

Kachina Women's Golf Association (KWGA)

Standing Rules/Guidelines – January 2022 revised April 2022

1. The Field:

Each event will allow for the maximum number of players the club can support. There will be no limit of attendees by club but the hosting club's rep will eliminate any excess guests as she deems appropriate based on the number each club wishes to send. Elimination should be done of the largest contingents from the most recent sign-ups on the sheet. In all likelihood, this will never be a problem but is provided for by this guideline.

2. Signup Procedure:

a. Signup Sheets:

i. Host Rep Responsibility:

Each 'Host' Rep will e-mail in PDF and Microsoft Excel the completed Kachina Event Information Form to Kachina Club Reps and to KWGA Webmaster; approximately six weeks prior to the event at their club. This form includes the following:

- Name of Host club, and course to be played (if multiple courses available)
- Event date, day and time of shotgun start
- Entry fee amount and the date checks and player's names are needed by the Host Kachina Rep (up to 14 days prior to the event).
- Special Instructions: e.g. check-in time, optional continental breakfast, cart path only, etc.
- Cancellation policy: Date refunds will no longer be given (see Cancellation Policy for Participants - item #4)
- Host Rep's Name, Address, and Phone number
- The Host Kachina Rep will email all Representatives one week before signup close date for a NUMBER check. The Host Kachina Rep may ask a RED Line to be drawn on signup sheets to indicate waiting list if the event has reached or is reaching maximum signup. NOTE: Most clubs are happy with 100 players as a play time of 4 to 4.5 hours is realistic. Kachina dolls enjoy a fast-paced round.

ii. Submitting KWGA Club Rep Responsibility:

- a. Each Kachina Club Rep will ~~will transfer~~ modify the provided information to their own signup Sheet, modifying the "checks due by date" to allow enough time for mailing the form back to the Host Rep. They will refer to the Guidelines for Waiting List for their clubs "guaranteed player spaces" and alter the event signup sheet. Then post the sheet to their club as soon as possible.
- b. Each Kachina Club Rep, will be notified by the hosting club regarding additional players from the 'Wait list' according to KWGA priority sequence 2 to 3 days after event cutoff date.

2022/2023 - Guideline for Waiting List

It is only fair that everyone who signs above a line should be 'given a seat to play'. By knowing the Field Size' this table will help. We all know that often the nearer the course the more players from a club will join in. We also know that other events will prevent a club sending any players. example 49'er event was small due to Southern District on the same day.

Usually, not all clubs are able to send their full allocation of players therefore there will always be spare places. These are guidelines, always SET a 'wait list' for your club by editing the signup sheet (most will get in to play). **HOST CLUBS - unlimited players**

Invitees - for field of:	GUIDELINE FOR GUARANTEE SPACE							2022/23	2023
	120	110	100	90	80	70	60	Priority	AVERAGE
								Sequence	SIGNUP #
49'ers CC	8	8	7	7	6	5	4	4	5
Arizona National GC	8	8	7	7	6	5	4	3	3
Del Lago GC, Vail	8	8	7	7	6	5	4	7	10
LPGA Tucson Chapter	8	8	7	7	6	5	4	10	4
Mountain View/Preserve	8	8	7	7	6	5	4	11	5
Oro Valley CC	8	8	7	7	6	5	4	12	5
Quail Creek, Green Valley	8	8	7	7	6	5	4	9	7
SaddleBrooke One	13	12	11	11	10	9	8	1	13
SaddleBrooke Ranch	13	12	11	11	10	9	8	8	15
Skyline CC	8	8	7	7	6	5	4	5	4
The Highlands	13	12	11	11	10	9	8	2	7
The Views	13	12	11	11	10	9	8	6	9
Guideline Total:	116	112	100	100	88	76	64		87
Teams of 4:	29	28	25	25	22	19	16		22
Carts needed:	58	56	50	50	44	38	32		44

Any unassigned places will be allocated 'one at a time!' in priority sequence. Example: 4 spaces - assign in Priority Sequence 1 to 4.

Reps will be notified if places are available for wait list players as soon as possible by the hosting club rep.

The Lucky waitlist player can bring their check on the day of the event.

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- c. Each participant and alternate shall submit a check (no Canadian checks allowed due to bank processing fees). **One check per person.**
- d. The Kachina Reps shall email to the "Host Rep", Kachina Tournament Chair and Kachina Treasurer so that they receive signup sheet by the required due date:
 - In a Microsoft Excel Spreadsheet: Name of attendees, Ghin Number, Telephone number. Organized in handicap index order.
Note: Emergency/COVID restrictions only: Do not organize into handicap order as cart sharing takes priority.
 - Mail to Kachina Treasurer – checks and a printed copy of this document as soon as possible after required date. (It is suggested that all Rep's keep a copy for their records).

3. Entry Fee Includes:

- a. Golf, cart fee, continental breakfast (if included), lunch (if included), prize money and tax and gratuity for food service.
- b. The prize fund shall be determined by the host club but should be no less than \$4.00 per player.

4. Cancellation Policy for ALL Participants:

- a. NO REFUNDS after 5:30PM, 3 full days before the event (e.g. if the event is Monday, the cancellation deadline would be on the prior Thursday at 5:30PM).
- b. Any player who must cancel by the "no refund after date" should contact her Kachina Rep who will then contact the Host Rep.
- c. Cancellations on the day of the event should be made directly to the Host Club Pro Shop.

- d. The Host Club's Kachina Rep shall check with the Pro Shop for last minute cancellations, adding in any alternates that may not have been accommodated earlier.
- e. No checks shall be destroyed until after completion of play.
- f. Any excess money from the event shall be added to the Kachina treasury.

5. Cancellation Policy for Host Clubs:

- a. Cancellations by the "no refund after date" are fully refunded. Later cancellations may only be charged for food and prizes by the Host Club. **Kachina does not pay golf fees to the Host Club for "no shows"**.
- b. If the event is canceled by the Host Club due to weather conditions and the golf club cannot refund total fee. The host Club's Kachina Rep may make arrangements for pre-lunch activities, such as Bingo, Rules Quiz. Prizes, based on the total of the prize money that was to be used for the event shall be awarded for these activities and/or special drawings will be arranged. Lunch will then be served.

6. Prize Monies – Gift Certificates:

- a. Tournament prize money is determined by the Host Rep but should be no less than \$4.00 per person. Help calculating payout available from Kachina Treasurer if needed. Payouts can be ProShop Credit or Gift Cards (which Kachina Treasurer will purchase prior to the event).
- b. The objective is to pay approximately 30% of the field based on the number of ACTUAL PARTICIPANTS. This will be distributed the day of the event. Minimum payout shall be equal to prize money collected for the event.
- c. All ties will be broken with a scorecard playoff beginning with the number one handicap hole.
- d. Should a blind draw designate win in more than one foursome, she shall be awarded only the top prize for which she is eligible. The unused prize money will be deposited to the Kachina Treasury.
- e. **Hole-in-one:** Fifty dollars (\$50) will be awarded for each HIO made from the Kachina Treasury. Each year, an additional \$50 will be added to the HIO fund until it reaches \$200. Future funds will only be added should a payout be made in that year at which time the annual \$50 will resume until the fund reaches its maximum again. Note: A max budget \$200 HIO fund allows for four payouts of \$50 (additional HIO payouts, above the HIO budget will come from the general fund).
- f. **Payment to Host Club:**
 - a. Kachina shall not be responsible for any deposits required for services (such as catering) expected to be provided by the Host Club.
 - b. All the appropriate invoices **with the breakdown of charges** from the Host Club shall be mailed to the Kachina Treasurer or in the case of last-minute additions on the day of the event.
 - c. Payment by Kachina to the Host Club shall be made within 10 days of receipt of invoices. If payment is made the day of the event, the Pro Shop may be asked to hold the Kachina check for 3 days after the event to allow the Kachina Treasurer time to deposit the player's checks. The Host Club Pro Shop shall be made aware of this policy.
 - d. On play day, the Host Rep shall give the player's checks to the Treasurer or her designate. The Host Rep should have the checks attached to the appropriate club sign-up sheet. A tee sheet and/or check-in sheet with any cancellations indicated shall also be given to the Treasurer.
 - e. Any financial errors shall be resolved between the Kachina Treasurer and the Host Club.

7. Code of Conduct:

Kachina members must display proper etiquette, good manners and respect for fellow competitors and rules at all times. Infractions will be brought before the Executive Committee/Board with appropriate action taken, up to exclusion from participation in future Kachina events.

8. **Players who are not Kachina members:**

- The KWGA Board may invite prospective Club Members to try Kachina Tournaments out.
- Club Members can invite a guest with USGA handicap for “one” tournament a season. House guest or prospective individual member (signup etc. dealt with by member’s home club)
- Member clubs can invite former club members to all events (under their club membership, signup etc. administered by member’s home club).

9. **Handicaps:**

Indexes in effect at the time of sign-up sheet submission shall be used for the event. All indexes shall be verified by the Kachina Rep before submitting the sign-up sheet to the Host Club. All participants shall play to a **maximum course handicap of 36. Maximum handicap index 40.**

10. **Format:** The lowest **TWO NET BEST BALLS OF THE FOURSOME** determine the team score for each hole.

- a. Criteria for pairings will be as follows:
 - i. Use **ABCD Method**. Total handicap for each team should be within 3 strokes of the other teams, or as close as possible.
 - ii. Try to avoid putting players from the same club in a foursome.
 - iii. If at all possible, have a member of the Host Club in a foursome to facilitate play.
- b. Last minute player substitutions should be as close as possible to the handicap of the person replaced.
- c. Blind draw designates shall be made prior to play. The blind draw shall be notified of her status so she will know to putt out each hole.
- d. Tees for Kachina events will be the same tees used by the WGA at the Host Club.
- e. Every team must Putt out 2 balls - the other members of the team may take either Max Tournament score “Net Double Bogey” mark picked up ball scores with an 'X' (See PACE of PLAY Policy)
- f. Emergency use only: example: During COVID a true ABCD was not possible due to cart sharing. The game was modified to:
 - Two best Net ball (with an equitable team handicap)

Rules:

- a. Host Club shall distribute a rules sheet indicating any local rules which apply.
Note: Kachina has adopted:
 - E5 Local Rule - alternative to Stroke & Distance
 - F5 Local Rule - relief from sprinkler heads around the green.
- b. Pace of Play Policy. Encourage participants to “pick up” if they are out of the hole and to record their Max Tournament Score “Net Double Bogey”. Participant may “pick up” and record their most likely when they are on the putting surface and two good balls have been putt out.
- c. Blind draw designees - must hole out. When they reach their Max Tournament Score mark the card with an “X – “net double bogey” example X8 (this score will not be used in scoring).
- d. Kachina events shall NOT be posted as tournament scores, each participant will post their own scores.
- e. Caddies are not allowed and motorized carts are required.
- f. Remember, KWGA golf is governed by the USGA Rules of Golf. There is no "desert rule" in the USGA Rules of Golf. If your ball goes off the fairway - then you have several options:
 - Use USGA Rule 18 Stroke and Distance Relief; Ball Lost or Out of Bounds; Provisional Ball

- Use USGA Local Rule E-5 Alternative For A Ball That May Be Lost Or Out Of Bounds
- Use USGA Rule 19 Unplayable Ball with the options of 19.2a Stroke and Distance Relief; 19.2b Back-On-the-Line Relief; 19.2c Lateral Relief

11. Scorecards and Posting:

- a. The Host Club Pro Shop will prepare scorecards for the event and will provide one on each cart. On the score card write: "2 balls must be holed out".
- b. The Host Club will prepare a results poster for recording of tournament scores. After the tournament distribute via email tournament scores/places and payouts.
- c. Every Kachina participant must post scores as soon as possible to comply with World Handicap System before mid-night of that day if possible.

12. Submission of Score Cards:

- a. Ask each competitor to check their scores hole by hole and total all scores.
- b. Make certain that TWO signatures are on each score card.
- c. Ask competitors if there are any Rules questions or if a second ball was played under Rule 20.1c(3).

13. Changes to Standing Rules/Guidelines: Can be amended by majority vote of the Governing Body (Executive Committee and Representatives).

Answer to Questions:

- (1) Hosting Club members will pay for meals and sweeps, and the appropriate green fees for their membership.
- (2) Play on a City Course, the Kachina rate of play is less than the City Card discount. Further City Card discount cannot be taken. If a Kachina player is a fully paid City Club member – please alert the Kachina Treasurer and the City Course Golf Professional (a new rate for this player will be worked out for meals and sweeps).

Revised November 2018 – Kathy Barton, President

Revised September 2019, approved by email: CCGV, Skyline, SBR, Star Pass, Highlands, 49'ers, Views, SB, MVP

Revised January 2020, approved by email:

Draft sent out December 2020 for Proposed adoption voted in at General Meeting 15th February 2021 at Skyline CC.

16th February 2021 draft sent out to all Representatives for comments prior to adoption.

Note: section 9 added to clarify comments at meeting (resulting in renumber).

19th February 2021 – removed 13c. ~~If the Host Club has the capability to post scores, this will be announced at the event~~

23rd March 2021 – 2021 Guidelines adopted – Sandra Murray, President.

8th December 2021 – Amendments as discussed in General Meeting 6th December 2021

9th, 16th & 23rd January 2022 draft sent out to Governing Body for review.

27th January 2022 vote for adoption. Adopted via email vote all representatives approved.

24th April 2022 clarification of "hole-in-one: Emergency use. Deletion of individual membership. Addition of 'Guidelines for Waiting lists'. Approval: AZ Nat, Skyline, QC

2023 – updated waitlist guidelines