



TEXAS SENIOR WOMEN'S GOLF ASSOCIATION

TOURNAMENT PROCEDURES

These Tournament Procedures are designed to provide direction to clubs hosting the T.S.W.G.A. annual tournament. The Tournament Procedures are governed by the T.S.W.G.A. Constitution and By-Laws. Any changes or revisions made to the Constitution and By-Laws that affect the Tournament Procedure shall be made by the Secretary in her copy and she shall furnish the information to all persons who have a copy of the procedures. A copy of these procedures shall be furnished to each T.S.W.G.A. Board Member and the General Chairman and the Tournament Chairman of the Host Club for the next two years.

The Host Club makes all preliminary arrangements for the tournament in advance of the tournament date.

The T.S.W.G.A. Board of Directors shall be responsible for the running of the tournament, in cooperation with the General Chairman, the Tournament Chairman, Host Golf Professional, and other committees as outlined in this procedure.

In this competition a player may obtain distance information by using a device that measures distance only. If, during a stipulated round, a player uses a distance-measuring device that is designed to gauge or measure other conditions that might affect her play (e.g., gradient, wind speed, temperature, etc.), the player will be disqualified, regardless of whether any such additional function is actually used.

THE RESPONSIBILITIES OF THE T.S.W.G.A. BOARD OF DIRECTORS ARE:

1. Set the field. Handle Advance Registration.
2. Type Qualifying pairings and tee times and make copies of same, showing first and last names and tee times. If a local person is not available to print the stroke play score sheets for posting qualifying scores, a Director shall do it.
3. Supervise the posting of the qualifying scores (at least one Director) and determine if a playoff is necessary.
4. Type Practice Round pairings and tee times and make copies of same, showing first and last names and tee times.

5. Type Match Play pairings, flights and tee times, and make copies of same, showing first and last names and tee times. If a local person is not available to print the Match Play Score Sheets, a Director shall do it. The Score Sheets shall show starting times for each day of the week.
6. Supervise the posting of the match play results on the score board (at least one Director).
7. Make decisions, in cooperation with the Golf Professional, if play has to be suspended due to inclement weather. In the event the final matches are not completed due to inclement weather, other than the Championship match, the matches will be decided by the status of each match at the time the committee cancels the day's play. If the match is tied, the Match will be settled by draw. The Championship Match must be completed by June 30th, at a date and time that is agreed upon by the T.S.W.G.A. Board of Directors, the players and the Host Club.
8. At the Fall Meeting preceding the tournament, the T.S.W.G.A. Board will advance the Host Club a sum of Five Thousand (\$5,000.00) when available (Amended 5/2/02). This advance shall be accounted for along with the final financial statement, to the T.S.W.G.A. thirty (30) days following the conclusion of the tournament. A second advance may be made available after February 1st at the President's discretion, with the balance paid at the tournament. Monies remaining after all tournament expenses are paid shall be returned to the T.S.W.G.A. Treasury.
9. The Advance Registration Chairman's name, address, email address and telephone number shall be on the electronic invitations.
10. The T.S.W.G.A. Treasurer shall provide a list of current members (clubs, organizations and individuals).
11. No later than February 1st, the President will send a letter to each Club Representative. Included with this letter will be:
 - A. Date when electronic registration opens.
 - B. Date when payment is due to the ARC
11. The President will furnish the ARC with a list of Exempt Players.

ADVANCE REGISTRATION CHAIRMAN DUTIES

The ARC is responsible for obtaining all necessary information to be included in the registration process, programs and other pertinent information from the local Tournament chairman, to be

emailed at least four weeks prior to the opening of the tournament registration. The ARC shall supervise updating of the registration system and communicate to the programmer all appropriate registration information including opening and closing dates.

Contestants will register electronically and will receive an automatic email response that their entry has been received and that payment must be submitted.

ARC shall transfer monies received from entries to the Treasurer except for the Stand-By List. At the beginning of the tournament (Tuesday), she will destroy the checks of those who did not get into the Tournament. The ARC should destroy the checks of players as they cancel after a replacement player is secured.

The ARC will notify contestants by email, online or by phone.

It is suggested that the President and one other Director (preferably the incoming VicePresident) assist the ARC in setting the field.

The ARC will prepare a statement of registration expenses for the Treasurer to be paid by the T.S.W.G.A. Board.

The ARC shall be responsible for accessing the electronic entries. Late entries will not be accepted. Once a cancellation has been accepted that person cannot re-enter the Tournament that year.

The ARC will be working with an Entry File with the following sections:

1. EXEMPT
2. SENIORITY
3. STAND-BY
4. NEW ENTRIES

The ARC will be working with four (4) lists:

1. REGISTRATION LIST
2. SENIORITY FILE
3. EXEMPT LIST
4. STAND-BY LIST

The registration process will include:

1. As Entries come in, ARC will check them against list of TSWGA members in good standing (dues paid) and eligibility.
2. If found on the "Exempt List", document on the seniority spreadsheet.
3. If found on the Seniority List, document on the seniority spreadsheet.

4. If found on the "Stand-By List", document on the Stand-By spreadsheet.

As soon as possible the ARC/President will determine the "Exempt" entries, at which time she shall assign them the first spots in the following order:

5. The ten (10) current Board Members.
6. The immediate Past President
7. The Defending Champion and all past Champions (if still eligible)
8. The one player from each District being nominated for election to the Board
Replacing retiring Directors (names to be furnished by T.S.W.G.A. President).

9. The four (4) eligible Tournament Committee players from the current Host Club whose invitations have been officially accepted and the four (4) eligible Tournament Committee players from the next year's Host Club. These names are to be furnished by the President. See By-Laws #10D. If Host Club withdraws prior to having the Tournament, their exemptions will no longer be valid and their names will go back into the draw for new entries.
10. The Club Representative for new clubs that joined TSWGA in the current year.
If rep is not able to play the first year they join, they will be exempted the next year. New reps from established clubs will be reviewed on a case by case basis for Exempt status by the board setting the field.

All of the named "Exempt" entries (including Board Members) must be registered before the deadline.

The next places are to be assigned to the players with the most years of "Seniority" as listed on the "Seniority Spreadsheet", beginning with the greatest number of years and on down through the "one year" seniority. A Contestant may not miss playing in the tournament more than two consecutive years. If a Contestant registers but does not get into the Tournament, she will not lose her eligibility, however, if a Contestant otherwise misses playing more than two consecutive years for any reason, all eligibility years are forfeited.

If the Field has fewer spaces left than those who have entered with one-year seniority, they must be put in by Luck of the Draw until the Field is full, then drawn for the first Stand-By Numbers. If the Two-Year, then One Year Seniority players do not fill the Field then players from the Stand-by list will be added in order starting with number one.

A Stand-By list is maintained and players on this list must register each year to retain their position on the list. Late Entries will not be accepted. To retain their position on the Stand-By list she cannot decline to play in two consecutive tournaments for any reason. Anyone losing her position on the Stand-By list will need to apply as a New Entry in future years.

After the above-named places have been filled, the next entries will be determined by the Stand-By List. If they have applied for Entry, assigning them in order as they are numbered on the Stand-By List. Those left on the Stand-By list from the previous tournament have already

been through one "Draw". They are given numbers as they now stand and will be used in the order for the next tournament should they apply for entry. The remainder of the entries will be by "Blind Draw" until the field is set at 144 Contestants. "Blind Draw" will continue until all entries have been assigned a number. After the 144 places are filled, the next entry will be assigned the first number on the Stand-By list.

NOTE: Beginning with 2009 computer files are being used primarily to keep the card file up to date. So, most of the procedures using the Card File, can also be accomplished using the computerized lists. The Seniority spreadsheets need to continue to be updated as noted.

After the field has been set, the names of those on the Stand-By list that have not entered are removed from the Stand-By list. At that time all the players are renumbered and a new "Stand-By" list is made and sent to the Host Club to be included in the roster. The list is to be used to fill the Field as cancellations occur.

After the deadline, when the Field has been set, the ARC will notify, by e-mail each one on the Stand-By list of her number and post list on TSWGGA website. The ARC should include her telephone number and e-mail address where cancellations may be made, also a number where she may be reached after Friday preceding the Tournament.

The ARC shall include in player notifications that a Contestant "Must" or "Will Not" qualify, as provided in the By-Laws.

The ARC shall accept the cancellations or withdrawals of Contestants. Immediately after accepting cancellations (either by mail, e-mail, or telephone from the Contestant) she shall notify the Contestant by e-mail, fax or mail of her acceptance of the Cancellation. This must be done to avoid the possibility of a wrong person being cancelled. Once a cancellation has been accepted, that person may not re-enter the Tournament that year.

A full refund will be made for cancellations prior to two weeks before the Tournament. One half of the Entry Fee will be refunded to anyone who has to cancel in the last two weeks before the Tournament, provided there is an available replacement (see By-Law 24, Page 3). It is the responsibility of the ARC to notify the Treasurer to make refunds as outlined in this paragraph.

Immediately upon receiving a cancellation she shall notify, via e-mail or phone, the first name on the Stand-By list of her acceptance into the Tournament. She shall continue to notify those on Stand-By list as their numbers come up. If she is unable to reach the person on her first call, she shall continue trying for a period not to exceed twelve (12) hours before the next name is called. A person on Stand-By should not be denied the privilege of playing in the tournament if she is next on the list but is away from home for a few hours. The ARC may use her discretion of time allowed for calls made on the two days immediately preceding start of the Tournament on Monday in order to fill the Field. Every effort should be made to reach the person called. If this person has not been reached by phone or e-mail, do not cancel her. No one may cancel an Entry except the person herself. She shall remain on the Stand-By list in the same position; until she is placed in the Tournament or until she does not apply for subsequent

Tournaments. She must be contacted if another cancellation occurs before the next person on the list is called.

To remain on the Stand-By list a Stand-by Contestant must register each year. If a Stand By list Contestant does not get into the Tournament, she will not lose her standing on the Stand By List. To retain her position on the Stand-By list she cannot decline to play in two consecutive tournaments for any reason. Anyone losing her position on the Stand-By list will need to apply as a New Entry in future years.

The Host Club Secretary –Treasurer will handle the Registration Desk on Sunday. At 2:00 p.m., at the end of Registration on Sunday, if any Contestant on the list has not checked in the ARC will begin calling if a “No-Show” has occurred. She will continue with the next person, or persons, on the Stand-By List. Every effort must be made to complete the field. Any alternates, called at the last minute, shall be given until 8:00 a.m. Monday to report.

Mark and date all cancellations on the Seniority list. If they are in the field, note on the spreadsheet who replaced them. Note the time and date replacements were contacted on the Stand-By list. On the Registration spreadsheet, when there is a cancellation, type in “Cancelled” and put information about the Replacement (Name, Address, Etc.). This gives a double check on who replaced whom.

During tournament check-in, the ARC should work closely with the Check-in Desk or be available in case of cancellations. The ARC may accept social entries from members of T.S.W.G.A. who are unable to participate in the tournament. The General Chairman and the Tournament Chairman shall set the fee for social entries and it shall be so stated on the Program. A Social Entry receives all the tournament benefits except golf and player’s favors.

Before the current ARC leaves the tournament site, she must bring the eligibility files and book up to date, so that the incoming ARC may take the records and have them in her possession for the next tournament. These two persons should work together in order for the new ARC to become familiar with the records. At this time, the ARC should check all refunds with the Treasurer.

At the end of the tournament each year, the ARC will furnish each Director an up-dated Stand-By list.

HOST CLUB PROCEDURES

Entry fees for the contestants of the T.S.W.G.A. Tournament shall be determined on an annual basis pending approval by the board. The board will notify the host club once entry fee amount is determined.

The Host Club shall make all advance preparations for the tournament, as outlined in this procedure. Any changes made to the procedures by the Host Club must be approved by the Board of Directors.

The Host Club shall have an active Women's Golf Association. It shall choose its General Chairman, Tournament Chairman and Secretary-Treasurer, subject to approval by the T.S.W.G.A. Board of Directors.

The General Chairman, in cooperation with the Tournament Chairman, shall appoint the following committees as deemed appropriate.

1. Awards
2. Hostess
3. Locker Room
4. Reservations
5. Entertainment
6. Decorations
7. Publicity and Historian
8. Snack Stand
9. Score Board

NOTE: Should there be a time when the host club needs additional support, the TSWGGA Board of Directors will help with efforts of recruiting or possibly filling in during the tournament.

Details of the duties of the various committees are listed elsewhere in this Procedure, and each one is an integral part of the Tournament Procedure.

HOST CLUB RESPONSIBILITIES

The Host Club is responsible (cost to be included in the budget) for the following:

1. Official Starter on No. 1 Tee and No. 10 throughout the Tournament
2. All Awards or prizes. 144 Contestants, 18 Flight winners and runners-up, Consolation Winner and Runner-Up each Flight. The T.S.W.G.A. Board recommends prizes for each flight be identical. If this is not possible, then equal in value. Medalist Disk (Furnished by T.S.W.G.A. but included in the Host Budget). Co-Medalists to receive duplicate prize.
3. Sunday Night - Welcome and General meeting.
4. Tuesday Night - Awards Presentation (Medalist and Team Trophy), Club Representatives meeting and recognition. Event for the evening, Drawing of the Texas Junior Girls Travel Fund Raffle.
5. Thursday afternoon - Awards Presented upon completions of each final match.. To-go box lunches are available for all participants in final matches and working Board Members.
6. Snacks at turn Monday through Thursday.
7. A "Tee Prize" for each Contestant.
8. Gift to the Golf Professional (Discretion of the Host Club).
9. Tips and/or Gratuities are to be included in the Host Club's budget, and may include, Tip jar at Check-in.
10. All printing and postage to be paid by T.S.W.G.A. including the roster cover in the welcome packet. The Host Club is responsible for printing the remainder of information in the welcome packet.
11. Active Women's Golf Association willing to work in the Tournament.
12. An 18-hole golf course, slope-rated according to the U.S.G.A.
13. Adequate Club Storage. (preferred)
14. Adequate golf carts. All Contestants must ride. All cart fees are included in the entry fee.

15. Golf Course to be open, and Green Fees waived, for Sunday Practice Round for all Contestants Qualifying on Monday. It shall be at the discretion of the Host Club if a Practice Round is allowed on Sunday for any other Contestants, and if so, if Green Fees will be charged.
16. Free Practice Round on Monday for all Contestants not Qualifying
17. Have eating facilities available Monday through Thursday for Contestants for sandwiches, etc., at the conclusion of their rounds.
18. Public address system for starter to notify players when on deck and on the tee.
19. Adequate Score Board for all flight sheets and means for keeping the sheets dry and protected throughout the week.
20. Copying equipment for pairing sheets, etc.
21. A room in the Club House adequate for T.S.W.G.A. Board of Directors to hold meetings and to work. (including wifi access)
22. Allow the T.S.W.G.A. Board of Directors to hold a meeting at the club one day in the fall preceding the tournament date, and to play a round of golf, with green fees waived, before or following the meeting. The General Chairman and the Tournament Chairman will be asked to meet with the Board on this date.
23. Enforce the Spectator Policy.
 - a. SPECTATOR POLICY: Please note that Rule 8-1 in the USGA Rules of Golf states that a player may receive advice only from her caddie or partner. There are no caddies or partners in this competition. Therefore, it is wise that during play, the spectators refrain from conversation with a player, lest it be questioned if advice might be illegally given.

The penalty for giving or asking for advice is loss of hole in match play. The player is responsible for following this rule. The Rules Committee will give two warnings to both player and spectator. If a further infraction occurs, the player will receive the appropriate penalty.

All spectators must remain in the rough behind the competitors and not interfere with the match behind.
24. Head Golf Professional is expected to marshal the Championship Match on Thursday, announcing score and standing of the match at the end of each hole. He will be accompanied by the TSWGA President or her representative.

GENERAL CHAIRMAN

The General Chairman shall be selected by the Women's Golf Association and approved by the T.S.W.G.A. Board of Directors.

She is responsible for all "General Responsibilities" and "Host Club Responsibilities" being complied with. She is also responsible for all committees performing their duties. The Committees are named under "General".

The General Chairman, the Tournament Chairman, and the Secretary-Treasurer shall prepare a budget, based on 144 Entry Fees. This shall be prepared well in advance of the Tournament. She shall be responsible for keeping the expenses of the Tournament within the Budget.

A preliminary budget must be presented to TSWGA Board of Directors at the fall meeting held at the host club prior to the tournament. Final budget must be submitted to the TSWGA Treasurer, President and ARC by January 15th for approval.

She shall be furnished and shall familiarize herself with a copy of the T.S.W.G.A. Constitution, By-Laws and Tournament Procedures. She shall have a final meeting of all the Committees one week before Registration begins.

She is responsible for the T.S.W.G.A. Flag to be flown at the Tournament if one is available. She shall furnish the T.S.W.G.A. President and Secretary a list of all the local people, with addresses, who are serving on Committees. Within thirty days of the close of the Tournament, she shall furnish the T.S.W.G.A. President and Treasurer a complete, detailed statement of monies received and expenses. Monies remaining after expenses are paid shall be returned to the T.S.W.G.A. Treasury.

At the conclusion of the Tournament she will ask each Committee Chairman for suggestions or constructive criticism to be given to the T.S.W.G.A. President and Secretary For improvement of future tournaments. She should furnish the registration desk and information sheet for all contestants, which shall contain the following.

1. Method of signing or paying for food and beverages and if tipping is allowed.
2. To the hours of the club and its facilities.
3. The club manager's name.
4. The golf professional's name.
5. Any other pertinent information for a successful tournament. She shall write a letter to be included in the welcome packet.

TOURNAMENT CHAIRMAN

The Tournament Chairman shall be selected by the Women's Golf Association and approved by the T.S.W.G.A. Board of Directors. She shall be furnished and shall familiarize herself with a copy of the T.S.W.G.A. Constitution and by-Laws and Tournament Procedures. She is responsible for obtaining all necessary pertinent information, to be emailed at least six weeks prior to the Tournament date. This information should be sent to the President as soon as possible so that she can post/email all information to the players.

The information needed for the Program will include the following:

1. Social Calendar
2. Golfing Calendar
3. Tournament Notes
4. Accommodations
5. Any Special Events
6. General Chairman (Address and Telephone Number)
7. Tournament Chairman (Address and Telephone Number)
8. Pro Shop Phone Number
9. Advance Registration Chairman (ARC (Address and Telephone Number) Designating Entry Fee to be mailed to her)
10. A separate sheet showing location of Club and the motels or hotels. Complete address and telephone number of the motels, and if possible, the room rates.
11. Recommended dining places.
12. A Letter of Welcome from the General Chairman shall be included in the envelope with the Program. In it she shall explain the Procedure for the Practice Round on Sunday for the Qualifiers, the name of the Golf Professional and the Pro Shop Telephone Number and when to call for Tee-Times. Each qualifier shall be responsible for making her own Tee Time.

ARC is responsible for preparing a separate LIST for the Entrant's Full Name, email Address, Telephone Number, and Her Country Club, and Certified Handicap Index. The player roster may be provided digitally to all contestants or printed for the welcome packet.

The Tournament Chairman shall be responsible for furnishing the following to the Registration Desk for each contestant.

1. Name Badge (The type that can be pinned on) Typed or printed in large block letters, including her first and last name, Country Club and City.
2. Tournament Program.
3. Official Score Card.
4. Golf Bag Tag if furnished by the TSWGA. If a bag tag isn't furnished, then a label for each contestant's bag must be provided.
5. Rules Sheet

6. Spectator Policy
7. Any other information furnished her by the T.S.W.G.A. President.

She shall work closely with the Golf Professional and see that he or the Grounds Superintendent takes care of the following:

1. All Water Hazards, out of bounds and ground under repair are marked according to the U.S.G.A. Rules.
2. Bunkers are raked each morning before start of play and rakes are provided for all bunkers each day.
3. The official T.S.W.G.A. Flags and Tee Markers for each hole be used Monday through Thursday.
4. Cup replacements, and possibly Tee Markers, are changed each day.

She shall be responsible for the Official Flags and Tee Markers being removed from the Golf Course and packaged for the next year's Tournament Chairman to take with her after the Completion of Tournament.

She shall serve on the Rules Committee along with the Golf Professional and two members of the T.S.W.G.A. Board of Directors (including the President).

She shall be responsible for providing the Official Starter. He or she must be knowledgeable in Tournament Procedure. She shall furnish him or her a legible copy of each day's pairings and starting times. She shall see that he or she has Score Cards and pencils at the Starter's Table. Unless the Starter is a member of the Rules Committee, he or she shall not make any ruling or decision.

She shall be responsible for having all the Awards on display at the Club at the beginning of the Tournament and throughout the week.

She shall be responsible for presenting the Awards to Medalist and Team Trophy, Tuesday, and Thursday present flight awards at Completion of final matches. She shall furnish the T.S.W.G.A. Secretary a complete list of all winners and runners-up.

LOCAL SECRETARY-TREASURER

The Local Secretary-Treasurer is selected by the Women's Golf Association and must be approved by the T.S.W.G.A. Board of Directors.

She is responsible for maintaining a checking account dedicated to the T.S.W.G.A. Tournament funded by the \$5,000.00 advance to be provided at the Fall Board Meeting. She will keep an accounting of all reimbursements for expenditures by the Host Club committees, and manage the Board-approved budget for the tournament. At the end of the tournament she will provide to the T.A.W.G.A. Treasurer invoices for tournament golf fees and social events for payment directly to the Host Club. Not later than (30) days following conclusion of the tournament. She shall provide the T. S.W.G.A. President and Treasurer the final financial

statement including actual expenses vs budget. At that time, monies remaining from any advances to the Host club must be reimbursed to the T.S.W.G.A. Treasury.

Invoices for large purchases, such as the prizes, may be presented directly to the T.S.W.G.A. Treasurer for payment, after February 1st, provided they are approved by the General Chairman. All monies paid by the T.S.W.G.A. Treasurer in connection with the Tournament must be accounted for in the final financial statement prepared by the Host Treasurer. A copy of the field (entries) will be furnished by the Advance Registration Chairman (ARC) as soon as the field is set, and she will be notified of all cancellations and replacements.

She is responsible for the Check-in Desk and the Checking in of all Contestants for the Tournament. She may have as many assistants as she deems necessary. She is responsible for having the Registration Desk placed near the entrance of the Club and have adequate signs indicating its location.

She is responsible for opening the Check-in Desk no later than 9:00 a.m. on Sunday and closing at 2:00 p.m., at which time Check-in is closed.

She shall notify the Advance Registration Chairman immediately upon closing of the Registration Desk if any Contestant on the list has not checked in.

She shall determine at the time of Registration whether or not the Contestant will attend designated social events and whether or not she will have guests. If there are guests, she shall collect the money for the contestant's guests at that time. At the close of Registration, she shall give this information to the Entertainment Chairman.

She may accept payment for "Social" entries.

She shall ask each Contestant (who is not qualifying) if she plans to have a Practice Round on Monday. She will furnish the T.S.W.G.A. President a list of Contestants who do not want a Practice round.

She is responsible for having with her a complete list of all Contestants in alphabetical order and checking off the name of the Contestant and her Club at the time of her Registration.

AWARDS CHAIRMAN

The Awards Chairman will be appointed by the General Chairman. She shall work very closely with the General Chairman, the Tournament Chairman, and the Secretary-Treasurer in purchasing the prizes, keeping the purchase price within the budget.

The choice of prizes is left to the discretion of the Host Club. Gold, silver, brass, copper, porcelain, crystal, or gift shop items are acceptable.

Prizes or Awards for each of the 18 flights shall be awarded to
Winner (winners Bracket)

Runner-up (Winners Bracket)
Winner (Consolation Bracket)
Runner-up (Consolation Bracket)

Prizes for each Flight should be the same or comparable in price, if unable to obtain identical prizes. The Flight prizes are to be presented immediately after completion of match.

Any Player who defaults during the Tournament for any reason not acceptable to the Board of Directors shall not be eligible for the following year's Tournament. In the event of default the Contestant is required, within 30 days, to write a letter to the President, giving the reason for the default. (See By-Laws #24). Any player who concedes their match in the final round will be eligible for Runner-Up Prize (Per U.S.G.A. Rules)

The other Awards as listed below will be presented at the Tuesday evening social.

1. **MEDALIST**: A gold disk with the T.S.W.G.A. Crest, which the T.S.W.G.A. Treasurer will furnish. Co-Medalists will be given like Awards.
2. **TEAM CUP**: The lowest aggregate score of any two players representing the same club on qualifying day will win the traveling cup for their Club to retain for one year. The cost of engraving the winner's name on the cup is paid by T.S.W.G.A. in the event of a tie, each Club will have possession of the cup for six (6) months. It shall be the responsibility of the Club having it the first six months to get it to the other club for the last six (6) months.

All trophies and prizes must be on display at the Host Club for all planned social events, each one identified by a printed card. It is recommended that a floater insurance policy be taken out to cover the Trophies while on display. It is the responsibility of the Host Club to replace any Trophies that are stolen or broken while at the Host Club. The person who is in possession of the Permanent Trophy is shall be held responsible for it.

These trophies are:

1. CHAMPION – Silver bowl (NOTE: a current year trophy may be purchased by the T.S.W.G.A. Board to be presented to the champion for her keeping.)
2. MEDALIST – Silver pitcher and tray
3. TEAM TROPHY – Silver trophy

HOSTESS CHAIRMAN

The Hostess Chairman shall be appointed by the General Chairman and she may have as many assistants as she deems necessary. One or more Hostesses should be at the Clubhouse during the hours of Check-in on Sunday and during the hours of play on Monday through Thursday and be available to assist the contestants in anyway necessary.

RESERVATION CHAIRMAN

The Reservation Chairman is appointed by the General Chairman. It is her responsibility to select the suggested places for the Contestants to stay. She should try to get special rates, if possible, for the Contestants. The hotel, should be large enough to accommodate the majority of the Contestants. She should inspect the places for cleanliness, etc., before making the arrangements. They shall be listed on the information sheet on the TSWGA electronic invitation, giving their rates and showing their locations on a map with respect to the Host Club. Each Contestant will make her own Reservation directly with the hotel.

If possible, hotels recommended for the next year's tournament should be viewed and discussed at the Fall Board Meeting.

DECORATION CHAIRMAN

The Decoration Chairman shall be appointed by the General Chairman and may have as many assistant as she deems necessary. This Committee is responsible for all decorations during the Tournament week. T.S.W.G.A. recommends that the colors orange and white be used as much as possible. The cost of the decorations shall be included in the budget for the Tournament. Decorations do not need to be a costly showcase.

ENTERTAINMENT CHAIRMAN

The Entertainment Chairman will be appointed by the General Chairman. She may have as many assistants as she deems necessary.

She is responsible for planning and supervising the Social events approved by the TSWGA board at the fall meeting. The amount of money to be spent on these parties will be included in the budget prepared for the Tournament.

She shall be responsible for determining the cost for guests allowed at any social function and furnish this information to the ARC prior to on-line registration programming and to the check-in desk for fee collection at check-in.

She shall get from the Registration Chairman, the exact number of people who will attend so adequate preparations can be made. She shall be responsible for having adequate seating space for the banquet meeting and general events.

SNACK STAND CHAIRMAN

The Snack Stand Chairman shall be appointed by the General Chairman. She shall be responsible for a Snack Stand conveniently located between the nines for the Contestants and Social entries. This Stand shall open one hour after the first contestants have teed off each day,

beginning on Monday and continuing through Thursday. It shall close after the last Contestants have passed through there on each day. It is recommended that snacks be provided. The snacks are limited to fruit, cheese, crackers, candy bars, water, and soft drinks (optional). The expense of the Snack Stand shall be included in the host Club budget.

All paid social guests must wear an official name badge in order to be served at the Snack Stand.

The Chairman should make out a work schedule for the week so the Stand will have sufficient help at all hours. Most clubs utilize their younger members for this.

PUBLICITY CHAIRMAN

The Publicity Chairman shall be appointed by the General Chairman. She shall have charge of all Publicity. She should contact the news media anytime during the year with news on the development of the Tournament. Give advance articles on T.S.W.G.A. history, Officers and Directors, local officers, etc., Also about a week before the Tournament plan daily articles of interest – Prospective entries, club plans, defending champion, etc., on Qualifying day, try to get news photographers to take pictures of the Medalist and Team Cup winners. During the Tournament, get results of matches to papers and pairings for the next day. Plan to have a picture of the newly elected President and Board.

Arrangements should be made well in advance for pictures and articles on T.S.W.G.A. Board Members and local committee chairmen. This is good publicity, particularly for the Sunday edition prior to the opening of the Tournament

SCORER

The Assistant to the Host Golf Professional usually posts the scores on flight sheets. If he or she is not available, there should be a person from the Host Club who is knowledgeable in posting scores to work with the T.S.W.G.A. Board Members assigned to the score board. A complete detail of the Score Board personnel duties will be found under pairings.

All posting will be done with marking pens. First and last names of Contestants will be used on Flight sheets.

The Scorer shall post the results of each day's play as it is reported to them by the Winner. It is the responsibility of the Scorer that all Flight sheets are protected from the weather and are retained in a safe place at night.

STARTER

The Tournament Chairman shall arrange for a competent Starter well in advance of the Tournament date. His or her salary, if any, shall be included in the Host Club budget. They should be well versed in the etiquette and rules of golf, have personal knowledge of tournament play, and have a friendly and pleasing personality. They shall have with him at the First Tee, the official Score Card (with both players name's and starting time written on it), pencils, tees, rule sheets and should remind each player that only 14 clubs are allowed under the U.S.G.A. rule. He shall give a five-minute call to the next two-some on the tee. The public address system should be adjusted so players on the course will not be disturbed. All questions arising from tardiness or special cases shall be referred to the Rules Committee. Decisions will be made according to the U.S.G.A. rules. The primary concern being to see that good sportsmanship is maintained and not abused.

In unusual cases, such as a sudden storm, it may be necessary for the Starter, in agreement with the Rules Committee, to call off play for such time as is required unless the Starter is an official member of the Rules Committee he shall not make an official decision to settle a question which may have arisen during the play regarding a breach of rules of golf. Upon request, a starter should send members of the Rules Committee out on the course to make decisions for the Contestants where a dispute may have arisen. The Starter shall give the right of way to matches, requiring extra holes, which shall be played on the hole where they match originally began (# 1 or #10)

PAIRINGS

GENERAL INFORMATION

All pairings shall be made by the T.S.W.G.A. Board of Directors. The President shall appoint two members of the Board to make qualifying pairings, two members to make Match Play pairings and two members to make practice round pairings for those not qualifying on Monday. She shall also appoint two members to work the Scoreboard on qualifying day with the Host Club Scorer and at least one member for Tuesday through Thursday.

Each Contestant qualifying on Monday shall be responsible for her Practice Round on Sunday. She shall be responsible for contacting the Pro Shop and securing her Tee Time. She shall inform the Pro Shop if she has her playing partners or wishes to be paired with whomever is available. The Golf Professional will be furnished a list of all Contestants who will be qualifying on Monday so that Sunday Tee Times will be available to them.

Qualifying for Championship Flight will be limited to the low 24 handicap indexes, plus ties, when the field is set, unless that number changes due to cancellations. If fewer than 24 are in this category, Qualifiers will be that number, so long as it exceeds 8 Qualifiers to make up the Championship Flight.

PRACTICE ROUND PAIRINGS:

All Contestants, other than those qualifying for Championship Flight, shall have a Practice Round on Monday. The Pairings and Tee Times shall follow the order of the pairings for Qualifying. The T.S.W.G.A. President and the two Directors appointed to make the Pairings shall use their discretion in the Tee Times and Pairings if there is any deviation from the standard procedure. All Contestants must abide by their decisions.

These Pairings and Tee Times should be available at the Sunday Social Event. If this is not possible, then they should be posted on line or at the host hotel Sunday night after the event. If a Contestant chooses not to have a Practice Round on Monday, she must make this known no later than at the time she check in for the tournament.

MATCH PLAY PAIRINGS

The lowest 8 Qualifying Scores shall comprise the Championship Flight. In event of a tie for 8th Place, a hole-by-hole play-off shall be held as soon as possible, starting on the number one Tee. Players shall tee off in the same order as the qualifying round. If there are more than 5 players in the play-off they will be split into groups of 5 players or less.

Immediately after the Championship Flight is determined, the other flights shall be determined and paired by Contestant's verified Handicap Indexes, beginning with the lowest. All Handicap Index ties for last place in each Flight other than Championship, shall be decided by the Luck of the Draw.

All byes are assigned to the last Flight and are given the last number in the Flight. All pairings are made according to U.S.G.A.

All Match Play pairings must be made and ready for posting no later than late Monday afternoon.

SCORE-BOARD

Qualifying Round

The first name and last name of the Contestant shall be printed on the score sheets, beginning with the first player for the round and continuing in the order that each tee off. If there is room on the sheet, it is recommended that the Contestant's Home Club be listed.

The two directors assigned to work the Score Board with the Host Professional or his appointee, should be at the score Board before the first Contestants come in. These Directors shall check the addition and verify it as being correct. They shall also verify that both the Contestant and scorer have signed the card. The score is then posted. No card can be accepted without both signatures. A Scorecard with an error must be corrected by the Scorer before it can be posted.

The two Directors in charge of Match Play pairings should be at the Qualifier Score Board by the time one-third of the Field is finished so they can acquaint themselves with the Score Board and be prepared to go to work.

ORDER OF PLAY

Match Play competition begins on Tuesday and continues through Thursday. The first tee time shall be 8:00 a.m.. There is a five (5) minute interval between tee times of each two-some in each flight. Flight times will be at the Host Club discretion. Recommended is ten (10) minutes between the last tee time of one flight and the first one in the next flight. Explanation below agrees with the "Brackets" Program used by the TSWGGA Board for advancing the Match Play.

DOUBLE TEE – 144 PLAYERS

Tuesday and Wednesday – The order of play for Tuesday and Wednesday matches will alternate between ODD years and Even years. See "ATTACHMENT 1 – Odd years" and "ATTACHMENT 2 - Even years" for this information.

Thursday – Winner Bracket finalists will tee off from the 1st Tee, and Consolation Bracket finalists will tee off from the 10th Tee. Order of play by Flight will be. Seventeenth, Sixteenth, Fifteenth, Fourteenth, Thirteenth, Twelfth, Eleventh, Tenth, Ninth, Eighth, Seventh, Sixth, Fifth, Fourth, Third, Second, First and Championship.

Drivers will be allowed only for the Championship flight matches. During the final round drivers shall not be caddies (see the Rules of Golf, Section II, Definitions: "Caddie")

All extra hole matches will be played beginning on the hole from which the match started. All extra hole matches will be given the right-of-way on the tee box.

AMENDMENTS:

- May 1985, Harlingen, Texas
- November 4, 1986 – Board of Directors Meeting at Riverhill Country Club, Kerrville, Tx.
- April 30, 1988 – Board of Directors Meeting at Canyon Creek Country Club, Richardson, Tx
- November 1988 – Board of Directors Meeting at Beaumont Country Club, Beaumont, Tx
- November 12, 1990 – Board of Directors Meeting at Onion Creek Country Club, Austin, Tx
- May 8, 1991 – Board of Directors Meeting at Wyndham Hotel, Austin, Tx
- May 9, 1992 – Board of Directors Meeting at Marriott Bayfront Hotel, Corpus Christi, Tx. And written ballot June 5, 1992.
- April 30, 1994 – Board of Directors Meeting at Sweetwater Country Club, Sugarland, Tx
- April 29, 1995 – Board of Directors Meeting at Trophy Club, Trophy Club, Tx · November 4, 1997 – Board of Directors Meeting at Dallas Athletic Club, Dallas, Tx
- November 27, 1997 – By written ballot of the Board of Directors.
- May 2, 1998 – Board of Directors Meeting at Dallas Athletic Club, Dallas, Tx
- November 4, 1998 – Board of Directors Meeting at San Angelo Country Club, San Angelo, Tx
- November 7, 2001 – Board of Directors Meeting – Dallas Athletic Club, Dallas, Tx

- May 2, 2002 – Board of Directors Meeting – Dallas Athletic Club, Dallas, Tx · May 3, 2007 – Board Meeting – The Village Golf Club, Conroe · May 8, 2008 - Board Meeting - McAllen.
- September 12, 2008 Fall Board of Directors Meeting – Prestonwood Country Club, Dallas, TX
- May 7, 2009 – Board Meeting Prestonwood Country Club, Dallas
- March 29, 2010 – E-mail vote
- May 5, 2010 – Brookhaven Country Club, Farmers Branch
- Amended 2010-2011 Board meeting October 14, 2010 at Fair Oaks Ranch Golf and Country Club.
- January 2, 2014 email vote
- March 2016 email vote
- April 2016 email vote
- March 3, 2021 email vote
- November 1, 2023 Board Meeting Elkins Lake Country Club