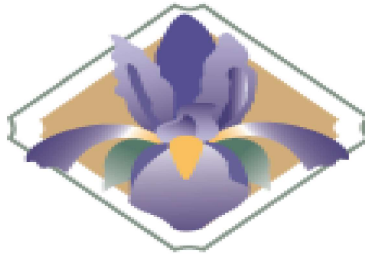


March 16,2023



CYPRESS LANDING GOLF CLUB

WOMEN'S GOLF ASSOCIATION

2023

HANDBOOK

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Contents:

What is the CLWGA?	3
General Guidelines	3
Play Day Etiquette	5
Rules of Golf for CLWGA Play Days	6
Play Day Scoring	7
Hole-In-One Eligibility	7
Eastern North Carolina League Play	8
Communication	8
Committees	8
Chairperson and Coordinator Duties - General	9
Coordinator Responsibilities- General	10
Chairperson and Coordinator Duties - Specific	10
Past President Chairperson Responsibilities for Presidents' Cup	11

What is the CLWGA?

The Cypress Landing Women's Golf Association (CLWGA) was formed in 1998 with just 18 women. Today our membership exceeds 70 members both residents and non-residents of Cypress Landing.

The purpose of the CLWGA is to increase active participation, to encourage friendly competition, and to promote interest in the game of golf among the ladies of Cypress Landing Golf Club (CLGC). This association abides by all USGA rules and local CLGC rules. Any woman who has a qualifying CLGC membership in good standing is eligible for membership in the CLWGA upon payment of annual dues. The fiscal year of the CLWGA is December 1 through November 30. The playing season of the CLWGA shall commence no earlier than March 15th and end no later than November 20th of each calendar year. To ensure the comfort of all members, the CLWGA has several playing divisions to fit your golf game.

The CLWGA organizes events for members of the association at the discretion of its Board of Directors and members. Examples of events include weekly Thursday Play Days, Ladies Night Out, Evening 9-Hole Match Play, Presidents' Cup and Member/Member tournaments. The events are planned for you to relax, have fun, and enjoy friendly competition. The CLGC and the CLWGA use a cloud-based software program that allows for event registration, pairings, scoring, etc.

Fees to play in WGA events are based on the event. Weekly Play Day entry fees are charged to your Club Account. If food is associated with an event, that cost is billed separately.

General Guidelines

Members shall abide by the rules set by USGA and CLGC for all CLWGA events. The CLGC Golf and Handicap Committee distributes local rules via email and posts them on the Club bulletin board.

At the beginning of each golfing season, CLWGA members may sign up for either 9-hole or 18-hole play and indicate which tee they choose to play. To be eligible for prizes in any CLWGA event, a player must have an established handicap. Ten 9-hole rounds or five 18-hole rounds of golf must be played and posted at CLGC or the player must provide verified scores cards from other rated courses to establish a temporary handicap for a 9-hole or 18-hole member. A player may have an established handicap from a previous club membership that can be adjusted to the CLGC. For play days and

March 16,2023

tournaments, according to USGA rules, a maximum handicap index of 54 will be used for prize distribution.

The CLGC manages your golfing index and handicap. The Club Professional can assist you in setting up your membership in the handicap system.

- CLWGA events include but are not limited to:
 - **WGA Open Series** is played over the CLWGA golfing season. One game played each month on a specific Thursday (play is suspended during the summer months of July and August). There are two flights: gross and net for each tee played. A player earns points by participating and placing first through tenth place in either of the two flights. Points won each month are accumulated over the CLWGA golfing season. At the end of the season points are totaled to determine the winners. This is an individual stroke play event. If a player changes tees during the season, she is automatically disqualified from the WGA Open Series.
 - **Ringers** records the best net score posted on each hole by a player during the playing season. 'Ringers' could be described as your imaginary best round of golf. There are days when you can par hole number 3 and then days you take an 8 or a 9 or a 10. Wouldn't it be great if you could see each week whether you did better or worse, and then at the end of season, add up your best ever performances for each hole to create a total round score using those best scores? That's what the Ringer Program does! If a player changes tees during the season, she is automatically disqualified.
 - **Member/Member** is a flighted event where you will sign up with another CLWGA member and play a game that accommodates golfers of any level. It is followed by a luncheon or dinner and the fee associated with the event pays for the food and the prizes.
 - **Ladies Night Out** is a social golf outing where golfers sign up to play 9- holes of golf followed by a meal. The formats vary and accommodate all levels of golfers.
 - **Solheim Cup** is a two-day Match Play event. WGA members who are playing are divided between the red and blue teams. The winning team is engraved on a trophy. The current President and Vice President are the team leads.
 - **Presidents' Cup** is a two-day gross and net tournament hosted by the past presidents followed by an awards ceremony with food.

Play Days are held on Thursdays. Members will be invited to play each play day via an email. The email will describe each week's game format. Each play day, you will sign up to play using the software system.

- You must sign up to play no later than 9:00am the Monday preceding the Thursday Play Day.
- Thursday tee times will be assigned and posted no later than Wednesday afternoon.
 - Pairings will be sent in an e-mail.
- Cancellations must be made as early as possible.
 - Players can cancel on-line up through 9:00am on the Monday preceding the Thursday Play Day.
 - Between the period of 9:00am Monday and end of day Tuesday, you need to email the Tournament Co-chairpersons.
 - Players who cancel on Wednesday or Thursday need to contact the Pro Shop.
 - Players, who cancel on the day of play, forfeit their entry fee.
 - If for any reason a playday is canceled, an email will be sent to the membership prior to the specified tee times.

Ladies Night Out (LNO) is usually Tuesday evening. Sign up deadline for LNO is seven days prior to the date of play.

- Sign-up will be on the software system.
- Once the sign-up deadline is past, individual accounts will be charged even if the member doesn't play. Therefore, you must cancel before the deadline to avoid the charge.
- Players can cancel on-line up through 9:00 am on the Tuesday of the week preceding LNO and via telephone or visit to the Pro Shop NLT than close of business the Sunday preceding the LNO event. LNO dinners will be charged to individual club accounts.

Play Day Etiquette

- Players should arrive at the club at least 20 minutes before their tee time, earlier if they want to go to the practice range to warm up. Players must be at the tee box 5 minutes before their tee time.
- Except in match play, members are to play "ready golf" to avoid unnecessary delays.
 - Play "Ready Golf" unless the format is match play. "Ready golf" is a commonly used term that indicates that players should play when they are ready to do so, rather than adhering strictly to the "farthest from the hole plays first" stipulation in the Rules of Golf.
- Cart partner's/team members should watch each other's shots in order to help locate each other's balls.
- On average, each hole should only take 15 minutes to play.
- There should never be an open hole in front of you. If there is an open hole, please do all you can to increase the pace of play of your group.
- Please repair all ball marks on the green, rake bunkers, and fill divots on the tees and fairways with sand.

- Pace of Play refers to how well golfers keep up with the expected average time used to play each hole. You can maintain pace of play in the following ways:
 - If you are ready to play before your cart partner is, regardless of position of the ball, go ahead and hit it rather than waiting for your cart partner.
- Tee off in a timely manner.
- Take no more than two practice swings.
- When driving the cart, drop your cart partner at her ball first, if possible, before going to your ball.
- To keep the game moving, look for a lost ball no more than 2-3 minutes.
- When play is finished on a hole, move away from the green quickly to allow the group behind to proceed, record scores at the next tee.
- Put clubs away while others are hitting, or at the next tee.
- When walking to your ball, especially on holes where golf carts must remain on the cart paths, remember to take with you all necessary clubs from your bag as well as the golf cart sand bottle.
- Request to use the handicap flag if it is appropriate. The handicap flag is placed on your golf cart and designates that the driver or rider in the cart has a disability that makes walking to her ball a hardship. The pro shop maintains the flag and will provide guidance on how to use them.

Rules of Golf for CLWGA Play Days

- When carts are required to remain on the cart path, players may lift, clean, and place the ball within one club length through the green.
- A player is entitled to one club length relief, no closer to the hole, when a ball lies on or in close proximity to a tree root that would result in potential injury when swinging and/or striking the ball.
- Giving putts (except in Match Play) or taking mulligans (an extra stroke allowed after a poor shot, not counted on the scorecard) is not allowed on play days.
- Two classifications of events held by the CLWGA are “Crossover” and “Traditional.”
- Crossover events include:
 - Open and Closing Days
 - Member/Member
 - Ladies’ Night Out
 - 9-Hole Evening Match Play
 - In these events, a member may play as an 18-holer or 9-holer regardless of how she has registered with the CLWGA for the year. The maximum handicap rules will be applied. Upon completion of the event, the member will resume play in the group in which she is registered.
- Traditional events include:
 - Play Days
 - The President’s Cup

- WGA Open Series.
- In these events, individuals must play in the 18-hole or 9-hole group in which they are registered in the CLWGA.

Play Day Scoring

Maximum Score on a hole.

The maximum score you can have on a hole is a net double bogey. What this means is you add how many strokes you receive on that hole to a double bogey and that is the maximum score you can receive on that given hole.

When a round is not completed.

If you start a round and get 7 holes into a 9-hole round or 14 holes into an 18-hole round, you must finish the round off with net pars. Like the maximum score above but instead of adding your strokes to a double bogey you add your strokes to a par and that is the score you record.

Players are expected to play the ball out on each hole. When the player exceeds her stroke maximum, a player **may** pick up. If she does, place an **asterisk** for that hole on the scorecard to show that she did not complete the hole. She will not qualify for prizes; however, this score is posted.

For any questions related to scoring, review The USGA RULES OF GOLF or ask the Golf Professional. When a rule difference of opinion occurs out on the course, play two balls and record both scores on that hole only and get an official decision on which score to post when the group returns to the clubhouse. Then adjust the scorecard according to the ruling.

At the conclusion of play on CLWGA play days turn your scorecard into the Pro Shop.

On CLWGA play days, the Tournament Co-chairpersons will post scores. Ties will be broken by most to least difficult holes until there is a winner.

Hole In One Eligibility

- The player must have paid the entry fee prior to the hole-in-one round.
- The player must have achieved the hole-in-one at Cypress Landing Golf Course.
- Another player must witness the hole-in-one.
- The hole-in-one does not need to occur on a CLWGA play day.
- Any round is eligible all during the year from closing day to closing day.

A list of Hole-in-One pool paid participants can be found on the CLWGA bulletin board in the Clubhouse.

A hole-in-one occurs when the ball is hit from the teeing area into the cup on the green and stays there. There must be a witness to testify to your feat. The hole-in-one must be part of a formal round

March 16,2023

of golf (nine or 18 holes), not necessarily during a WGA-sponsored event, and not a practice round where only a few holes are played. "The USGA recommends that a hole-in-one be considered if made during a round of at least 9 holes, except that a hole-in-one made during a match should be acceptable even if the match ends before the stipulated round is completed."

Eastern North Carolina League Play

Crystal Coast is an organization of several Eastern North Carolina ladies' golf clubs. The group is run by representatives from each member golf club and hosts play dates at the home courses of its members during the months of September through November and March through May. You must have a USGA index of 38.0 or less to join the group. Format is individual stroke play and flighted by handicap index. Also, there is an annual membership fee.

DEWGA is an organization of Eastern North Carolina ladies' golf associations, with a different club running the organization each year. The league requires an annual membership and cost of play for each round. Membership is limited to 130 women and enrollment takes place in January each year. You must have a qualifying USGA index to join the group. The format is individual stroke play and is flighted by index.

Communication

The CLWGA uses various means of communication:

- Email
 - Primarily we use email to communicate with members. It is important that members have an individual current email address.
- Bulletin Board
 - The Bulletin Board is located just outside the Ladies Restroom at the Clubhouse
 - Items you'll find on the Board:
 - Current CLWGA Calendar
 - Hole-In-One (HIO) Paid Participants List
 - Correspondence from individuals and other WGA

Committees

- Standing
 - Member-Member
 - Solheim Cup
 - Presidents' Cup
 - Nominating
 - Sunshine/Welcome
 - Memorial
- Ad-hoc
 - By-Laws

- o Future Golfing Events

Chairperson and Coordinator Duties - General

Event Chairpersons oversee the Event Committee and make sure the following tasks are completed. Each event has its own committee composed of WGA members. Some events such as Member/Member have a binder with records from past events. These binders can be helpful in determining an effective planning and implementation process for the event.

- Chairpersons:
 - o Work with CLWGA president to recruit volunteers for the Event Sub Committees. Subcommittees might include marketing, food, decorations, awards/prizes, registration, and event day coordinators.
 - o With the event committee, choose an appropriate theme.
 - o Leads all event planning meetings.
 - o Keeps records including documentation of expenditures to provide to the treasurer for reimbursement.
 - o Books facilities such as the clubhouse or Bay Club and arranges for any special setup such as a registration table.
 - o Communicates with the WGA about the event.
 - o Provides the WGA Board an event report and evaluation.
 - o Develops a budget based on guidelines provided by the WGA Board, tracking expenses, overseeing accounting and receipts to the treasurer.
 - o Oversees the event activities: food and social.
 - o Determines the types of subcommittees needed and the assignment of volunteers to subcommittees.
 - o Sample responsibilities for the subcommittees based on past CLWGA events:
 - Marketing: communicates event information to WGA members
 - Food: determines the type of food provided (lunch, cart snacks, dinner, etc.), gets catering bids, presents bids to committee for approval, contracts with caterer in conjunction with WGA treasurer and works with treasurer to ensure bill and tip is paid.
 - Decorations: designs decorations that fit the theme. These might include clubhouse, photo backdrop, carts, Bay Club.
 - o Event golfing formats and subsequent scoring of score cards will be coordinated with the Tournament Co-chairs.
 - o Registration: works with chosen registration format to develop players lists, provides lists to the Format subcommittee and pro, supplies players lists at registration table for check in, man the check in table
 - o Event day: assists in set up of clubhouse, registration table, carts; solicits cart helpers, provides tips for the cart persons.
 - o Awards/Prizes: determine types of prizes (objects, cash, chits, etc.), determine categories of prizes (overall net, overall gross, closest to the pin, etc.), work with tournament co-chairpersons to determine and post winners.

Coordinator Responsibilities – General

Coordinators work with specific members of the Board on single focused programs the Board and members wish to undertake. An example of such a program is the Hole-In-One (HIO) Pool.

Chairperson and Coordinator Duties – Specific

- Tournament Chairpersons shall:
 - Oversee and schedule the weekly Thursday playdays
 - Work with the CLGC Head Pro and submit the annual CLWGA calendar
 - Bring concerns of 18-Hole and 9-Hole players to the attention of the Executive Board
 - Participate as a member of any standing committee that requires golf to be scheduled
 - Participate as the WGA representative to the CLGC Handicap Committee.
 - Select a Hole in One Coordinator yearly and delegate responsibilities.
 - The HIO Coordinator works with the treasurer to ensure the following takes place:
 - Prepare an email to the membership that will accompany the annual HIO registration form.
 - Explain how the HIO works:
 - Timeframe
 - Cost
 - Eligibility
 - Periodically post to the bulletin board and email the current HIO list of paid participants to the membership
- Rules Chairperson shall:
 - Create and oversee opportunities to convey, facilitate, and encourage all members in their knowledge of local and USGA Rules of Golf
As necessary, provides instruction to the membership regarding changes in local and USGA rules.
- Social Chairperson shall:
 - Oversee the planning and implementation of decoration, food, and beverage for the following events:
 - Opening Meeting
 - Opening Day
 - Closing Day
 - Ladies' Night Out (April through October)

March 16,2023

- And shall assist with planning and implementation of any joint social event with the CLMGA.
- Select a Ladies Night Out (LNO) coordinator who will organize LNO events. The LNO coordinator will organize volunteers for monthly LNO April thru October golf events. LNO coordinator will submit a LNO flyer to the tournament chair three (3) weeks prior to an event prepared by the monthly LNO volunteers with the theme, meal options and member cost.

Past President Chairperson Responsibilities for Presidents' Cup

- Book Marina Lounge for celebration dinner and set time.
- Review budget for Presidents' Cup Dinner and Ice Cream Social
 - Decide if ice cream Social appropriate after first day of play (no charge to membership)
- In an email to the membership, briefly explain the history of Presidents' Cup and solicit participation.
- Organize committee made up of past presidents; responsibilities include but are not limited to:
 - set up and clean up
 - Plan dinner and set cost
 - Allocate food prep or purchase with committee
 - Organize receipts for reimbursement
 - Submit receipt and reimbursement form to treasurer
 - Purchase wine, soda, and tea for dinner
 - Contact local past presidents' no longer members of CLGC or CL community to include in celebrations at WGA Member cost
 - Organize 50/25/25 for shot gun start of Presidents' Cup
 - Collect money from the WGA box and compare with signed up participants
 - Past President gives opening remarks prior to the start of each tournament day
 - At the dinner, Past President introduces all past presidents present
 - At the dinner, Past President presents prizes to division winners