



# CHICAGO WOMEN'S DISTRICT GOLF ASSOCIATION

## INSTRUCTIONS FOR WOMEN'S GOLF CHAIR 2016

The Chicago Women's District Golf Association depends on the Women's Golf Chairs to be our liaisons to their individual clubs. Each year they play a vital role, together with the Team Captain, in helping to secure their clubs for CWDGA tournaments and four-ball match play events.

Additionally, they contribute member information to the CWDGA database, promote CWDGA educational activities and services and are a direct link between the CWDGA Board of Directors and the individual member club.

While the responsibilities of the Women's Golf Chairs within their own clubs will vary, developing a sound women's golf program ensures that players will improve their skills, stay informed about changes in the Rules of Golf, encourage new players to engage in competition and provide an organization and structure that will meet the needs and expectations of players at CWDGA member clubs.

Because the person holding the position of Women's Golf Chair often changes each year the following information provides a general overview of how to organize a women's golf program. The CWDGA is committed to assisting member clubs and their Women's Golf Chairs in developing programs to advance of the best interests of women's golf through friendly and spirited competition.

### WOMEN'S GOLF COMMITTEE

Each member club is encouraged to establish a Women's Golf Committee.

The CWDGA recommends appointing or electing both a Golf Chair and Co-Chair. These two officers, together with the chairs of various subcommittees constitute the Women's Golf Committee.

The Golf Chair should be an ex-officio member of each subcommittee and should be familiar with the work and responsibilities of each. Subcommittee chairs are responsible for carrying out their respective duties.

Subcommittees should be established for the following areas:

- Handicap
- Rules
- Four-Ball Match Play (Team Captain)
- Annual Club Championship
- Seasonal tournaments and events
- Women's-Day events including guest day and other social and/or charitable activities

Additional members of the Women's Golf Committee may be appointed as needed. A secretary and treasurer are often included.

Members of the Women's Golf Committee should have copies of the *CWDGA Handbook for Members*, *The USGA Handicap System* manual, and *The Rules of Golf* for reference during the season.

The Golf Chair and other members of the Women's Golf Committee should keep complete and accurate records of all golf committee activities.

### RESPONSIBILITIES OF A WOMEN'S GOLF COMMITTEE

The Golf Chair should confer with her entire Committee on all questions of policy particularly if the issues involve setting precedents for future seasons. The Committee should meet to make decisions on the following subjects:

#### **1. Maximum Handicap Index and Classification of Players –**

The USGA sets a maximum Handicap Index of 40.4 for women. However, in some cases, individual clubs may allow players to play with a higher handicap. (*The USGA Handicap System* manual Section 3-4, page 20).

The Golf Chair together with the Handicap Chair should decide how to divide the field of players. The Handicap Indexes for **each class** should yield a sufficient number of players to provide good competition **within that class**.

The qualifications for each class will vary from club to club and will often vary within a club from season to season.

**Eligibility to Compete in Club Events –** Only those players with established Handicap Indexes should be eligible to compete in scheduled events. The Women's Golf Committee should establish qualifications for weekly, monthly and special events such as a minimum number of scores required or a maximum Handicap Index.

#### **2. Criteria for Weekly, Monthly and Seasonal events –**

Set specific dates for the beginning and end of the golf season. The final day of play should not extend beyond the last acceptable date allowed by the authorized golf association to post scores for handicap purposes.

- Determine the number of players necessary to constitute each event.
- Decide if events will be played in classes, flights or as field events.
- Decide if juniors with Handicap Indexes are eligible.
- Specify tee times.
- Inform players competing in weekly, monthly, seasonal or other special events that they **must** play with another contestant and return a signed and attested scorecard to the Committee at the conclusion of the event.
- Establish a procedure for inclement weather. In the case of rain a delay of one hour is recommended. If play cannot be started or resumed at that time, the day's event should be cancelled or, in a major event, play should be postponed and a subsequent date announced and posted. (*The Rules of Golf* Rule 33-2d, page 131).

### 3. Classes for Seasonal Events –

The CWDGA recommends that the first handicap revision date in September of the **current** season be used to determine the class in which a player competes for prizes. This may be different from the class in which the player has played most of the season.

Records for each eligible player should be kept throughout the season and prize winners determined at end of the season play.

### 4. Deciding Ties in all Competitions –

In both match play and stroke play, a tie can be an acceptable result. However, if a sole winner is to be determined, the Committee has the authority, under Rule 33-6, to specify how and when a tie is decided. The Decision 121 should be published in advance. (*The Rules of Golf* Appendix 1, Section 10, page 161).

**Match Play Event** – A match that ends all square should be played off hole by hole until one side wins a hole. The play-off should start on the hole where the match began. In a handicap match, handicap strokes should be allowed as in the stipulated round. (*The Rules of Golf* Appendix 1, Section 11, pages 169-170).

**One-Day Stroke Event** – The USGA recommends that in the event of a tie that a play-off be conducted. The play-off may be over eighteen holes or fewer as specified by the Committee. If a playoff of any type is not feasible, matching scorecards is recommended. (*The Rules of Golf* Appendix 1, Section 11 (a), pages 161-162).

### 5. Prizes –

Instead of awarding weekly prizes, many clubs use a point system for recognizing winners in weekly one-day events.

Records are kept for the entire season and the winners of each event are announced or posted.

If a point system is used, the CWDGA recommends the following method of allocating points:

#### For events in classes or flights:

- Five points to the winner or to each first place tie.
- Three points to the second place winner or to each second place tie.
- Two points to the third place winner or to each third place tie.
- One point for participating.

#### If weekly prizes are awarded the following limitations are suggested:

- Weekly events – one a month to a player
- Seasonal events – one to a player
- Championship – one to a player

Prizes should be made in the order of low net, low gross, and ringer scores.

#### Nine-Hole Events –

The number of holes in a stipulated round is eighteen unless a smaller number is authorized by the Committee. While a nine-hole player is typically permitted to compete only in nine-hole events she may establish eligibility and transfer to eighteen-hole competition at any time during the season.

Combined nine-hole scores may be posted to establish an eighteen-hole handicap. A nine-hole handicap may be used in interclub play against other players with nine-hole handicaps.

Players should receive complete information on all these points **in advance** of the season's first day of play.

### MEETINGS OF A WOMEN'S GOLF COMMITTEE

Schedule at least two meetings of the club's women golfers. An opening meeting in the spring and a closing meeting in the fall are suggested.

#### Spring –

Most CWDGA clubs use this opportunity to conduct an information session and welcome new members by acquainting them with the women's golf program.

The Women's Golf Chair should instruct players to:

- Be familiar with the Rules of Golf and any Local Rules or conditions under which the events are to be played.
- Appear promptly at scheduled tee times ready to play.

The Handicap Chair should instruct players on how to establish a Handicap Index and announce and post the handicap requirements for all events and tournaments played during the season.

#### Know your handicap –

- Mark scorecards clearly, check for accuracy and have them properly signed and attested.
- Report scores (or match results) immediately after completing play.
- Always observe the Rules, etiquette and traditions of the game.
- Establish a Handicap Index.

The Rules Chair should explain any changes in the Rules of Golf and allow an opportunity for players to discuss or ask questions about the Rules.

Time should be provided for other Committee members to make announcements or explain procedures relevant the season's program.

#### Fall –

Clubs will typically schedule a closing event to award prizes, present reports and announce the selection of the Women's Golf Chair for the following year.

As soon as the Golf Chair forms her Committee it should begin working on the women's golf schedule for the coming season. The Golf Committee may do this as a whole or designate parts of the program to be developed by its subcommittees.

Every effort should be made to avoid scheduling important club events on dates that conflict with outside golf activities. The schedules of the Chicago Women's District Golf Association, the Illinois Women's Golf Association and the Women's Western Golf Association should be consulted. The overall golf program of the club should always be carefully checked to avoid conflict in schedules.

Additional information about competition formats, tournaments and Four-Ball Match Play events, and organizing and conducting a club championship can be found in the *CWDGA Handbook for Members* or on our website [www.cwdga.org](http://www.cwdga.org).