

# WOMEN'S NINE HOLE GOLF ASSOCIATION

## INTRODUCTION TO WNHGA

### About this Manual

This manual is intended to provide information useful to WNHGA members, both for managing events at their home clubs and participating at WNHGA events. Although it is called the Captain's Manual, the information it contains could be useful to any nine-hole player. For instance, it has detailed information on handicapping, such as computing indexes and course handicaps, and adjusting and posting scores. The handicap chair of each club should have copies of the *Handicapping* section. Likewise, the Team Play captains should have access to the *Team Play Competition* section, and so forth.

WNHGA organizes several different tournaments each year, including Open Days, the Tournament of Champions, Team Play, and the Corena Green Classic for Junior Girls. Each of these topics is covered in detail in a separate section of the manual. Rather than distribute the pages from the manual itself, each club captain should copy the appropriate pages and give them to the persons concerned. The manual is also available at *WNHGA.com*.

Updating the Captain's Manual is an on-going project. From time to time, each captain will receive an email notifying her of any updates. The new material should be printed and inserted in the Captain's Manual (discarding the outdated pages) as well as be distributed to the appropriate chair. If there are any problems printing out the material, please contact any WNHGA board member for assistance.

Your suggestions for additions or changes will be greatly appreciated, especially if some aspect of the material is not clear. Your ideas should be communicated to the president of the WNHGA Board of Directors.

**HAPPY GOLFING!**

## The WNHGA Organization

### Mission Statement

The Women's Nine Hole Golf Association was formed in order to:

- promote the interests of amateur nine-hole golf in its territorial jurisdiction;
- provide a governing body to maintain uniformity in the interpretation of USGA's *The Rules of Golf* and *USGA Rules of Handicapping*;
- compile and publish the WNHGA Yearbook in order to provide members with a directory and calendar of events;
- conduct Open Days, Tournament of Champions, Corena Green Classic for Junior Girls, and the Team Play Championships;
- help support junior golf for girls;
- share ideas for better programs in nine-hole golf; and
- give encouragement and assistance to clubs wishing to form a women's nine-hole golf group.

### Territorial Jurisdiction

The official jurisdiction of WNHGA includes the counties of Monterey, Kern, Tulare, and all of California north of these counties. To ensure equal representation of each member club in the government and affairs of this association, each member club is assigned to one of several geographic areas. This is delineated by the Board in such a manner as to keep the number of member clubs in each section as equal as possible.

WNHGA member clubs are currently divided into four areas: River Valley (north central California), Central Valley (south central California), East Bay (north and directly east of San Francisco), and Peninsula.

These areas are subject to change as new clubs join the organization. A map showing the location of all member clubs can be found on [WNHGA.com](http://WNHGA.com) >About Us>Golf And Country Clubs.

### Board of Directors

The affairs of this association are managed by a Board of Directors consisting of a minimum of 9 members, which include at least two representatives from each geographic area.

### Nomination of WNHGA Directors

A nominating committee is appointed at least 60 days prior to the Annual Meeting of the delegates. One representative from each area is selected to serve on the committee. The representatives are chosen from the member clubs in alphabetical rotation. Each club delegate is sent a nomination form and should consult with her nine-hole group regarding possible candidates for director.

### Annual Meeting

An Annual Meeting is held on the first Friday of December at such place and time as the Board of Directors shall designate. Each member club will send an official delegate or alternate to:

- consider and act upon the reports of directors;
- elect directors for the ensuing year; and
- consider and act upon any other business related to the association.

Only the delegate or, in her absence, the alternate delegate may cast a vote at this meeting.

### Area Meetings

Area Meetings are held once a year in the spring in each geographic area. The locale of the meetings is determined alphabetically on a rotating basis. Discussions are held relating to matters at both the club and association levels.

### Club Visits

The WNHGA Board of Directors will visit any member club to explain the association, discuss issues that are involved with that specific club, provide membership information, etc. When a visit is requested by the club, two WNHGA directors will go to the club and meet with their membership.

### WNHGA.com

WNHGA.com is the website of the association. It is updated frequently and contains forms needed for events, as well as member club news, awards and honors, and other information pertinent to both the association and the membership in general.

### Handicapping

WNHGA cooperates with the USGA in order to maintain uniformity of handicapping and requires members to be handicapped in accordance with the USGA World Handicap System, as outlined in the *USGA Rules of Handicapping (effective January 2020)*. USGA publications are available for a nominal charge from:

USGA Publications  
P.O. Box 2000  
Far Hills, NJ 07931 (800) 336-4446

or on-line at [usga.org/publications](https://usga.org/publications). If there are any questions, please contact the WNHGA handicap director listed in the WNHGA Yearbook or at [WNHGA.com>About Us>Director Information](https://www.wnhga.com/AboutUs/DirectorInformation).

### Hole-in-one Awards

WNHGA presents an award to any member who makes a hole-in-one on any regulation course during a postable round.

### WNHGA Tournament Program

WNHGA organizes several different member tournaments, including Open Days, the Tournament of Champions and Team Play. All WNHGA tournaments are limited to members of the association and are played and conducted pursuant to USGA's *The Rules of Golf*.

A member belonging to more than one member-club may compete only for the club designated as her home club. A member must designate one *golf club* as their *home club*, to be responsible for maintaining their *Handicap Index*. (Refer to USGA Rules of Handicapping 1.4b)

- Several Open Days are held each year at various member clubs throughout the entire WNHGA territory. All members are invited; however, attendance may be limited based on available space. The event is managed by WNHGA directors. No green fees are charged, and players pay only for meals, the sweeps fee, and carts.
- The Tournament of Champions (TOC) is an annual competition for individual winners from all member clubs.
- Team Play competition involves six/eight-person teams competing in divisional play, culminating in a championship. Trophies are awarded to the winning clubs from each of the four geographic areas as well as the overall champion.

#### Guest Days, Invitationals, Home & Home Exchanges

WNHGA has no jurisdiction over these local events. It is recommended that member clubs schedule these inter-club events, so they do not conflict with events scheduled on the WNHGA calendar. It is also recommended that local events be cleared with other clubs at the local calendar meetings so that conflicts do not occur.

# WOMEN'S NINE HOLE GOLF ASSOCIATION

## MEMBERSHIP IN WNHGA

### General Requirements

A member club is required to:

- be a properly organized private or semi-private membership club;
- maintain a regulation 9-hole or 18-hole golf course where the majority of holes are not par threes;
- have facilities suitable for an association event and be able to host one WNHGA event every three to four years;
- host an Area Meeting and calendar meeting on a rotating basis;
- have an organized women's group responsible for submitting reports and records required by the association;
- comply with the USGA Golf Handicap System and conduct competitive play in accordance with USGA's *The Rules of Golf*; and
- appoint a delegate and alternate to vote on all WNHGA matters at the Annual Meeting and at any other time required.

If the delegate is unable to attend the Annual Meeting, the alternate or a designated representative is expected to attend.

Delegates and alternates serve one-year terms from January 1 through December 31 of the year. The captain of the member club appoints the delegate(s). If a change is made during the year, the captain shall immediately give written notice to the president of WNHGA.

### Dues

Member club dues are based on the number of individual memberships indicated on the February 1 handicap roster and are due and payable by February 15 of each year. They are delinquent on March 1. In addition, as new members join throughout the year, member clubs are to send in their WNHGA dues as soon as the new member appears on the club roster. The WNHGA Board of Directors shall determine annually the amount of dues per member.

The Northern California Golf Association (NCGA) is separate from WNHGA and will directly bill each WNHGA member club for fees associated with providing our GHIN handicapping service. These fees are determined by NCGA and are paid directly to NCGA.

## **Board of Directors**

Each year the member clubs will be asked to consider nominating one of their members to serve on the WNHGA Board of Directors based on the number of open directorships. There will be at least two representatives from each geographic area. In the event that an area is not represented, the president shall appoint a director to represent that area for a period of time not to exceed one year.

A director may not be elected to more than two consecutive terms and must wait until two years have passed since the prior term has expired before running again. There is no term limit for an appointed director.

The candidate for director should have the following qualifications:

- be a leader in her member club;
- be knowledgeable about planning and conducting tournaments;
- have some knowledge of USGA's *The Rules of Golf*; and
- have a computer, email, and a basic understanding of Word and Excel.

## **Individual Membership in WNHGA**

Individual members of the nine-hole golf group at member clubs are automatically members of WNHGA and Northern California Golf Association (NCGA). This jurisdiction is defined as the counties of Monterey, Kern, Tulare and all California north of these counties. Individual members may belong to any organized nine or eighteen-hole dues paying golf club or group, however any member(s) holding dual membership must designate a "Home Club" to be responsible for maintaining their Handicap Index. (*WNHGA By-Laws; Article 11; Section 1- (f) Amended November 2018 and USGA Rules of Handicapping*).

Each member receives a bi-monthly update of her handicap index from NCGA. All members are required to have an individual and unique email address to receive her handicap index information, and post scores online or by smartphone app.

## WNHGA Events

It is the responsibility of each member club to host one of the following WNHGA events at least every three to four years.

- Annual Meeting
  - Held on the first Friday of December
  - All WNHGA members welcome to attend but WNHGA delegates and/or alternates must attend
  - Meeting and dining facilities required for up to 150 people
- Open Day (see *Section 11*)
  - Held at host club (no green fees charged)
  - Carts needed for players and marshals (with exceptions for courses with few or no carts)
  - Eighteen holes required unless it is a nine-hole course (may only use nine if a small field)
  - Maximum number of players to be determined by director-in-charge in conjunction with the club pro
  - Dining facilities required for breakfast and lunch
  - Driving range (if available) to be open
- Team Play Championships (see *Section 10*)
  - Held at host club during August (no green fees charged)
  - Nine holes required plus additional holes on second nine for captain's flight
  - Carts needed for players, markers, and marshals (no charge for markers and marshals)
  - Dining facilities for up to 75 people for breakfast and lunch
  - Driving range (if available) to be open
- Tournament of Champions – Divisions A and B (see *Section 8*)
  - Held at host club(s) during late September or early October
  - Use of 18 holes required
  - Carts needed for up to 110 players, 30 markers, and 4-6 marshals
  - Markers may walk or ride with each group
  - Dining facilities required for breakfast and lunch for all participants, markers, and WNHGA directors
  - Driving range (if available) to be open

- WNHGA Corena Green Classic for Junior Girls (see *Section 4*)
  - Held at host club during late July or early August
  - Eighteen holes required that are both walkable and playable for girls ages 8-17
  - Number of players varies from 75-104 depending on the course
  - Carts not allowed for players or markers but needed to take players to their holes – carts needed for WNHGA marshals
  - Driving range (if available) to be open
  - Dining facilities required for breakfast and lunch for approximately 250 people

### **Additional Rotating Events**

- Calendar Meetings – Calendar meetings are held in September or October in each area. The meetings are organized and run by the local clubs. A WNHGA director attends the meetings to explain the WNHGA calendar, but she does not control the outcome. These are not WNHGA meetings.
- Rules and Marker Seminars – Rules and Marker seminars are held annually in at least two of the four geographic areas. The seminars teach the USGA *Rules of Golf* and how to be a marker at WNHGA events.
- Spring Area Meetings – Spring Area Meetings are held once a year in early March in each geographic area. The locale of the meetings is determined alphabetically on a rotating basis. Captains, co-captains, and all club members holding positions relating to the items being discussed are encouraged to attend. Workshops are held relating to matters at both the club and association levels.



# **WOMEN'S NINE HOLE GOLF ASSOCIATION**

## **HISTORY OF WNHGA**

The Women's Nine Hole Golf Association was organized in 1973 by some very enthusiastic women nine-hole golfers with the help and encouragement of golf professionals Gary Plato of San Jose Country Club and Al Braga of The Villages.

The purpose of WNHGA is to promote the interests of women's nine-hole golf. The association affords us the opportunity to share ideas for better golf programs, maintain uniformity in all procedures and rules advanced by the USGA, and provide our membership with a handicapping service (GHIN).

Many nine-hole groups are still struggling to receive recognition, consideration and cooperation within their home club. Being associated with a strong organization such as WNHGA assists in gaining recognition.

Membership is open to nine-hole golf groups from both private clubs and semi-private clubs. Members may belong to any organized dues paying golf club or group, however any member(s) holding dual membership must designate a "Home Club." (USGA Rules of Handicapping 1.4b) This jurisdiction is defined as the counties of Monterey, Kern, Tulare and all of California north of these counties. (From By-Laws – *Amended March 2008.*)

The association is presently divided into four geographic areas in order to ensure relatively equal representation for each member club. WNHGA is the only nine-hole independent golf association recognized by the United States Golf Association.

WNHGA is currently comprised of 39 clubs that are private or semi-private with approximately 2,200 members.

We believe our association has a great deal to offer nine-hole golfers. We have created an exciting and lively image for all nine-hole women golfers where the challenge of the sport is combined with friendly competition and companionship.

## WNHGA Chronological History

- 1975 WNHGA officially was established with bylaws. First clubs were Almaden, Contra Costa, Palo Alto Hills, Peninsula, Richmond, Round Hill, San Jose, Saratoga, Sequoyah, and The Villages.
- 1977 The first official Tournament of Champions was held. The entry fee was \$1. Golf balls were the prizes.
- 1979 Rosters were printed for all of the club members for the first time.
- 1981 WNHGA started recruiting clubs from the Central Valley. Unification of handicapping was pursued. In the past, each club had a handicap chair who calculated the handicaps for each member.
- 1983 The first Open Day was held at Crow Canyon Country Club. Picture of WNHGA officers first printed in the NCGA book.
- 1984 WNHGA was incorporated. The association contracted with IDC to do the handicapping for all the clubs.
- 1985 The first Fairway News was published.
- 1986 Four portions of the Captain's Manual were completed.
- 1991 WNHGA Corena Green Classic for Junior Girls was held for the first time.
- 1994 Rules seminars were established.
- 1998 WNHGA was recognized by the USGA as the only independent 9-hole association.
- 2002 Computerized handicap services were provided by GHIN, with members being able to post scores on computers located at their club or at home via the internet.
- 2006 WNHGA website was established – *WNHGA.com*. The Fairway News was now published in color, including pictures from member clubs.
- 2008 WNHGA added marker training to the rules seminars. WNHGA By-Laws are amended allowing dual club memberships within its territorial jurisdiction.
- 2010 Computerized scoring was instituted at all WNHGA tournaments.
- 2012 New interactive website created at *WNHGA.com*; WNHGA Captain's manual online.
- 2019 USGA eliminates 9-hole GHIN# converting all members to 18-hole GHIN# in preparation to the New World Handicapping System in 2020.
- 2020 USGA launches the New World Handicapping System, a complete revision to the Rules of Handicapping.

# **WOMEN'S NINE HOLE GOLF ASSOCIATION**

## **THE WNHGA CORENA GREEN CLASSIC FOR JUNIOR GIRLS**

### **History**

The Corena Green tournament is named in honor and memory of a WNHGA director. Corena Green graduated from Stanford University and taught school for several years before joining the WAVES, the women's branch of the Navy. It was here that she met her husband. After World War II, they moved to Marin where their three children began school. While the children were young, Corena was involved with the usual activities of PTA, little league, and scouting. She was also a reporter for the local paper. Her organizational skills were apparent in her work with each of these.

After they moved to Southern California, Corena used her journalistic talents as an editor of the Palos Verdes newspaper and added golf to her interests. The seeds of her future role in the Women's Nine Hole Golf Association (WNHGA) were planted as she became aware of the discrepancy between opportunities for junior golf competition for her daughter and her sons.

Upon moving to Los Altos and joining the Los Altos Country Club, Corena became active in the women's nine-hole group. She helped organize them and served in all positions, including captain. She was nominated and elected to the Women's Nine Hole Golf Association Board from the Peninsula Area and served two terms, including one as president in 1988.

It was during her second term of office that Corena first promoted the idea of junior golf for girls. WNHGA had supported junior golf, but it soon became apparent that girls were relegated to secondary consideration. The idea of a special tournament for girls only, funded by WNHGA, was developed.

Corena's sudden death in 1990, during her last year on the WNHGA Board, was a shock to all who knew her. Her many friends throughout the WNHGA clubs wanted to create some sort of memorial, so in consultation with her family, the WNHGA Corena Green Classic for Junior Girls golf tournament was developed.

The success of the tournament has been ensured by the ongoing support it has received from all the WNHGA member clubs. The money received covers breakfast, lunch, tee prizes, award trophies, and college gift certificates given to the girls.

This tournament is open to any girl between the ages of 8 and 17. She does not have to be a member of any WNHGA club, but she must have played some golf and have some basic knowledge of the game and the rules.

## **General Information Regarding the WNHGA Corena Green Classic for Junior Girls**

The WNHGA director-in-charge of the Corena Green Classic will work with a WNHGA member club to organize the tournament by following these guidelines:

- Held on host club's course during July/August
- Requires eighteen holes that are both walkable and playable by girls ages 8 to 17
- Number of players varies, approximately 75 to 104
- Players to walk course (may use hand carts)
- Carts to be provided at no charge for marshals and photographer's assistants (WNHGA directors)
- Carts needed for markers to take girls to and from starting holes
- Markers to walk with each group
- Dining facilities required for up to 250 people for breakfast and lunch

The participants in the Corena Green Classic will be girls:

- who are ages 8 through 17 on the date of the tournament;
- who are sponsored by a WNHGA member club, but do not have to be a member of that club (WNHGA to assign sponsor clubs for those girls not belonging to a WNHGA club);
- who have played golf and have some knowledge of the rules; and
- who pay an entry fee entitling them to breakfast, lunch, tee prizes, and awards.

WNHGA will award gift certificates to the college or post high school institution of their choice to the best players in the 14–17-year age division, payable upon enrollment in the school.

# WOMEN'S NINE HOLE GOLF ASSOCIATION

## WNHGA AWARDS

### Hole-in-One Awards

WNHGA will award a plaque to any of its members who make a hole-in-one during the current year. This plaque may be presented at an Area Meeting, Open Day, WNHGA Annual Meeting, or at a home-club event. The choice is made by the recipient and the home-club captain.

The hole-in-one **does not** have to be made on the player's home course.

WNHGA has adopted the USGA policy regarding a hole-in-one. A hole-in-one is valid if:

- made during a postable round of at least nine holes, except that a hole-in-one made during a match play event should be acceptable even if the match ends before the stipulated round is completed;
- the player is playing one ball; a hole-in-one made in a practice round in which the player is playing two or more balls should not be acceptable;
- attested to and witnessed by at least one other person.

The hole-in-one can be made at a hole where there is a temporary tee and/or putting green in use.

The home club captain should make a copy of the following form or obtain it from [WNHGA.com](http://WNHGA.com) > [Club News](#) > [Hole In One](#) > [Hole In One Form](#) and complete the information requested. This form is the official notification and should be emailed or mailed to the WNHGA handicap director.

## NOTIFICATION OF HOLE-IN-ONE

**MEMBER'S NAME:** \_\_\_\_\_

**HOME CLUB:** \_\_\_\_\_

**DATE OF HOLE-IN-ONE:** \_\_\_\_\_

**COURSE WHERE MADE:** \_\_\_\_\_

City and State: \_\_\_\_\_

**HOLE NUMBER:** \_\_\_\_\_

**CLUB USED:** \_\_\_\_\_

**YARDAGE:** \_\_\_\_\_

**PHOTO INFORMATION:** Please email photo to WNHGA Handicap Director. Use .jpeg format

**AWARD TO BE PRESENTED AT** (please check one):

WNHGA Area Meeting \_\_\_\_\_ @ Club/Date \_\_\_\_\_

WNHGA Open Day \_\_\_\_\_ @ Club/Date \_\_\_\_\_

Home Club \_\_\_\_\_

If at Home Club, please provide the following **“Ship To”** information:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City and Zip: \_\_\_\_\_

**CERTIFIED BY:**

\_\_\_\_\_  
(Captain's Name) (Date)

\_\_\_\_\_  
(Home Club)

\_\_\_\_\_  
(Captain's Phone Number and email)

**Send Form to:**

**WNHGA Handicap Director**

## Most Improved Golfer

Each year WNHGA recognizes a golfer from each member club, each regional area, and the overall membership as the *Most Improved Golfer* (MIG) at each of these levels. A certificate is provided for each captain to complete and award to the winning golfer at each club. At the Spring Area Meetings, WNHGA also gives a plaque to the members with the highest improvement ratio in each of the four regional areas. The golfer with the highest overall improvement ratio in the entire membership also receives a plaque. The five winners' photos and names will be posted on at *WNHGA.com*.

The period of performance for the *Most Improved Golfer* starts on January 1 and ends on December 1 of the current year. Each club's *Most Improved Golfer* should be verified by each handicapper and captain using the following guidelines:

- The recipient must have a 20-game index (ten 18-hole games or combined 9-hole scores) as of January 1<sup>st</sup> of the current year.
- The recipient must have played at least 20-games (ten 18-hole games or combined 9-hole scores) during the period prior to January 1<sup>st</sup> through December 1<sup>st</sup> of the current year.
- The recipient must be an active, participating member of a nine-hole organization. The criteria for this requirement are decided by each member club.

The steps required to document these items are listed below. The WNHGA MIG form will be mailed and/or emailed to each captain and handicapper in November of the current year.

Step 1. On or shortly after December 1<sup>st</sup>, run the Most Improved Golfer Report using the USGA GHIN Admin Portal website. Website access and associated details are discussed in the handicap workshop sessions at Spring Area Meetings, and in the handicap section of this manual. As of this writing, the report is located by accessing:

*adminportal.usga.org followed by selecting Reports/Templates/Most Improved Golfer.*

An example of the Most Improved Golfer report generation page is shown here:

Report Name	Description	Schedule	View
Handicap Index History Report	Golfer monthly Handicap Indexes over period of time	<a href="#">Schedule</a>	<a href="#">View</a>
Handicap Revision Scores Report	List of available scores during a revision period	<a href="#">Schedule</a>	<a href="#">View</a>
Low Handicap Index Report	List of golfers and their lowest Handicap Index for a custom date range	<a href="#">Schedule</a>	<a href="#">View</a>
Minor/Guardian Report	Listing of Minor / Junior golfers and the detailed information around their guardianship.	<a href="#">Schedule</a>	<a href="#">View</a>
Most Improved Golfer Report	Ranking of largest improvement in Handicap Index over period of time	<a href="#">Schedule</a>	<a href="#">Hide</a>

Columns to Display:  ...  
 Revision Date From:  ...  
 Revision Date To:  ...  
 Gender:  ...  
 Golfer Group:  ...  
 Club Membership Type:  ...  
 Top Only:  ...  
 Active Entire Date Range?:  ...

Pay particular attention to the output values to be selected, especially Custom Revision Start and End Dates, Golfer Group, and Top 10 Only. Make sure the Display Columns include the eight items listed.

Columns to Display:  ...  
 Revision Date From:  ...  
 Club Membership Type:  ...  
 Top Only:  ...

Enter Values

Available Values:	Selected Values:
Golfer Name	Golfer Name
Club Name	GHIN Number
Club Membership Type	Rank
Starting Handicap Index	Starting Handicap Index
Starting Differential	Starting Differential
Ending Handicap Index	Ending Handicap Index
Ending Differential	Ending Differential
Factor	Factor

Search:

☐ All

Golfer Group:  ...



Here is an example of the output when this report is run:



### Most Improved Golfer Report

Northern California Golf Association  
WNHGA Country Club

Rank	GHIN Number	Golfer Name	Club Membership Type	Starting Handicap Index	Starting Differential	Ending Handicap Index	Ending Differential	Factor
1	2511134	Mary Smith	Standard	35.9	287.1	25.4	202.9	1.281
2	3194867	Jill Gates	Standard	47.5	47.5	35.9	287.5	1.242
3	2519831	Marci Miller	Standard	46.2	369.3	36.9	295.5	1.190
4	2712222	Lynne Marsh	Standard	51.3	307.9	42.2	337.2	1.168
5	3169999	Kathleen Rossi	Standard	41.5	165.8	34.7	277.5	1.146
6	3199876	Susan LaPalma	Standard	36.6	73.2	30.9	246.9	1.133
7	1009545	Terri Hoose	Standard	28.0	224.1	23.6	188.8	1.124
8	2851432	Sylvia Shelton	Standard	50.1	250.5	43.5	347.7	1.119
9	2514848	Carol Rosseau	Standard	42.5	340.0	38.2	305.3	1.086
10	2511957	Camilla Mullins	Standard	54.0	455.8	49.3	394.0	1.077

**Step 2.** Determine if the first golfer on the list is an active, participating member of your nine-hole organization, as defined by your group. If not, move down the list to the first golfer who does meet the criteria. Once you have a candidate, look up her scores posted record on the *adminportal.usga.org* website. Use the Scores Posted Report to find scores from several years back up to December 1<sup>st</sup> of the current year. If the golfer has at least 10 (18-hole games or 9-hole combined) scores posted in both the current and prior years, print out the page and move on to the next step. If not, take the next candidate on your list and repeat the process.

Here is an example of the Scores Posted Report page:

Rounds Posted by Facility Report	Number of rounds posted by facility, separated by course and tee	<a href="#">Schedule</a>	<a href="#">View</a>
Rounds Posted Report	Number of rounds posted by members of a club	<a href="#">Schedule</a>	<a href="#">View</a>
Rounds Posted Report (Date Posted)	Number of rounds posted by members of a club by date posted	<a href="#">Schedule</a>	<a href="#">View</a>
Scores Posted Report	List of scores posted at a club	<a href="#">Schedule</a>	<a href="#">Hide</a>

Columns to Display:

Gender:

Golfer Status:

Golfer Group:

Score Type:

GHIN Number, Golfer Name, ...

All

All

All

<All>

Holes:

Played Date Start:

Played Date End:

Sort Column:

18

January 1, 2020

Last Name

Submit

Pay particular attention to the output values to be selected, especially Custom Revision Start and End Dates, and Golfer Group. Make sure the Display Columns include the six items listed.

Rounds Posted Report (Date Posted)	Number of rounds posted by members of a club by date posted	<a href="#">Schedule</a>	<a href="#">View</a>
Scores Posted Report	List of scores posted at a club	<a href="#">Schedule</a>	<a href="#">Hide</a>

Columns to Display:

Golfer Name, GHIN Number, ...

Gender: Female

Holes: 18

Played Date Start: January 1, 2020

Submit

Enter Values

Available Values:

Date Played  
AGS  
PCC  
Course Rating  
Slope Rating  
Differential  
Course Played  
Date Posted

Search:

☐ All

Selected Values:

Golfer Name  
GHIN Number  
Round Count  
Course Played  
Date Played  
Score Type

OK

Cancel

Help

Score Type:

<All>

Here is an example of a Scores Posted Report generation page:

<u>GHIN Number</u>	<u>Golfer Name</u>	<u>Round Count</u>	<u>Score Type</u>	<u>Date Played</u>	<u>Course Played</u>
3196875	Patty Puttin	25	N	06/23/2020	Lake of the Pines CC / Lake of the Pines CC
			N	06/12/2020	Lake of the Pines CC / Lake of the Pines CC
			H	06/06/2020	Lake of the Pines CC
			N	06/02/2020	Lake of the Pines CC / Lake of the Pines CC
			H	05/29/2020	Lake of the Pines CC
			H	05/22/2020	Lake of the Pines CC
			H	05/20/2020	Lake of the Pines CC
			H	05/16/2020	Lake of the Pines CC
			N	05/08/2020	Lake of the Pines CC / Lake of the Pines CC
			H	05/08/2020	Lake of the Pines CC
			H	03/20/2020	Lake of the Pines CC
			H	03/11/2020	Auburn Valley Golf
			N	03/10/2020	Lake of the Pines CC / Lake of the Pines CC
			H	03/06/2020	Lake of the Pines CC
			N	02/28/2020	Lake of the Pines CC / Lake of the Pines CC
			A	02/20/2020	North
			N	02/10/2020	Lake of the Pines CC / Lake of the Pines CC
			N	01/07/2020	Lake of the Pines CC / Lake of the Pines CC
			N	12/21/2019	Lake Of The Pines Cc Lake Of T
			A	11/19/2019	Coronado Golf Club
			N	11/15/2019	Lake Of The Pines Cc Lake Of T
			N	11/12/2019	Lake Of The Pines Cc Lake Of T
			N	11/07/2019	Lake Of The Pines Cc Lake Of T
			N	11/05/2019	Lake Of The Pines Cc Lake Of T
			N	11/05/2019	Lake Of The Pines Cc Lake Of T

This fictitious player has 25 posted scores on her record, 18 of which were posted between January 1<sup>st</sup> and December 1<sup>st</sup> of the current year, so she meets the criteria of a 10-game handicap index (18-hole games or combined 9-hole scores). However, she only has 7 games posted in the prior year(s) and does not meet the criteria. You must move on to the next candidate until all the criteria are met. Using the Scores Posted Report has the advantage of showing you how many rounds every member of your group has posted including dates played, as well as rounds posted for verification.

An alternate way of establishing a candidate's number of rounds in the current year is to run an individual golfers Score Maintenance Report through the [adminportal.usga.org](http://adminportal.usga.org) website. This will generate a detailed history, including scores of all games played and posted.

Step 3. Once you have a winning player, print out the Most Improved Golfers Report and the individual golfers score record from either the Score Posted Report or Score Maintenance Report.

Step 4. Fill out the WNHGA MIG form that you received by mail or email. The form is also found in this section, or at [WNHGA.com](http://WNHGA.com) > [Club News](#) > [Most Improved Golfer Form](#). Mail it along with the supporting documents to the WNHGA handicap director by the date requested.

The “comments” section of the form is provided in the event your club's *Most Improved Golfer* is not the first person on the report. For example, if your club's *Most Improved Golfer* is the third person listed, your explanations may be as follows: “The first person is not a participating member, and the second person did not have a 10-game index as of last January.

## MOST IMPROVED GOLFER AWARD

\_\_\_\_\_  
(Year)

FROM: Club \_\_\_\_\_

AREA (check one) Central Valley\_\_\_\_River Valley\_\_\_\_East Bay\_\_\_\_Peninsula\_\_\_\_

THE MOST IMPROVED GOLFER FOR \_\_\_\_\_ IS:  
(Year)

NAME: \_\_\_\_\_ GHIN # \_\_\_\_\_

Starting Index	Ending Index	Improvement
Factor Revision date 1/1/ _____		Revision
date 12/1/ _____		

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HANDICAPPER \_\_\_\_\_

Email and Phone # \_\_\_\_\_

CAPTAIN \_\_\_\_\_

Email and Phone # \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Please include a copy of your computer reports:**

1. **Most Improved Golfer Report** based on January 1<sup>st</sup> to December 1<sup>st</sup> of the improvement year
2. Proof of 10 Game Index (ten 18-hole games or 9-hole combined scores) prior to January 1<sup>st</sup>.
3. Proof of 10 games (ten 18-hole games or 9-hole combined scores) posted during the current year.
4. Handicapper should place her initials next to the revision dates acknowledging that she has selected the correct dates on which to run the reports.
5. Mail to: WNHGA Handicap Director, address in current WNHGA Yearbook

Must be postmarked by December 14<sup>th</sup>.

# WOMEN'S NINE HOLE GOLF ASSOCIATION

## TOURNAMENTS

Competition through tournaments, both at home and away, is important to our nine-hole program. All WNHGA golfing events are governed by USGA rules. This section of the manual deals with additional information for WNHGA tournaments including:

- Maximum Hole Score or Net Double Bogey
- Popping a scorecard using the player's USGA handicap index
- For WNHGA Tournament Protocol (tournament eligibility, breaking ties, pace of play guidelines, golf GPS and cell phone use during play, etc.), go to [WNHGA.com](http://WNHGA.com)>[Golf Events](http://WNHGA.com)>[Tournament Protocol](http://WNHGA.com)
- For examples of additional golf games (postable and non-postable, as well as rules for Match Play) go to [WNHGA.com](http://WNHGA.com)> [Golf Events](http://WNHGA.com)>[Golf Games](http://WNHGA.com)

### Maximum Hole Scores or “Net Double Bogey”

For handicap purposes, the Maximum Hole Score will be a *net double bogey*. For a player with an established Handicap Index, the maximum score for each hole played is limited to a *net double bogey*, calculated as follows, for the player's course handicap from the tees played.

Par of the hole

+

2 strokes

+

Any handicap stroke(s) that the player receives on that hole\*

**There is no limit to the number of holes in a round where a *net double bogey* adjustment may be applied.**

In the example below, the player's adjusted score on Hole #6 for *net double bogey* was -1. The maximum score the player could take on the hole was Par (5) + double bogey (2) + hcp pops (2) = 9. Since the player scored a gross 10 strokes, she adjusted to a 9.

#### WNHGA Country Club

Bronze Tees Course Rating: 34.5

Slope Rating: 125

Name of Player: Patti Puttin

Course Handicap: 19

Hole	1	2	3	4	5	6	7	8	9	In	Total
Par	5	4	3	4	4	5	3	4	4	36	
Stroke Index	3	1	15	11	13	5	17	9	7		
Score	7	7	4	5	6	10	4	5	5	53	53
Adj. (Posted)	0	0	0	0	0	-1	0	0	0		52

## USGA Handicap Index and Popping a Card

The USGA Handicap System enables golfers of all skill levels to compete on an equitable basis. In order to accomplish this, all players are given a handicap index that is based on their playing ability. This index is transportable from course to course and is used to calculate their handicap on a given course. Note: your handicap for an away course may not be the same handicap as for your home course. The important number to remember is your handicap index and it always contains a decimal point. For complete information as to how your handicap index is calculated please go to *Section 9 Handicapping* of this manual or go to *USGA.org>Rules of Handicapping*

### Handicap Strokes/Ratings

A handicap stroke is an equalizer. Handicap strokes (pops) are allowed in ascending order starting with the hardest handicapped holes first.

The holes on a golf course are rated numerically from the hardest-to-par hole to the easiest-to-par hole. A hole with a rating of 1 is the hardest handicapped hole and a hole with a rating of 18 is the easiest. This is a simplistic way of looking at the handicap on each hole. For a more detailed explanation, please go to the USGA website (*USGA.org>Rules of Handicapping>Course Ratings and Calculators>Course Rating Primer*).

Each golf hole is rated separately for men and women and these ratings are shown on the scorecard. This is denoted on the scorecard on the line opposite *Women's Handicap* immediately under *Women's Par* on the following sample scorecard.

**It is very important to make sure that the correct ratings are used when preparing a scorecard – men's handicap for the men and women's handicap for the women.**

### Popping Scorecards According to WNHGA Rules

Pops are the small dots or checks placed on the scorecard which should add up to the player's handicap allowance (handicap strokes) for a specified game. Once the appropriate handicap has been determined for the course to be played, pops can be distributed as described in the following examples.

In each case, start the process by dividing the nine-hole handicap by nine.

**Player 1:** Handicap of 18 divided by nine equals two. Each hole gets two pops.

**Player 2:** Handicap of 6 is not enough pops to divide by nine. Give one pop to six holes in the order of the handicap stroke allocation on the scorecard.

**Player 3:** Handicap of 14 divided by nine equals one pop for each of the nine holes, with a remainder of five pops. The remaining five pops are to be given in the order of the handicap stroke allocation.

**Player 4:** Handicap of 35 divided by nine equals three with a remainder of eight pops. Start by giving three pops to all nine holes. In this example, please note **you cannot give more pops than par**. When awarding the remaining eight pops, once you come to the par 3 at hole #3, even though there are pops remaining to be allocated, you **must** stop. You cannot skip over the par 3 and continue on to hole #5. The player will have to play to a 32 no matter how many strokes remain.

Player 1 18 Handicap	••	••	••	••	••	••	••	••	••		
Player 2 6 Handicap	•	•	•	•				•	•		
Player 3 14 Handicap	••	••	•	••	•	•	•	••	••		
*Player 4 35 Handicap	••••	••••	•••	••••	•••	•••	•••	••••	••••		
NAME HANDICAP											
Hole	1	2	3	4	5	6	7	8	9	OUT	Initial
Red Yardage	280	402	132	433	342	289	124	266	327	2595	
Par	4	5	3	5	4	4	3	4	4	36	
Handicap	9	1	11	3	13	15	17	7	5		

*\*Even though Player 4 has a 35 handicap, she only gets 32 pops. (See above.)*

When calculating the pops for 18 holes, follow the handicapped holes as they are shown on the scorecard but alternate from the front nine to the back nine as the numbers occur on the scorecard.

(WNHGA would like to thank Mace Meadow Fairway Ladies for the above explanation.)

## **WNHGA Tournament Protocol**

### **Open Days**

All participants must have a minimum of a nine-hole, six-round (provisional) handicap index.

### **Team Play**

All participants must have a nine-hole, 20-game index, and these 20 games must have been played within the current 24 months. For scoring, refer to Section 10 in the WNHGA Captains Manual.

### **Tournament of Champions**

All participants must have a nine-hole 20-game index. These 20 games must have been played within the current 24 months with a minimum of five rounds played in the current year. Players must have competed in their club championship tournament where three nine-hole rounds were played. These rounds may all be played on the same nine holes or on alternate nines. They may be played on three separate days or two rounds on the same day. However, for each round, all players must play on the same nine, on the same day, and at the same time of day (morning or afternoon).

### **Format**

Stroke Play

### **Handicap**

All competitors will play at a handicap not to exceed par for the course.

### **Starting Times**

Play to be determined by the host club and the director-in-charge

### **Pace of Play**

WNHGA's pace of play policy for TOC and Team Play Championships is as follows:

- Minutes per hole to be determined by the pro at the host club and DIC.
- All participants must be either on time or in place (one shot behind the foursome in front of them).
- If a group is both off time and out of place, the marshal will give them a warning. If the group continues to be off time and out of place, the marshal may add a one stroke penalty to each player during play.
- Please note – to help the players with their timing, each scorecard will indicate the hole-by-hole time that the flag should be in the cup (hole completed).



## **Scoring**

Official scorecards will be issued for each player or team. At conclusion of play, if markers are used, players are to check scorecards hole-by-hole with their marker before signing their scorecards. Players should not sign scorecards or marker sheets if a score or ruling is in doubt. Signing an incorrect card may result in disqualification. The WNHGA committee will decide all disputes.

## **Ties**

WNHGA uses a net hardest hole card-off to break all ties for Open Days and Club Play Days; starting with the hardest and moving to the second hardest, etc., as needed. For the WNHGA Tournament of Champions only, the scores of the three most difficult holes are added together. If there is still a tie, the score of the next most difficult hole(s) is added. The player with the lowest total wins the card-off.

## **Measuring Devices**

USGA approved GPS measuring devices may be used. They must be in the silent mode or player is disqualified.

# WOMEN'S NINE HOLE GOLF ASSOCIATION

## MARKERS

Non-playing markers are used during three separate WNHGA events – Team Play Championships, Tournament of Champions, and the Corena Green Classic for Junior Girls – as well as all division Team Play competitions. Clubs hosting the Tournament of Champions and the Team Play Championships are responsible for obtaining markers for those events. Markers for the Corena Green Classic for Junior Girls are recruited by the WNHGA director in charge of the tournament.

The Women's Nine Hole Golf Association trains, recruits and coordinates volunteer markers from its entire membership. A marker from a member club must be an active participant in any of the golfing groups within their club, such as WNHGA, WGANL Legacy, PWGA Legacy, or NCGA.

Each foursome will have a minimum of one marker and each marker is provided with a copy of the instruction sheet for markers, marking sheets, and USGA rules information. Markers are NOT rule officials but should provide a copy of the rules to the players when they are in doubt as to how to proceed. It is the responsibility of the individual players to know the USGA rules and to notify the marker if they observe an infraction committed either by themselves, their partner or their fellow competitors. The marker must record any rules infraction that she observes or that the players report. A marker may, if asked, describe the conditions or unseen hazards on the course, but may not instruct, or coach a player on how to play the course.

A marker is responsible for recording the hole-by-hole gross score for each player. In addition, she should total each player's score but is not responsible for addition errors. **When play ends, the marker must go over the hole-by-hole score with all of the players to be sure they are in agreement.** The marker and all players must return to the checking area before signing the scorecards and marker sheets.

Note: when marking for the Tournament of Champions, all players must putt out. It is only in four-ball stroke play (Team Play format) that one of the partners may pick up.

If a player picks up during singles play, she may be disqualified. *See USGA Rule 3-3c.*

*Pops* are used for four-ball stroke play (Team Play) and not for the Tournament of Champions

## WNHGA Marker Information for Team Play

In case of emergency, markers should carry a cell phone. It must be on *silent*, and the marker should *never* use her phone for personal calls. The players count on their marker to be alert and paying attention to the game.

Your Marshal for today is \_\_\_\_\_ Phone \_\_\_\_\_

### Before Play Begins (at cart before leaving staging area):

- Greet your team and introduce yourself.
- Ask participants to count and verify that their **handicap** and **pops** are correct before leaving the staging area.
- Point out the local rules sheet and mention any unusual rules that apply and **what tees will be used**.
- Fill out marker's sheet with visual ID for each player for identification.
- You are in charge of **pace of play** for the group. You have times on your marker sheet that the flag should be in the hole and your group should be walking off the green. Advise your players before you start in case it should become an issue.
- During a WNHGA event, a player may obtain distance information by use of a USGA- approved device or app on a cell phone. A player must use these devices or apps for distance measuring only. **If used in any other capacity, a General Penalty (2 strokes) will be given. For subsequent offense, Disqualification. All devices must be in silent mode. Once any distance measuring device makes a sound, the penalty is disqualification.** Remind your players of this so it will not become an issue.
- Lead your players to the appropriate hole when all are ready.
- Set the tee-off rotation for the first hole, but after that it should be - Ready golf!
- Request that your foursome not hit any strokes unless they know that they are being observed by you. Holding up their hand, looking you in the eye, and waiting for your hand in reply is a good way to handle this. Try to face players from your cart.
- If they are hitting out of a bunker, ask them to wait until you are close enough to observe their stroke (you need to be sure they do not ground their club).
- Ask players to check with you in the middle of the hole regarding strokes accumulated if they are "blowing up" on the hole. It is easier to recreate a high score part-way through play rather than at the green.
- Ask the players when they want to know that you have recorded a penalty stroke. Most players want to know right away so they don't make the same mistake again, but others prefer to know when they reach the green because it makes them too nervous.
- During team play one member of the team **may** pick up if they feel they are out of the hole. They should confer with their partner before doing so and check their pops. They only need one score per hole.

### The Basics:

In a very friendly way, remind your players **before play begins** that you do not want to have to record any penalties so...would they please remember the basics:

- Remind players to mark their ball whenever they lift it with the intent to replace it. This includes lifting it for identification, lifting it because it interferes with another player's ball, or to verify it is still fit for play. Under these circumstances, the ball may be lifted but may not be cleaned.
- For the sake of pace of play, suggest to players that they always take a provisional ball if they think their ball may be out of bounds or lost outside of a penalty area. They may prefer to use Local Rule E-5 if it is in effect on this course.
- Remind them not to ground their club in a bunker.
- Remind them to keep an eye on the tee box markers; be sure to keep their ball behind the markers.
- Players should decide if they want the flag tended or left in the hole while they putt. Markers may not tend the flag.
- You are not a rules official. Remind the players that it is their responsibility to both know the rules and to report any rules infraction to you. Report it on themselves, their partner, and their competitors. Golf is a game of integrity. Markers are to record every stroke and penalty they observe plus penalties that the players indicate.
- Players may and should ask each other about a rule if they are in doubt.
- At any point you may also hand a player your rule book or clip-on rule sheet and ask if they would like to check a rule. This is a gentle way to help before they get in trouble but without telling them a rule.

### During Play:

- If there is a question regarding a regulation on how to play a ball that cannot be reconciled by the players, the player should use *Rule 20.1c, Doubt as to Procedure*, found in the USGA rule book. They **must not** sign their card if there is any doubt as to the hole-by-hole score.
- Markers **may** describe the course or any penalty areas that are not visible *if asked* but may not give advice such as "Play the hole to the right because it slopes to the left," etc.
- When you are at the green, before putting begins, ask each player to tell you her score and be sure that your score and hers agree. After putting, repeat the procedure in order to guarantee that you agree on the total score for that hole.
- If you and the player do not agree on the number of strokes taken, enlist the help of the other players to recreate the hole.
- If you still do not agree, be sure the player understands that she is not to sign her card and you will take it to the committee. Be sure she understands you will not be offended because you, too, can make an error.

- If a player has picked up on a hole, record the player's *most likely* score. Ask the player what that score should be and indicate that it is a "pick-up" with either an "x" or a PU. *Note: this is **not** the player's adjusted Maximum Hole Score (Net Double Bogey), but her **Most Likely Score**.*

**MOST LIKELY SCORE WHEN A HOLE IS STARTED BUT PLAYER DOES NOT HOLE OUT**

Strokes to be Added	Position of Ball
Add <b>1</b> stroke	If a ball lies on the putting green, no more than 5 feet from the hole.
Add <b>2</b> or <b>3</b> strokes depending on the position of the ball, difficulty of the green and ability of the player.	If the ball lies between 5 feet and 20 yards from the hole.
Add <b>3</b> or <b>4</b> strokes depending on the position of the ball, difficulty of the green and ability of the player.	If the ball lies more than 20 yards from the hole.

- A marker is only the scorekeeper – not the coach, not the caddy, not the rules official. You are not to interpret any rule but may simply give your players the rule book.
- If a player is disqualified, she may ride in the cart, but she may no longer play. She may not get out of the cart to advise her partner.

Players May:

- Confer with one another regarding the rules of golf – partner and fellow competitors. It is wise to engage your fellow competitors with rules.
- Partners may advise one another as to how to play a hole but **may not** advise fellow competitors.

At Conclusion of Play:

Markers and players must not leave the area until the marker and players have checked the hole-by-hole scores. If they are in agreement, they must sign the scorecards and marker sheets and the Marker will take all information to the scoring room. If they do not agree, they must not sign either the scorecard or the marker sheet and all players in the group and the marker must take it to the committee in the scoring room.

Exception for Team Play Championships:

Markers and players must not leave the checking area until the **players have checked the hole-by-hole scores with the designated checkers**. If they are in agreement, they must sign the scorecards and marker sheet. If they do not agree, they must not sign either the scorecard or the marker sheet and all players in the group and the marker must take it to the rules person available at the checker station.

## WNHGA Marker Information for Tournament of Champions

In case of emergency, markers should carry a cell phone. It must be on *silent*, and the marker should *never* use her phone for personal calls. The players count on their marker to be alert and paying attention to the game.

Your Marshal for today is \_\_\_\_\_ Phone \_\_\_\_\_

### Before Play Begins (at cart before leaving staging area):

- Greet your team and introduce yourself.
- Ask participants to verify that their **handicap** is correct before leaving the staging area.
- Point out the local rules sheet and mention any unusual rules that apply and **what tees will be used**.
- Fill out marker's sheet with visual ID for each player for identification.
- You are in charge of **pace of play** for the group. You have times on your marker sheet that the flag should be in the hole and your group should be walking off the green. Advise your players before you start in case it should become an issue.
- During a WNHGA event, a player may obtain distance information by use of a USGA- approved device or app on a cell phone. A player must use these devices or apps for distance measuring only. **If used in any other capacity, a General Penalty (2 strokes) will be given. For subsequent offense, Disqualification. All devices must be in silent mode. Once any distance measuring device makes a sound, the penalty is disqualification.** Remind your players of this so it will not become an issue.
- Lead your players to the appropriate hole when all are ready.
- Set the tee-off rotation for the first hole, but after that it should be - Ready golf!
- Request that your foursome not hit any strokes unless they know that they are being observed by you. Holding up their hand, looking you in the eye, and waiting for your hand in reply is a good way to handle this. Try to face players from your cart.
- If they are hitting out of a bunker, ask them to wait until you are close enough to observe their stroke (you need to be sure they do not ground their club).
- Ask players to check with you in the middle of the hole regarding strokes accumulated if they are "blowing up" on the hole. It is easier to recreate a high score part-way through play rather than at the green.
- Ask the players when they want to know that you have recorded a penalty stroke. Most players want to know right away so they don't make the same mistake again, others prefer to know when they reach the green because it makes them too nervous.

### The Basics:

In a very friendly way, remind your players **before play begins** that you do not want to have to record any penalties so...would they please remember the basics:

- Remind players to mark their ball whenever they lift it with the intent to replace it. This includes lifting it for identification, lifting it because it interferes with another player's ball, or to verify it is still fit for play. Under these circumstances, the ball may be lifted but may not be cleaned.

- For the sake of pace of play, suggest to players that they always take a provisional ball if they think their ball may be out of bounds or lost outside a penalty area. They may prefer to use Local Rule E5 if it is in effect on this course.
- Remind them not to ground their club in a bunker.
- Remind them to keep an eye on the tee box markers; be sure to keep their ball behind the markers.
- Players should decide if they want the flag tended or left in the hole while they putt. Markers may not tend the flag.
- You are not a rules official. Remind the players that it is their responsibility to both know the rules and to report any rules infraction to you. Report it on themselves, their partner, and their competitors. Golf is a game of integrity. Markers are to record every stroke and penalty they observe plus penalties that the players indicate.
- Players may and should ask each other about a rule if they are in doubt.
- At any point you may also hand a player your rule book or clip-on rule sheet and ask if they would like to check a rule. This is a gentle way to help before they get in trouble but without telling them a rule.

#### During Play:

- If there is a question regarding a regulation on how to play a ball that cannot be reconciled by the players, the player should use *Rule 20.1c, Doubt as to Procedure*, found in the USGA rule book. They **must not** sign their card if there is any doubt as to the hole-by-hole score.
- Markers **may** describe the course or any penalty areas that are not visible *if asked* but may not give advice such as “Play the hole to the right because it slopes to the left,” etc.
- When you are at the green, before putting begins, ask each player to **tell** you her score and be sure that your score and hers agree. After putting, repeat the procedure in order to guarantee that you agree on the total score for that hole.
- If you and the player do not agree on the number of strokes taken, enlist the help of the other players to recreate the hole.
- If you still do not agree, be sure the player understands that she is not to sign her card and together you will take it to the committee. Be sure she understands you will not be offended because you, too, can make an error
- A marker is only the scorekeeper – not the coach, not the caddy, not the rules official. You are not to interpret any rule but may simply give your players the rule book. Players may confer with one another regarding the rules of golf. It is wise to engage their fellow competitors with rules.
- If a player is disqualified, she may ride in the cart, but she may no longer play.

#### At Conclusion of Play:

Markers and players must not leave the checking area until the **players have checked the hole-by-hole scores with the designated checkers**. If they are in agreement, they must sign the scorecards and marker sheet. If they do not agree, they must not sign either the scorecard or the marker sheet and all players in the group and the marker must take it to the rules person available at the checker station.

## WNHGA Marker Information for Corena Green Classic

In case of emergency, markers should carry a cell phone. It must be on *silent*, and the marker should *never* use her phone for personal calls. The players count on their marker to be alert and paying attention to the game  
**Your Marshal for today is \_\_\_\_\_ Phone \_\_\_\_\_**

### Before Play Begins (at cart before leaving staging area):

- Greet your team and introduce yourself.
- Point out the local rules sheet and mention any unusual rules that apply and **what tees will be used.**
- Fill out marker's sheet with visual ID for each player for identification.\_
- You are in charge of **pace of play** for the group. Your marker sheet will have a recommended timing for "flag in the hole." Try to keep play under 2 hrs. 44 mins, but do not make them nervous, particularly the younger girls.
- During a WNHGA event, a player may obtain distance information by use of a USGA- approved device or app on a cell phone. A player must use these devices or apps for distance measuring only. **If used in any other capacity, a General Penalty (2 strokes) will be given. For subsequent offense, Disqualification. All devices must be in silent mode. Once any distance measuring device makes a sound, the penalty is disqualification.** Remind your players of this so it will not become an issue.
- Lead your players to the appropriate hole when all are ready.
- Set the tee-off rotation for the first hole, but after that it should be - Ready golf!
- Request that your foursome not hit any strokes unless they know that they are being observed by you. Holding up their hand, looking you in the eye, and waiting for your hand in reply is a good way to handle this. Try to face players from your cart.
- If they are hitting out of a bunker, ask them to wait until you are close enough to observe their stroke (you need to be sure they do not ground their club).
- Ask players to check with you in the middle of the hole regarding strokes accumulated if they are "blowing up" on the hole. It is easier to recreate a high score part-way through play rather than at the green.
- Ask the players when they want to know that you have recorded a penalty stroke.  
**(Younger girls 8 to 13 should probably ne told right away.)**

### The Basics:

In a very friendly way, remind your players **before play begins** that you do not want to have to record any penalties so...would they please remember the basics:

- Remind players to mark their ball whenever they lift it with the intent to replace it. This includes lifting it for identification, lifting it because it interferes with another player's ball, or to verify it is still fit for play. Under these circumstances, the ball may be lifted but may not be cleaned.
- For pace of play, use Local Rule E5 for Out of Bounds or Lost Ball outside of a penalty area. (Older division girls may use provisional ball if their ball is hit short.)



- Remind them not to ground their club in a bunker.
- Remind them to keep an eye on the tee box markers; be sure to keep their ball behind the markers.
- Players should decide if they want the flag tended or left in the hole while they putt. Markers may not tend the flag.
- You are not a rule official. Remind the players that it is their responsibility to both know the rules and to report any rules infraction to you. Report it on themselves, their partner, and their competitors. Golf is a game of integrity. Markers are to record every stroke and penalty they observe plus penalties that the players indicate. **(Younger divisions, 8-12, may need help here; don't even bring it up as they might be confused. Use your best judgement.)**
- Players may and should ask each other about a rule if they are in doubt. At any point you may also hand a player your rule book or clip-on rule sheet and ask if they would like to check a rule. This is a gentle way to help before they get in trouble but without telling them a rule. **(Help the younger divisions with rules as necessary.)**

#### During Play:

- If there is a question regarding a regulation on how to play a ball that cannot be reconciled by the players, the player should use *Rule 20.1c, Doubt as to Procedure*, found in the USGA rule book. They **must not** sign their card if there is any doubt as to the hole-by-hole score.
- Markers **may** describe the course or any penalty areas that are not visible *if asked* but may not give advice such as “Play the hole to the right because it slopes to the left,” etc.
- When you are at the green, before putting begins, ask each player to **tell** you her score and be sure that your score and hers agree. After putting, repeat the procedure in order to guarantee that you agree on the total score for that hole.
- If you and the player do not agree on the number of strokes taken, enlist the help of the other players to recreate the hole.
- If you still do not agree, be sure the player understands that she is not to sign her card and together you will take it to the committee. Be sure she understands you will not be offended because you, too, can make an error
- A marker is only the scorekeeper – not the coach, not the caddy, not the rules official. You are not to interpret any rule but may simply give your players the rule book. Players may confer with one another regarding the rules of golf. It is wise to engage their fellow competitors with rules. **(For younger divisions, help them as necessary.)**
- If a player is disqualified, she may ride in the cart, but she may no longer play.

#### At Conclusion of Play:

In younger divisions, you will want to check the scorecard with the marker sheet before going to the scoring table. **Do not sign the cards yet.** Take the players to the scoring table and present the marker clipboard to the checker. Each player will read her score to the volunteer for verification. If they are in agreement, they must sign the scorecards and marker sheet. If they do not agree, they **must not** sign either the scorecard or the marker sheet and all players in the group and the marker must take it to the rules table at the checking area. Markers and players must not leave the checking area until all cards and the marker sheet is signed.

WNHGA Marker Form - Front Nine										
Fairway: / Sand: <input type="radio"/> Penalty Area: <input type="checkbox"/>										
STARTING HOLE#:		5		5		MARKER NAME:		JENNI GOODMARKER		
Play starts at		8:30		with		18		minutes allowed per hole		
PLAYER #1:					FLIGHT #:					
CLUB:					VISUAL ID:					
HOLE #:	1	2	3	4	5	6	7	8	9	Total
Strokes	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	
Penalties										
Putts	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
TOTAL										
FLAG IN HOLE:	10:18	10:36	10:54	11:12	8:48	9:06	9:24	9:42	10:00	
PLAYER #2:					FLIGHT #:					
CLUB:					VISUAL ID:					
HOLE #:	1	2	3	4	5	6	7	8	9	Total
Strokes	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	
Penalties										
Putts	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
TOTAL										
PLAYER #3:					FLIGHT #:					
CLUB:					VISUAL ID:					
HOLE #:	1	2	3	4	5	6	7	8	9	Total
Strokes	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	
Penalties										
Putts	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
TOTAL										
PLAYER #4:					FLIGHT #:					
CLUB:					VISUAL ID:					
HOLE #:	1	2	3	4	5	6	7	8	9	Total
Strokes	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	
Penalties										
Putts	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
TOTAL										
SIGNATURES REQUIRED FROM ALL PLAYERS PLUS MARKER										
Player 1:				Player 3:				Marker Signature:		
Player 2:				Player 4:						
STARTING HOLE#:		5		MARKER NAME:		JENNI GOODMARKER				

WNHGA Marker Form - Back Nine										
Fairway: / Sand: <input type="checkbox"/> Penalty Area: <input type="checkbox"/>										
STARTING HOLE#:		15B		14.5		MARKER NAME:		JENNI GOODMARKER		
Play starts at		8:00		with		18		minutes allowed per hole		
PLAYER #1:						FLIGHT #:				
CLUB:						VISUAL ID:				
HOLE #:	10	11	12	13	14	15	16	17	18	Total
Strokes	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	
Penalties										
Putts	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
TOTAL										
FLAG IN HOLE:	9:39	9:57	10:15	10:33	10:51	8:27	8:45	9:03	9:21	
PLAYER #2:						FLIGHT #:				
CLUB:						VISUAL ID:				
HOLE #:	10	11	12	13	14	15	16	17	18	Total
Strokes	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	
Penalties										
Putts	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
TOTAL										
PLAYER #3:						FLIGHT #:				
CLUB:						VISUAL ID:				
HOLE #:	10	11	12	13	14	15	16	17	18	Total
Strokes	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	
Penalties										
Putts	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
TOTAL										
PLAYER #4:						FLIGHT #:				
CLUB:						VISUAL ID:				
HOLE #:	10	11	12	13	14	15	16	17	18	Total
Strokes	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	1 2 3 4 5 6 7 8 9 0 1 2	
Penalties										
Putts	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
TOTAL										
SIGNATURES REQUIRED FROM ALL PLAYERS PLUS MARKER										
Player 1:				Player 3:				Marker Signature:		
Player 2:				Player 4:						
STARTING HOLE#:		15B		MARKER NAME:		JENNI GOODMARKER				

# WOMEN'S NINE HOLE GOLF ASSOCIATION

## TOURNAMENT OF CHAMPIONS

The Tournament of Champions (TOC) is held each year in September or October after each member club has completed its own club championship tournament. The purpose of this competition is to recognize the outstanding golfers in the Women's Nine Hole Golf Association, and to honor the overall WNHGA Champion.

There are two individual tournaments, hereafter called A and B. The A tournament will be for the low gross champion of each club and the low net winner of the first flight. The B tournament will be for the low net winners of the second and third flights. These tournaments may be held at the same location on the same day with each tournament on a different nine, or they may be held on separate days at different locations.

All participants must have a 20-game index, (ten 18-hole games or combined 9-hole scores) and these twenty games must have been played within the current 24-month period, with a minimum of five rounds being played in the current year. They must also be an active, participating member of a nine-hole organization. The criteria for this requirement are decided by each member club. If a player is a member of more than one club, she may represent only the club designated as her home course.

### Organizing the Member Club Championship Tournament

- When your club calendar is prepared, set the tournament dates so that the championship tournament will be completed at least two weeks prior to the date of the WNHGA TOC. Three rounds **must** be played. These three rounds of golf may all be played on the same nine holes, or on alternate nines. They can be played on three separate days, or two rounds may be played on the same day. However, all competitors must play on the same nine, on the same day, and at the same time of the day. **Make-up rounds are not permitted in this tournament.**
- Post a sign-up sheet inviting all eligible WNHGA members with a 20-game index (five of these in the current year) to participate. After the players have signed up for the tournament, place them in flights according to their indexes before the start of the tournament (i.e. if you are going to start the tournament on July 19, then you would use the July 15 indexes). The flight index ranges for the WNHGA TOC are as follows (as of October 2020):

First flight	0 to 15.9
Second flight	16.0 to 20.9
Third flight	21.0 and above

- The competitors will then play at their course handicap determined by the slope rating of the nine holes to be played. If the tournament spans more than two weeks, players must use their current index for each round, but remain in the flight where they started the tournament.

*Note: If the player's index increased significantly and would have put her in a higher flight, she will play in her original flight and her index will be limited to the maximum for that flight. If the player's index decreased significantly and would have put her in a lower flight, she will play in her original flight and will play to her current index.*

- After all three club level rounds are completed, the club champion is determined by the lowest total gross score of all the participants (no matter which flight). In case of a tie for the club champion (total gross score), there will be a sudden death playoff. Players will compete, hole-hole, until someone wins a hole.
  - First, second, and third flight winners are determined by total low net scores (all three rounds). Any ties in these flights are broken by handicapped holes on the scorecards. Using the women's handicapped holes, total the three net scores from the most difficult hole. The lowest total will determine the winner. If there is still a tie, continue this process using the next most difficult hole, etc. Repeat the procedure until a winner is determined.
  - *For WNHGA Tournament of Champions only (no matter which flight)*, the scores of the three most difficult holes are added together. If there is still a tie, the score of the next most difficult hole(s) is added continuing this process using the next most difficult hole, etc. The player with the lowest total wins the card-off.
  - During the tournament, a USGA-approved distance-measuring device or app on a cell phone may be used for distance only and **must** be in silent mode. **If a player uses a distance device in any other capacity, a General Penalty (2 strokes) will be given. For subsequent offense – Disqualification. Once any distance measuring device makes a sound, the penalty is – Disqualification.**
  - Submit the names of the club champion and the flight net winners to the WNHGA TOC director. (See Note below) If a player's index has changed at the time the winning names are submitted to the WNHGA director, the player will still play in the flight in which she qualified. If the player's index increased significantly and would have put her in a higher flight, she will play in her qualifying flight and her index will be limited to the maximum for that flight. If the player's index decreased significantly and would have put her in a lower flight, she will play in her qualifying flight and will play to her current index. The invitation will state which index date will be used.
- NOTE:** You may *not* send a substitute for the Champions' Flight; however, in the First, Second and Third Net Flights, if your winners cannot attend the Tournament of Champions, you may send the second place person.
- The TOC director will contact you in the spring with her contact information and an instruction/information letter. Direct any questions to the WNHGA TOC director. (Contact information is on *WNHGA.com*.)

## TOC Host Club Requirements

- Consider hosting a Tournament of Champions at your club as fulfillment of your obligation to hold a major event or Open Day every three to four years. Coordinate with your club for a date when your club could host this event. Bring the proposed date to your scheduled Spring Area Meeting one year prior to the event.
- The WNHGA TOC director will contact you in early summer to discuss and coordinate the necessary arrangements. Items to be determined include menus, table decorations and nearby hotel information. Your club will be asked to provide assistance at registration and to help with the golf bags and scorecards. Depending on the course layout, spotters may also be needed.
- **It is also the host club's responsibility to provide markers for the tournament.** The WNHGA TOC director will tell you how many experienced markers are needed. A marker will be required for each foursome in the competition. The director will provide the marker sheets and clipboards to be used for the event.
- The WNHGA TOC director will tell you how many golf carts will be required.
- Coordinate with your general manager or club pro to see if your club will allow the TOC participants an opportunity to play a practice round. If approved, the TOC director will send a letter to all the clubs participating in the TOC inviting them to play a practice round. The letter should include cost (green fees, cart, food), dates and times.
- Table decorations may be provided for the event by the host club. WNHGA will provide table signs indicating starting hole assignments (stands to be provided by the host club). The host club will provide a podium, microphone, and table(s) for prizes.
- Arrange to have your club pro, prior to the start of play, provide a short welcome, announce any local rules and the location of the restrooms on the course.
- At the luncheon, the host club captain or club TOC chair will welcome the participants and guests, acknowledge host committee members, and introduce the WNHGA TOC director. The DIC will then express her thanks to the appropriate people and present the awards.

## **TOC Host Club Checklist**

### MEALS AND HOSPITALITY

- Food and Beverage
  - Prior to meeting with the TOC director two months before the event, plan a buffet breakfast and either a buffet or served luncheon.
  - Give meal price information to the director at the planning meeting.
  - Breakfast is open seating. Luncheon is assigned seating by starting hole.
  - Table decorations are optional.
  - Visible tee assignment cards needed on each table (cards provided by WNHGA; holders provided by club).
  - Needed at front of room - podium and microphone, and table for the trophies.
- Registration
  - Arrange for registration tables, with chairs for at least three or four people.
  - Arrange for three or four people to check in guests, hand out scorecards/local rules.
  - Arrange for bag handlers if pro shop is not providing them.
- Scoring Room
  - Need a private room for eight to ten people.
  - Have water and glasses available.

### TOURNAMENT DUTIES:

- Morning of Tournament
  - Greet incoming cars. Answer questions. Give directions to parking and bag-drop area. Make sure players know where to check in.
  - Check that all carts have identification signs, a map of the course (if available), an extra scorecard and a pencil.
  - Make sure water is on the carts.
  - Oversee the placement of golf bags on the carts.
  - Have a plan on how players are going to get to their starting holes.

- Markers
  - The DIC will let you know how many markers will be needed for TOC.
  - Have a quiet room available where the markers can meet for training before play starts.
  - Markers' materials provided by WNHGA.
- Spotters
  - Host club to provide spotters on holes where needed.
  - Spotters will check-in at marker training area to receive their information.
- Scorecard Collectors
  - Direct players and markers to the checking area.
  - Once scorecards and marker sheets have been checked, direct players and markers to the dining room.
  - Need two runners to take scorecards and marking sheets to scoring room.
- Pro Shop
  - Provide cart signs.
  - Make sure hole numbers on the course are well-signed; drop areas and ground under repair areas are marked.
  - The pro will provide a short welcome to include any local rules, and restroom locations on the course.
- Captain
  - Welcome guests at lunch, acknowledge host committee members, and introduce the TOC director.



# WOMEN'S NINE HOLE GOLF ASSOCIATION

## Section 9 – Handicapping

### Table of Contents

<b><u>Title</u></b>	<b><u>Page</u></b>
Duties of a Handicapper	9-2
Handicap Index	9-3
Posting Scores	9-4
Maximum Hole Scores – “Net Double Bogey”	9-4
Posting Guidelines	9-5
Handicap Determination	9-7
Reports from USGA Admin Portal (GHIN)	9-8
Handicap Glossary	9-9
Handicap Differentials and Index Formula Calculations	9-13
Club Roster Management - Memberplanet	9-17

# HANDICAPPING

## Introduction

Since the terminology and methods of handicapping are determined and described by the USGA, this section of the WHNGA manual draws heavily on the material from the USGA website and publications, in many cases using the text verbatim. The sources for the material are *The USGA Rules of Handicapping Effective January 2020* and *usga.org/World Handicap System*. Where special circumstances unique to WNHGA or nine-hole golf apply, it will be noted. All terms in ***bold italics*** are listed in the glossary at the end of the section. This section will cover information both for the player and for the handicap chair of WNHGA member clubs.

The purpose of the USGA New World Handicap System is to make the game of golf more enjoyable by enabling players of differing abilities to compete on an equitable basis, in any format, on any course, anywhere in the world. The system provides a fair ***course handicap*** for each player, regardless of ability, and adjusts a player's ***handicap index*** up or down as the player's game changes. At the same time, the system disregards high scores that bear little relation to the player's potential ability and promotes continuity by making a handicap index continuous from one playing season or year to the next. A handicap index is useful for all forms of play and is issued only to individuals who are members of a licensed golf club.

Two basic premises underlie the USGA Rules of Handicapping, namely that each player will try to make the best score at every hole in every round, regardless of where the round is played, and that the player will post every acceptable round for ***peer review***. The player and the player's ***Handicap Committee*** have joint responsibility for adhering to these premises.

## Duties of the Handicapper

Each nine-hole group should assign a member to act as handicapper. Some of her duties are as follows:

- Help new members establish an index, determine handicaps, understand the ***slope rating*** and ***course rating*** system and learn to adjust scores under ***Maximum Hole Score*** or ***“Net Double Bogey.”***
- Check scorecards, ensure members are posting ***adjusted gross scores*** correctly.
- Obtain club log-in credentials and passwords for online access to both NCGA Memberplanet and USGA Admin Portal (GHIN) systems and keep the password secure.
- Understand how to use USGA Admin Portal and maintain players' records.
- Input new members, lapse or inactivate former members in the NCGA Memberplanet system on a timely basis, as well as making other changes such as name or address changes and transfers to other clubs.
- Make sure the members are categorized properly (Regular Active vs. Lapsed or Contact Only).

- Delete deceased members by emailing NCGA office at *handicap@NCGA.org* with deceased member's name as listed in the USGA Admin Portal system, GHIN # and member club. The person writing the email should include her own name, title, club and contact information.
- If an incorrect score is posted, edit the score record with the correct number and note the error to the member.
- Be able to run all necessary handicap reports and provide them as needed for her group.
- Provide information regarding her club's Most Improved Golfer.
- Act as liaison with the WNHGA handicap director.

**If there are questions, please call or email the WNHGA Handicap Director.**

## **Handicap Index**

A handicap index indicates a player's demonstrated ability calculated against the Slope Rating of a golf course of standard playing difficulty. The handicap index is expressed in a number taken to one decimal place, e.g. 18.4 and is used for conversion to a course handicap.

The handicap index number represents a player's potential scoring ability. It is an average number of strokes above par. The index itself is computed as a composite of a player's scores combined with the difficulty of the courses played taking into consideration; the conditions in which the round was played (*PCC*), a player's previous demonstrated ability (*Lowest HCP*), upward movement of scores (*Soft & Hard Caps*), and adjustments to a player's handicap index (*Maximum Hole Scores/Net Double Bogey*) within a defined period of time. A player posts scores along with the appropriate USGA course rating and slope rating to make up the scoring record. A handicap index is computed from no more than 20 scores and revises daily. The index reflects the player's potential because it is based upon the best 8 *differentials* posted for a given number of rounds, ideally the best 8 of the last 20 rounds.

A handicap index is portable anywhere in the world, from course to course, as well as from one set of tees to another set of tees on the same course. A player converts a handicap index to a course handicap based on the slope rating of the tees played. Ratings and handicap differentials are explained in detail in the glossary.

## **Obtaining a Handicap Index**

In order to obtain a handicap index, a player must join a golf club, be issued an official GHIN number and post adjusted gross scores. These scores are subject to peer review. The GHIN system will generate an initial handicap index after a minimum of 54 holes have been posted made up of any combination of 9- or 18-hole rounds. As soon as a player becomes a member of a golfing group, she should obtain a GHIN number, and begin posting scores. Her index will be listed as NH (no handicap) until she has posted the requisite 54 holes and a revision period has taken place.

WNHGA requires that these first 54 holes scores be on the home course and be attested by a player with an established handicap index.

For a player submitting their first scores to obtain an initial handicap index, the adjusted maximum score for each hole played is limited to ***par + 5 strokes*** under Maximum Hole Score rule. That is, any holes with scores greater than the ***par + 5 strokes*** must be reduced to the appropriate stroke total for that specific hole before totaling the **adjusted gross score**. See below (*Adjusting: Maximum Hole Scores or “Net Double Bogey”*). New members should turn in their scorecards for the first 54 holes to their nine-hole club handicapper, who should also assist them in learning to use the club’s posting kiosk, or NCGA and USGA GHIN apps. These scores will be used to establish their ***twenty-game index***.

### Junior Golfers

Junior girls may establish a handicap index through a WNHGA member club. Junior golfers must be under 18 years of age. As a courtesy, junior golfers will not be required to pay any fees. The juniors’ names will appear on the computer where they should post their scores in the same manner as regular members, but with a “J” type designation.

## **Posting Scores**

### Home Scores

All members are responsible for promptly posting their adjusted scores for **every** round played as soon as possible on the day of play, and before midnight local time, whether with a WNHGA group or not. In addition to posting each score, the member should complete her scorecard with her net score, adjusted gross score, and date. All scorecards should be signed and **attested** when playing on your nine-hole play day and you must post all scores either through the club posting kiosk, online or through NCGA and USGA GHIN apps. The 9-hole scores will be combined with another 9-hole score in the scoring record for handicap index calculations.

### Away Scores

If a member is playing at another course, she has the option of posting her adjusted score as a guest on their computer or bringing her scorecard home and posting it as an **away score** from her home club posting kiosk or through NCGA and USGA GHIN apps.

All players are **required** to have their scores posted when they participate in WNHGA Open Days, the Team Play Championships and the Tournament of Champions. The WNHGA director-in-charge will post the scores. The player should verify that her score was posted correctly, especially if subject to Maximum Hole Score (*Net Double Bogey*) adjustment. Incorrectly posted scores can be corrected by the handicap chair or the club pro shop.

For other events such as division Team Play, member club play days, guest days, etc. the player must determine who will post her score. For division Team Play events, the Team Play captain oversees posting scores for her players. For other events such as the member club play days, some clubs have the nine-hole handicapper post all scores. At other clubs, the player posts her own scores. In either case, the player must verify that her score was posted correctly, checking to be sure the Maximum Hole Score (*Net Double Bogey*) adjustment was applied. Incorrectly posted scores can be corrected by the handicap chair or the club pro shop.

## Adjusting: Maximum Hole Score - Net Double Bogey

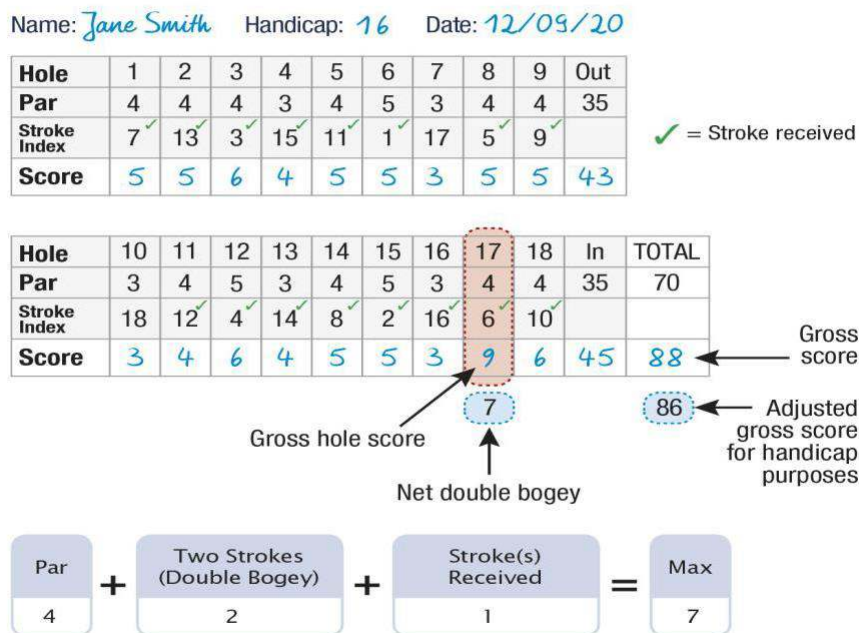
All scores for handicap purposes are subject to the Rules of Handicapping application of Maximum Hole Score (*Net Double Bogey*.) This mandatory maximum hole score procedure reduces high hole scores for handicap purposes in order to make handicaps more representative of a player's potential ability. Net Double Bogey is used when a player's actual or *most likely score* exceeds a maximum number, based on **PAR +2 STROKES (DOUBLE BOGEY) + HANDICAP STROKES (POPS)** for that hole and course handicap from the tees played.

If a player's strokes on any hole exceed the maximum allowed for her handicap, she must subtract from her **gross score** (not **net score**) the number of strokes over her maximum. **There is no limit to the number of holes that can be reduced in this manner**, (i.e., all nine holes can be reduced if necessary).

The player's adjusted gross score enters the scoring record for handicap purposes with the applicable number of strokes less than had the maximum hole score not been applied. It is important to remember that this procedure is used only for posting, and not for tournament purposes. In most tournaments and for sweeps, the full handicap is deducted from the gross score to obtain the net score.

The Maximum Hole Score (*Net Double Bogey*) explanation is listed on the last page of your WNHGA Yearbook and at [WNHGA.com>Handicapping>Resources](http://WNHGA.com>Handicapping>Resources). A copy should be displayed at your local club near your posting computer. Make sure you use the correct course handicap when playing an away course.

**DIAGRAM 3.1b: CALCULATION AND APPLICATION OF NET DOUBLE BOGEY ADJUSTMENT FOR MAXIMUM HOLE SCORE**



Source: USGA Rules of Handicapping

## Posting Guidelines

### Verify the Course and Tees Before Posting

When a member is posting scores, there will almost always be at least two sets of nine holes, the front nine and the back nine. However, many clubs will have more than two sets because:

- they have 27 or 36 holes,
- they have two sets of women's tees, or
- they have various hole configurations due to the layout of the course.

There should be a listing of these courses in the posting computer. It is important that members post using the correct nine and the correct set of tees. Since each nine may have a different slope and course rating, errors in posting using an incorrect nine could have an impact on their index, causing it to be either higher or lower than appropriate.

### Timing of Score Posting

With the implementation of the new World Handicap System, effective January 2020, individual handicap scores are calculated and revised daily. A player should submit their score as soon as possible on the day of play, after the completion of their round and before midnight (PST local time). If someone else is assigned to post for her, the player must verify that it was done correctly and in a timely fashion. If a player does not submit their score on the day of play, their score will not be included within the daily playing conditions calculation (*PCC*.) Scores posted from an online home computer, club kiosk, NCGA or USGA GHIN app will enter the system immediately. Although revisions are updated daily, NCGA will provide each member with an E-revisions via email on the 1st and 15th of each month. Rounds posted after midnight will be accepted by GHIN but will be saved for the next daily revision.

When Not to Post – Unacceptable Scores (see [WNHGA.com](http://WNHGA.com) > *Handicapping* > *Resources*) Scores made under the following conditions are **not acceptable** for handicapping purposes and should **not be posted**:

- When fewer than seven (7) holes are played (see *Incomplete Rounds*)
- When made on a golf course in an area in which an inactive season is in effect
- When the length of the course is less than 3,000 yards for 18 holes (or less than 1,500 yards for 9 holes)
- When the types of clubs are limited as in a “3-club” or “irons only” tournament, or when a member does not play her own ball from tee through green, such as a scramble or alternate-shot tournament
- When scores are made on a course with no USGA course rating or slope rating
- When the majority of holes are not played in accordance with the *Rules of Golf*
- When a player carries or uses non-conforming clubs, non-conforming balls, or tees
- When an entire course is under repair and temporary tees and greens are being used, except when a temporary rating has been assigned.

### Incomplete Round and Unplayed Holes

As noted in the glossary, an incomplete round is a round of less than nine holes. If as many as seven of the nine holes have been played, a score for the round **must be posted** for handicap purposes. The score for any hole or holes not played will be *par* plus **handicap strokes** for that hole, also known as **par plus pops**. It is advisable for players to become familiar with the handicap stroke assignment for their home course, so they learn how to manage this aspect of the game. See *Section 6: Tournaments* for more information.

### Incomplete Hole

An **incomplete hole** is a hole on which the member has started to play but has picked up her ball before it goes in the hole (not the same as an *unplayed* hole). The score she will post for any holes which she does not finish is the score she *most likely* would have made, not to exceed the maximum strokes that she is allowed to post under the Maximum Hole Score (**Net Double Bogey**) previously noted. Therefore, if Patti Puttin, who has a handicap of 22, had started play on those last two holes, but did not finish the holes, she would post the score she *most likely* would have made for each hole, not to exceed her Maximum Hole Score (**Net Double Bogey**) for each hole. Put an “x” by the number on the score card. A member should complete each hole whenever possible. However, there are instances when it is reasonable to pick up on a hole, as when her score on the hole will be excessive, or in a team game where her partner’s score is clearly the team’s best ball score. Pace of play is important.

### Penalty for Incorrect Posting

Remember that the member is responsible for posting her correct scores. If she posts a false score or if she is habitual in failing to post her score or excessively delays posting her score, she may have **penalty scores** posted for her by her 9-hole club handicapper, the Handicap Committee at her club, or the NCGA handicap director, which could result in lowering her index substantially.

## **Index (Handicap) Revisions**

One of the services that a member of WNHGA receives is a by-monthly update of her index and access to all of NCGA’s online resources. In order to improve data security and member privacy, members will need to create a digital profile to access the USGA GHIN mobile app and ghin.com (*beginning in January 2021*). Shared emails on multiple accounts will not be supported. Adult users are required to have a unique email address to create a digital profile for access to the GHIN products. In the event that the member doesn’t receive email updates, contact your club handicap administrator or the WNHGA director for assistance/further instructions. NCGA revisions contain the following information:

- Member’s handicap identification number (GHIN)
- Member’s USGA HCP index for the revision
- Scores posted to date in current year
- Member’s last 20 scores. (Away scores are marked with an (A) and scores posted on the internet are marked with an (I). Eight of these 20 scores are asterisked (\*) indicating that these are the 8 scores with the lowest differential used to determine the member’s index for the month.)

## Handicap Determination

Obtaining a handicap index is one of the steps in determining the course handicap to be used on a given course. On a member's home course, a conversion table from index to handicap is usually posted in the pro shop or locker room for the tees used by the nine-hole group. The conversion is based on the slope rating of the course. The slope rating reflects the relative playing difficulty of a course for non-expert players. The lowest slope rating is 55 and the highest is 155. A golf course of standard playing difficulty has a slope rating of 113.

When playing other courses, it is necessary to find out the slope rating to determine the handicap to be used. There are several sources of this information. For 18-hole players the task is easy, since most scorecards have the numbers printed on them. However, the front nine and back nine are usually rated independently, and the 18-hole numbers are the average of the two. Nine-hole players must find out the ratings for each set of holes. Here is a list of sources:

- WNHGA Yearbook, lists all member clubs
- Posted on pro shop or locker room bulletin board
- USGA Course Ratings and Calculators:
  - [usga.org/handicapping/course\\_ratings/Using-a-Course-Ratings/](https://www.usga.org/handicapping/course_ratings/Using-a-Course-Ratings/)
- Posting computer at club
- GHIN website, go to Post Scores and enter course name

Note that slope ratings are revised periodically. The website resources will have the most recent numbers. Scorecards are often out-of-date! After obtaining the slope rating, the course handicap conversion can be found in a similar set of resources:

- USGA Handicap System Golf Course Conversion Tables booklet
- Posted on pro shop or locker room bulletin board
- USGA Course Ratings and Calculators:
  - [usga.org/playing/handicaps/calculator/course\\_handicap\\_calculator.asp](https://www.usga.org/playing/handicaps/calculator/course_handicap_calculator.asp)
- USGA GHIN smart phone app [Handicap Calculator](#)

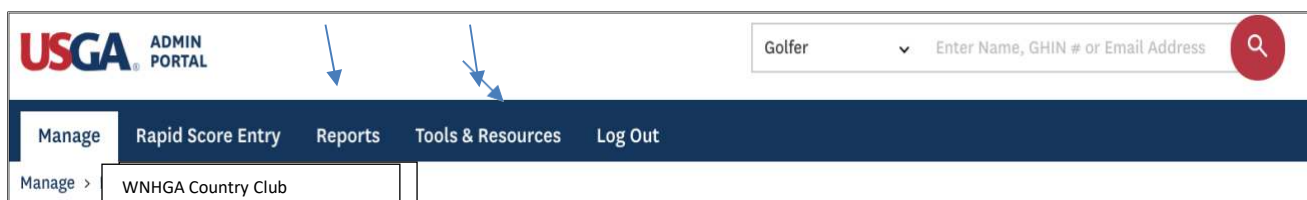
## Peer Review

The accessibility of scoring records is an important component of peer review. Accordingly, the club must display a handicap index member listing as of the most recent revision date. This must be in a prominent location for inspection by fellow members and others.



## Reports from GHIN

Use of the USGA GHIN Admin Portal online program is a valuable resource for the group handicap chair. The available records and reports have become more numerous and complicated. Since websites are modified frequently, this manual will not try to cover every detail of accessing the website. The first resource a new handicap chair should make use of is the USGA Admin Portal website (*adminportal.usga.org*) *Tools and Resources*. The image below shows how to find this section.



Within this section the user can find step-by-step instructions and training videos.



Handicap chairs can also find many instructional videos and pdf files available on both the NCGA (*ncga.org*) and USGA (*usga.org/handicapping*) websites to assist in navigating Admin Portal GHIN program.

## Reports

Reports are accessible in the GHIN Admin Portal under the Reports/Template tab. As shown, there are 25 club reports currently available. WNHGA clubs routinely use six of them:

- Roster
- Handicap Index/CH
- Handicap Index History
- Most Improved Golfer
- Rounds Posted
- Scores Posted

A new handicap chair or committee member should become familiar with these reports and test the various features. They can be customized to show specific information as needed to verify eligibility for TOC and Team Play. The Most Improved Golfer report is used in early December to determine the recipient of the award for each group, the four regional areas and the overall WNHGA Most Improved Golfer. See *Section 5: WNHGA Awards* of this manual for details.

## Reports

[My Reports](#)
[Scheduled Reports](#)
[Templates](#)

Title	Description		
Capped Golfer Report	Listing of members within a club roster with a Handicap Index that has been suppressed after a soft or hard cap	<a href="#">Schedule</a>	<a href="#">View</a>
Combined 9-Hole Score Report	Details combined 9-hole scores for golfers	<a href="#">Schedule</a>	<a href="#">View</a>
Course Handicap Table	Table for converting a Handicap Index into a Course Handicap	<a href="#">Schedule</a>	<a href="#">View</a>
Exceptional Score Reduction Report	A listing of members within a club roster who have been subject to an ESR adjustment	<a href="#">Schedule</a>	<a href="#">View</a>
Handicap Index Course Handicap Report (Landscape)	Display player roster with course handicap across selected tees	<a href="#">Schedule</a>	<a href="#">View</a>
Handicap Index Course Handicap Report (Portrait)	Display player roster with course handicap across selected tees	<a href="#">Schedule</a>	<a href="#">View</a>
Handicap Index History Report	Golfer monthly Handicap Indexes over period of time	<a href="#">Schedule</a>	<a href="#">View</a>
Handicap Revision Scores Report	List of available scores during a revision period	<a href="#">Schedule</a>	<a href="#">View</a>
Low Handicap Index Report	List of golfers and their lowest Handicap Index for a custom date range	<a href="#">Schedule</a>	<a href="#">View</a>
Minor/Guardian Report	Listing of Minor / Junior golfers and the detailed information around their guardianship.	<a href="#">Schedule</a>	<a href="#">View</a>
Most Improved Golfer Report	Ranking of largest improvement in Handicap Index over period of time	<a href="#">Schedule</a>	<a href="#">View</a>
Playing Conditions Calculation Report	Listing of courses that have received an adjustment for abnormal course and/or weather conditions	<a href="#">Schedule</a>	<a href="#">View</a>
Primary Club for Multi-Members Report	Listing of all multi-members with their primary club and additional clubs	<a href="#">Schedule</a>	<a href="#">View</a>
Revision Golfers Report	List of active golfers within a club that were included in the selected revision date	<a href="#">Schedule</a>	<a href="#">View</a>
Roster Report	Display the roster for a club in an association	<a href="#">Schedule</a>	<a href="#">View</a>
Rounds Posted by Facility Report	Number of rounds posted by facility, separated by course and tee	<a href="#">Schedule</a>	<a href="#">View</a>
Rounds Posted Report	Number of rounds posted by members of a club	<a href="#">Schedule</a>	<a href="#">View</a>
Rounds Posted Report (Date Posted)	Number of rounds posted by members of a club by date posted	<a href="#">Schedule</a>	<a href="#">View</a>
Scores Posted Report	List of scores posted at a club	<a href="#">Schedule</a>	<a href="#">View</a>
Uncombined 9-Hole Score Report	Details 9-hole scores for golfers yet to be combined	<a href="#">Schedule</a>	<a href="#">View</a>

## Handicapping Glossary

**Adjusted Gross Score:** An adjusted gross score is a player's gross score adjusted under USGA Rules of Handicapping procedures for unfinished holes, conceded strokes, holes not played or not played under the Rules of Golf, or Maximum Hole Score. An adjusted gross score shall be used for handicap purposes only (i.e., this is the score that shall be posted).

**Attested:** A card is attested when it is signed by another player or marker in the group, thereby agreeing that the scores are correct.

**Away Scores:** Away scores are made at golf courses other than at the golf club to which you belong. An "A" will be indicated on your scoring record to represent an away score.

**Course Handicap:** A course handicap is the USGA's mark that indicates the number of handicap strokes a player receives from a specific set of tees at the course being played to adjust the player's scoring ability to the level of scratch or zero-handicap golfer. A course handicap is determined by applying the player's handicap index to a Course Handicap Table or Course Handicap Formula. A player's course handicap is expressed as a whole number

**Bogey Golfer:** A female bogey golfer is a player who has a course handicap of approximately 24 on an 18-hole course of standard difficulty. She can hit tee shots an average of 150 yards and reach a 280-yard hole in two shots.

**Cap:** The procedure that reduces or limits the amount by which a player's Handicap Index can increase when measured against the player's Low Handicap Index. There are two trigger points within the cap procedure:

- *Soft Cap* – the point after which there is a reduction in the rate of upward movement of a Handicap Index.
- *Hard Cap* – the point which sets the maximum limit for the upward movement of a Handicap Index.

**Course Rating:** A USGA Course Rating is the USGA's mark that indicates the evaluation of the playing difficulty of a course for a scratch golfer under normal course and weather conditions. It is expressed as strokes taken to one decimal place and is based on yardage and other obstacles to the extent that they affect the scoring ability of a scratch golfer.

**Differential:** A differential is the difference between a player's adjusted gross score and the course rating of the course on which the score was made, multiplied by 113, and then divided by the slope rating of the tees played, rounded to the nearest tenth.

**Exceptional Score:** A score differential which is at least 7.0 strokes better than the player's Handicap Index at the time the round was played.

**Maximum Hole Score:** Maximum Hole Score or *Net Double Bogey* is the downward adjustment of individual hole scores for handicap purposes in order to make handicaps more representative of a

player's potential ability. Maximum Hole Score sets a maximum number that a player can **post** on any hole depending on the player's course handicap. Net Double Bogey is used only when a player's actual or most likely score exceeds the player's maximum number based on the calculation below.

Par of the hole

+

2 strokes

+

Any handicap stroke(s) that the player receives on that hole\*

**Gross Score:** A gross score is a player's actual score before **any** adjustments and is the number of actual strokes plus any penalty strokes taken.

**Handicap Committee:** A Handicap Committee is the committee of a golf club that ensures compliance with the USGA Rules of Handicapping, including peer review. A majority of the Handicap Committee, including the chairperson, must be members of the club; club employees may serve on the Handicap Committee, but an employee may not serve as chairperson.

**Handicap Index:** A handicap index is the USGA's service mark used to indicate a measurement of a player's potential ability on a course of standard playing difficulty. It is expressed as a number taken to one decimal place (e.g., 18.4) and is used for conversion to a course handicap.

**Handicap Index Strokes (Pops):** Handicap strokes are the allowances a player has based on her handicap. These strokes are also known as pops. These are equalizers and are available on holes where they are most likely are also known as pops.

**Home Club:** A player's primary golf club designated by the player to ensure their Handicap Index is maintained and reviewed appropriately in accordance with the USGA Rules of Handicapping.

**Incomplete Holes:** An incomplete hole is a hole that a player begins playing but does not finish. This is also known as *picking up*. For handicapping purposes, the player must post the score **she most likely would have made**, not to exceed the Maximum Hole Score allowed (*Net Double Bogey*) on any incomplete hole.

**Incomplete Round:** An incomplete round is a round of less than nine holes. If as many as seven of the nine holes have been played, a score for the round must be posted for handicap purposes. The score for any hole or holes not played will be *par plus pops*.

**Low Handicap Index:** The lowest Handicap Index achieved by a player during the 365-day period preceding the day on which the most recent score in their scoring record was played.

**Most Likely Score:** A most likely score is the score a player must post for handicap purposes if a hole is started but not completed or if the player is a stroke is conceded (match play). The most likely score consists of the number of strokes already taken plus, in the player's best judgment, the number of strokes the player would take to complete the hole from that position. This number may not exceed the player's Maximum Hole Score (*Net Double Bogey*) limit.

*Most likely scores* should be determined on any hole in accordance with the following guidelines:

Position of the Ball	Strokes to be Added
If the ball lies on the putting green, and is no more than 5 feet (1.5 metres) from the hole:	Add one additional stroke.
If the ball lies between 5 feet (1.5 metres) and 20 yards (20 metres) from the hole:	Add 2 or 3 additional strokes, depending on the position of the ball, the difficulty of the green and the ability of the player.
If the ball lies more than 20 yards (20 metres) from the hole:	Add 3 or 4 additional strokes, depending on the position of the ball, the difficulty of the green and the ability of the player.

**Net Score:** A net score is a player's score after her handicap strokes have been subtracted from her gross score.

**Par:** Par is the score that an expert player would be expected to make for a given hole. Par means expert play under ordinary weather conditions, allowing two strokes on the putting green. Par is not a significant factor in either the USGA Rules of Handicapping or USGA Course Rating System.

**Par Plus Pops:** *Par plus pops* is the par for any given hole plus the number of handicap strokes the player is entitled to on that particular hole. For example, if a player has a 9-hole handicap of 18, she is allowed two additional strokes over par for each hole.

**Peer Review:** Peer review is the ability of golfers to gain an understanding of a player's potential ability and to form a reasonable basis for supporting or disputing a score that has been posted.

There are two essential elements of peer review:

- Members of a golf club must have a reasonable and regular opportunity to play together
- Access must be provided to scoring records, as well as to a handicap index list, for inspection by others, including, but not limited to, fellow club members. There are two forms of scoring record display:
  - General - A *General Scoring Record* must provide the six most recent revisions of the player's handicap index, along with scores, score types, ratings, differentials and dates (month and year only) relating to the most recent handicap revision. This must be made available to those involved in peer review.

- Complete - A *Complete Scoring Record* must provide the six most recent revisions of the player's handicap index, along with scores, score types, ratings, differentials and dates (month, day and year) relating to the most recent handicap revision. This must be made available to fellow club members, the club Handicap Committee and competition officials of any competition in which the player is going to participate.

**Penalty Scores:** A penalty score is a score posted by the Handicap Committee for a player who does not return a score or otherwise does not observe the spirit of the USGA Handicap System. If a player fails to post a score, the Handicap Committee may post the score without the player's authorization.

**Playing Conditions Calculation (PCC):** A procedure used to evaluate if course and/or weather conditions on the day of play deviate from normal playing conditions to the extent that they have a significant impact on player's performance.

**Preferred Lies (Winter Rules):** Preferred Lies (winter rules) is a local rule that may be adopted by the committee in charge of the competition or the committee in charge of the course, in the event of adverse conditions that are so general throughout a course that improving the lie of the ball in a specified way would promote fair play or help protect the course.

**Scoring Record:** A scoring record is a file of up to twenty of the most recent scores posted by a player, along with appropriate USGA course rating, slope rating, course, and date of each score.

**Scratch Golfer:** A scratch golfer is a player who can play to a course handicap of zero on any and all rated golf courses. A female scratch golfer, for rating purposes, can hit tee shots an average of 210 yards and can reach a 400-yard hole in two shots at sea level.

**Slope Rating:** A slope rating is the USGA's mark that indicates the measurement of the relative difficulty of a course for players who are not scratch golfers compared to the USGA course rating (e.g., compared to the difficulty of a course for scratch golfers). A slope rating is computed from the difference between the bogey rating and the USGA course rating. The lowest slope rating is 55 and the highest is 155. A golf course of standard playing difficulty has a slope rating of 113.

**Twenty-Game Index:** A scoring record of twenty games is the norm in calculating an index for established players. Although an index is issued with five scores, certain events may require a player to have an index based on 20 scores in order to participate.

## Handicap Differentials and Index Formula Calculations

In most cases the index for a new player will be determined by the GHIN service once sufficient scores have been posted. There are occasions where the calculation needs to be obtained before that happens, and it is also useful to know how the calculation is done so it can be verified. Here are descriptions taken from the *USGA Rules of Handicapping website, Rule 51.b*.

### Calculation of a Score Differential

A handicap score differential is computed from four elements: adjusted gross score including the playing conditions calculations (PCC) adjustment for the day, USGA course rating, slope rating, and 113 (the slope rating of a course of standard difficulty). If a player submits a 9-hole score, an 18-hole score differential must be created by combining two 9-hole score differentials.

To determine the 9-hole handicap differential, subtract the *USGA 9 Hole Course Rating* from the adjusted gross score using 50% of the playing conditions calculations (PCC) adjustment, if any, for the day; multiply the difference by 113; and divide the resulting number by the slope rating.

$$\text{Score Differential} = \left( 113 \div 9\text{-hole Slope Rating} \right) \times \left( 9\text{-hole adjusted gross score} - 9\text{-hole Course Rating} - (0.5 \times \text{PCC adjustment}) \right)$$

The following is an example for determining a handicap differential using an adjusted gross score of 57 with a PCC adjustment, made on a course with a USGA course rating of 35.5 and a Slope Rating of 125:

Adjusted Gross Score - USGA Course Rating:	57 - 35.5 = 21.5
Difference x Standard Slope Rating:	21.5 x 113 = 2429.5
Result / Slope Rating:	2429.5 / 125 = 19.436
Handicap Differential (rounded):	19.4

The handicap index formula is based on the best handicap differential(s) in a player's scoring record. If a player's scoring record contains 20 scores, the best 8 handicap differentials of the most recent 20 scores are used to calculate the handicap index. As the number of scores in the scoring record decreases, the percentage of scores used in a scoring record decreases from the maximum of the best 50 percent. If the scoring record contains 9 or 11 scores, only the best three scores (30 to 33 percent) in the scoring record will be used. Thus, the accuracy of a player's handicap index is directly proportional to the number of acceptable scores posted. A handicap index must not be issued to a player who has returned fewer than five acceptable scores. The following procedures illustrate how an authorized golf association, golf club, and computation services calculate a player's handicap index.

The procedure for calculating a handicap index is as follows:

Step 1: Use the table below to determine the number of handicap differential(s) to use:

<b>Number of <i>score differentials</i> in scoring record</b>	<b><i>Score differential(s)</i> to be used in calculation of <i>Handicap Index</i></b>	<b>Adjustment</b>
<b>3</b>	Lowest 1	-2.0
<b>4</b>	Lowest 1	-1.0
<b>5</b>	Lowest 1	0
<b>6</b>	Average of lowest 2	-1.0
<b>7 or 8</b>	Average of lowest 2	0
<b>9 to 11</b>	Average of lowest 3	0
<b>12 to 14</b>	Average of lowest 4	0
<b>15 or 16</b>	Average of lowest 5	0
<b>17 or 18</b>	Average of lowest 6	0
<b>19</b>	Average of lowest 7	0
<b>20</b>	Average of lowest 8	0

Step 2: Determine handicap differential(s), in this example 40.7, 38.6 and 36.1.

Step 3: Average the handicap differential(s) being used.

Step 4: Use the Handicap Index to find the Course Handicap

Example of Fewer than 20 scores (11 scores available).

Total of lowest 3 Handicap Differentials:	115.4
Average (115.4 / 3):	39.46
Handicap Index:	39.5

Once the player has 20 scores posted, the index will always be based on the lowest 8 differentials out of the most recent 20 scores at the time of each update. The 8 scores that are used for the current index are noted by an asterisk\*. Every time a score is posted, the oldest of the 20 scores is removed from consideration. The effect that a posted score has on the next index revision depends on both the oldest score removed and the value of the new score.

If the oldest score is one with an \*, the 8 scores used for the next update must include a different number than the last. If the oldest score does not have an\*, the next index might or might not use the same 8 score, depending on the value of the newest scores.



## Club Roster Management - Memberplanet

As of January 1, 2020, in conjunction with the implementation of the New World Handicapping System, the Northern California Golf Association (NCGA) subscribed with Memberplanet to provide clubs with an online platform to manage their membership. This is specific to NCGA. Authorized handicap chairs **must** use the system for all the following membership functions:

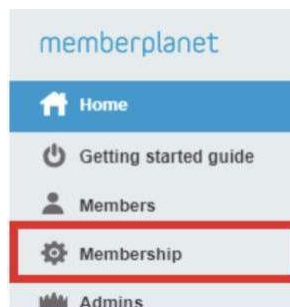
- adding or removing members,
- updating of a member's account information (name change, addresses, emails or phone)
- updating player's membership status (active or lapsed or contact only)
- exporting roster reports

**Important note\*\*** Handicap chairs **shall not to use the USGA Admin Portal (GHIN) system for this purpose.**

In addition to membership management, handicap chairs can also export the club's database into an Excel file to have full control over viewing member data and roster reports. Since websites are modified frequently, this manual will not try to cover every detail of accessing the website. For more detailed information a new handicap chair should make use of the Memberplanet website resources at ([support.ncga.org](http://support.ncga.org)) or ([support.memberplanet.com](http://support.memberplanet.com)).

The images below show how to simply access the system to add or remove members.

- Once signed into the Memberplanet system, click the tab on the left-hand side of the screen with the gear icon that says "Membership"

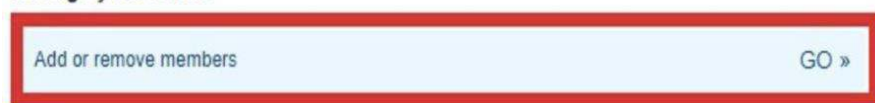


- Choose option B, choose "Add or remove members"

### Option B

*Your group does not intend to use memberplanet for online membership payments. You'll use memberplanet's online tools to add and remove members to keep your roster current.*

#### Manage your roster



- Choose the blue “add members” button. For a member who needs a new GHIN number, choose the first option “New Account”. For a member with an existing GHIN number, choose “existing GHIN number”

**Add A Member**

NEW ACCOUNT

EXISTING GHIN NUMBER

ADD NON-MEMBER  
(will not have GHIN number)

- Fill in the necessary information for the member. Birth dates are required, if the birth date is not known you can input a placeholder birth date for the member, however, be sure that the birth date is somewhat representative of their age.

**Create New Account**  
Create a new user account

**First Name**

**Last Name**

**Email**

**Date of Birth**

month/day/year

- Once all the information is inputted, select blue “continue” button. The member should appear under the “member database” in the members tab.

Once all these steps are taken, the member will be automatically added to the USGA Admin Portal where the new member’s GHIN number will become active with your club. The syncing process usually occurs and activates within a minute. For a brand-new member without a GHIN number, the new information and number should populate within the “Customs Fields” section of their profile in Memberplanet within a couple of minutes.

# WOMEN'S NINE HOLE GOLF ASSOCIATION

## Section 10 – Team Play Competition Table of Contents

Title	Page
Overview	10-2
Member Club Team Play Competition	10-3
Team Scoring	10-6
Team Play Player Responsibilities	10-8
WNHGA Team Play Director Duties	10-9
Team Play Division Captain Duties	10-10
Team Play Captain Duties	10-11
Host Club Team Play Guidelines	10-12
Scoring Sheet Instructions	10-15
Important USGA Rules & Definitions Regarding Team Play	10-18
<b><i>Team Play Forms</i></b>	
Form 1 Team Play Scheduling Sheets	
<i>Three Clubs - Three Flights</i>	10-21
<i>Four Clubs - Three Flights</i>	10-22
<i>Five Clubs - Three Flights</i>	10-23
<i>Six Clubs - Three Flights</i>	10-25
Form 2 Team Play Entry Form	10-27
Form 3 Marker Sheets	10-28
Form 4 Team Play Score Sheet for Divisions with Three Flights	10-30
Form 6 Season Summary Score Sheet	10-32
<b><i>Team Play Exhibits</i></b>	
Exhibit 1 Adminportal Handicap Index Revision Report	10-34
Exhibit 2 Sample Host Club Letter	10-35
Exhibit 3 Pairings List	10-36
Exhibit 4 Alpha List	10-37
Exhibit 5 Popping a Scorecard	10-38
Exhibit 6 Sample Scorecards	10-39
Exhibit 7 Cart Signs	10-42
Exhibit 8 Sample Local Rules	10-43

## TEAM PLAY COMPETITION

### Overview

The Team Play Championship, sponsored by the Women's Nine Hole Golf Association (WNHGA), is held in August or September of each year after the Area Team Play Competitions have concluded. The Division Winners in each area are invited to the Championships to determine the Area Champions and the overall WNHGA Team Play Champions.

### Team Play Description

Team Play Competition is a series of four-ball stroke play competitions played between participating clubs in the same geographic area - one round of play at each club. There are three flights per club, one team for each flight (1-2 players). The better net ball of a team (gross minus pops) is the score used for each hole played.

### Division Competition

One Competition is held at each participating club in each Division once a year. Each participating club is required to send a minimum of one flight to every round of play. Failure to do so will result in disqualification from Team Play for the remainder of the year.

There is no requirement that each club have a full field of six players. It is a requirement only that each participating club compete in each event.

### Player Eligibility

All players must be members of WNHGA and must have a fully established 18-hole index with ten 18-hole rounds posted. **These ten 18-hole rounds must have been played and posted within the past 24-month period prior to the Handicap Revision Index date for the game she is scheduled to play.** If a player is a member of more than one club, she may represent only the club designated as her home course. **Player Eligibility Report, for each player, MUST be received by the Host Team Play Captain no later than the Entry deadline. It is the responsibility of the Team Play Captain to check that the Entry Form and Eligibility Information are correct.**

### Instructions for Players in Team Play

See *Team Play Player Responsibilities* in this section for specific responsibilities of the player participating in Team Play.

### Play

Each flight from the participating club is composed of one or two players who make up a team. The score is derived from the better net ball of the team. If there is only one player in a flight, one of her club members may accompany that individual in the cart. She may not play, and she must stay in the cart at all times. The non-player **must** be listed on the Entry Form. (Note: the host club **may** elect to waive cart fees for non-players.)

Because the game is four-ball (better net ball), a member of the twosome may pick up her ball when it is obvious that her partner is going to make the better net score. However, upon picking up, the twosome side may be subject to the possibility of being disqualified (receiving a zero point) in case the other member of the twosome is disqualified during or after the round due to a USGA ruling.

If a player is disqualified from play, **in order to maintain pace of play**, she will be disqualified from the point of infraction through the end of the round, and she may not continue to play and may not leave the cart to give advice. Her score(s) from previous holes may count (*USGA Rule 20.3*). If players of the team pick up on the same hole, the team will be disqualified and receive zero points for their flight. The remaining teams in that flight will be awarded points as if the disqualified team completed the competition. See *Team Scoring* in this section.

The foursome playing together is made up of two teams from different clubs and from different flights. Example: flight one from one club plays with flight two or three from another club, depending on the schedule prepared by the Team Play Division Captain. See *TP Form 1: Scheduling Sheets*.

All players must be aware of the pace of play recommendations for the course. Their scorecard may indicate the time the flag should be in the cup for each hole. The Tournament Committee may appoint a marshal for each round who will help maintain the pace (generally the Host Team Play Captain). If a foursome violates the pace of play guidelines, they **may** be penalized. See [WNHGA.com](http://WNHGA.com)> Events>Team Play>Tournament Protocol.

## Member Club Team Play Competition

### Definition

The Tournament Committee is made up of the Team Play Captains and Team Play Division Captain. Hereinafter, the words “Tournament Committee” will be used when the text refers to these individuals.

### Format

The following format is to be used for Team Play in each geographic area.

- Each Area may consist of one, two or three Divisions with at least three or more clubs in each. Each Area may decide on the number of Divisions they want. This should be decided at the Area Captains’ Calendar Meeting in the fall. This information should be given to the WNHGA Team Play Director as soon as possible.
- Clubs within an Area may be rotated between Divisions each year.
- Each club may send six or eight payers, two in each of the three flights.
- Note: a flight may contain one player rather than two.
- Each club will designate a Team Play Captain and Co-Captain. To qualify as a Team Play Captain or Co-Captain, the WNHGA Team Play Director **must** be given these names no later than the Annual Meeting of the previous year.
- Each Division will designate a Division Captain. The Division Captain should be a Team Play Captain. It is suggested that this position rotate between the clubs.
- One round is held at participating clubs in each Division every year. The Team Play Captain or Co-Captain accompanies the team to each round to do the scoring.

- When all the rounds have been completed and there is a Division Winner, the Division Captain is to notify the WNHGA Team Play Director. Send the information on a copy of *TP Form 6: Season Summary Score Sheet*.
- Division Winners from each area will compete for the Area Championship at the Team Play Championship. This date will be published in the WNHGA Yearbook and at [WNHGA.com](http://WNHGA.com)>Calendar.
- The Team Play Championship is to be conducted under USGA's *The Rules of Golf*.

#### Dates for Team Play

Each club selects its own date to host Team Play. These dates will be confirmed at the Area Calendar Meetings in the fall.

Team Play, at the Division level, should start no earlier than April and must be completed before July 31, to qualify for the Team Play Championship. The WNHGA Team Play Director must approve any exception to this date.

In selecting dates, consideration should be given to climatic conditions of the clubs involved. Rained-out rounds **must** be rescheduled at the same club. The decision to cancel a tournament must be made at the local level by the Club's Golf Pro, Team Play Division Captain, and the Team Play Captains from the participating clubs. A vote of the Team Play Captains should be taken with the majority vote prevailing. The Club's Golf Pro does not normally cancel a tournament unless advised by the Grounds Superintendent that the course is unplayable.

#### Starting Time

A shotgun start is always preferred, but when conditions dictate otherwise, tee times may be used.

#### Team Colors

Each club should select a distinctive design or color, to represent their club. These designs or colors should be worn for all Team Play Competitions.

#### Club Disqualification

If a club totally withdraws from future Team Play Competitions or if a club does not show up for the round prior to the start of the round, then that club is disqualified from Team Play Competition for the remainder of the year. If a club withdraws from competition, the club must still host the competition they agreed to host.

#### Flights

Index distributions for each of the three flights will be determined by WNHGA on an annual basis and will be announced and distributed no later than the WNHGA Spring Area Meetings. Converted handicaps are not to exceed par for the course being played.

If a club has no players to fill a flight, a member may play in a lower-handicapped flight using the highest index number allowed for that flight

No player may play in a flight using an index number higher than the flight range (i.e., a player from second or third flight may move up but may only use the maximum index allowed for the flight in which they will be playing); nor may any player play in a flight where the index range is higher than the player's current index (i.e. a player from first or second flight **may not** play in third flight).

A flight may consist of only one player. It is also permissible to **not** fill a flight. When a flight is not filled, a zero is given to that team for that flight. See *Team Scoring* in this section.

### Scorecards

Team Play Scorecards should be prepared on the computer by the Team Play Captain or designee. **However, the Host Team Play Captain must check them.** The Host Team Play Captain is responsible for the accuracy of the Team Play Scorecards. **It is strongly advised that the Host Team Play Captain confirm their slope and course rating at the USGA National Course Rating and Slope Database:** <https://ncrdb.usga.org/NCRDB>

Team Play Captain needs to provide her players with the rating and slope of the course they will be playing so they can check the accuracy of their "pops". *This could be done by giving each of your competing members a copy of the completed Entry Form.* The player is responsible to know her correct handicap for the course she is playing and to ensure that it is entered correctly on her scorecard. Any errors should be immediately brought to the Tournament Committee for approved correction(s). The Host Team Play Captain is responsible for ensuring that any corrections, needed on the day of competition, are accurate. ***Check your "pops" for each hole on your scorecard before you start play.***

If the Team Play Captain needs the assistance of the Pro, she must make sure that the Pro is thoroughly familiar with the WNHGA method of "popping" scorecards. The handicapped holes will be determined by the nine holes being played that day (front or back). Further assistance may be obtained from the Team Play Division Captain or the WNHGA Team Play Director. Information regarding how to pop a scorecard can be found in this section, *Exhibit 5* or on [WNHGA.com](http://WNHGA.com)>*Rules*>*Popping Scorecards*

### Slope Ratings

Teams are to be selected using the index numbers within their flights. On away courses, handicaps will be calculated using the slope rating of the Host Club Course. **It is strongly advised that the Host Team Play Captain confirm their slope and course rating at the USGA National Course Rating and Slope Database:** <https://ncrdb.usga.org/NCRDB>

### Cost

No green fees are to be charged. Carts are mandatory. Cart fees will be charged to all visiting players, regardless of their participation in a cart program at their home course. Players will also pay for their meals.

### Markers

A marker must be provided for each foursome in all Team Play Competitions. It is strongly suggested that the Host Club Team Play Captain **not** be a marker, as she has other duties. See *Section 7: Markers* in this manual, and *TP Form 3: Marker Sheets*.

## Team Scoring

The Team Play Captains are responsible for scoring. See the *Scoring Sheet Instructions* in this section. The Team Play Captains will check the scorecards and post the results for each team on the *TP Form 4*. The number of clubs scheduled to play determines the maximum number of points awarded. If three clubs were scheduled to play, three points would be the maximum awarded to the team with the lowest net score. If six clubs were scheduled to play, six points would be the maximum number awarded to the lowest net.

As an example, the following scores might be used in a four-club Team Play round.

By Flight:	Lowest Net Score	4 Points
	2 <sup>nd</sup> Lowest	3 Points
	3 <sup>rd</sup> Lowest	2 Points
	Highest Net	1 Points

All flights do not have to have the same number of teams competing. For example, 1<sup>st</sup> Flight may have six teams scheduled to compete, thus awarding points as 6, 5, 4, 3, 2 and 1. One or more teams may not be able to fill all flights. If 2<sup>nd</sup> Flight has only five teams scheduled to compete, the points would be awarded as 5, 4, 3, 2 and 1.

### Line - Up Changes

NO Line-up change is allowed 48 hours prior to the Team Play date except change to the alternate for the specific flight. All teams should provide alternates for each flight as best they can. If no alternate is provided, in case of emergency, the team may substitute a player from the Captain's Flight provided that her respective handicap index is appropriate. Otherwise, the flight will only have one player.

### Cancellations:

If a scheduled club withdraws less than 48 hours prior to the competition, they will receive zero points, but the rest of the points awarded would **not** be reduced by one. Please note that in cases of unavoidable circumstances (i.e., snowstorm, physical accident, etc.) the Committee *may* elect to award a missing team or player one point, thus not penalizing that team as heavily.

Lowest Net Score	6 points
2 <sup>nd</sup> Lowest	5 points
3 <sup>rd</sup> Lowest	4 points
4 <sup>th</sup> Lowest	3 points
5 <sup>th</sup> Lowest	2 points
Team that withdrew	0 points

### No-shows

If an entire team is a **no-show**, the club will be disqualified for the remainder of the year. Although the points are not reduced for the day, they are a no-show; for **future** rounds the points are reduced to the number of teams competing, in this case 5, 4, 3, 2, 1. (*USGA Rule 20.3.*)



### Disputed Score

If the players disagree about a rule or the players and marker disagree, a decision will be made by the Tournament Committee. All players in the group and the marker **must** go before the Committee for a final ruling. The players and the marker must not sign the scorecards or the marker sheets.

The Tournament Committee's decision will be final. If the Tournament Committee **cannot** reach an agreement, then the matter should be referred to the WNHGA Team Play Director as soon as possible (within 48 hours). Scorecards that are being contested should **not** be signed by anyone. If a round is contested, the results will be announced at a later time.

### Minus or Zero Net Scores

Minus numbers are allowed. If a player is entitled to two handicap strokes on a par-3 hole, and scores a two, the net score would be zero. If that same player scored a hole-in-one, the net score would be a minus one.

### Team Tie Score

If there is a tie for first place by two teams (see example above for six clubs), add the points for first place (6) to the points for second place (5) and divide the total of 11 by two (5.5). The two clubs tied for first place would each receive 5.5 points. Second and third place ties would divide 9 by two for 4.5 points for each team. **This formula applies for ties in all places. If there is a three-way tie, add the points together and divide by three.**

### Cumulative Scoring

A cumulative total of the points for each club of all the rounds is kept by each Team Play Captain and Team Play Division Captain and entered on *TP Form 6: Season Summary Score Sheet*.

On completion of the rounds in a Division, the club with the highest number of combined points of all flights added together will be first, second highest will be second, etc.

If the teams tie at the Division level after all rounds are complete, the following format is to be used:

1. Select and get permission to play at a neutral course equidistant from each club.
2. If clubs are still tied after playing at the neutral course, the better net ball scores for each flight of each club are added together. The club with the lower total of combined net scores is the Division Champion.
3. If there should still be a tie after better net ball scores for each flight are added together, the tie will be broken by the combined team total of the better net scores of each flight on the two hardest holes (card off). If there is still a tie after the two net hardest holes are added, continue to add net scores of the hardest handicapped holes until the tie is broken.

### Completion of Team Play

The club with the most overall points in its Division, after all the rounds have been played, is the Division Winner and qualifies to play in the Team Play Championship. Note that Divisional Competition is not closed until all rounds are completed **and the results are announced**. In the event a discrepancy occurs in the final round, the overall results will not be announced until the discrepancy is resolved by the Team Play Director and Tournament Committee.

Upon completion of all rounds, each Division Captain is to notify the WNHGA Team Play Director of the Division Winner. This should be done before July 31 (unless the WNHGA Team Play Director approves an exception to this date) using *TP Form 6: Season Summary Score Sheet*.

### Area Championships

In addition to competing for the overall WNHGA Championship, the Division Winners in each area compete for the Area Championships at the Team Play Championship.

### Team Play Championship Scoring

The net system of scoring is used for the Team Play Championships. The better net ball scores for each flight of each club are added together. The club with the lowest total of their combined net scores is the winner.

### Tie Breaker for Team Play Championship

Ties will be broken by the combined team total of the better net ball scores of each flight on the two hardest holes.

## **Team Play Player Responsibilities**

Team Play Participants must have their name tags on their golf bags. Only one visible name tag is necessary.

It is extremely important that each player is fully aware that Team Play Competition is played under USGA's *The Rules of Golf*. All players should read *USGA Rule 23* pertaining to four-ball stroke play.

Teams participating in Team Play may **not** practice on the tournament course the day of the event. (*Participants may use the practice facilities.*)

### **Distance Measuring Devices:**

- During a WNHGA event, a player may obtain distance information by use of a USGA approved device or app on a cell phone. A player must use these devices or apps for distance measuring only.
- **If used in any other capacity, a General Penalty (2 strokes) will be given. For a subsequent offense, Disqualification. All devices must be in silent mode. Once any distance measuring device makes a sound, the penalty is Disqualification.**

The player is responsible to know her correct handicap for the course she is playing and to ensure that it is entered correctly on her scorecard. Any errors should be immediately brought to the Tournament Committee for correction(s). **Check your “pops” for each hole on your scorecard before you start play. You may want to ask your Team Play Captain for the rating and slope for the course you will be playing.**

Each foursome will be assigned a Marker. Before the player strikes her ball, she must make sure that the Marker knows that she is going to hit. Upon reaching the green, the Marker will check with each player to see how many strokes have been taken at that point. She will check total scores for the hole when putting has been completed.

If there is a question regarding a regulation on how to play a ball that cannot be reconciled by the player, her partner and fellow competitors, the player will play two balls from the point of question: using both methods of play, keeping score on both balls.

Upon completion of the game, the player **must not** sign her scorecard and, along with the entire foursome and Marker, **must** take the disputed scorecard(s) to the Tournament Committee to get the proper ruling. Once a ruling has been made, the player will sign the scorecard and Marker Sheet. All players should read *USGA Rule 20.1c: Doubt as to Procedure*.

If a player is experiencing difficulty and may not help her partner with her score, she **may** tell the marker that she is picking up on a hole. This will speed up play. The score she will post on her scorecard would be her *Most Likely Score* for that hole. The *Most Likely Score* may not exceed the player's Adjusted Gross Score limit which is Net Double Bogey (Par + 2 + Pops).

*Note: If a player is disqualified from play, to maintain pace of play, she will be disqualified from the point of infraction through the end of the round. Her score(s) from previous holes may count. (USGA Rule 20.3).*

The player is responsible for putting her gross hole-by-hole score on her scorecard. Choose the better net ball (minus "pops") between the partners and place the score on the scorecard in the appropriate box.

**Circle the gross score used.** Enter only the better net scores on the line indicated. (Do not enter net scores for each player.) *See TP Exhibit 6: Sample Scorecards.* Errors of addition and subtraction will be checked by, and are the responsibility of, the Tournament Committee. (*USGA Rule 3.3*).

At the end of play, check all scorecards with the Marker's Sheet (hole-by-hole). The participants will sign and attest the scorecards and Marker Sheet to verify the accuracy of the hole-by-hole scores. If everyone agrees, the marker will sign the Marker Sheet and take the Marker Sheet and scorecards to the Tournament Committee. **Do not sign** your scorecard if there is a dispute that needs to be taken to the Tournament Committee.

If the player signs her scorecard at the end of the round **and** the handicap indicated on her scorecard is *higher* than that to which she is entitled, she is disqualified. Otherwise, the score stands. (*USGA Rule 3.3b*)

## **WNHGA Team Play Director Duties**

The WNHGA Team Play Director shall:

- Attend the Spring Area Meetings and meet with all the Team Play Captains to discuss the upcoming Season's Competitions;
- Confirm all Team Play dates in the areas and provide the Team Play Captains with the names, addresses, e-mail addresses and telephone numbers of the Division Captains, as well as those of the other Team Play Captains and Co-Captains;
- Provide the Team Play Captains with copies of their Team Play Schedule;
- Provide decisions and answer any rules questions, pertaining to competition, that have been brought to the attention of the Director. The WNHGA Board of Directors may need to be consulted when necessary;

- Send letters to the Team Play Division Captains requesting that each one forward the master *TP Form 6: Season Summary Score Sheet* with the total points earned during the season. Include the deadline that the forms must be submitted to the Director. These forms should be submitted immediately upon completion of your Division play;
- Assure that all Team Play Competitions are completed by July 31 in order for member clubs to qualify for the Team Play Championship;
- Organize and plan the annual WNHGA Team Play Championship. The Board of Directors shall establish the site and date of this tournament. The tournament shall be held in August or the first two weeks of September;
- Receive the completed *TP Form 2: Team Play Entry Form* for the Team Play Championship and prepare the pairings, scorecards, listing of local rules and score sheets;
- Attend the Annual Meeting and report on the year's activities. Keep written records; and
- If contacted by a Team Play Division Captain or Team Play Captain regarding any problem and it cannot be resolved, request that they email the problem to you, and you will take it to the WNHGA Board of Directors.

### **Team Play Division Captain Duties**

The Division Captain is the liaison between the individual clubs in her Division and the WNHGA Team Play Director. Division Captains should be one of the Team Play Captains and make every attempt to attend every competition. The Team Play Division Captains will keep current records of club Team Play Captains (names, addresses, e-mail addresses and phone numbers).

In addition to being familiar with *USGA Rules 23, 24 and 3.3* which refer to four-ball stroke play, as well as Committee duties, Team Play Division Captains will:

- Assure that all the Team Play Captains have all the current forms necessary for Team Play, i.e., *TP Form 2: Team Play Entry Form*; *TP Form 4: Team Play Score Sheet for Three Flights*; and *TP Form 6: Season Summary Score Sheet*;
- Complete the appropriate *TP Form 1: Scheduling Sheet for Three Flights* for her Division, based upon the number of clubs, and distribute to her Team Play Captains;
- Verify the slope and course rating for each club using the USGA National Course Rating and Slope Database: <https://ncrdb.usga.org/NCRDB> when the Host Club sends you a copy of their Invitation Letter and Entry Form to be completed. You may need to remind her of this;
- Review each club's completed Entry Form that they are to send to you;
- Have the current *Season Summary Score Sheet* filled in with all the Team Play dates and clubs participating in her Division;
- Have available at each Team Play Competition the Team Play Manual, USGA's *The Rules of Golf* and USGA's *Decisions on the Rules of Golf*. Team Play Division Captain and Team Play Captains are the Tournament Committee (decision makers);

- Together with Team Play Captains, do the scoring for each tournament and keep the master copy of the scores on the *Season Summary Score Sheet*;
- Appoint one or two Team Play Captains to check that the handicaps and pops on the scorecards are correct for each player (*USGA Rules 23.2b*); retain a copy of the Marker Sheets (*Section 7: Markers* in this manual), the Team Play score sheets and the original scorecards for each flight. These should be kept for each competition and retained until the Team Play Championships are concluded;
- Assure all Team Play Competitions are completed by July 31 (unless the WNHGA Team Play Director has approved an exception to the completion date);
- Assist the Team Play Captains, when requested, in any aspect of Team Play;
- Immediately after conclusion of the Division Competition, send the name of the winning club along with a copy of the Season Summary Score Sheet to the WNHGA Team Play Director; call or email unresolved issues to the WNHGA Team Play Director within 48 hours for a final resolution; and
- Participate in any discussion or ruling necessary to arbitrate a protest, such as any disputes regarding the scores or how the holes were played, etc. In this case, **do not have players sign scorecards**. Submit the problem to the Tournament Committee. If no resolution can be reached, contact the WNHGA Team Play Director.

## Team Play Captain Duties

In addition to being familiar with *USGA Rules 23, 24 and 3.3* which refer to four-ball stroke play as well as Committee Duties, the Team Play Captains are responsible for the following:

- For each player listed on the *TP Form 2: Team Play Entry Form*, print, scan or attach a *TP Exhibit 2*. To provide consistency and accuracy in preparing for a Team Play Tournament, handicap indexes **MUST be run on the designated date specified** on the *Team Play Entry Form*.

For example, if the Team Play Schedule states to use the June 15<sup>th</sup> handicap, run and print ALL players' handicaps on June 15<sup>th</sup> USGA Handicap Index Course Revision Report. [USGA Adminportal](#)>Reports>Templates>Handicap Index Course HCP Report. Once printed, indicate players playing in the Team Play Competition.

It is the responsibility of each Team Play Captain to check that the Entry Form and Eligibility Information are correct prior to sending it in by the Host Club's deadline.

- It is critical you follow the order of your pairings, made by your Division Captain, on the completed "Team Play Scheduling Form", based on the number of clubs in your Division.
- All players listed on the *Team Play Entry Form* must have a fully established 18-hole index with ten 18-hole rounds. **These ten 18-hole rounds must have been played and posted within the past 24-month period prior to the Handicap Revision Index date for the game she is scheduled to play.** [USGA Adminportal](#) Reports>Templates>Rounds Posted Report. Once printed, indicate players playing in the Team Play Competition. A player will be disqualified if she does not have a ten 18-hole round **revision** index.

- On the Team Play Entry Form, list each player in the proper flight and include her 18-hole handicap index. By formula, it will automatically convert it to the 9-hole handicap index. If you have a player playing out of her flight, highlight the name and index number indicating the maximum number for that flight. For example, if a player's index 16.5 and she will be playing in the first flight (maximum index 14.9), she is plying "up" from her actual handicap index. Therefore, you will need to record her handicap index as 14.9. **It is important that a copy of your Club's completed entry form be sent to your Team Play Division Captain for accuracy verification.**
- Prior to attending a Team Play event, review the *Team Play Competition Overview and the Team Play Player Responsibilities* in this section with your members so they understand the rules. Give them a hard copy of these instructions. Also, review local rules for each round when provided by the Host Club and give your players a copy.
- Team Play Captains need to provide her players the rating and slope of the course they will be playing so they can check the accuracy of their "pops". *This could be done by giving each of your competing members a copy of the completed Entry Form.* It is strongly advised that the Host Team Play Captain confirms their slope and rating at the USGA National Course Rating and Slope Database: <https://ncrdb.usga.org/NCRDB>.
- Review the *Scoring Sheet Instructions* in this section.
- When in the scoring room with the other Team Play Captains, check the scorecards against the Marker's Sheets to be sure the hole-by-hole scores match. Then, check the scorecards (for any club but your own) for correct net and total individual scores (check math).
- Review the *Host Club Team Play Guidelines* in this section if the Team Play Event is at your home course.
- After play, obtain a copy of your players' scorecards, **and post Adjusted Gross Score.**

### Host Club Team Play Guidelines

- Contact the Club's Golf Pro with the date of your Team Play Event as soon as possible. Advise her/him of the number of players and Team Play Captains who will be participating, i.e., 32 Team Play participants and eight Team Play Captains. You may or may not have two players from each club in the Captains' Flight, but you should plan for them.
- There can be no more than two players per club in the Captains' Flight. *Note: players in Captains' Flight need not be Captains or Co-Captains.*
- Make arrangements with the catering manager as early as possible, preferably at least 45 days before the Team Play date but no fewer than 30 days. Your contract with the Catering Manager should include at least the following:
  - Date to finalize the meal count;
  - The approximate number of participants attending;
  - The price of a continental breakfast and lunch; and
  - The time breakfast should be ready and when lunch should be served.

- After you have determined your Team Play Players, ask the other members of your club to be markers and spotters. You will need one marker per group. If you cannot get sufficient markers from your nine-hole group, contact your 18-hole ladies to see if they can assist you. If you are still unable to get sufficient markers, contact the other clubs in your area and ask if they can provide some markers. Additionally, one of the other Team Play Captains may be willing to mark.
- The Host Club will provide the golf-bag handlers to assist in carrying the clubs to the carts. You will need at least two or three people. The handlers should be provided with an alphabetical listing of all the participants (by club) and their starting holes (*TP Exhibit 4: Alpha List*)
- Arrange to have two members from the Host Club handle the Registration Desk. Provide each flight with their scorecard and any local rules **when they register**. Do **not** put this information on the carts. The players must have it at registration. The Host Team Play Captain, 30 days prior to the date of the Team Play Event, should send out a letter (*TP Exhibit 1: Sample Host Club Letter*) to each of the other clubs in her Division, and enclose or attach:
  1. *TP Form 2: Team Play Entry Form*, with the index date to be used, along with the NCRDB course rating and slope; and
  2. Local Rules.
- The letter must specifically state the time of registration and breakfast, the starting time for play, address of the course (for GPS purposes) and the cost of breakfast, lunch, and cart. Use of carts is **mandatory**. The letter should state the **Revision** Index Date to be used, the date of the event, the slope rating for the front or back nine on which the event will be played, and the tee box to be used, e.g. red or white.
- Check your club's slope rating on the USGA National Course Rating and Slope Database website for accuracy: <https://ncrdb.usga.org/NCRDB> **It is important that your Letter of Invitation and Entry Form be sent to your Team Play Division Captain for accuracy verification.**
- The Host Team Play Captain should request that the *Team Play Entry Form* and *Eligibility Reports* be returned to her **seven** days prior to the Team Play Event with:
  1. Payment: either one check or, if the clubs involved have reciprocal billing, the member numbers of the players listed on the Entry Form.
  2. For each player, a *TP Exhibit 2: Handicap Index Course Revision Report*, available online at [adminportal.usga.org](http://adminportal.usga.org).
- Go over any local rules (i.e., penalty areas, relief from tree trunks, cart paths or maintenance roads) with your Club's Golf Pro to make sure they are USGA compliant for our Team Play. Also determine the locations of the tees the Team Play participants will be using for play that day. Prepare the local rules sheet that will be given to each foursome and the marker (*TP Exhibit 8: Sample Local Rules*).
- Prior to the start of Team Play, have a player experienced in marking brief the markers on their duties. See *Section 7: WNHGA Marker Information for Team Play* in this manual.
- After you have received the *Team Play Entry Form* from the other Team Play Clubs and made the hole assignments, prepare a *TP Exhibit 4: Alpha List* by club, with the players' names arranged in alphabetical order (within club) and the holes on which they will start. The markers

assigned to each foursome may also be listed on this form. Provide this list to the golf-bag handlers, Registration Desk and Pro Shop.

If your Pro Shop does not make the cart assignment cards for you (cards displaying players' names and starting holes), you will have to make them yourself (*TP Exhibit 7: Cart Signs*). Prepare the scorecards (*TP Exhibit 6: Sample Scorecards*).

- A computer program **should** be used to prepare the Team Play Scorecards. The scorecards **must** be checked by the Team Play Captain and her Committee. This is to ensure that the scorecards are properly popped. If your Club Pro prepares the scorecards, she/he should be advised that the scorecards must be popped in accordance with the WNHGA instructions on popping cards (*TP Exhibit 5: Popping a Scorecard*).
- Prepare a scorecard for each twosome showing the two players' names, club, GHIN numbers, flight, converted handicaps, starting hole and pops for each hole (*TP Exhibit: Sample Scorecards*). Highlight the starting hole.
- Players receive the total number of pops for their converted handicaps unless that number exceeds par for the course. Then the player is allowed only a total equal to par for the course, or the maximum according to the example of *Popping a Scorecard* (*TP Exhibit 5*).
- Give a copy of the appropriate scorecards to the Team Play Captains after scoring has been completed so they can post the team scores. The Team Play Division Captain shall keep all original scorecards until after the Team Play Championship has been completed.
- On the day of the Team Play Event, either your Club's Golf Pro or Team Play Captain should make a public announcement welcoming the players. It should include any special instructions (i.e. ground under repair, winter or summer rules, what to do with the scorecards, local rules, etc.). The tee boxes that the players will be using should be indicated on scorecards.
- Have a clipboard for each marker. The clipboard should have the *WNHGA Marker Information for Team Play* (see *Section 7: Markers* in this manual), two Marker's Scoring Sheets, a copy of the local rules and a pencil. The Marker's Scoring Sheets should contain the players' names, club names, flight numbers and starting hole, which should be highlighted. It is also suggested that a *WNHGA Rules Bag Tag* be attached to the clipboard and that the marker carry USGA's *The Rules of Golf*.
- When briefing the markers, make sure they understand that they are responsible for obtaining the players' signatures on the Marker's Sheet and on the scorecards (**unless in dispute**). This is extremely important because the scorecard **must agree** with the Marker's Sheet since no changes can be made once they are signed and returned to the Committee (Team Play Captains). The marker is responsible for delivering the Marker Sheet and scorecards to the scoring room as soon as possible.
- After play has been completed, give copies of the scorecards and the *Season Summary Score Sheet* to the Team Play Captains and the original scorecards, Marker Sheets, score sheet and *Season Summary Score Sheet* to the Division Captain.



- If your club provides range balls at no charge to the players, arrange to have the balls available on the driving range as early as possible. If you are required to pay for the range balls, you may include it in the total cost for your Team Play Event. If your Niner Organization wishes to absorb the cost, make arrangements with your Pro Shop to bill your group.
- Usually, the Host Club Team Play Captain does not play in her event because she has many things to take care of after the game starts (i.e., setting up the luncheon tables, finalizing the cost to be paid to the Pro Shop and restaurant, etc.). However, if you do need to play on your team, you should arrange for someone from your club to oversee these duties. **You must not be a marker.**

## Scoring Sheet Instructions

- The Host Team Play Captain is responsible for the following:
  1. After receipt of the *TP Form 2: Team Play Entry Forms*, prepare the *TP Form 4: Team Play Score Sheet for Divisions with 3 Flights*, filling in:
    - Name
    - Club
    - Index
    - Converted Handicap
  1. Have sufficient copies of completed *Team Play Score Sheets* made for each Team Play Captain who will be in the scoring room;
  2. Have pencils available for all Team Play Captains;
  3. Serve as the chair of the scoring room along with the Division Captain;
  4. Fill in the *Team Play Score Sheet* after the scorecards have been checked by the other Team Play Captains, adding:
    - Better net ball scores
    - Points, both in the right-most column above and in the summary table below
  5. Review the points with the Committee and then transfer the points to the *Season Summary Score Sheet*.
- Team Play Captains are responsible for the following:
  1. If the players disagree about a rule or the players and marker disagree, a decision will be made by the Tournament Committee. All players in the group and the marker **must** go before the Committee for a final ruling. The players and the marker must not sign the scorecards or the Marker Sheets.  
  
The Tournament Committee's decision will be final. If the Tournament Committee **cannot** reach an agreement, then the matter should be referred to the WNHGA Team Play Director as soon as possible (within 48 hours). Scorecards that are being contested should **not** be signed by anyone. If a round is contested, the results will be announced at a later time.

2. Make sure the players have signed the scorecard and that all players listed on a Marker's Sheet, as well as the marker herself, have signed the Marker's Sheet.
3. Check that the pops are correct on the scorecards.
4. Make sure that the scorecards and Markers' Sheets agree as to hole-by-hole scores.
5. After the scorecards have been properly attested and signed, each Team Play Captain takes a scorecard from another club (not hers) and checks it to make sure that the lower net score has been calculated correctly and circled, and the circled scores have been added correctly. She then initials the scorecard.
6. The Team Play Captains advise their team members if a discrepancy is found. The discrepancy should be explained to the members as discreetly as possible.
7. After each scorecard has been checked by two team captains, it should be passed to the Division Team Play Captain who maintains the master copy of the *Team Play Score Sheet*.
8. The Division Captain (or her designee) enters the better net ball score for each team onto the *Team Play Score Sheet*. After all scores for a flight have been entered, the scores are converted to points as indicated below.
9. The Division Captain (or her designee) reviews the points with all the Team Play Captains before adding them. The awarding of points is based on relative better net ball scores. The team with the lowest better net ball score in each flight is considered the first-place winner in that flight and is awarded the maximum number of points available for that event. The number of points in each flight depends on the number of teams scheduled to participate in that day's event. If six teams are scheduled, then first place in each flight receives six points, etc.

First Place	6 points
Second Place	5 points
Third Place	4 points
Fourth Place	3 points
Fifth Place	2 points
Sixth Place	1 point

If two teams are tied in a flight, their points are added together and divided by two. In the example above, if two teams tie for first, the first and second-place points (6 and 5) are added together and divided by two, equaling five and half points (5 ½). Each team would then receive five and half (5 ½) points. If there is a three-way tie, a similar process is followed.

If a club does not have a team scheduled for a flight, it receives zero points for that flight. The points awarded for that flight are reduced by one.

**Note:** If a team

1. withdraws from a flight less than 48 hours prior to tee time,
2. arrives too late to start play with the rest of the teams, or
3. is disqualified after play starts,

that team receives zero points for that flight, but the points are awarded to the remaining teams as if the withdrawn team had played. (Note: the Committee may elect to award one point to a missing team when their absence is due to extenuating circumstances. For example, if a player, playing alone, is injured the night before competition, in the spirit of “friendly competition,” the Committee may decide to award her a point as if she had competed.)

- If a club does not field at least one team in each round of play or if none of its players arrive in time for the start of a round, the club is disqualified for the rest of the Team Play year. Teams encountering difficulty arriving on time, due to unforeseen circumstances (snow, etc.), should call the Host Team Play Captain. Those members of the Tournament Committee present at the Host Club can then decide whether to delay start of play.
- Once all the points have been assigned to each flight, transferred to the Point Summary at the bottom of the *Team Play Score Sheet* and added, transfer the total points to the *Season Summary Score Sheet* under the date and club at which the event was played.
- As each Team Play Event is played, the *Season Summary Score Sheet* is copied by the Team Play Division Captain for each Team Play Captain and taken to the next Team Play site. If the Team Play Division Captain is absent, then it is the responsibility of the Host Club Team Play Captain to ensure that the *Season Summary Score Sheet* is available for the Team Play Captains in the scoring room.
- After the scoring has been completed, each Team Play Captain takes a copy of the scorecards and the *Season Summary Score Sheet* home to her club and retains all material until the team Play Championship is completed in August or September.
- The Team Play Division Captain retains all original scorecards, original Marker Sheets, and the *Season Summary Score Sheet* until after the Team Play Championship is completed.

## USGA RULES & DEFINITIONS REGARDING TEAM PLAY COMPETITION

Extracted below are some key rules from USGA's *The Rules of Golf and Rules of Handicapping* that apply to WNHGA Team Play Competition. *Note that ALL USGA Rules apply to WNHGA events.*

**USGA Definitions: Forms of Stroke Play Four-ball:** *In four-ball stroke play, two competitors play as partners, each playing her own ball. The lower score of the partners is the score for the hole. If one partner fails to complete the play of a hole, there is no penalty.*

**USGA Rules of Golf 23: Four-Ball Stroke Play** *ALL players and Team Play Captains should be familiar with this rule.*

**USGA Rules of Golf 24: The Committee** *ALL Team Play Captains and Division Captains should be familiar with this rule.*

**USGA Rules of Golf 20: Decisions and Disputes** *ALL Team Play Captains and Division Captains should be familiar with this rule.*

**USGA Rules of Golf 3.3:** *In any round of a handicap competition, the **competitor** must ensure that his or her handicap is recorded on his or her scorecard before it is returned to the **Committee**. If no handicap is recorded on his or her scorecard before it is returned, or if the recorded handicap is higher than that to which he or she is entitled and this affects the number of strokes received, **he or she is disqualified** from the handicap competition; otherwise, the score stands.*

**Note: USGA Rules of Golf 3.3:** *It is the player's responsibility to verify her handicap and "pops". Failure to report incorrect handicaps and/or "pops" will result in disqualification even if the event has closed.*

**USGA Rules of Golf 3.3 and 23.2: Scorecard:** *In stroke play, the Committee must provide each competitor with a scorecard containing the date and the competitor's name, or in foursomes or four-ball stroke play, the competitors' names.*

- *In stroke play, the Committee is responsible for the addition of scores and the application of the handicap recorded on the scorecard.*
- *In four-ball stroke play, the Committee is responsible for recording the better-ball score for each hole and in the process applying the handicaps recorded on the scorecard and adding the better-ball scores.*

### **USGA Rules of Golf 1.3c2: Disqualification Penalty; Committee Discretion**

*A penalty of disqualification may in exceptional, individual cases be waived, modified or imposed if the **Committee** considers such action warranted.*

**Note:** *The WNHGA local rule states - If a player is disqualified from play, and **in order to maintain pace of play**, she will be disqualified from the point of infraction through the end of the round. Her score(s) from previous holes may count.*

**USGA Rules of Golf 20.2b: Committee's Decision:** *In the absence of a referee, any dispute or doubtful point on the rules must be referred to the Committee, whose decision is final. If the Committee cannot come to a decision, it may refer the dispute or doubtful point to the Rules of Golf Committee of the United States Golf Association, whose decision is final. If the dispute or doubtful point has not been referred to the Rules of Golf Committee, the player or players may request that an agreed statement be referred through a duly authorized representative of the Committee to the Rules of Golf Committee for an opinion as to the correctness of the decision given. The reply will be sent to this authorized representative.*

**The USGA Rules of Handicapping, Rule 6: Course and Playing Handicaps:** *If handicap strokes are applied to a gross score; the Committee is responsible for the application of the Course Handicap recorded on the scorecard. For formats in which handicap strokes are used on specific holes, the Committee shall publish a table indicating the order of holes at which handicap strokes are to be given or received. Except as noted otherwise in this section, a player receiving handicap strokes shall take them in the order assigned on the scorecard. For example, a player receiving three strokes takes them on the first, second and third stroke holes (also referred to as “handicapped holes”).*

## **Rule of Handicapping Definitions**

**Gross Score:** a “gross score” is the number of actual strokes plus any penalty strokes taken by a player to complete a hole.

**Net Score:** is a player's Score after handicap strokes have been subtracted from the player's gross score.

**Adjusted Gross Score:** is a player's gross score adjusted under USGA Handicap System procedures for *Net Double Bogey*, unfinished holes, conceded strokes, holes not played or not played under the Rules of Golf.

**Net Double Bogey:** a score equal to par of a hole plus two strokes and any handicap strokes applied on that hole (pops) — a net double bogey is a player's maximum hole score for handicap purposes (formerly ESC).

**Most Likely Score:** the score a player records for handicap purposes for a hole that is started but where a player does not hole out or is conceded a stroke. The hole score when recorded on the scorecard should be preceded by an “X”. Most Likely Score on a hole not completed cannot exceed Net Double Bogey. (See Table 3.3 below)

**Table 3.3 – Most Likely Score when a hole is started but player does not hole out**

<b>Strokes to be Added</b>	<b>Position of Ball</b>
Add <b>1</b> stroke	If a ball lies on the putting green, no more than 5 feet from the hole.
Add <b>2</b> or <b>3</b> strokes depending on the position of the ball, difficulty of the green and ability of the player.	If the ball lies between 5 feet and 20 yards from the hole.
Add <b>3</b> or <b>4</b> strokes depending on the position of the ball, difficulty of the green and ability of the player.	If the ball lies more than 20 yards from the hole.

WNHGA strongly recommends that all WNHGA members read and be familiar with *The Rules of Golf*, keep a copy in their golf bag for ready reference. For a quick reference, we recommend carrying a WNHGA *Rules Bag Tag*.

WNHGA-sponsored Rules Seminars are held each year at four different club locations in hopes that at least one location will be convenient for most members.

### **Team Play Forms and Exhibits**

The Team Play Forms on the next pages are also available as Excel worksheets that users can save on their computers and use. To access the link, click on the title at the bottom of the page or go to WNHGA Website at [wnhga.com](http://wnhga.com) and navigate to the Team Play Section listed under the tab “Events.”

The Team Play Exhibits are examples of documents or items that are discussed in this section, but without active links.

## TEAM PLAY SCHEDULING THREE CLUBS - THREE FLIGHTS

**Clubs, in order of hosting:**

Type the name of each club  
on a line to the right.

**A:**

**B:**

**C:**

	<b><u>Club &amp; Flight</u></b>	<b><u>Club Name</u></b>		<b><u>Club Name</u></b>	<b><u>Club &amp; Flight</u></b>
<b>1st Game:</b>	A-1st	-	vs.	-	B-2nd
	A-2nd	-	vs.	-	C-3rd
	A-3rd	-	vs.	-	B-1st
	B-3rd	-	vs.	-	C-1st
	C-2nd	-	with	-	A-Capt.
<b>2nd Game:</b>	A-1st	-	vs.	-	C-2nd
	A-2nd	-	vs.	-	B-3rd
	A-3rd	-	vs.	-	C-1st
	B-1st	-	with	-	C-Capt.
	B-2nd	-	vs.	-	C-3rd
<b>3rd Game:</b>	A-1st	-	with	-	B-Capt.
	A-2nd	-	vs.	-	C-1st
	A-3rd	-	vs.	-	B-2nd
	B-1st	-	vs.	-	C-3rd
	B-3rd	-	vs.	-	C-2nd

**TP Form 1-3:3**

## TEAM PLAY SCHEDULING FOUR CLUBS - THREE FLIGHTS

**Clubs, in order of hosting:**

Type the name of each club  
on a line to the right.

**A:**

**B:**

**C:**

**D:**

	<u>Club &amp; Flight</u>	<u>Club Name</u>	<u>Club Name</u>	<u>Club &amp; Flight</u>
<b>1st Game:</b>				
	A-1st	-	vs.	-
	A-2nd	-	vs.	-
	A-3rd	-	vs.	-
	B-1st	-	vs.	-
	B-2nd	-	vs.	-
	C-3rd	-	vs.	-
<b>2nd Game:</b>				
	A-1st	-	vs.	-
	A-2nd	-	vs.	-
	A-3rd	-	vs.	-
	B-2nd	-	vs.	-
	B-3rd	-	vs.	-
	C-1st	-	vs.	-
<b>3rd Game:</b>				
	A-1st	-	vs.	-
	A-2nd	-	vs.	-
	A-3rd	-	vs.	-
	B-1st	-	vs.	-
	B-2nd	-	vs.	-
	B-3rd	-	vs.	-
<b>4th Game:</b>				
	A-1st	-	vs.	-
	A-2nd	-	vs.	-
	A-3rd	-	vs.	-
	B-3rd	-	vs.	-
	C-1st	-	vs.	-
	C-2nd	-	vs.	-

[TP Form 1-4:3](#)



## TEAM PLAY SCHEDULING FIVE CLUBS - THREE FLIGHTS

**Clubs, in order of hosting:**

Type the name of each club  
on a line to the right.

**A:**

**B:**

**C:**

**D:**

**E:**

<b>Club &amp; Flight</b>	<b>Club Name</b>		<b>Club Name</b>	<b>Club &amp; Flight</b>
<b>1st Game:</b>				
A-1st	-	vs.	-	B-2nd
A-2nd	-	vs.	-	C-3rd
A-3rd	-	vs.	-	D-1st
B-1st	-	vs.	-	D-2nd
B-3rd	-	vs.	-	C-1st
C-2nd	-	vs.	-	E-1st
D-3rd	-	vs.	-	E-2nd
E-3rd	-	with	-	A-Capt.
<b>2nd Game:</b>				
A-1st	-	vs.	-	D-3rd
A-2nd	-	vs.	-	B-1st
A-3rd	-	vs.	-	E-2nd
B-2nd	-	vs.	-	E-3rd
B-3rd	-	vs.	-	C-2nd
C-1st	-	vs.	-	D-2nd
C-3rd	-	vs.	-	E-1st
D-1st	-	with	-	B-Capt.
<b>3rd Game:</b>				
A-1st	-	vs.	-	C-2nd
A-2nd	-	vs.	-	B-3rd
A-3rd	-	vs.	-	C-1st
B-1st	-	vs.	-	D-3rd
B-2nd	-	vs.	-	E-1st
C-3rd	-	with	-	D-Capt.
D-1st	-	vs.	-	E-2nd
D-2nd	-	vs.	-	E-3rd

## TEAM PLAY SCHEDULING FIVE CLUBS - THREE FLIGHTS

<b>Club &amp; Flight</b>	<b><u>Club Name</u></b>	<b><u>Club Name</u></b>	<b>Club &amp; Flight</b>
<b>4th Game:</b>			
A-1st	-	vs.	- D-2nd
A-2nd	-	vs.	- D-1st
A-3rd	-	vs.	- C-2nd
B-1st	-	vs.	- E-3rd
B-2nd	-	vs.	- C-1st
B-3rd	-	with	- C-Capt.
C-3rd	-	vs.	- E-2nd
D-3rd	-	vs.	- E-1st
<b>5th Game:</b>			
A-1st	-	with	- E-Capt.
A-2nd	-	vs.	- E-1st
A-3rd	-	vs.	- B-2nd
B-1st	-	vs.	- E-2nd
B-3rd	-	vs.	- D-2nd
C-1st	-	vs.	- E-3rd
C-2nd	-	vs.	- D-3rd
C-3rd	-	vs.	- D-1st

[TP Form 1—5:3, Page 2](#)

## TEAM PLAY SCHEDULING SIX CLUBS - THREE FLIGHTS

**Clubs, in order of hosting:**  
Type the name of each club  
on a line to the right.

A:  
B:  
C:  
D:  
E:  
F:


	<u>Club &amp; Flight</u>	<u>Club Name</u>		<u>Club Name</u>	<u>Club &amp; Flight</u>
<b>1st Game:</b>	A-1st	-	vs.	-	B-2nd
	A-2nd	-	vs.	-	C-3rd
	A-3rd	-	vs.	-	D-1st
	B-1st	-	vs.	-	C-2nd
	B-3rd	-	vs.	-	E-1st
	C-1st	-	vs.	-	E-3rd
	D-2nd	-	vs.	-	F-1st
	D-3rd	-	vs.	-	F-2nd
	E-2nd	-	vs.	-	F-3rd
<b>2nd Game:</b>	A-1st	-	vs.	-	C-2nd
	A-2nd	-	vs.	-	F-3rd
	A-3rd	-	vs.	-	B-2nd
	B-1st	-	vs.	-	E-3rd
	B-3rd	-	vs.	-	D-2nd
	C-1st	-	vs.	-	F-2nd
	C-3rd	-	vs.	-	F-1st
	D-1st	-	vs.	-	E-2nd
	D-3rd	-	vs.	-	E-1st
<b>3rd Game:</b>	A-1st	-	vs.	-	F-3rd
	A-2nd	-	vs.	-	B-1st
	A-3rd	-	vs.	-	E-2nd
	B-2nd	-	vs.	-	C-1st
	B-3rd	-	vs.	-	F-2nd
	C-2nd	-	vs.	-	D-3rd
	C-3rd	-	vs.	-	D-1st
	D-2nd	-	vs.	-	E-1st
	E-3rd	-	vs.	-	F-1st

## TEAM PLAY SCHEDULING SIX CLUBS - THREE FLIGHTS

	<u>Club &amp; Flight</u>	<u>Club Name</u>	<u>Club Name</u>	<u>Club &amp; Flight</u>
<b>4th Game:</b>				
	A-1st	-	vs.	D-3rd
	A-2nd	-	vs.	F-1st
	A-3rd	-	vs.	C-1st
	B-1st	-	vs.	E-2nd
	B-2nd	-	vs.	F-3rd
	B-3rd	-	vs.	D-1st
	C-2nd	-	vs.	E-1st
	C-3rd	-	vs.	D-2nd
	E-3rd	-	vs.	F-2nd
<b>5th Game:</b>				
	A-1st	-	vs.	F-2nd
	A-2nd	-	vs.	B-3rd
	A-3rd	-	vs.	E-1st
	B-1st	-	vs.	F-3rd
	B-2nd	-	vs.	D-3rd
	C-1st	-	vs.	D-2nd
	C-2nd	-	vs.	F-1st
	C-3rd	-	vs.	E-2nd
	D-1st	-	vs.	E-3rd
<b>6th Game:</b>				
	A-1st	-	vs.	B-3rd
	A-2nd	-	vs.	D-1st
	A-3rd	-	vs.	C-2nd
	B-1st	-	vs.	C-3rd
	B-2nd	-	vs.	F-1st
	C-1st	-	vs.	F-3rd
	D-2nd	-	vs.	E-3rd
	D-3rd	-	vs.	E-2nd
	F-2nd	-	vs.	E-1st

[TP Form 1—6:3. Page 2](#)

# TEAM PLAY ENTRY FORM 2

## 3 FLIGHTS

Host Club:				Send to:				
Playing:	Front	Back	Color of tees					
Rating:	Course		Slope					
9-Hole Par:								
DATE OF PLAY:								
Cost of Meals:				Phone #:				
Cost of Cart:				Fax #:				
Total Cost:				Email address:				
Please use [date]		index, and return the following by [date]						
* This form								
* Each player's USGA Handicap <u>Revision</u> Index Report available at adminportal.usga.org (Eligibility = 10 rounds of 18 holes)								
* Mail		(1) one check, payable to						
Flight	Players		18-Hole GHIN #	18-Hole H.I.	9-Hole H.I.	Conv. 9-Hole Handicap		
1st Flight 14.9 & under	#1				0.0	-		
	#2				0.0	-		
	Alternate:				0.0	-		
2nd Flight 15.0 - 19.9	#1				0.0	-		
	#2				0.0	-		
	Alternate:				0.0	-		
3rd Flight 20.0 & up	#1				0.0	-		
	#2				0.0	-		
	Alternate:				0.0	-		
Captains' Flight (optional)	#1				0.0	-		
	#2				0.0	-		
Responding Club:					Team Play Captain's Name:			
Is the Team Play Captain playing on the team?								
			Yes		No		Cell phone #:	
					Email address:			

**TP Form 2**

WNHGA Marker Form - Front Nine										
Fairway: / Sand: O Penalty Area: □										
<b>STARTING HOLE#:</b>		<b>6</b>		<b>14.5</b>		<b>MARKER NAME:</b>		<b>JENNI GOODMARKER</b>		
Play starts at		<b>8:30</b>		with		<b>18</b>		minutes allowed per hole		
<b>PLAYER #1:</b>						<b>FLIGHT #:</b>				
<b>CLUB:</b>						<b>VISUAL ID:</b>				
<b>HOLE #:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>Total</b>
<b>Strokes</b>	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	
	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	
<b>Penalties</b>										
<b>Putts</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<b>TOTAL</b>										
<b>FLAG IN HOLE:</b>	<b>10:00</b>	<b>10:18</b>	<b>10:36</b>	<b>10:54</b>	<b>11:12</b>	<b>8:48</b>	<b>9:06</b>	<b>9:24</b>	<b>9:42</b>	
<b>PLAYER #2:</b>						<b>FLIGHT #:</b>				
<b>CLUB:</b>						<b>VISUAL ID:</b>				
<b>HOLE #:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>Total</b>
<b>Strokes</b>	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	
	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	
<b>Penalties</b>										
<b>Putts</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<b>TOTAL</b>										
<b>PLAYER #3:</b>						<b>FLIGHT #:</b>				
<b>CLUB:</b>						<b>VISUAL ID:</b>				
<b>HOLE #:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>Total</b>
<b>Strokes</b>	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	
	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	
<b>Penalties</b>										
<b>Putts</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<b>TOTAL</b>										
<b>PLAYER #4:</b>						<b>FLIGHT #:</b>				
<b>CLUB:</b>						<b>VISUAL ID:</b>				
<b>HOLE #:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>Total</b>
<b>Strokes</b>	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	
	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	
<b>Penalties</b>										
<b>Putts</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<b>TOTAL</b>										
<b>SIGNATURES REQUIRED FROM ALL PLAYERS PLUS MARKER</b>										
<b>Player 1:</b>				<b>Player 3:</b>				<b>Marker Signature:</b>		
<b>Player 2:</b>				<b>Player 4:</b>						
<b>STARTING HOLE#:</b>		<b>6</b>		<b>MARKER NAME:</b>		<b>JENNI GOODMARKER</b>				

**TP Form 3 – Marker Sheet (Front)**

WNHGA Marker Form - Back Nine										
Fairway: / Sand: O Penalty Area: □										
<b>STARTING HOLE#:</b>		<b>15B</b>		<b>14.5</b>		<b>MARKER NAME: JENNI GOODMARKER</b>				
Play starts at		<b>8:00</b>		with		<b>18</b>		minutes allowed per hole		
<b>PLAYER #1:</b>						<b>FLIGHT #:</b>				
<b>CLUB:</b>						<b>VISUAL ID:</b>				
<b>HOLE #:</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>Total</b>
<b>Strokes</b>	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	
	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	
<b>Penalties</b>										
<b>Putts</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<b>TOTAL</b>										
<b>FLAG IN HOLE:</b>	<b>9:39</b>	<b>9:57</b>	<b>10:15</b>	<b>10:33</b>	<b>10:51</b>	<b>8:27</b>	<b>8:45</b>	<b>9:03</b>	<b>9:21</b>	
<b>PLAYER #2:</b>						<b>FLIGHT #:</b>				
<b>CLUB:</b>						<b>VISUAL ID:</b>				
<b>HOLE #:</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>Total</b>
<b>Strokes</b>	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	
	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	
<b>Penalties</b>										
<b>Putts</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<b>TOTAL</b>										
<b>PLAYER #3:</b>						<b>FLIGHT #:</b>				
<b>CLUB:</b>						<b>VISUAL ID:</b>				
<b>HOLE #:</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>Total</b>
<b>Strokes</b>	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	
	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	
<b>Penalties</b>										
<b>Putts</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<b>TOTAL</b>										
<b>PLAYER #4:</b>						<b>FLIGHT #:</b>				
<b>CLUB:</b>						<b>VISUAL ID:</b>				
<b>HOLE #:</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>Total</b>
<b>Strokes</b>	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	5 6 7 8	
	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	9 0 1 2	
<b>Penalties</b>										
<b>Putts</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<b>TOTAL</b>										
<b>SIGNATURES REQUIRED FROM ALL PLAYERS PLUS MARKER</b>										
<b>Player 1:</b>				<b>Player 3:</b>				<b>Marker Signature:</b>		
<b>Player 2:</b>				<b>Player 4:</b>						
<b>STARTING HOLE#:</b>		<b>15B</b>		<b>MARKER NAME:</b>		<b>JENNI GOODMARKER</b>				

**TP Form 3 – Marker Sheet (Back)**

## TEAM PLAY SCORESHEET FOR DIVISIONS WITH 3 FLIGHTS

PLAYED AT:		DATE:				
Flight	Name	Club	Index	Conv. Hdcp	Best Ball	Points
1st  0 - 14.9						
2nd 15.0 -  19.9						
3rd  20.0 up						

### POINT SUMMARY

CLUB	FLIGHT 1	FLIGHT 2	FLIGHT 3	TOTAL

[TP Form 4 -- Three Flights](#)



## TEAM PLAY SCORESHEET FOR DIVISIONS WITH 3 FLIGHTS

PLAYED AT: Oakdale GCC				DATE: 6/9/2015		
Flight	Name	Club	Index	Conv. Hdcp	Best Ball	Points
1st  0 - 14.9	Kim Stuart	Brookside	15.8	17	35	1
	Evelyn Palmer		15.1	17		
	Val Stewart	Discovery Bay	14.4	16	32	3
	Rose Vierra		11.9	14		
	Cindy deVisser	Oakdale	13.4	15	28	4
	Patricia Wolfgram		14.1	16		
	Jane Reynolds	Pine Mountain Lake	15.1	17	34	2
	Anne Toner		13.5	15		
2nd 15.0 -  19.9	Bette Gianelli	Brookside	16.2	18	36	2
	Jane Walsh		22.7	23		
	Ann Jordan Tally	Discovery Bay	17.5	20	38	1
	Carla Silva		19.8	23		
	Sandy Cadra	Oakdale	18.7	21	31	4
	Shelley Puskar		17.6	20		
	Linelle Marshall	Pine Mountain Lake	16.8	19	35	3
	Geralyn Dielman		15	17		
3rd  20.0 up	None	Brookside			0	0
	None					
	Alice Disney	Discovery Bay	23.7	27	37	2
	Val Fruit		21.8	25		
	Kathy Newman	Oakdale	25.9	30	38	1
	Deb Riley		27.6	32		
	Judy Michaelis	Pine Mountain Lake	20.3	23	30	3
	Flo Jansen		23.2	26		

### POINT SUMMARY

CLUB	FLIGHT 1	FLIGHT 2	FLIGHT 3	TOTAL
Brookside	1	2	0	3
Discovery Bay	3	1	2	6
Oakdale	4	4	1	9
Pine Mountain Lake	2	3	3	8

### TP Form 4 -- Three Flights, Completed Example

(Note Brookside team example of playing *up* a flight – their indexes would be capped)

[illegible]

Top number=points from each tournament

Bottom number= cumulative points

## TP Form 6 -- Season Summary Score Sheet

		TEAMS					
		Oakdale	Merced	Spring Creek	Pine Mt. Lake	Twain Harte	
HOST/DATE		13	11	5	10	6	45
Oakdale		13	11			6	45
April 15, 2012							
Merced		12	10	7	9	7	45
April 22, 2012							
Spring Creek		4	9.5	5	12.5	14	45
May 1, 2012							
Pine Mt. Lake		8	5	9.5	9	13.5	45
May 8, 2012							
Twain Harte		10	9	10.5	10.5	5	45
June 15, 2012							

Top number=points from each tournament  
Bottom number= cumulative points



## Handicap Index Course Handicap Report

Lake of the Pines Country Club  
Lake of the Pines CC  
Handicap Revision Date: 10/1/2021  
Golfer Group: 2021 Team Play

<u>GHIN #</u>	<u>Local #</u>	<u>Golfer Name</u>	<u>H.I.</u>	<u>Green</u> <u>(68.5/124/72)</u>
2519971	7632	Cassi Bassolino	28.9	28
3187631		Kathy Bow	34.6	34
2519984	8186	Toni Boyer	49.7	51
2520002	8908	Carla Conyers	43.3	44
2520019	9081	Sharon Cowles	52.7	54
2519963	7498	Lauren Dummer	21.4	20
2519972	7725	Suzanne Estes	41.7	42
2093531		Paula Glass	32.3	32
2519970	7601	Mary Heaton	41.4	42
3196875		Susan La Rosa	34.5	34
2519989	8306	Mary Maguire	27.5	27
2719956		Lynn Marshall	38.4	39
10434986	12	Leslie Silva	24.0	23
2519983	8171	Mona Stolz	36.8	37
1159388		Cathy Sulinski	26.6	26
2730663	9169	Beverly Tillman Risso	29.1	28
10694442	22	Stephanie Tran	40.4	41



## Rounds Posted Report

Northern California Golf Association  
Lake of the Pines Country Club  
Date Played: 10/1/2019 - 10/1/2021  
Golfer Group: 2021 Team Play

<u>GHIN Number</u>	<u>Golfer Name</u>	<u>Local Number</u>	<u>Club Membership Type</u>	<u>Club Name</u>	<u>Round Count</u>
2519971	Cassi Bassolino	7632	Standard	Lake of the Pines Country Club	79
3187631	Kathy Bow		Standard	Lake of the Pines Country Club	78
2519984	Toni Boyer	8186	Standard	Lake of the Pines Country Club	146
2520002	Carla Conyers	8908	Standard	Lake of the Pines Country Club	20
2520019	Sharon Cowles	9081	Standard	Lake of the Pines Country Club	53
2519963	Lauren Dummer	7498	Standard	Lake of the Pines Country Club	91
2519972	Suzanne Estes	7725	Standard	Lake of the Pines Country Club	44
2093531	Paula Glass		Standard	Lake of the Pines Country Club	79
2519970	Mary Heaton	7601	Standard	Lake of the Pines Country Club	109
3196875	Susan La Rosa		Standard	Lake of the Pines Country Club	61
2519989	Mary Maguire	8306	Standard	Lake of the Pines Country Club	118
2719956	Lynn Marshall		Standard	Lake of the Pines Country Club	42
10434986	Leslie Silva	12	Standard	Lake of the Pines Country Club	60
2519983	Mona Stolz	8171	Standard	Lake of the Pines Country Club	83
1159388	Cathy Sulinski		Standard	Lake of the Pines Country Club	20
2730663	Beverly Tillman Risso	9169	Standard	Lake of the Pines Country Club	106
10694442	Stephanie Tran	22	Standard	Lake of the Pines Country Club	57

Total Golfers: 17

Page 1

## TP Exhibit 1 — Index Revision & Rounds Posted Reports

## XYZ GOLF AND COUNTRY CLUB

Dear Team Play Captain:

The second round of Team Play competition will be at XYZ Golf and Country Club on Thursday, June 10, 2013, with an 8:30 a.m. shotgun start.

We will begin the day at 7:15 a.m. with registration and a continental breakfast. Everyone should be ready to go to their assigned starting holes by 8:15 a.m.

Lunch will be served at approximately 11:45. The cost of the continental breakfast, lunch and cart will be \$22.00 per person. Carts are mandatory.

June 1, 2013, handicaps will be used. Our slope is 128 for the Front Nine. Please complete the attached Team Play Entry Form and return it with a copy of your June 1st bi-monthly USGA.org Revision Report (TP Exhibit 2) for each player and **one** check covering all players, payable to Happy Hackers no later than June 3, 2013. I have enclosed one of our scorecards. Please make a copy for each of your players and include their pops so that they may check their official scorecards for correctness before play begins.

**PLEASE NOTE:** During a WNHGA event, a player may obtain distance information by use of a USGA approved device or app on a cell phone. A player must use these devices or apps for distance measuring only. **If a player uses the measuring device for anything other than measuring distance, the penalty will be 2 strokes for the 1st offense and disqualification for a subsequent offense. Once the device makes a sound, the penalty is disqualification.**

Emergency phone calls should go through the XYZ pro shop: 1-723-555-7890. We look forward to a great day of golf at XYZ with you and your team players.

Very truly yours,

Patti Par  
XYZ Team Play Captain

Enclosures: Team Play Entry Form  
Hotel Information

Mail check and Entry Form to: Patti Par 123  
Main St.  
Somewhere, CA 12345

### TP Exhibit 2— Sample Host Club Letter

# PAIRINGS LIST

<u>HOLE #</u>	<u>PLAYER</u>	<u>HOLE #</u>	<u>PLAYER</u>
1	Jarratt, Jackie -LH Stanwood, Alyce - LH Bagby, Anniece - LOP Baker, Renny - LOP <b>Marker: Velma Leavitt</b>	5	Jones, BJ - LOP Trimble, Janet - LOP Bailey, Maureen - LH Hooper, Joelle - LH <b>Marker: Jane Miller</b>
2	Maloney, Nina - AS Nelson, Terri - AS Slettedahl, Dottie - LOP Sorenson, Phyllis - LOP <b>Marker: Chris Pasek</b>	6	Bowman, Brenda - LOP Lane, Sonja - LOP Goodrich, Judy - LWW Poulsen, Suzi - LWW <b>Marker: Janeen Mucci</b>
3	Howser, Marta - AS Tonge, Carol - AS Meyer, Bobbi - LWW Weinberg, Kris - LWW <b>Marker: Marie Dunajski</b>	7	Madenford, Joan - LWW Tipton, Nancy - LWW DeGroot, Connie - LH Korenthel, Barbara - LH <b>Marker: Dennie Standart</b>
4	Ferro, Lee - AS Francesconi, Pat - AS Estep, Heidi - LWW Towns, Daphne - LWW <b>Marker: Mary Ann Josephson</b>	8	Hults, Joyce - LH Linville, Edna - LH Fritz, Linda - AS Nurse, Barba - AS <b>Marker: Linda Neth</b>

## TP Exhibit 3—Pairings List

## ALPHA LIST BY CLUB

<b><u>CLUB</u></b>	<b><u>PLAYER</u></b>	<b><u>STARTING HOLE</u></b>
Alta Sierra	Ferro, Lee	4
	Francesconi, Pat	4
	Fritz, Linda	8
	Howser, Marta	3
	Maloney, Nina	2
	Nelson, Terri	2
	Nurse, Barba	8
	Tonge, Carol	3
Lake of the Pines	Bagby, Anniece	1
	Baker, Renny	1
	Bowman, Brenda	6
	Jones, BJ	5
	Lane, Sonja	6
	Slettedahl, Dottie	2
	Sorenson, Phyllis	2
	Trimble, Janet	5
Lake Wildwood	Estep, Heidi	4
	Goodrich, Judy	6
	Madenford, Joan	7
	Meyer, Bobbi	3
	Poulsen, Suzi	6
	Tipton, Nancy	7
	Towns, Daphne	4
	Weinberg, Kris	3
Lincoln Hills	Bailey, Maureen	5
	DeGroot, Connie	7
	Hooper, Joelle	5
	Hults, Joyce	8
	Jarratt, Jackie	1
	Korenthal, Barbara	7
	Linville, Edna	8
	Stanwood, Alyce	1

### TP Exhibit 4—Alpha List

## **Popping Scorecards According to WNHGA Rules**

Pops are the small dots or checks placed on the scorecard which should add up to the player's handicap allowance (handicap strokes) for a specified game. Once the appropriate handicap has been determined for the course to be played, pops can be distributed as described in the following examples.

In each case, start the process by dividing the nine-hole handicap by nine.

**Player 1:** Handicap of 18 divided by nine equals two. Each hole gets two pops.

**Player 2:** Handicap of 6 is not enough pops to divide by nine. Give one pop to six holes in the order of the handicap stroke allocation on the scorecard.

**Player 3:** Handicap of 14 divided by nine equals one pop for each of the nine holes, with a remainder of five pops. The remaining five pops are to be given in the order of the handicap stroke allocation.

**Player 4:** Handicap of 35 divided by nine equals three with a remainder of eight pops. Start by giving three pops to all nine holes. In this example, please note **you cannot give more pops than par**. When awarding the remaining eight pops, once you come to the par 3 at hole #3, even though there are pops remaining to be allocated, you **must** stop. You cannot skip over the par 3 and continue to hole #5. The player will have to play to a 32 no matter how many strokes remain.

Player 1 18 Handicap	••	••	••	••	••	••	••	••	••		
Player 2 6 Handicap	•	•	•	•				•	•		
Player 3 14 Handicap	••	••	•	••	•	•	•	••	••		
*Player 4 35 Handicap	••••	••••	•••	••••	•••	•••	•••	••••	••••		
NAME HANDICAP											
Hole	1	2	3	4	5	6	7	8	9	OUT	Initial
Red Yardage	280	402	132	433	342	289	124	266	327	2595	
Par	4	5	3	5	4	4	3	4	4	36	
Handicap	9	1	11	3	13	15	17	7	5		

*\*Even though Player 4 has a 35 handicap, she only gets 32 pops. (See above.)*

When calculating the pops for 18 holes, follow the handicapped holes as they are shown on the scorecard but alternate from the front nine to the back nine as the numbers occur on the scorecard.

(WNHGA would like to thank Mace Meadow Fairway Ladies for the above explanation.)

### **TP Exhibit 5—Popping a Scorecard**



TEAM PLAY @													
FRONT		TEES		Play starts at		with		minutes allowed per hole					
Flight		Hole #	1	2	3	4	5	6	7	8	9	Total	
Starting Hole													
Tees - slope		Par											
		HCP											
		Index											
Ghin#:		Net Best Ball											
Ghin#:		Womens' HCP											
		FLAG IN HOLE:											
Do NOT post your score		Player signature:											
Captains will post for you!		Attest:											

TEAM PLAY @													
FRONT		TEES		Play starts at		with		minutes allowed per hole					
Flight		Hole #	1	2	3	4	5	6	7	8	9	Total	
Starting Hole													
Tees - slope		Par											
		HCP											
		Index											
Ghin#:		Net Best Ball											
Ghin#:		Womens' HCP											
		FLAG IN HOLE:											
Do NOT post your score		Player signature:											
Captains will post for you!		Attest:											

TP Exhibit 6 -- Blank Sample Scorecard

WNHGA TEAM PLAY @ Some Club Tuesday July 17, 2012														
FRONT RED TEES	Play starts at		8:30		with		18		minutes allowed per hole					
	Hole #	1	2	3	4	5	6	7	8	9	Total			
Flight														
Starting Hole	Red	278	331	282	284	299	100	391	264	303	2532			
Red Tees - slope	Par	4	4	4	4	4	3	5	4	4	36	HCP	Adj	
Grinning Golfers CC	Index													
Divot, Debbie	21.5	24										24		
Birdie, Betty	19.7	22										22		
Divot, D. Ghin#: 9898989	Net Best Ball													
Birdie, B. Ghin#: 1234567	Womens' HCP	5	15	3	7	13	17	1	11	9				
	FLAG IN HOLE:	10:54	11:12	8:48	9:06	9:24	9:42	10:00	10:18	10:36				
Do NOT post your score Captains will post for you!														
Player signature:														
Attest:														

WNHGA TEAM PLAY @ Some Club Tuesday July 17, 2012														
FRONT RED TEES	Play starts at		8:30		with		18		minutes allowed per hole					
	Hole #	1	2	3	4	5	6	7	8	9	Total			
Flight														
Starting Hole	Red	278	331	282	284	299	100	391	264	303	2532			
Red Tees - slope	Par	4	4	4	4	4	3	5	4	4	36	HCP	Adj	
Happy Hitters CC	Index													
Mulligan, Mary	25.8	29										29		
Bunker, Sandy	23.4	26										26		
Mulligan, M. Ghin#: 1928376	Net Best Ball													
Bunker, S. Ghin#: 2873645	Womens' HCP	5	15	3	7	13	17	1	11	9				
	FLAG IN HOLE:	10:54	11:12	8:48	9:06	9:24	9:42	10:00	10:18	10:36				
Do NOT post your score Captains will post for you!														
Player signature:														
Attest:														

TP Exhibit 6 – Partially Completed Sample Scorecard

WNHGA TEAM PLAY @ Some Club													
Tuesday July 17, 2012													
FRONT RED TEES		Play starts at		8:30		with		18		minutes allowed per hole			
		Hole #	1	2	3	4	5	6	7	8	9	Total	
Flight		2nd	Red	278	331	282	284	299	100	391	264	303	2532
Starting Hole		3	Red	278	331	282	284	299	100	391	264	303	2532
Red Tees - slope		125	Par	4	4	4	4	4	3	5	4	4	36
Grinning Golfers CC		Index	HCP										
Divot, Debbie		21.5	24	6	7	6	7	6	2	9	6	7	56
Birdie, Betty		19.7	22	5	6	7	6	7	3	8	7	6	55
Net Best Ball		2	4	3	3	4	0	5	3	3	4	28	
Womens' HCP		5	15	3	7	13	17	1	11	9			
FLAG IN HOLE:		10:54	11:12	8:48	9:06	9:24	9:42	10:00	10:18	10:36			
Do NOT post your score				Player signature: <i>Debbie Divot</i>									
Captains will post for you!				Attest: <i>Betty Birdie</i>									

WNHGA TEAM PLAY @ Some Club													
Tuesday July 17, 2012													
FRONT RED TEES		Play starts at		8:30		with		18		minutes allowed per hole			
		Hole #	1	2	3	4	5	6	7	8	9	Total	
Flight		3rd	Red	278	331	282	284	299	100	391	264	303	2532
Starting Hole		3	Red	278	331	282	284	299	100	391	264	303	2532
Red Tees - slope		125	Par	4	4	4	4	4	3	5	4	4	36
Happy Hitters CC		Index	HCP										
Mulligan, Mary		25.8	29	7	9	6	6	5	12	6	7	71	29
Bunker, Sandy		23.4	26	6	8	7	7	8	4	10	8	65	26
Net Best Ball		3	5	5	5	3	5	2	7	3	3	36	
Womens' HCP		5	15	3	7	13	17	1	11	9			
FLAG IN HOLE:		10:54	11:12	8:48	9:06	9:24	9:42	10:00	10:18	10:36			
Do NOT post your score				Player signature: <i>Mary Mulligan</i>									
Captains will post for you!				Attest: <i>Sandy Bunker</i>									

TP Exhibit 6 -- Completed Sample Scorecard

# HOLE #2B

Twain Harte - 3rd Flight

WHELAN, D.

ADAMS, T.

# HOLE #2B

Tracy - 1st Flight

KOIZUMI, J.

CLARK, P.

TP Exhibit 7—Cart Signs

# WOMEN'S NINE HOLE GOLF ASSOCIATION

## LOCAL RULES for XYZ COUNTRY CLUB

### Team Play - June 12, 2019

**Pro shop phone #:** 777-777-7777

At the end of your round, please return with your entire group and your marker to the Check In area. **Do not sign** your scorecard or the marker sheet until it has been double checked.

**Distance measuring devices and cell phones:** During a WNHGA event, a player may obtain distance information by use of USGA approved device or app on a cell phone. A player must use these devices or apps for distance measuring only. **If used in any other capacity, a General Penalty (2 strokes) will be given. For a subsequent offense, Disqualification. All devices must be in silent mode. Once any distance measuring device makes a sound, the penalty is disqualification.**

**Bathrooms:** Located in the ladies' locker room. On the front nine they are located at the end of #5 and on the back nine they are located between #14 and #15.

**Water:** Water is provided and is located in the ladies' locker room.

**Rakes:** Rakes should be placed **outside** of the sand bunkers parallel with the fairway.

**Ground under repair including flower beds:** Marked by white lines. Relief without penalty; drop within one club length of nearest point of relief, not nearer the hole (*USGA Rule 16.1*).

**Power lines:** If a ball strikes a power line or pole, the stroke is cancelled, and player **must** play a ball as nearly as possible at the spot from which the original ball was played. No Penalty.

**Obstructions:** Immovable obstructions include protective screens and fences (not boundary fences); French drains, staked trees (stake & tree), post and chains (in bounds), telephone poles, paved or graveled cart paths and maintained roads. Free relief (*USGA Rule 16.1*)

**Out of bounds:** Out of bounds designated by white posts, white lines, boundary fences, or roads.

**Penalty areas:** Penalty areas are defined by yellow posts and/or yellow lines or by red posts and/or red lines.

**Hole #8:** If a ball struck towards the penalty area on the right, it is recommended that a provisional ball be played. It must be 'known or virtually certain' that the ball lodged in the penalty area to proceed under 17.1.

Please **do not post** your own score – your Team Play Captain will post your score.

## TP Exhibit 8—Sample Local Rules

# WOMEN'S NINE HOLE GOLF ASSOCIATION

## Section 11 – Open Days

### Table of Contents

<b><u>Title</u></b>	<b><u>Page</u></b>
Introduction	11-2
Responsibilities of the Open Day Chair and Captain at the Host Club	11-3
Responsibilities of the Open Day Chair at an Invited Club	11-5
Responsibilities of a Guest at an Open Day	11-6
Exhibit A: Host Club Open Day Preparation Checklist	11-7
Exhibit B: Open Day Invitation Letter	11-8
Form 1: Open Day Entry Form	11-9

## **OPEN DAYS**

### **Introduction**

Among the most popular activities sponsored by the Women's Nine Hole Golf Association are Open Days. These events are held throughout the year at various clubs within the four areas of WNHGA's jurisdiction.

- No green fees are charged and players pay only for meals, sweeps and golf carts.
- All WNHGA members are invited to play in Open Days; however attendance may be limited based on available space.
- A provisional (five-round) handicap is required.
- The game is individual low net. Prizes are awarded in each of several flights, and for overall low net and low gross.

The individuals listed below each have responsibilities during an Open Day event. This section describes the duties of each.

- Open Day chair at the host club
- Host club captain
- Open Day chair at an invited club
- WNHGA members who sign up to attend an Open Day
- The WNHGA director-in-charge (DIC) of the event

## Responsibilities of the Open Day Chair and Captain at the *Host Club*

1. Communicate with the WNHGA director-in-charge (DIC) of your Open Day
  - a. You will be contacted by the DIC prior to your event to coordinate with your club pro and food service personnel. At that time, you will review a list of recommended jobs for members of your club, called the *Open Day Preparation Checklist* (Exhibit A). In general, your members will act as hosts for the event, and will play only under certain circumstances as determined by the DIC.
  - b. The details of the tournament itself are the responsibility of the WNHGA DIC. This includes collecting entry checks and forms, setting up flights and pairings, and running the scoring room. You may be asked to assist in coordinating the arrangements with your pro shop, including the preparation of carts signs and scorecards.
2. Prepare letter of invitation, hotel list, and assist with the entry form
  - a. Exhibit B is a sample letter of invitation. Your DIC can provide a Word file as a template should you wish to use it. Customize the letter for your club with any special information or instructions and print on your club letterhead if possible. Refer guests to your club website for a map and directions if available. Also provide a list of nearby hotels. Send these documents as Word or pdf files to your DIC for her approval and use.
  - b. Provide your DIC with the course details and cost information needed for her to fill out the Entry Form (*OD Form 1*).
  - c. The DIC will email the letter, entry form and hotel information to the member clubs at least six weeks prior to the event. You need to provide letter and hotel documents in time for her to proofread and edit them.
3. Host club members playing in Open Day
  - a. After the sign-up deadline has passed, the DIC will contact you with the entry count. If the field is under-subscribed, members of the host club may be asked to play. You may wish to post a sign-up sheet with this eventuality in mind.
  - b. The cost to the host club members will exclude the cost of sweeps and also the cost of carts if they are providing their own. They will play with the rest of the field but *will not be included in the competition for prizes*. The cost of food and, if necessary, carts should be collected in the same manner as it is for all other participants, with checks made out to the host club. There have been exceptions where host club members have been billed directly to their club accounts, but provisions need to be made in advance with the DIC to keep an accurate accounting of all monies.



#### 4. Activities on Open Day

- a. Alert your club treasurer or a substitute to be present on the day of the event to meet with the director-in-charge to reconcile the charges with the checks collected from the participants.
- b. Act as host at the luncheon. Introduce the DIC who will, in turn, make any necessary introductions and announce the prizes.
- c. It is advisable to have some of your members (perhaps those with early jobs) have their clubs and shoes with them in case there are cancellations or no-shows the morning of the event; they would then play to fill in foursomes as needed.

## Responsibilities of the Open Day Chair at an *Invited* Club

1. Explain Open Days to new members of your club and encourage all members to participate. A provisional (five-round) handicap is the only requirement. Consult *WNHGA.com* or the WNHGA Yearbook to obtain a list of Open Day locations and dates for the current year. These dates should be published in your group calendar.
2. Anticipate the arrival of an Open Day invitation and entry form six to eight weeks prior to the actual event (*Exhibit B and Form 1*). The information should be communicated to your members by whatever methods your group uses: on your bulletin board, by announcements, by email, etc.
3. Return the completed form, paying particular attention to accurate spelling and legibility of names and GHIN numbers. Be sure to indicate the name of your club and contact person on the form. Enclose a personal check from **each** registered player with the entry form. Notify the DIC by the requested due date, **even if you have no entrants**. Email is the preferred method, but the blank form may also be mailed back.
4. Post a copy of *Responsibilities of a Guest at an Open Day*, from this section. Make sure each member attending an Open Day has all tournament information.
5. Inform the DIC of any cancellations within the time period listed on the entry form. If the DIC is not notified prior to the Open Day cancellation date, **the entrant's fees are forfeited and will not be refunded**. Some telephone message machines are unreliable, so if you must leave a message, be sure to have follow-up contact to make sure the information was received. Use email if possible. The ultimate responsibility to notify the DIC resides with the player. You should provide information and assistance.
6. If the field is oversubscribed, and **is not** in your WNHGA area, you will be notified by the DIC how many of your players will be allowed in the tournament. This is determined by order of sign up.
7. If the oversubscribed Open Day **is** in your WNHGA area, the DIC may elect not to accept any players from your area, or she may limit your club participation to the first few players listed on your entry form. You will be notified of all decisions, and it will be your responsibility to inform your players.

## Responsibilities of a *Guest* at an Open Day

1. Check your bulletin board or announcements for letters of invitation and entry forms for each WNHGA Open Day. The dates and locations of these events are listed on *WNHGA.com* and in your group's calendar, so you can decide in advance which Open Days you wish to attend.
2. To sign up for an Open Day, print your name and your nine-hole GHIN number on the entry form. Make a check out to the host club and give it to your Open Day chair. She will mail the form.
3. When you sign up you have made a **commitment to attend**. If you find that you must cancel for an emergency, please notify your Open Day chair or the director-in-charge (DIC) immediately. If you cancel after the cancellation date on the entry form, **you will forfeit your prepaid entry fees**. If you must cancel on the day of the tournament, please call the pro shop at the host club as early as possible. If possible, also call the DIC on her cell phone.
4. As you sign up to play at an Open Day, you might want to note which tees will be used, and the course slope for those tees. In many cases there will be two possibilities, front nine and back nine. This information is on the entry form. With this information, you can use one of many tools to convert your index to the course handicap(s). These tools include a conversion booklet (sold at WNHGA events), *WNHGA.com*, or *USGA.org*, and a smart phone app available free from USGA GHIN and NCGA.
5. Arrive for registration **at least** 45 minutes prior to the start of the shotgun, and sign in immediately. Make sure there is a name tag on your golf bag so it can be put on your assigned cart.
6. When you receive your scorecard, double check your handicap index and verify that it has been converted correctly for the course and tees you will be playing (*see #4*). If you haven't done the conversion already, a chart may be posted in the pro shop of the course you are playing. Note that not all courses use RED for the ladies tees, or have the women's rating posted.
7. Carry a USGA Rule Book or a WNHGA Rules Bag Tag (available at [WNHGA.com](http://WNHGA.com) > [Shop > Rules Bag Tag](#)). During a WNHGA event, a player may obtain distance information by use of a USGA approved device or app on a cell phone. A player must use these devices or apps for distance measuring **ONLY** and they must be in silent mode at all times. If a player uses the measuring device for anything other than measuring distance, the penalty will be two (2) strokes for the 1st offense and disqualification for a subsequent offense.
8. Upon completion of your round of golf, check your scorecard carefully. The score must be totaled and the net computed. The card must be properly signed by you and attested by one other player. You are responsible only for the accuracy of the individual hole-by-hole scores. If you make a mistake in adding up the total or calculating the net, you will not be penalized. The WNHGA DIC of the Open Day will post your score, including any Maximum Hole Scores (Net Double Bogey) adjustments as needed. **Do not post your own score.**
9. Turn your scorecard in to the scorecard collectors immediately after completing the round, before putting your clubs in your car.
10. Enjoy these opportunities to play at many different courses!

## Host Club Open Day Preparation Checklist

### 1. MEALS AND HOSPITALITY

- **Food and Beverage:**

- ☐ Plan a buffet breakfast and either a buffet or seated lunch.
- ☐ Give meal price information to the director-in-charge (DIC) for her to use in filling out the entry form.
- ☐ Breakfast is open seating. Seating for lunch should be assigned by starting hole, with signs on the tables. A podium and microphone will be needed, and a small table.

- **Registration:**

- ☐ Arrange for a registration table, with chairs for at least three people.
- ☐ Check in guests and hand out scorecards and Local Rules.
- ☐ Arrange for bag handlers if pro shop is not providing them.

- **Scoring Room for the WNHGA Directors:**

- ☐ If possible, have the room be separate from dining room but not far away.
- ☐ Room should have table and chairs for up to eight people, well lit, accessible power outlets, a waste basket and a water pitcher.

### 2. TOURNAMENT DUTIES

- **Morning of Tournament:**

- ☐ Make sure hole numbers on the course are well-signed.
- ☐ Greet incoming cars. Answer questions. Give directions to parking and bag-drop area. Make sure players know where to check in.
- ☐ Check that all carts have identification signs, a map of the course (if available), an extra scorecard and a pencil.
- ☐ Oversee the placement of golf bags on the carts. Help show players to their starting tees.

- **Spotters**

- ☐ If spotters are needed, how many and where: \_\_\_\_\_
- ☐ During play, only spot balls. Don't tell players how to play from that position, or give any other playing or rules advice.

- **Scorecard collectors**

- ☐ Intercept players before they go to their cars. Wave the signs WNHGA will provide to get the attention of the players. Check all scorecards for completion: a total gross and net score. Make sure both the player and person attesting have signed the card. Give scorecards to a runner or deliver to the WNHGA scoring room.

*Host Club Letterhead***WNHGA OPEN DAY INVITATION***(Suggested form – optional items in italics)*

Date

Dear Open Day Chair,

The \_\_\_\_\_ Club in \_\_\_\_\_ cordially invites your WNHGA members to participate in our Open Day to be held on *Day, Month XX, XXXX. (i.e.: Thursday, July 18, 2013)* Registration and breakfast will begin at \_\_\_\_\_ AM, followed by a \_\_\_\_\_ AM shotgun start. *You are welcome to use our practice range to warm up beforehand. Note any special restrictions – cart path only, etc.*

The WNHGA director-in-charge (DIC) of our Open Day is:

Name

Phone

Address

e-mail:

Please return **one** completed entry form by mail to \_\_\_\_\_ (DIC) at the address above, postmarked no later than \_\_\_\_\_. **If you have no entrants**, please e-mail (DIC) or return the form to let her know that you will have no participants. Participants canceling after \_\_\_\_\_, \_\_\_\_\_ will forfeit their entry fees. For day-of-event cancellation or questions, the \_\_\_\_\_ pro shop phone number is \_\_\_\_\_.

A map and directions to our club can be found on our website at.....*Please include any other special instructions or directions.* We have enclosed the names of some local hotels in case you wish to arrive the day before.

We are looking forward to your visit and hope you'll enjoy playing at our beautiful course.

Sincerely,

\_\_\_\_\_, Captain

Phone number, email

\_\_\_\_\_, Open Day Chair

Phone number, email

WOMEN'S NINE HOLE GOLF ASSOCIATION

**OPEN DAY ENTRY FORM**

HOSTESS CLUB: *Merced Golf and Country Club*

GUEST CLUB: \_\_\_\_\_

(Your Club Name)

DATE Tuesday, May 21, 2019

Index Date: May 15, 2019

Registration Time: Noon Shotgun Time: 1:00 PM

Field Limit: 68

Tees used: color & slope Front Red - 130

Comments: Golf attire, no denim,  
soft spikes only

**Handicap Limit: Course handicap to be no greater than par.**

All players must ride carts  
All bags must have name tags

Include a check from each entrant payable to:  
Merced Golf & Country Club

ENTRIES TO BE POSTMARKED BY:

Friday, May 10, 2019

Guest Club Contact Person (name and phone #):  
\_\_\_\_\_

**ALL OPEN DAYS ARE PREPAID**

Sweeps: \$3.00

Meals: \$25.00

Cart: \$10.00

Total: \$38.00

**IF NO ENTRIES, PLEASE EMAIL DIC OR RETURN BLANK FORM.**

Mail checks and this form to the Director-in-charge:

*Judi Phillips*

*11337 Scarlet Oak Drive  
Oakdale, CA 95361*

*Email: judyphillips2205@gmail.com*

Cell Phone: 209.606.3303, Home Phone 209.848.0607

**CANCELLATIONS: WNHGA plays rain or shine!**

your fee will be **forfeited**. Cancellations **prior** to the day of the event -- you must call the director-in-charge. Cancellations **on the day** of the event -- you must call the pro shop at the

If you cancel after

Wednesday, May 15, 2019

hostess club by 7:30am. Club pro shop phone number:

209.722.3357

All entrants will be accepted unless the director-in-charge notifies the club contact, seven days prior to the event, that the Open Day is over-subscribed.

	GHIN No.	Last	PRINT NAME First	DIC use Only	CHECK RECEIVED
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

**LIST ADDITIONAL PLAYERS ON THE BACK OF THIS FORM.**

**WNHGA ASSUMES NO RESPONSIBILITIES FOR THE SAFETY OF ENTRANTS.**

OD Form 1--Entry Form

April 2020

Section 11 Open Days

11-9

April 2020

# **BYLAWS OF THE WOMEN'S NINE HOLE GOLF ASSOCIATION**

## **ARTICLE I**

### **Section 1. Principal Office**

The Corporation's principal office shall be fixed and located at a place that the Board of Directors (hereafter the "Board") shall determine. The Board is granted full power and authority to change said principal office from one location to another.

### **Section 2. Other Office**

Branch or subordinate offices may be established at any time by the Board at any place or places.

## **ARTICLE II TERRITORIAL JURISDICTION**

### **Section 1. Boundaries**

The territorial jurisdiction of this Association shall include the counties of Monterey, Kern, Tulare and all of California north of said counties.

### **Section 2. Geographical Sections**

In order to ensure relatively equal representation of each Member Club in the government and affairs of this Association, each Member Club shall be assigned to one of several geographical sections. Said geographical sections shall be selected and delineated by the Board from time to time as necessary and the assignment of Member Clubs thereto shall be made in such a manner as to keep the number of Member Clubs in each section as nearly equal as possible.

## **ARTICLE III CLUB MEMBERSHIP**

### **Section 1. Conditions**

Any regularly organized golf club located within the legal boundaries of this Association shall be eligible to apply for membership subject to the following conditions. A Member Club is required:

- a. To be a private or semi-private membership club.
- b. To organize its Women's Nine Hole Club with Bylaws and Standing Rules.
- c. To have facilities suitable for an Association event and to waive green fees for participants in WNHGA sponsored golf events.
- d. To have two members appointed to the Women's Nine Hole Golf Association, one as a Delegate and one as an Alternate Delegate (hereinafter referred to as Delegates) who shall be entitled to cast one vote on behalf of the members and who shall be responsible for submitting records and reports required by the Association. (*Amended October 1984.*)
- e. To use the golf handicap system provided by and conduct competitive play in accordance with the directives of the Women's Nine Hole Golf Association and in accordance with the USGA Rules of Golf.
- f. Members of these nine-hole golf groups may be a dues paying member of any organized eighteen-hole golf group within the WNHGA territorial jurisdiction. This jurisdiction is defined as the counties of Monterey, Kern, Tulare, and all of California north of these counties. Members that are dues paying members of both a nine-hole golf group and an eighteen-hole golf group may only play Tournament of Champions or Champion of Champions in one of these groups. Their choice of which golf group to tournament play should be made to the Club Handicap Chair at the beginning of the year and may not be changed during the calendar year. (*Amended November 2018*)

### **Section 2. Application**

Application for membership shall be submitted to the Board in writing on regular forms furnished by the Association.

### **Section 3. Admission**

Admission of a club to the Association shall be by two-thirds vote of the Board.

### **Section 4. Termination of Membership**

- a. Upon a vote of at least two-thirds of the Board members, the board may terminate or suspend a membership or a Member Club for non-payment of dues, fees or assessments. Flagrant violation of any provision of these Bylaws or failure to satisfy membership qualifications shall also be cause for termination or suspension. (*Amended June 1999.*)
- b. The Board shall give the member who is the subject of the proposed action fifteen (15) days prior notice of the proposed expulsion, suspension, or termination and the reasons therefore.



- c. The Member Club may submit a written statement to the Board regarding the proposed action not less than five (5) days before the effective date of the proposed expulsion, suspension or termination. Prior to such effective date the Board shall review any such statement submitted and shall determine the mitigating effect, if any, of the information contained therein. A suspended Member Club shall not be entitled to exercise any of the voting rights set forth in Article IV.

### **Section 5. Dues**

- a. Shall be determined by the Board.
- b. Assessed to the Member Clubs shall be an amount based on the number of its members for whom the Association provides a handicap.
- c. Dues shall be invoiced and payable in January of each year.
- d. Clubs delinquent in February shall be notified of such delinquency.
- e. Clubs whose dues remain delinquent on March 1<sup>st</sup> may be subject to termination in accordance with Section 4 of Article III.

### **Section 6. Individual Memberships**

All individual members of Member Clubs shall be entitled to the benefits of the Association and participation in Association-sponsored activities.

### **Section 7. Continuing Conditions**

Member clubs shall continue to comply with all conditions for membership set forth in these Bylaws. Any change in the eligibility status of a Member Club must be submitted to the Board of Directors of the Association.

## **ARTICLE IV VOTING RIGHTS OF MEMBER CLUBS**

### **Section 1. General**

Subject to the provisions of Section 7612 of the California Nonprofit Mutual Benefit Corporation Law and Section 2 of this Article IV, each Member Club shall be entitled to cast one vote on each matter submitted to a vote of the members.

### **Section 2. Good Standing**

Any Member Club who shall be in arrears in the payment of any installment of fees, periodic dues or assessments for a period of sixty (60) days or more after their due date shall not be in good standing and shall not be entitled to vote as a member.

## **ARTICLE V DELEGATES AND MEETINGS**

### **Section 1. Appointment and Terms of Delegates**

- a. Each Member Club shall appoint two of its members to serve, one as a Delegate and one as an Alternate Delegate, to attend the Annual and any Special Meetings called. It shall also be the responsibility of these Delegates to attend the Area Meeting within their own geographical section. Delegates shall serve one year terms from January 1 to December 31. Prior to the Annual Meeting of the Delegates in each year, the Captain of each Member Club shall notify the Recording Secretary of the Association in writing, of the appointment of the Delegates to serve the next term. Delegates shall serve at the pleasure of their clubs. If during the year a change of delegate is made by the Club, written notice should be given to the Recording Secretary of the Association. (*Amended October 5, 1984.*)
- b. No member may be a Delegate from more than one Member Club.

### **Section 2. Voting Body**

The Delegates from a majority of the Member Clubs shall constitute a quorum for the transaction of business at all Annual, Special Meetings and online votes. In the absence of a quorum, the meeting shall be adjourned or the online vote will be delayed to a date fixed by the Delegates and Officers present.

### **Section 3. Meetings**

- a. Notices. Delegates shall be given at least twenty (20) days advance notice of any meetings and thirty (30) days written notice shall be given of any meeting at which an amendment to the Bylaws requiring membership vote is proposed, along with the bylaw proposal and board recommendation.
- b. The Annual Meeting. On the first Friday in December in each year the Delegates shall hold an Annual Meeting at such place and hour as the board shall designate. The purpose of the meeting shall be to consider and act upon the following matters:
  1. Each Director shall present a written report pertaining to her activities during the preceding year.
  2. The election of Directors for the ensuing year.
  3. The consideration of, and action upon, any business or matters relating to the Board.

- c. The Area Meetings. Special meetings of the Delegates may be held upon call of the Board, the President, not less than 5% of the individual members upon the request of Delegates of ten (10) Member Clubs for the purpose of considering and acting upon any lawful purpose. Upon request in writing to the President or Secretary by any person entitled to call a special meeting, the Officer shall cause notice to be given that a meeting will be held not less than 35 days nor more than 90 days after receipt of the request. Any call for, and all notices of a special meeting shall state the time and place of the meeting and generally the matters to be considered and acted upon at such meeting.

## **ARTICLE VI DIRECTORS**

### **Section 1. General**

The number of directors of this Association shall not be less than nine or more than twelve, until changed by the Board of Directors and approved by the members. At least two directors, and no more than three directors shall be elected from each geographical area. (*Amended November 2018.*)

### **Section 2. Election of Directors**

Directors shall be elected at each Annual Meeting of Delegates, to hold office for a term of two years. Each director shall hold office until the expiration of the terms to which elected, and until a successor has been elected and qualified. A director who has served two consecutive terms may not be nominated or elected for another term as director until two years have passed since last term served. (*Amended February 8, 2001.*)

### **Section 3. Delegation of Management**

The Board may delegate the management of the activities of the Association to any person or persons, or committees however composed, provided that the activities and affairs of the Association shall be managed, and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws.

- a. To select and remove all the other officers, agents, and employees of the Association, prescribe powers and duties for them as may not be inconsistent with the law, the Articles or these Bylaws and fix their compensation.
- b. To conduct, manage, and control the affairs and activities of the Corporation to make such rules and regulations therefore not inconsistent with the law, the Articles, or these Bylaws as they may deem best.
- c. To adopt, make, and use a corporate seal, or to prescribe the forms of evidence of membership, and to alter the form of such seal and of such certificates from time to time as they deem best.

- d. Authorize the issuance of memberships of the Association from time to time, upon such terms and for such consideration as may be lawful.

#### **Section 4. Removal of a Director from Office**

A Director may resign at any time.

A Director shall be removed from office by two-thirds vote of the Board for:

- a. Failure to attend two (2) consecutive meetings of the Board without satisfactory excuse.
- b. Failure to conduct herself in accordance with the “Director’s Code of Conduct”, Section 13. *(Amended December 2008)*
- c. The inability to perform the duties of her office.

In the event of the removal of a Director for cause, pursuant to the provisions hereof, said individual so removed shall not be eligible for re-nomination or election, or appointment to the Board of Directors of the Women’s Nine Hole Golf Association. *(Amended October 7, 1997.)*

#### **Section 5. Vacancies**

A vacancy or vacancies in the Board of Directors shall be deemed to exist in the event of (i) the death, resignation or removal of any Director, (ii) the authorized number of Directors is increased, or (iii) the Delegates, at any meeting of Delegates at which Directors are to be elected, fail to elect the number of Directors to be elected at that meeting.

The President may appoint a member or members to fill Director vacancies at any time. This appointment should not conflict with the term limits of past Directors. A Director may not serve more than two consecutive terms either as an appointed Director or as an elected Director. *(Amended June 2018.)*

#### **Section 6. Place of Meeting**

Regular or special meetings of the Board shall be held at any place within the State of California, which has been designated from time to time by the Board.

#### **Section 7. Regular Meetings**

Immediately following each Annual Meeting of the Delegates, the Board of Directors shall hold a regular meeting for the purpose of organization, election of officers and the transaction of other business. The Board shall hold at least seven (7) additional regular meetings during the year to be scheduled at its annual organization meeting. *(Amended May 1988.)*

## **Section 8. Special Meetings**

Special meetings of the Board, for any purpose or purposes, may be called at any time. This can be done at the request of the President, Vice-President, the Secretary, or any two Directors.

Special Meetings of the Board shall be held upon ten (10) days notice by email specifying date, time, location and agenda of the meeting.

Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or actually transmitted by the person giving the notice by electronic means, to the recipient. Oral notice shall be deemed to have been given at the time it is communicated, in person or by telephone, to the recipient or to a person at the office of the recipient who the person giving the notice has reason to believe will promptly communicate it to the recipient.

## **Section 9. Quorum**

One-half of the authorized number of directors constitutes a quorum of the Board for the transaction of business, except to adjourn as provided in Section 12 of this Article VI. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, provided that any action taken is approved by a majority of the authorized number of Directors. *(Amended April 5, 2004.)*

## **Section 10. Participation in Meetings by Conference Telephone**

Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such a meeting can hear one another.

## **Section 11. Waiver of Notice**

Notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such Director. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

## **Section 12. Adjournment**

A majority of the Directors present whether or not there is a quorum may adjourn any Directors' meeting to another time and place. Notice of the time and place holding an adjourned meeting need not be given to absent Directors if the time and place be fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is adjourned for more than 48 hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

## **Section 13. Action Without Meeting**

Any action required or taken by the Board may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to such action. Such consent or consents shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of the proceedings of the Board.

## **Section 14. Rights of Inspection**

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the Corporation.

## **Section 15. Committees**

A majority of the Board by resolution may appoint one or more committees, each consisting of at least one Director, which committee shall report directly to the Board.

## **Section 16. Nominating Committee**

- a. Shall be comprised of one Delegate from one of the Member Clubs in each geographical section, and a current Director to chair the committee shall be selected in June of each year. The President shall select the Delegates to serve by an alphabetical rotation process of the Member Clubs in each geographical area.
- b. The Chairman of the Nominating Committee shall be a Director chosen in June of each year by the President, and approved by the Board of Directors. In order to preserve the integrity of the nominating process, under no circumstances shall the Director selected by the President to serve as Chairman of the Nominating Committee be a member of any one of the four clubs from which Delegates have been selected to serve.
- c. In the event for any reason that a Delegate or alternate Delegate from a club selected in the rotation process is unable or unwilling to serve, the President shall select a Delegate from the next member club in rotation from that geographical area so long as the Director heretofore chosen to chair the committee is not a member of the alternate club. Should she hold membership in that club, the President shall proceed to select the Delegate from the next club in rotation. (*Amended February 1977.*)
- d. The Board shall notify the members of the Nominating Committee of their appointment within five (5) days after their selection.

- e. The Delegates from each Member Club shall present to the Nominating Committee Chairman the names and qualifications and the written consent of the persons they wish to nominate for Director in their area by August 31.
- f. The President shall mail to all Delegates, thirty (30) days before the Annual Meeting, the names selected by the Nominating Committee as candidates for Directors.
- g. Further nomination for Director must be presented in writing to the Recording Secretary, accompanied by the candidate's written acceptance, and must be signed by five (5) Delegates. Such nominations must be in the Recording Secretary's hands at least five (5) days prior to the Annual Meeting of the Delegates.

### **Section 17. Indemnification of Agents of the Corporation: Purchase of Liability Insurance**

- a. Section 17, "agent" means any person who is or was a director, officer, employee or other agent of the Corporation. Also, any person who is or was serving at the request of the Corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee or agent of a foreign or domestic corporation which was a predecessor corporation of the corporation or of another enterprise at the request of such predecessor corporation. The word "proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative or investigative, "expenses" includes without limitation attorneys' fees and any expenses of establishing a right to indemnification under subdivision (d) or paragraph (3) of subdivision (e) of this Section 17 and "Code" means the Corporations Code of the State of California.
- b. The Corporation shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the Corporation to procure judgment in its favor, an action brought under Section 5233 or Part 2 if the Code [commencing with Section 5110] made applicable pursuant to Section 7238, or an action brought by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of the Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding of such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the Corporation and in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of no contender or its equivalent shall not, of itself, in good faith and in a manner which the person reasonably believed to be in the best interests of the Corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.
- c. The Corporation shall have power to indemnify any person who was or is a party or is threatened, pending or completed action by or in the right of the Corporation, or brought under Section 5233 of Part 2 of the Code (commencing with Section 5110) made applicable pursuant to Section 7238, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to

procure a judgment in its favor by reason of the fact that such person is or was an agent of the Corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the Corporation and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances. No indemnification shall be made under this subdivision.

1. In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to the Corporation in the performance of such person's duty to the Corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonable entitled to indemnity for the expenses which such court shall determine;
  2. Of amounts paid in settling or otherwise disposing of a threatened or pending action, without court approval; or
  3. Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless such action concerns assets held in charitable trust and is settled with approval of the Attorney General.
- d. To the extent that an agent of the corporation has been successful on the merits in defense of any proceeding referred to in subdivision (b) or (c) of this Section 17 or in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.
- e. Except as provided in subdivision (d) of the Section 17, any indemnification under this Section 17 shall be made by the Corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in subsection (b) or (c) of this Section 17 by:
1. A majority vote of a quorum consisting of Directors who are not parties to such proceeding;
  2. Approval of the members (Section 5034 of the Code), with the persons to be indemnified not being entitled to vote therein; or
  3. The court in which such proceeding is or as pending upon application made by the Corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney or other person is opposed by the Corporation.
- f. Expenses incurred in defending any proceeding may be advanced by the Corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Section 17.



- g. No provision made by a corporation to indemnify its or its subsidiary's directors or officers for the defense of any proceeding, whether contained in the Articles, Bylaws, a resolution of members or directors, an agreement or otherwise, shall be valid unless consistent with this section. Nothing contained in this section shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.
- h. No indemnification or advance shall be made under this Section 17, except as provided in subdivision (d) or paragraph (30 of subdivision (c) of this Section 17, in any circumstance where it appears:
  - 1. That it would be inconsistent with a provision of the Articles, Bylaws, a resolution if the members or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or
  - 2. That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.
- i. A corporation shall have power to purchase and maintain insurance on behalf of any agent in the corporation against liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of this section.
- j. This section does not apply to any proceeding against any trustees, investment manager or other fiduciary of an employee benefit plan in such person's capacity as such, even though such person may also be an agent as defined in subdivision (a) of the corporation. A corporation shall have power to indemnify such trustee, investment manager or other fiduciary to the extent permitted by subdivision (f) of Section 207 of the Code. (*Amended July 6, 1987.*)

## **ARTICLE VII OFFICERS AND THEIR DUTIES**

### **Section 1. Officers**

The officers of this Association shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and such officers as the Board may from time to time designate and elect.

### **Section 2. The President**

The President shall preside at all meetings of the Board and of the Delegates and shall be the Executive Officer of the Association with the power to appoint, subject to the approval of the Board, such committees as she may deem necessary to conduct the affairs of the Association.

### **Section 3. The Vice-President**

The Vice-President shall perform the duties of the President in case of her absence or disability, and such duties as may be assigned her by the Board.

### **Section 4. The Recording Secretary**

The Recording Secretary shall keep accurate minutes of all meetings of the Association.

### **Section 5. The Corresponding Secretary**

The Corresponding Secretary shall attend to all correspondence of the Association and shall issue the call for all meetings.

### **Section 6. The Treasurer**

The Treasurer shall keep accurate records reflecting the current financial position of the Association. She shall prepare and submit a budget for the Association to be presented at the January meeting of the Board of Directors. She shall bank all funds of the Association in a depository approved by the President and the Recording Secretary. The Treasurer shall send out all the bills of the Association and shall receive all the funds in payment thereof. The Treasurer shall give a detailed financial report at each Board Meeting and at the Annual Meeting. The Annual Report should be filed with the Recording Secretary. (*Amended August 7, 1989.*)

### **Section 7. Other Officers**

Other officers designated and elected by the Board shall perform such duties as may be assigned by the Board.

### **Section 8. Election of Officers**

The Nominating Committee shall be composed of three Directors, representing three of the four geographical areas whenever possible. One Director from each of the three areas serving on the committee shall be selected by the two Directors from those areas at the October Board meeting. The Chairman of the Committee will be chosen by the three committee members. All Directors are eligible to serve on this committee with the exception of the President and the Vice President. (*Amended Nov, 2018.*)

This committee shall nominate a President, Vice-President, Secretary or Secretaries and Treasurer and present the slate at the November meeting of the Board. Only voting members of the Board shall be eligible for election as officers. (*Amended May 2, 1988.*)

Nominations for Officers may be made from the floor. Newly elected officers will take office at the Annual Meeting.

### **Section 9. Advisor**

The President may appoint a past President or past Director of this Association to serve in an advisory capacity. The Advisor shall be an ex-officio member of the Board and shall have no vote.

### **Section 10. Parliamentarian**

The President, with the approval of the Board, shall appoint a Parliamentarian who shall be present at all special and Annual Meetings. The Parliamentarian shall have no vote.

### **Section 11. Removal and Resignation**

At any time, the Board may remove any officer, either with or without cause.

### **Section 12. Vacancies**

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

## **ARTICLE VIII COMMUNICATIONS**

Issues, concerns and/or suggestions about WNHGA events, activities, or policies by individual members or by member clubs should be brought directly to the board's attention in writing through the member club delegate.

Any issue, ideas or concerns brought to a board member's attention shall be brought forward to the board at the earliest possible time for discussion and consideration. The board will communicate back to the member delegate in a timely manner. Based on the nature of the topic the board may also broaden the communication to all member clubs. (*Amended June 2018.*)

## **ARTICLE IX WNHGA CODE OF CONDUCT**

All individual members, member clubs and WNHGA Directors will maintain a respectful, professional approach when interacting with other WNHGA members, host clubs and staff, at events and at all WNHGA meetings.

Issues and concerns about WNHGA events, activities, or policies by individual members or by member clubs should be brought directly to the board's attention in writing through the member club delegate. Any issue, idea or concern brought to a board member's attention shall be brought forward to the board at the earliest possible time for discussion and consideration. The board will communicate back to the member delegate in a timely manner. Based on the nature of the topic the board may also broaden the communication to all member clubs. *(Amended June 2018.)*

## **ARTICLE X OTHER PROVISIONS**

### **Section 1. Inspection of Corporate Records**

Subject to Sections 8330, 8331 and 8332 of the California Nonprofit Mutual Corporation Law, a member may do either or both of the following for a purpose reasonably related to such member's interest as a member:

- a. Inspect and copy the record of all members' names, addresses and voting rights, at reasonable times, upon five (5) business days prior written demand upon the Association, which demand shall state the purpose for which the inspection rights are requested; or
- b. Obtain from the Secretary of the Association, upon written demand and tender of a reasonable charge, a list of names, addresses and voting rights of Directors. Using the most recent record date for which it has been compiled or as of a date specified by the member subsequent to the date of the demand. The demand shall state the purpose for which the list is requested. The Secretary shall make the membership list available on or before the later of ten (10) business days after the demand is received or after the date specified therein as the date of which the list is to be compiled.

The Association may, within ten (10) business days after receiving a demand, as set forth above in paragraph (a) or (b) of the Section 1 deliver to the person(s) making the demand a written offer of an alternative method of achieving the purpose identified in said demand without providing access to or a copy of the membership list. Any rejection of the Association's offer shall be in writing and shall indicate the reasons the alternative proposed

by the Corporation does not meet the proper purpose of the demand made pursuant to paragraph (a) and (b) of the Section 1.

The accounting books and records and minutes of proceedings of the members and the Board and Committees of the board shall be open to inspection upon written demand on the Corporation of any member at any reasonable time for a purpose reasonably related to such person's interests as a member.

## **Section 2. Inspection of Articles and Bylaws**

The Association shall keep in its principal office in the State of California the original or a copy of its Articles and of these Bylaws as amended to date which shall be open to inspection by members at all reasonable times during office hours. If the Corporation has no office in the State of California, it shall upon the written request of any member furnish to such member a copy of the Articles or Bylaws as amended to date.

## **Section 3. Construction and Definitions**

Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the General Provisions of the California Nonprofit Corporation Law and the California Nonprofit Mutual Benefit Corporation Law shall govern the construction of these Bylaws.

## **Section 4. Amendments**

These Bylaws may be amended or repealed by approval of the members or by the approval of the Board provided, however, that members must approve any action that may:

- a. Materially and adversely affect the rights of members as to voting, dissolution, or redemption, or transfer of memberships;
- b. Effect an exchange, reclassification or cancellation of all or any part of the memberships;
- c. Authorize a new class of membership; or
- d. Specify or change a fixed number of Directors or the maximum number of Directors or change from a fixed to a variable number of Directors or vice versa.

## **Section 5. Rules of Order**

Roberts Rules of Order, Revised, shall govern the proceedings of this Association in all cases not provided for in these Bylaws. All meetings shall be conducted in accordance with Roberts Rules of Order, Newly Revised. (*Amended October, 2007.*)

Date – April 2, 1984

## **Amendments – As Noted**

Amended – March 2, 1992  
Bylaws Distribution – February 1993  
Amended and Distributed – February 1995  
Amended and Distributed – February 1997  
Amended June 1999 and Distributed Fall 1999  
Amended February 2001 and Distributed Spring 2001  
Amended April 2004  
Amended/Reinstated and Distributed – December 2006  
Amended and Distributed – December 2007  
Amended December 2007 and Distributed January 2008  
Amended March 2008 and Distributed April 2008  
Amended December 2008 and Distributed January 2009  
Amended September 2011 and Distributed November 2011  
Amended November 2018 and Distributed December 2018