cont.)

- n. Arrangements for making duplicate copies of the qualifying pairings and first-round pairings or any other printed materials deemed necessary by the Board.

Section 7. General or Tournament Chairman

A. Should familiarize herself with the WWTGA Constitution, Standing Rules and Tournament Procedures. Shall appoint the local committee chairmen. The WWTGA President shall appoint a Board member to assist each of these chairmen.

B. Shall submit to the following year's Host Club, within ninety (90) days after the close of the tournament, a complete report of the tournament, including monies spent, names of entrants, qualifying scores, and names of all award winners, with the price of each prize quoted. It is recommended that she get a report from each committee chairman as to suggestions for improvement, which could be used for the ensuing tournament. It is her responsibility to see that all Host Club responsibilities are carried out in their entirety.

C. She shall turn over to the WWTGA President all qualifying scores and the Final Tournament Flight Brackets.

Section 8. Local Secretary and Treasurer

Is responsible for all money, correspondence and a financial statement for the WWTGA on the cost of the tournament. Receipt Book shall be checked to make sure it agrees with the amount of money collected. All local group's expenses incurred as the Host Club are to be paid. Starter is to be supplied with printed copy of each day's pairings and the starting times. At the conclusion of registration, the WWTGA Secretary-Treasurer will check with the local Secretary-Treasurer for a review of her records.

Section 9. Entry Chairman

The entry chairman shall mail the member club entry packets at least six (6) weeks prior to the tournament date. Entries should be put in groups according to postmark date (in no particular order). After the lower half of the field is chosen (including Board members who fall within the lower half), and all other Board members are given a spot, the committee will select the remainder of the field, starting with the first day's postmark and continuing until the field is full (day 2, day 3, etc.). The waiting list will begin after all flights are filled, following the same

TOURNAMENT PROCEDURES

Section 9. Entry Chairman (Cont.)

format. Prior to the tournament, when an individual's entry fee is received, it should be ascertained if her club's dues have been paid. If not, the applicant is to be notified. Applicants will be notified of their place in the field or on the waiting list.

Section 10. Registration Chairman

Open registration desk one (1) day before qualifying day. Make a record of each contestant including name, home mailing address, club address, address during tournament, current handicap index and pertinent phone numbers. Make non-contestant's identification name card. Each contestant must register in person prior to tournament play according to Host Club printed instructions. Any player unable to do so because of emergency must call the Registration Desk prior to this deadline or be disqualified. This information should be included in the invitation.

Section 11. Awards Chairman

The awards shall be on display at the clubhouse when registration begins. A printed card should identify each award. This committee is responsible for the safe keeping of the trophies and other awards. Keep a strict record of all winners who leave before the presentation if they take their awards with them. Each winner should sign a record sheet upon acceptance of her award. The awards chairman will assist the tournament chairman in the presentation of awards. She shall prepare a list of winners of all tournament events for the presentation, with a copy given to the Secretary-Treasurer of the Association.

Section 12. Publicity Chairman

Shall arrange for advance and current publicity by contacting newspapers, photographers, and area radio and TV stations. During the tournament, submit names and scores of qualifiers and match results to local newspapers, along with the next day pairings. Plan daily pictures of various players and matches. The scores, match results and pairings should be FAXED OR EMAILED to newspapers in the contestant's home town.

Section 13. Historian

Acquire photos, printed materials, newspaper articles, etc., for the Board Historian's use in preparing the tournament scrapbook. Put past scrapbooks on display.

TOURNAMENT PROCEDURES

Section 14. Reservations Chairman

This committee shall select the motels and/or hotels for the contestants to stay in during the tournament. Special rates should be requested for the WWTGA. The tournament invitation should contain: name, address and phone number of these facilities. Contestants should be informed to make their own reservations directly to the hotel/motel, and specify that they are WWTGA contestants to qualify for special rates.

Section 15. Hostess and Locker Room Chairman

The Hostess(es) shall greet the contestants as they arrive and direct them to Registration. At registration, contestants may be assigned lockers (if available and requested) and be advised of club and Pro Shop facilities.

Section 16. Snack Stand Committee

Snack items such as soft drinks, water, sandwiches, fruit, cheese, etc. should be situated in a convenient location for contestants at the turn between nines.

Section 17. Stroke Play Chairman

This special event is held the fourth day of the tournament. All contestants who have been eliminated after the second round of match play are eligible. Low gross and low net awards approved by the Board, are to be given.

Section 18. Pairings Committee

Pairings committee is to assign times for the qualifying round and starting times and pairings for all match play competitions. (The latter should be in bracket form.) The local secretary is responsible for supplying the starter with printed lists, and also for copies of the match play bracket sheets for all contestants.

TOURNAMENT PROCEDURES

Section 19. Starter

Starter is to ensure that players are equipped on the first tee with official scorecards, pencils, tees and local tournament rules. The local secretary will supply the starter with a copy of each day's pairings and starting times.

Section 20. Scorer(s)

Scorer should make up and post all score sheets. All names should be printed, not written, with indelible ink or magic marker. All qualifying scores should be posted on the scoreboard after the score card has been signed and attested. Scorer will post results of the matches as reported to him or her.

Section 2. Rules Committee

The Host Club shall create a Tournament Rules Committee, composed of three persons: the Host Club Professional, if possible, one appointed by the WWTGA President and one appointed by the Host Club. In the event they cannot agree on a called-for decision, a final decision shall be made by the Board after consulting with the USGA.

Section 22. Amendments to Tournament Procedure

Tournament procedure and instructions may be amended by an affirmative vote of a majority of the Board of Directors present and voting at any meeting of the Board.

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