

July 2025



CYPRESS LANDING GOLF CLUB

WOMEN'S GOLF ASSOCIATION

2025

HANDBOOK

600 Clubhouse Drive

Chocowinity, NC 27817

252-946-7788

Brad Poplyk , Head Professional

Updated July 2025 - WGA Board

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 | 8 |
| Eastern North Carolina League Play | 9 |
| Communication | 9 |
| Committees | 9 |
| Chairperson and Event Responsibilities - General | 10 |
| Tournament Chairperson Responsibilities - Specific | 11 |
| CLWGA Board Event Chairperson Responsibilities - Specific | 12 |
| President's Cup Chairperson Responsibilities | 13 |
| Nominating Committee Chairperson Responsibilities - Specific | 13 |

What is the CLWGA?

The Cypress Landing Women's Golf Association (CLWGA) was formed in 1998.

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 Course (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 the WGA Board and members. Examples of events include weekly Thursday Play Days, 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 CLGC 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. Fifty-four (54) holes 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 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). A player earns points by participating and placing first through tenth place. 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** sponsored by the CLGC 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 held every other year. WGA members who are playing are divided between the red and blue teams. The winning team is engraved on a trophy. The current Co-Presidents are the team leads.
 - **Presidents' Cup** is a two-day gross and net tournament hosted by the past presidents followed by an evening awards ceremony with meal.

Play Days are held on Thursdays and an occasional Tuesday. 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.

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.
 - "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:
 - Opening and Closing Days
 - Member/Member
 - Memorial Tournament

- 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. A net double bogey definition: double bogey plus the players handicap strokes equals the highest score a player can get on an individual hole. For example, if a player receives 2 strokes on hole #1 the highest score she would record would be

| | |
|------------------|---|
| Double Bogey | 6 |
| Strokes | 2 |
| <hr/> | |
| Net Double Bogey | 8 |

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, net double bogey, a player picks up and records that score on the scorecard.

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.

All postable rounds are posted by Tournament Chairs hole by hole. 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 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
 - List of WGA Officers

Committees

- Standing
 - Member-Member
 - Solheim Cup
 - Presidents' Cup

July 2025

- o Nominating
- o Memorial

- o Ad-hoc
 - o By-Laws
 - o Future Golfing Events

Chairperson and Event Responsibilities - 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.

For any event, flyers and promotional materials must be approved by the WGA Co-Presidents prior to sending to the membership. When food is involved with the event, the chairperson makes arrangements either with the grill staff (when event food in the CLGC clubhouse) or a caterer (when events are held elsewhere). Every attempt should be made to keep costs low. Plan simple meals with a set menu and remember that the WGA uses Golf Genius for event sign up. When the event has food involved, the member will be counted for food unless she opts out by notifying the event chair.

Golfers sign up for all events using Golf Genius. Please do not use a secondary sign up for food. This confuses everyone.

- Chairpersons:
 - o Work with CLWGA Co-Presidents to recruit volunteers for the Event Sub Committees. Subcommittees might include marketing, food, decorations, awards/prizes, registration, and event day coordinators.
 - o Choose an appropriate theme with the committee.
 - o Lead all event planning meetings.
 - o Keep records including documentation of expenditures to provide to the treasurer for reimbursement. Insure the expenses are allowable by the WGA and that the total cost does not exceed the budgeted amount for the event.
 - o Book facilities such as the CLGC Clubhouse or Bay Club and arranges for any special setup such as a registration table.

- o Communicate with the WGA about the event.
- o Provide the WGA Board an event report and evaluation.
- o Develop a budget based on guidelines provided by the WGA Board, tracking expenses, overseeing accounting and receipts to the treasurer.
- o Oversee the event activities: food and social.
- o Determine the types of subcommittees needed and the assignment of volunteers to subcommittees.
- o Sample responsibilities for the subcommittees based on past CLWGA events:
 - Marketing: communicate event information to WGA members via email and flyers, develop programs for the luncheon, arrange a photographer, carts, design an event logo, send reminders to those registered
 - Food: determine the type of food provided (lunch, cart snacks, dinner, etc.), gets catering bids, present bids to committee for approval, contracts with caterer in conjunction with WGA treasurer and work with treasurer to ensure bill and tip is paid.
 - Decorations: design decorations that fit the theme. These might include clubhouse, photo backdrop, carts, Bay Club.
 - Event golfing formats and subsequent scoring of score cards will be coordinated with the Tournament Co-chairs.
 - Coordinate awards/prizes for event as determined by the WGA Board Tournament Chair, determine types of prizes (objects, cash, chits, etc.) determine categories of prizes (overall net, overall gross, closes to the pin, etc.) and work with Tournament Chairs
 - Registration: work 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
 - Event day: assist in set up of clubhouse, registration table, carts; solicits cart helpers, provides tips for the cart persons.

Tournament Chairperson Responsibilities – Specific

- CLWGA 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 WGA 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.

CLWGA Board Event Chairperson Responsibilities - Specific

- CLWGA Board Event Chairperson shall:
 - Coordinate email of registration form to past social membership
 - Disseminate registration forms for social membership thru Escapades, NextDoor, and the first issue of The Landing
 - Track member registration and collect email addresses
 - Place checks in WGA mailbox in CLGC administrative office. Mark the envelope "for WGA Treasurer".
 - Email social member name and email address to Tournament Chairs
 - Correspond with social members as needed
 - Chair a committee of WGA members who will assist with planning of Opening and Closing dinner, planning and implementation of social activities for WGA social members and playing members during the March through November WGA playing season
 - Prepare social calendar and disseminate thru Golf Genius to members
 - Evaluate social events and make recommendations for following year
 - Review event chairperson responsibilities - general

President's Cup Chairperson Responsibilities

- 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. Distribute winnings. Personally give WGA allotment to WGA Treasurer or, place in WGA box in CLGC administrative office. Mark the envelope "for WGA Treasurer."
 - 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
 - Reviews event chairperson responsibilities - general

Nominating Committee Chairperson Responsibilities - Specific

- The continuing Co-President will chair the nominating committee
- Convene a meeting of no more than 9-hole and 18-hole golfers with the purpose of preparing a slate of officers for the upcoming season
 - Odd years, 2025 forward, need for Co-President nominee
 - Even years, 2026 forward, need for Co-President, Recording Secretary and Treasurer nominees

July 2025

- Select qualified nominees from the CLWGA membership
- Present slate of nominees to the general membership via Golf Genius email 1 month prior to WGA Closing Meeting