

**OAKWOOD LADIES GOLF ASSOCIATION (OLGA)**  
**STANDING RULES, SPECIAL EVENTS, STANDING COMMITTEE CHAIRS**  
**AND GENERAL INFORMATION**

**STANDING RULES**

Standing Rules govern the general weekly operations of OLGA. These rules are formally adopted and documented as set policy to guarantee and provide uniformity and continuity for the benefit of the membership

These Standing Rules differ from the Constitution and Bylaws in that they may be changed or repealed at any Executive Board meeting by a majority vote

**Membership**

1. Membership is open to all women golfers who have a valid USGA handicap that does not exceed 37.5.
  - a. A membership may be accepted or declined based upon handicap index and age
    - i. A non-resident of Sun Lakes must be at least 40 years of age
2. A handicap may be established based on a minimum of three (3) or more scores from any 18-hole golf course prior to application
  - a. Scorecards shall contain the following information
    - i. Score, Date, Attest and Slope and Rating of the course(s) played
3. Members must pay annual dues with their online application
4. Members who are delinquent in their annual dues and/or late cancellation fees are not eligible to participate in the regular play days, special events or voting

**Regular League Days**

1. Regular league days consist of 18 holes and are every Tuesday during the prescribed golf season with the exception of holidays or course closures
2. Sign-up for play using Golf Genius
  - a. Deadline for sign-up is noon the Friday before our Tuesday League Day
3. Pairings will be posted on the OLGA website and on the OLGA Golf Genius portal (GGID to be published annually)
4. Members play from the yellow tees, or if they qualify for the Rule of 95, they may opt to play from the silver tees
  - a. Rule of 95 – if Age + HC index = 95 or more, a member may opt to play from the silver tees
    - i. Verification of eligibility will be made by the Handicap Chair
5. Once a member's index rises above 37.5, she is required to play from the silver tees
6. A member must play from the same tees for a full year. She may not alternate during the year
7. Check in at the Pro Shop or Starter thirty (30) minutes before tee time
8. Each group shall enter their scores in Golf Genius plus keep an official scorecard which needs to be signed by the scorer, if this does not occur, the group will be removed from the game of the day.
  - a. All players must sign the scorecard for ALL Special Events

9. The first name listed in each pairing is designated captain

### **Captain Responsibilities**

1. Ensures the accuracy of the scorecard and that it is consistent with Golf Genius
2. Deposits the official scorecard in the OLGA drop box
3. Maintains the Pace of Play
  - a. Keeping up with the group in front of her
  - b. Playing ready golf
  - c. Allowing the group behind her to play through unless it is a Special Event

### **Late Adds**

1. Between Friday noon and Monday noon call the OLGA add/cancel line at (480) 317-3650, Ext 2 and follow the prompts
2. Late adds will be limited to three (3) times per calendar year

### **Cancellations**

1. If you need to cancel before Friday noon, use the Golf Genius app or signup confirmation email to indicate "Not Playing"
2. If you need to cancel between Friday noon and Monday at noon, call the OLGA cancellation line at (480) 317-3650, Ext 2 and leave your name, phone number and the date you wish to cancel (Note: There may be a Golf Genius cancellation option available at a later date)

### **Late Cancellations and No-Show(s) Fees**

1. Canceling after Monday at noon (the day before play) is considered a late cancel and there is a \$3.00 fee assessed
  - a. As a courtesy, please call the Pro Shop (480) 895-1159, Ext 7 and speak to a member or leave a message
2. There will be a \$5.00 fee assessed for no-shows or failure to cancel prior to the Pro Shop closing the night before the day of league play
3. Members will have a ten (10) day grace period to pay any fees
  - a. If the fee is not paid within the ten (10) day grace period the member will not be paired until payment is made

## SPECIAL EVENTS

Special Events are classified as Club Championship (low gross tournament), OLGA Cup (low net tournament), State Medallion Qualifier, Summer Tournament, OLGA/MOGA, PICO and Member/Guest

Any member in good standing with a valid USGA handicap is eligible to compete in all special events

During the play of Club Championship and OLGA Cup, players not entered in these events will be able to compete in the regular Tuesday game of the day

Club Championship and OLGA Cup will have two (2) divisions of competition, one division playing from the yellow tees and the other playing from the silver tees

1. **The overall winner for Club Championship, OLGA Cup and State Medallion Qualifier (low gross and low net) MUST compete from the Yellow Tees**

- a. The Tournament Chair shall notify silver tee players of the forthcoming event(s) three (3) weeks in advance
- b. This will be done via email and there will be a sign-up sheet posted for each of these events on the OLGA bulletin board

### **Club Championship (Low Gross Tournament)**

1. Tournament information shall be posted on the OLGA bulletin board three (3) weeks prior to the tournament
2. The Tournament shall have flights with the players being assigned to their flight based upon their Lakes/Palms playing handicap
  - a. Scores and standing shall be posted after the completion of each round
  - b. Players for the second round shall be paired within their flight according to their standing after the first round
  - c. The final round shall have players paired according to their overall standing within the tournament
3. The Club Champion may come from any flight. The player with the lowest cumulative gross score shall be the overall winner, separated from all flights
  - a. Any ties for the overall Club Champion shall be determined by an aggregate three (3) hole playoff on Holes 16, 17, and 18 of the last course played that day and shall commence immediately following the conclusion of the final round
    - i. If a player is not immediately available for the playoff, she will be deemed to have forfeited her playoff opportunity
    - ii. For the playoff, the Tournament Chair or her Designee shall accompany the players
    - iii. If the players are still tied after the three (3) hole playoff, a sudden death playoff will continue beginning on Hole 1 until a winner is declared
    - iv. The overall winner will be removed from her flight and be declared the overall Club Champion
    - v. The loser(s) of the overall playoff shall be moved back to their original flight(s) and shall be declared the first-place winner in that flight

- b. First, Second and Third place winners in each flight shall be awarded prizes
  - i. Any ties in the flights will be broken by the USGA recommended method

### **OLGA Cup (Low Net Tournament)**

1. Tournament information shall be posted on the OLGA bulletin board three (3) weeks prior to the tournament
2. The Tournament shall have flights with the players being assigned to their flight based upon their playing handicap
  - a. Players for the second (final) round shall be paired according to their overall standing within the tournament
3. The OLGA Cup winner may come from any yellow flight. The player with the lowest cumulative net score shall be the overall winner, separated from all flights
  - a. Any ties for the overall OLGA Cup winner shall be determined by an aggregate three (3) hole playoff on Holes 16, 17, and 18 of the last course played that day and shall commence immediately following the conclusion of the final round
    - i. If a player is not immediately available for the playoff, she will be deemed to have forfeited her playoff opportunity
    - ii. For the playoff, the Tournament Chair or her Designee shall accompany the players
    - iii. If the players are still tied after the three (3) hole playoff, a sudden death playoff will continue beginning on Hole 1 until a winner is declared
    - iv. The overall winner will be removed from her flight and be declared the overall OLGA Cup winner
    - v. The loser(s) of the overall playoff shall be moved back to their original flight(s) and shall be declared the first-place winner in that flight
  - b. First, Second and Third place winners in each flight, or how many are deemed appropriate, shall be awarded prizes
    - i. Any ties in the flights will be broken by the USGA recommended method
    - c. Scores and standings shall be posted after completion of the first round
4. Tournament chair will solicit a \$300 donation (matching the OLGA budget) from Bluestar in addition to the OLGA budget.

### **State Medallion Qualifier**

1. Four rounds of golf are played on the Lakes/Palms courses
  - a. While players do not have to have played in all four rounds, winners will be determined by their **TWO** best low gross and/or their **TWO** best net scores
  - b. Handicaps in effect at the time of each round played shall be used with results and standings posted after the second, third and final round
  - c. A tie for either Low Gross or Low Net shall be broken by the USGA recommended method
  - d. State Medallions are awarded for both Low Gross and Low Net Winners
  - e. The Low Gross and Low Net Winners shall represent OLGA in the State Medallion Tournament
    - i. Should a player win as both Low Gross and Low Net, it is her option to choose which category she would like to participate in

### **Summer Tournament**

1. The Tournament Chair, at her discretion in either July or August, will organize a Summer Tournament, of her choosing, and this will be the only play of the day for OLGA
2. The budget for this tournament is \$200

**OLGA/MOGA**

1. OLGA is responsible for this tournament in the odd years and MOGA in the even years
2. Format is determined by whom is hosting the tournament and is held on their respective play day
  - a. For OLGA, it is the only play of the day

**PICO**

1. Palo Verde, Ironwood, Cottonwood and Oakwood Ladies Leagues join together for two days of golf followed by a luncheon

**Member/Guest**

1. An annual tournament pairing an OLGA member with her guest (a non-OLGA member with a valid USGA handicap)

## **STANDING COMMITTEE CHAIRS**

**(Any chair name followed by an Asterisk (\*) is part of the Executive Board)**

All Standing Committee Chairs shall maintain a detailed description of their duties and may appoint a Co-Chair and/or committee to assist her in those duties

### **Tournament\***

1. Coordinate and plan all weekly golf events
2. Furnish pertinent information to the Pairings Chair
3. Audit scorecards and determine winners and the amounts paid according to the approved annual budget
4. Post results of weekly and special event tournament scores
5. Post name of all late cancellations or no-shows on the OLGA board in the clubhouse
6. Tournament Chair, Rules Chair and head golf professional will set conditions of play
7. With President and other area leagues prepare the annual OLGA calendar

### **Pairings\***

1. Pair participants for weekly play, including all special events, creating the scorecards and tee sheets
2. Email preliminary pairings by noon on the Saturday before play
3. Email and post final pairings after noon on Monday before play

### **Handicap/Membership\***

1. Follow all handicap requirements issued each year by USGA
2. Appoint a handicap committee which will have the right to periodically check the daily tee sheets to ensure that all scores are being posted
  - a. It is the prerogative of the handicap committee to post a score equal to the lowest of the last 20 scores for a game that the member neglected to post
3. Qualify new members and communicate them to the Executive Board, Orientation Chair, Pairings Chair, Pro Shop and Web Manager
4. Generate current year membership for Web Manager to post
5. Determine and recognize Most Improved Golfer at the December luncheon
6. Post all scoring corrections requested by OLGA members

### **Rules/Parliamentarian\***

1. Be familiar with the USGA Rules and Roberts Rules of Order
2. Interpret and apply "Local Rules" for OLGA in cooperation with the club professional

Select monthly rule and forward to Web Manager to update on the website

### **Social**

1. Arrange and organize social functions of OLGA (e.g. Luncheons/receptions)

2. Responsible for sign-up sheets and menus
3. Post timely notices of dates, menus and cost
4. Assist with special events as required (e.g. PICO, Member/Guest, etc.)
5. Assist the Grounds Crew Collection member

### **New Member Orientation**

1. Contact new member(s) and arrange orientation
2. Introduce them to the general membership on their first play day prior to teeing off
3. Acquaint them with procedures for play day, sign-up, local rules and answer questions about OLGA
4. Assign a mentor and request Pairings Chair to pair them together the first two weeks of play

### **Special Event(s)**

1. Temporary Chair(s) appointed annually by the President for special events (e.g. PICO, Member/Guest, etc.)
2. Responsible for obtaining other committee members and an Executive Board liaison
3. Keep accurate records in accordance with the budget established by the Executive Board
4. Coordinate with Social Chair and post all information for sign-up, lunch, cost, etc.
5. Establish an exit meeting for each Special Event and leave a detailed report of what did or did not work for the event so that it may be passed on to future Chairs

### **Hole-in-One/Eagles/Birdies/Ringers**

1. Maintain all records of all Hole-in-Ones, Eagles, Birdies, and Ringers for OLGA members in good standing
2. A Hole-in-One is recognized with \$100 and an Eagle is recognized with \$75
  - a. Either must be completed and witnessed on an OLGA 18-hole regulation round play day
    - i. A Hole-in-One must be made with the player's first shot
    - ii. An Eagle must be made so that their score is two under par on a hole
3. Winners for Birdies/Ringers will be determined every four (4) months
4. Notify Treasurer, AGA and Publicity Chair of Hole(s)-in-One

### **Publicity**

1. Submit news, events and photos for publication in the Sun Lakes Splash and website
2. Responsible for taking or obtaining photos at club functions
3. Maintain file of pictures

### **Sunshine**

1. Send cards to members when there is a situation of concern
2. Upon approval of family, notify membership of arrangements for funerals and celebration of life

### **AGA Representative\***

1. Serve as liaison between OLGA and AGA
2. Monitors and posts results of State Medallion Qualifier play dates
  - a. Keep scorecards from the State Medallion Qualifier play dates

3. Appoint an alternate to serve in her absence or disability
4. Attend AGA meetings as needed

### **Travel Team Play**

1. Organizes team members according to the current Bylaws of the league(s) in which OLGA has chosen to participate in
2. Shall provide to the OLGA President an announcement to be sent to all OLGA members detailing the parameters for joining Team
3. Shall be Team Captain and appoint a Co-Captain to assist
4. There is a line item in the OLGA budget to support the travel team

### **Web Manager\***

1. Responsible for maintenance of the OLGA website
2. Add new members and maintain member roster database
3. Maintain Golf Genius and OLGA League App
4. Provides new Tournament and Pairings Chair training on how to update the website
  - a. Remove their access when the Chair no longer has their responsibility
5. Update website for Chair of onetime special event (e.g. PICO, Member/Guest etc.)
6. Remove old and update new information annually (e.g. Board Members, Chairs, Constitution, By-Laws and Standing Rules, Special Events, Standing Committees and General Information)

### **CAGD Representative**

1. Collects membership dues and blind draw monies
2. Posts annual tournament schedule and flyers in clubhouse
3. Encourages participation in the CAGD tournaments held throughout the year
  - a. Sends an email to CAGD members of upcoming tournament including application
4. Reports blind draw results and provides monies to the Pro Shop for chits

### **PICO**

1. Coordinate annual PICO tournament with Palo Verde, Ironwood, Cottonwood and Oakwood
2. Post sign-up sheet and forward OLGA list to hosting club
3. When hosting PICO, appoint committee to assist
  - a. Coordinates tournament game, pairings, breakfast and luncheon
4. Works with Tournament Chair and Pairings Chair as required
5. There is a line item in the OLGA budget to support the travel team

### **Nominating Committee**

1. Seeks nominees for the Executive Board
  - a. President, Vice-President, Secretary and Treasurer
2. Responsible for the installation of the elected Executive Board

## GENERAL RULES AND ETIQUETTE

1. No denim, halters, tank tops, cutoffs, jeans or short shorts are allowed on the course
2. All scores must be recorded on GHIN on the day of play on non-OLGA play days
  - a. GHIN will automatically generate an 18-hole score based upon the 9-hole score you entered
  - b. 14 holes played must be entered hole-by-hole and the USGA system will add an "expected score" for the holes not played to create a full 18-hole score differential
3. Members shall be allowed a guest twice a year on an OLGA play day except when special events or ABC(D) games are scheduled
  - a. Guests are not eligible for prizes
  - b. The member must notify the Pairings Chair before the posted deadline for sign-up
4. Members shall familiarize themselves with the USGA Rules of Golf, Local Rules and all the conditions under which OLGA events are played, including golf etiquette and the traditions of the game
5. Slow play will not be tolerated and the team captain is responsible to maintain pace of play
  - a. If the team has fallen behind and/or searching for a lost ball the team captain should allow the group behind to play through
    - i. This does not apply to Club Championship or OLGA Cup
6. Leave the green immediately after all the players have holed out, waiting until you reach the next tee box to record scores
7. For the enjoyment of the game, cell phones should be turned off or placed in the silent/vibrate mode
8. Be considerate to your team members as they may be sensitive to heavy fragrances, cigarette smoke and music played