2025-2026

KACHINA GUIDELINES: STANDING RULES & BYLAWS

2025-2026

Executive Board of Directors:
Jane Anderson – President
Lynne Lombard – VP
Sue Crickmore – Secretary
Jenni Long – Treasurer

Sandra Murray

Kachina Advisor & Webmaster

2025-2026

NOTE: November 3, 2025 edition.
Please pass on to the next Kachina Rep.

KACHINA (KWGA) also known as Kachina Dolls.

Objective:

The Kachina tournament objective is primarily to encourage golfers to take part in social competitions at various golf courses. The tournaments are friendly and welcoming.

Mission:

Kachina Dolls golf tournaments have been established to promote friendship and comradery among women golfers of all abilities in the Greater Tucson area. (Established circa 1980)

Guidelines, Standing Rules & Bylaws:

This document is to a collective of documents passed down from Kachina's inception which have ensured the smooth running of our organization.

> With time, updates will be needed:
> - Bylaws – will need to be approved by the membership at the yearly general meeting. After the revision has been approved by Home Club Representatives.
> - Standing Rules – require review every 2 years by the Executive Committee.
>   - Note: if necessary, the rule can be updated by the Executive Committee at any time.
> - Guidelines: With the introduction of Online Registration and software updates. Guidelines will require revision yearly. By the Webmaster and everyone who has had Associate Access to the website during the year.

Rationale behind Online Registration

We would like to explain the rationale behind our trial of online registrations. Credit card processing significantly reduces the workload and frustration for Kachina Home Club Representatives and Tournament Organizers, who otherwise spend hours verifying sign-ups and handling checks, many of which are incorrectly signed or filled out.

Checks will only be accepted under exceptional circumstances, and there is a risk that the event may be fully booked before a check is processed, potentially resulting in the loss of a player's spot. *Note: No discounts will be applied for payments made by check. Example: Event fee $88 - Check to be made out for $88 payable to Kachina.*

The board reserves the right to charge a flat rate of $5 on any cancellation to cover the associated online costs.

The standing rules of Kachina have always required a player to find a replacement and inform the Event Tournament Chair if they are unable to play. This rule remains in effect. The registrant may edit their own registration to change player by following a link code from their registration receipt/invoice without involving the Tournament Chair or Webmaster.

Online registration offers the convenience of signing up from anywhere in the world, accommodating the busy lifestyles of players, webmasters, and associates, whether they are working, traveling, playing golf, or spending time with family.

Maintenance of this manual:

Executive Committee, Webmaster.

This document will be Published on the website as a PDF file on the Kachinadolls.net under Policies.

A printed copy for each Home Club Rep and Executive Board Member to be issued during the Summer Luncheon and Home Club Representative meeting.

Contents

Kachina By-Laws – January 2024

Article I – NAME

The name of this association shall be the Kachina Women's Golf Association, hereinafter referred to as KWGA.

Article II – PURPOSE

The purpose of the KWGA is.
    a. To promote social interaction among member golf clubs.
    b. To conduct such events and/or tournaments as approved by the KWGA.

Article III – MEMBERSHIP

1. KWGA membership shall be limited to women who have an established USGA handicap and are members of a league at golf clubs who have been accepted by the KWGA Governing Board.
2. All host member golf clubs shall have equal responsibility to provide facilities for interclub play.
3. KWGA individual memberships will be offered to former KWGA member golf clubs. These members will be encouraged to assist with Special KWGA events/tournaments.

Article IV – GOVERNING BODY

1. The Governing Body of the KWGA shall consist of the elected officers (President, Vice President, Secretary, and Treasurer) and one Representative appointed by each host golf club. KWGA Individual memberships will have no voting rights.
2. The Executive Committee of the KWGA shall consist of the President, Vice-President, Secretary, Treasurer, at the discretion of the Governing Body if needed the following positions may be adopted Marketing/Membership Director, Tournament Director, Webmaster. Members of this committee are expected to attend Kachina meetings and communicate with the Governing Body or resign their position.
3. Officers' terms shall be for two years (officers' terms can be off set to other officers'). No Officer shall serve more than two terms in the same office. A proposed President must have ideally served one term on the Governing Body to qualify for her nomination or must have served as a Club Representative. Club Representative terms are for a minimum of 2 years.
4. All Officers and Representatives shall assume/resume office at the first meeting of the fiscal year.
5. Vacancies on the Governing Board, except for the office of President, shall be filled by a majority vote of the Governing Body to serve the remainder of the unexpired term. The Presidency shall be filled by the Vice-President, and the Governing Body shall fill the vacancy thus created or a Club Representative who has served a minimum of 2 years.
6. Only elected Officers and Representatives, or a designated substitute, shall have the right to vote at KWGA meetings.

7. Board Meetings of the KWGA shall be held twice per year, usually at the first and last tournaments, unless cancelled by the President. Zoom meetings are acceptable.
8. KWGA Annual Meeting shall be held once a year.

Article V – NOMINATIONS AND ELECTIONS

1. In the spring the President shall act as Chairman of the Nominating Committee or will appoint a Nominating Chair from the current Governing Body. No member shall serve in this capacity for two consecutive elections.
2. Elections will be held at the first annual meeting.

Article VI – DUTIES OF OFFICERS AND REPRESENTATIVES

Section 1: President

a. Presides at all meetings.
b. Ex-officio non-voting member of all committees, except the Nominating Committee.
c. Shall, with the Governing Body approval, appoint a special committee to address issues as needed.
d. Shall be a member of the Executive Board.
e. Shall appoint a "big sister" to mentor the Representative of a newly joined club.
f. Review and update, with the Governing Body approval, the By-Laws and Standing Rules of the KWGA.
g. Hold one General Meeting and two Governing Body Meetings per year.
h. Organize next season's schedule with the aid of Tournament Director and Vice President.

Section 2: Vice-President

a. Shall assume the duties of the President in her absence or at her request.
b. Shall be a member of the Executive Board.
c. Assist with setting up and organization of Special Tournaments.

Section 3: Secretary

a. Shall issue all notices and shall be responsible for all correspondence authorized by the Governing Body or a member of the Executive Board.
b. In an election year, shall record the election results.
c. Shall record the minutes of all meetings of the KWGA and provide copies to all Governing Body members.
d. Shall be custodian of all records and files, except financial records, as requested by the KWGA Governing Body.
e. Shall be a member of the Executive Board.

Section 4: Treasurer

a. Shall keep a record of all monies received and deposit same in the name of the KWGA in depositories approved by the Governing Board.
b. Shall pay approved expenditures and present a written report of same at Board meetings.

c. Shall keep track of member club participation at events and present a report of same at Board meetings.
d. Shall present a complete financial report after the final tournament of the fiscal year.
e. Shall provide financial advice to the Governing Body as needed to ensure the financial soundness of the KWGA.
f. Shall send an annual reminder to the Representatives of each club to remit their annual dues.
g. Shall be a member of the Executive Board.
h. Shall ask hosting club if they need gift card payouts for their event (normal being Pro Shop credits). Using attendance number and prize money fund – calculate award rounded to the nearest dollar. Guidelines for awards payment are located in the appendix.

Section 5: Optional Executive Board Positions

Implemented as needed by Governing Body:

1. Marketing/Membership Director

a) Shall be a member and report to the Executive Board.

b) Shall seek new KWGA Golf Club memberships and KWGA Individual Memberships

of former KWGA golf clubs (aim: to convert to KWGA golf club status)

c) Could also hold the position of Webmaster.

2. Webmaster

a) Shall be a member and report to the Executive Board.
b) Could hold the position of Marketing/Membership Director.
c) Communication with all members of the Governing Body and Executive Committee to obtain Hosting documents, updates, results, etc. for the website kachinadolls.net
d) Alert Kachina Treasurer when website needs renewal.
e) Duties:
- Monthly keep current – Kachina Contacts, Current Kachina Tournament. Uploading event documents & Results.
- As needed upload policies: Pace of Play, Bylaws, Standing Rules and Guidelines.
- Website Theme colors and pictures can be changed as and when needed.

3. Tournament Director

a) Shall be a member and report to the Executive Board. This position could part of the duties of the Vice President
b) Communicate with the President on next season's schedule.
c) Communicate with Treasurer, and Executive Board before signing contracts for KWGA run events for next season.
d) KWGA External Event: Liaison with Golf Course General Manager for entire hosting process: which includes contract, food, scorecards, signage, scoring with leaderboard

and include prize fund. To facilitate the event the Tournament Director will follow Hosting Guidelines & Standing Rule as written for Hosting Clubs.

e) Host Member Club Liaison – Mentorship Role: Be at hand to offer advice on tournament setup if needed.

Section 6. Home Club Representative

a) Shall act as liaison between the KWGA Governing Body and the member club and keep member club informed of Governing Body's decisions.
b) Shall serve as event or tournament chair for KWGA events at her club.
c) Shall notify member clubs of time and place of KWGA events.
d) Shall mentor her successor as needed.
e) Shall send membership renewal check to Kachina Treasurer by 1st September.
f) Shall send change of Kachina club representative or update of information (Address, email, phone number) to Kachina Secretary.

Article VII – ANNUAL MEETING

The annual meeting of the KWGA members shall be held on a date decided by the Governing Body, usually at or before the first Kachina event of the season.

Article VIII – FISCAL AND FINANCE

1. The fiscal year of the KWGA shall begin in September and end in August.
2. The annual member club fee and individual member fee shall be determined annually by the Governing Board, is payable by September 1, and is sent to the KWGA Treasurer. Any additional funds required shall be approved and shared equally by all member clubs.

Article IX – AMENDMENTS

These by-laws may be amended, or new by-laws adopted at any time, provided that written notice has been sent to each club representative at least 30 days in advance of the vote on same. Voting will take place at a meeting or via EMAIL and will require a four-fifths (4/5) vote of member clubs for adoption.

Article X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the authority on all questions of Parliamentary Law unless in conflict with these by-laws.

Article XI – DISSOLUTION

Dissolution of the KWGA may occur when the number of member clubs drops below 10 and/or annual participation drops below 200. Upon dissolution of the KWGA, all remaining funds in the Treasury will be distributed to one or more women's charities, nominated by the Governing Board and voted on by the remaining member clubs.

- By-laws adopted: 2018
- 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. Adopted May 2021.
- 23rd January 2022 draft sent out to Governing Body for review.
- 27th January 2022 vote for adoption. Adopted via email vote all representatives approved.

THIS SECTION HOW TO:

HOST AN EVENT

STANDING RULES (website version)

- September 2024 (approved)

The Field:

1. FIELD SIZE: Each event will allow for the maximum number of players the club can support.
2. REGISTRATION: on-line, via KACHINADOLLS.NET, SCHEDULE
3. EVERY HOME CLUB: will have their own signup option with a maximum number of 'player spots' pre-set according to 2022/2023 Guideline for Waiting List. See appendix.
4. WAITLIST: All clubs will use the wait list if their Home Club option is full.
    a. No payment is applied if you are waitlisted.
    b. Registrants on the waitlist will be notified when OPEN REGISTRATION is activated.
    c. Waitlist players can register without notification by going to Open Registration as soon as possible. One week before the event registration closes.
5. OPEN REGISTRATION: Will open One Week before REGISTRATION CLOSE DATE
    a. All Home Club sign-up packages will be closed.
    b. All open 'player spots' to fill the FIELD will be assigned to Open Registration.
    c. When all 'player spots' are full the event will be closed.
6. PAYMENT: by credit card:
    PerfectGolfEvent.com will handle all processing of Credit Cards (fee 3.9%)
    Security: PerfectGolfEvent.com does not publish reports with credit cards details to anyone.
    Credit card fees may be included in Event Fee or Added to Event Fee at Checkout.

Host Club Procedure:

Host Rep will e-mail Kachina Event Information to KWGA Webmaster; as early as possible. This can be six months from the event but no less than ten weeks. The Webmaster needs:

- Name of Host club, and course to be played (if multiple courses are available).
- Event date, day and time of shotgun start.
- Field Size.
- Entry fee amount.
- Event closure date (set 14 days prior to event date).
- Event date/player's names/home club/GHIN number, and food preferences are needed by Golf Pro and Food & Beverage.
- Who at Host Club needs event payment: Golf Pro, Food & Beverage, Golf Shop for prize awards?
- Agenda for the day of the event: check-in time, optional continental breakfast, lunch menu, shotgun time, etc.
- Host Club Cancellation No Refund date (usually set 7 days prior to event date): See Cancellation Policy for Host Club Event.
- Host Club Event Rep's Name, email address, and phone number.
- Golf Pro's name and phone number and Weather line (in case of poor weather).

- The Host Club Event Rep or Kachina Rep will email all Representatives one week before registration closes to remind their club players to register, the date and time of play. Also, a little pace of play guidance: a round of golf is 4 to 4.5 hours. KWGA enjoys a fast-paced round, pickup if you have reached your WHS limit "Net double bogey" only 2 balls need to be holed out. Have fun!

Entry Fee Includes:

a. Golf, cart fee, range balls, continental breakfast (if included), lunch (if included), prize money and tax and gratuity for food service and guest services staff.
b. The prize fund shall be determined by the host club but should be no less than $5.00 per player.

Cancellation Policy for ALL Participants:

a. NO REFUNDS after 5:30PM, 10 full days before the event (e.g. if the event is Monday, the cancellation deadline would be on the prior Monday at 5:30PM).
b. Any player who must cancel after the "no refund after date" should contact the Webmaster via the contact form and her Home Club Kachina 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 and give an update to Kachina Treasurer.
e. Registrant cancellations before the "no refund after date" are refunded electronically. The board reserves the right to charge a flat fee of $5 to cover credit card and processing fees. This process takes 3-5 days.
f. Any excess money from the event shall be added to the Kachina treasury.

Cancellation Policy for Host Event Club:

a. If the event is canceled by the Host Club due to weather conditions. The host golf club may not be able to refund the total event fee. The host club's Kachina Rep may decide for pre-lunch activities, such as Bingo and Rules Quiz. Prizes, based on the total of the prize money collected for the event shall be awarded for these activities. Lunch will be served.
b. Golf fees at the discretion of the Host Club may be refunded via golf player certificates (valid for 6 to 12 months from event date).

Prize Monies – Gift Certificates:

a. The tournament prize money is set by the Host Club Representative and must be no less than $5.00 per participant. Assistance with calculating the payout is available from the Kachina Treasurer upon request. The payouts may be in the form of Pro Shop Credit, Amazon Gift Cards, or a similar option, which the Kachina Treasurer will arrange before the event.
b. The objective is to pay approximately 30% of the field based on the number of ACTUAL PARTICIPANTS. This will be distributed on the day of the event. Minimum payout shall be equal to prize money collected for the event (rounded to the dollar for each place).
c. All ties will be broken with a scorecard playoff beginning with the number one handicap hole or USGA guidelines.

Should a blind draw designee 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.

Hole-in-one:

Fifty dollars ($50) will be awarded for each HIO made by 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 four payouts of $50 (additional HIO payouts, above the HIO budget will come from the general fund).

Payment to Host Club:

a. The Host Event Club (especially Special Event Club) may require a deposit. Kachina Treasurer will review the contract and pay if applicable.
b. Payment by Kachina Treasurer to the Host Club for the entire event.
     a. Food & Beverage -up to10 days prior to the event after receipt of invoice
     b.   Golf Course and Awards via Shop Credits: On the day of event.
c. Any financial errors shall be resolved between the Kachina Treasurer and the Host Club.

Code of Conduct:

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

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 Home Club membership, signup etc. administered by members' home club).

Handicaps:

Indexes in effect at the time of sign-up sheet submission shall be used for the event. All indexes shall be verified by Golf Pro using GHIN Numbers. All participants shall play to a **maximum course handicap of 36. Maximum handicap index 40.** Women golfers on a 4-person best ball team receive 85-percent of their course handicap.

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

From KachinaDolls.net find POSTER Template:

Poster Template is in Microsoft Word format and can be edited with Golf Course/Club name, Golf Course Address, Date of Event.

- **To the Poster Template go to Kachinadolls.net**, **Schedule** – scroll down to Files for Downloading. Save and edit.
- Send posters to all Home Club Kachina Representatives for their membership.

Kachina Tee Signs:

Event Tournament Host arranges collection of Tee Signs from last Host.

- Arrange tee sign placement on the golf course on the day of event.

Criteria for pairings will be as follows:

Use **ABCD Method**. The total handicap for each team should be within 3 strokes of the other teams, or as close as possible.
- Try to avoid putting players from the same club in a foursome.
- If possible, have a member of the Host Club in a foursome to facilitate play.
- Last minute player substitutions should be as close as possible to the handicap of the person replaced.
- Blind draw designates shall be made prior to play. The blind draw designee shall be notified of her status so she will know to putt out each hole.
- Tees for Kachina events will be the same tees used by the WGA at the Host Club.
- Every team must Putt out 2 balls - the other members of the team may take Max Tournament score "Net Double Bogey" mark picked up ball scores with an 'X' (See PACE of PLAY Policy) or their most likely score.
- 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:

1. The Host Club shall distribute a rules sheet indicating any local rules which apply. Note: Kachina has adopted: E5 Local Rule - alternative to Stoke & Distance, F5 Local Rule - relief from sprinkler heads around the green.
2. 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 putted out.
3. Blind draw designee - 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).
4. Kachina events shall NOT be posted as tournament scores, each participant will post their own scores. Unless the Host Club announces they will post.
5. Caddies are not allowed and motorized carts are required.
6. 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

- o Use USGA Local Rule E-5 Alternative For A Ball That May Be Lost Or Out Of Bounds
- o 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.

Scorecards and Posting:

The Host Club Pro Shop will prepare scorecards for the event and will provide one on each cart.

- o On the score card is written: "2 balls <u>must</u> be holed out".
- o Host Club will Post Scores if Golf Genius is used. Announcements must be made if they are not posting scores.   Option: Golf Genius mobile posting code and one score card.
- o The Host Club will prepare a Leader Board poster for recording tournament scores.
- o The Host Tournament Chair, if possible, will distribute via email tournament scores/places and payouts.

Submission of Score Cards:

- o Each competitor checks their scores hole by hole and total all scores.
- o Make certain that TWO signatures are on each score card.
- o If there are any Rules questions or if a second ball was played under Rule 20.1c(3). Clarification must be made by Golf Pro or Rules Official before the scorecard is handed in.

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 only. A separate Host package will be set up for registration.
2. Play on a City Course, the Kachina rate for play is less than the City Card discount. Further City Card discounts cannot be taken.
3. At the end of any event during the season, any remaining physical Pro Shop Credit cards, Amazon Gift Cards, or similar items will be retained by the Treasurer. These will be saved for the end-of-season event to be distributed as door prizes or used for on-course games.

IMPORTANT NOTES:

- Event Date is needed for Kachina Scheduling in January of each year.
- The Event details can be collected at least 6 months from the event.
- Websites can be set up 6 months (or more) from the event and opened for registration. Minimum time is Two months from the event.

6th Draft April 18, 2024
7th Draft September 2024 approved.

CHECK LIST – HOSTING GUIDELINES

The guidelines have been written in sequential order. Interactions of Host Tournament Chair, Webmaster, Players, and Host Club. Refer to the Table of Contents for quick reference.

Hosting an Event : At Home Club and/or KWGA event:

Interview the Golf Pro and Food & Beverage Manager. Questions to ask:	*Check/Done*
1. NAMES & CONTACT DETAILS: Golf Pro, Food & Beverage Manager, Event Tournament Chair, Host Club Kachina Chair & Committee.	
2. SET: Time and Date of the Event	
3. FIELD SIZE: The maximum number of players the club can support.	
4. GOLF GEENS FEE: Negotiate the best rate possible, including golf carts, range balls, service charge, taxes and gratuities for food and guest service staff.	
5. SCORE CARDS: Printed with times on each hole. If possible, use mobile Golf Genius for on-course scoring with one printed score card.	
6. CART SIGNS:	
7. KACHINA SIGNS: Placement on the course and collection after event.	
8. SCORE BOARD: Can Golf Pro score and announce awards.	
9. AWARDS: Pro Shop Credit & Merchandise discount.	
Amazon Gift cards or Cash may be used on rare occasions: ask Kachina Treasurer	
10. Refer to: Awards Table for the number of places to pay out.	
11. MENU: depends on the time of event.	
12. VENUE: for "Cash Bar" and awards if afternoon tee time.	
13. COST: for served lunch, bagged lunch, buffet including service charge and taxes.	
14. ALLERGIES: lactose, dairy free, other can they be accommodated?	
15. HOTEL RESORTS: consider a discount room rate in a separate contract. Remember to ask when you need to close the booking. If rooms are not sold, do you incur penalties ($$$).	
16. ENTRY FEE AMOUNT: Golf Fee + Food + Gratuities + Taxes+ Awards Fee (sweeps) *Note: Credit Card Registrant pays 3.9% credit card processing fee.*	
17. EVENT CLOSURE DATE: Establish when the Host Event Club requires players names for golf & food selections. Note: Kachina closes event 14 days prior to event.	
18. PAYMENT FOR EVENT: Who does Kachina Treasurer need to give checks to for Golf Fees, Food & Beverage, Player Awards (sweeps)	

19. EVENT AGENDA:	
• Registration Open/Close times. Do you need tables and chairs?	
• Players in cart time for announcements	
• Shotgun start time.	
• Location and time to serve food (approximately)	
20. *CANCELLATION BAD WEATHER: What is the Host Club cancellation policy and the Weather Hotline number. What can be refunded –* Golf Fee, Food & Beverage. Any contractual date?	
Note: Usually, golf fee is refundable, and the food is not refundable. We have run events with Rules Quizzes or Bingo. The Awards Pot as prizes and enjoyed a lunch with no golf.	
21. SEND THE ANSWERS to Webmaster to create a Website	
22. Request Associate access if you want to run reports on your event.	

IMPORTANT NOTES:

- Event Date is needed for Kachina Scheduling in January of each year.
- The Event details can be collected at least 6 months from the event.
- Websites can be set up 6 months to 2 months from the event and opened for registration. Minimum time is Two months from the event.

THIS SECTION:

WORKING WITH PERFECT GOLF EVENT WEBSITE

GUIDELINES to what is needed by everyone

Summary:

The PerfectGolfEvent.com golf (PGE) management software boasts an exceptional design, complemented by comprehensive technical support and user-friendly documentation. It streamlines the process from hosting club event setup to player registration. The treasurer's fund transfer and reporting functions are straightforward, with options to easily use, print, and export data to Microsoft Excel. All necessary elements for managing an event are efficiently gathered and accessible.

The guidelines are categorized based on the system's users; each user has access through Kachinadolls.net go to the Schedule tab and select an event location. (Administration and Associates access is always via PerfectGolfEvent.com).

- **Player to register on-line (Registrant) via Kachinadolls.net**
- **Home Club Representative**
    - Optional by request: access via PerfectGolfEvent.com (Sign in as an Associate)
- **Host Club Representative**
    - Optional: access via PerfectGolfEvent.com (Sign in as an Associate)
- **Treasurer**
    - Optional: access via PerfectGolfEvent.com (Sign in as an Associate or Administrator)
- **Webmaster**
    - Administrator's access

Software is compatible with:
- iMac
- Microsoft Windows 11 (and lower versions)
- iPhones – can scan QR codes easily.
- Androids – may need a QR code application downloaded (free)
- iPad
- Tablets

Website editing is recommended using iMac, Laptop, or PC (Phones, tablets and iPads not recommended).

Data Manipulation of Reports and Emails:
- Microsoft Excel or Apple Numbers (save report back to Microsoft Excel format)
- Microsoft Word or Apple Pages (save document back to Microsoft Word format)
- Email registrants – PerfectGolfEvent.com is FREE and does not have this ability (unless you upgrade!). Work around:
    - Save the Registration Report to Microsoft Exell and copy registrant emails to any email software (example Gmail) and send for example: *reminder emails* from your own email account.

On-line registration workload/flow over-view:

1. **Host Club Tournament Chair** Organizes an event at Host Club (own club or another club).
    - Tournament details are then sent to the Webmaster.
2. **Webmaster (or administrator)** will create the event in PerfectGolfEvent.com and activate it when ready for on-line registration (copy the link to Kachinadolls.net – for Registrant use.
    - Host Club Tournament Chair has the option to ask for ASSOCIATE access to the PGE website for:
        i. Viewing registration reports and editing website text.
        ii. The ability to create Microsoft Excel reports to copy email address to email and send out notifications to players.
3. **Host Club Tournament Chair**, edits the Event Poster (template on Kachinadolls.net)
    - Distributes to Home Club Reps, for Bulletin Boards, Luncheons and Emails.
4. **Player (Registrant):** Goes to Kachinadolls.net to Registers on-line and pays with Credit Card or Debit Card. An automatic receipt/invoice is generated by PerfectGolfEvent.com software and confirmation email are sent automatically. **SAVE this email.**
    - If a player cancels before 'no-refund' deadline:
        - Contact the Webmaster or Administrator. Players will receive an electronic reimbursement. This function will take 3-5 business days.
        - If the registrant has found another player - the new player refunds the event fee to the Registrant. Webmaster or Administrator requires the new player's name and GHIN number.
5. **PerfectGolfEvent.com Software (PGE) is automatically producing**:
    - Registration Report
    - Payment Report
    - Keeping track of Player Spot's which are reduced by one after each registration till the Field Size is full.
    - An array of other reports, most of which we will not use for this event.
6. **Webmaster, Administrator or Associate:**
   May produce and send reports which can be generated by PGE and exported to Microsoft Excel. These are suggestions:
    - Weekly – print the REGISTRATION REPORT and email to all Home Club Reps
    - Monthly – list Refund issued to registrants and send to the Treasurer
    - If new player is substituted: Edit registration details (new player).
    - **Cannot change Home Club Package** if the registrants have selected incorrect club.
    - May if needed - Edit Website Content.
7. **Administrator Access only**:
    - Print Revenue report – this lists Home Club Packages (easy to read).
    - Cannot change Home Club Package if registrant selected incorrect club.
    - Create and Copy: Example Canoa Ranch to De Lago to edit for next event.
    - Transfer funds from PerfectGolfEvent.com to Kachina Bank Account.

Webmaster, Administrator or Associate (decide who will do this task):

- Sends Golf Pro and Food & Beverage Manager, and Kachina Treasurer the REGISTRATION REPORT in Microsoft Excel format. Event is ready to run.

Event Management Software streamlines operations across the board. The webmaster benefits from auto-updating reports, ensuring up-to-the-minute access to key information. Meanwhile, Host Event and Home Club Representatives can focus more on communication with the clubs, not chasing down registrants and checks!

Perfect Golf Event access for an event

Host Tournament Chair / Interaction with Kachina Webmaster:

The preferred web-browser for editing PerfectGolfEvent.com is CHROME or SAFARI (for some reason Edge - Windows 11 has issues – which is being fixed).
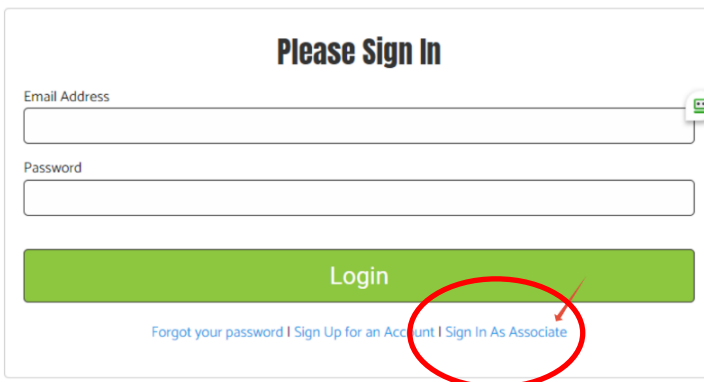
In PerfectGolfEvent.com the webmaster can/will COPY a previous EVENT to Create a new event for Hosting Home Club or create a NEW EVENT from scratch.

Sign in as Associates:

Webmaster will assign access as ASSOCIATES to Host Club Tournament Chair and Assistant and any others who are assisting on request:

Access to the website for ADMIN & ASSOCIATES is only available via **PERFECTGOLFEVENT.COM.**

- ASSOCIATES must sign-in using the **SIGN IN AS ASSOCIATE** option, located below the green Login in bar

Administrator(s) will have access to Admin. ID & Password and do not select Associate.

Six to Two months before the event – Create Website

The Host Tournament Chair and Kachina Webmaster will edit and/or create a host event website. Host Tournament Chair: Will arrange a meeting bringing - Answers from the Food & Beverage Manager and Golf Pro of the host site. The Webmaster will train and assist the Host Tournament Chair in the creation of an event website if they are interested. Otherwise, the Webmaster will input all information and activate the website.

Event Tournament organizer will receive **Associate Access** to PerfectGolfEvent.com software from the Webmaster if they request it.

Associates have editing access to all event pages and can see/use all reports. The only restrictions are the financial reports, refunds and money transfer which require Administrator access.

Administrator(s) only has access to FINANCIAL REPORTS. Administrator access can be set to one person by asking PGE to transfer ID to designated administrator. Everyone else, including the webmaster, will then be assigned Associate Access.

Select how you would like Kachina Clubs to register:

FIXED Player spots using Waitlist Guidelines:

Home Clubs will receive player spots based on current Waitlist Guidelines, which use last season's average attendance. See Appendix. Recommended for potentially sold-out events to ensure fairness.

- Manage event, Registration Packages: Create a package <mark>for every Kachina Club</mark> & Open Registration:
    - Registration package name: Kachina Club Name
    - Registration package Group: Player Packages
    - Status Active: (can be set to inactive)
    - Cost: $$ (without credit card fee)
    - Number of packages available: (refer to waitlist guidelines)
    - Number of spots include: 1 (only multiple if team game)
    - Sort order: (if you want in alphabetical order set number accordingly)
    - Brief description of what is included in package: Golf fee, lunch, cart, sweeps. *If host club state: The appropriate green fees will be collected by ProShop.*
    - PROMO CODE – do not use.
    - Make Registration Questions Required – Slide Button over
    - Registration Questions:
        - Standard text: What is your Ghin Number?
        - Standard text: Any Food Allergies (less than 6 words)?
        - Drop Down: Which Lunch? (not needed for Buffets) example:
            - Turkey
            - Chicken
            - Vegetarian
    - Ask Registrant (golfer is selected for team registrations)
- Manage event, Registration Packages: Create a package for Waitlist Registration:
    - Registration package name: Waitlist
    - Registration package Group: Player Packages
    - Status Active: (can be set to inactive)
    - Cost: $0
    - Number of packages available: 10
    - Number of spots include: 0 (no golf spots offered)
    - Sort order: at the beginning 1 or the end 12
    - Brief description of what is included in package: Waitlist you will be contacted if a player spot becomes available.

General Registration – no Waitlist Guideline used:

Recommended for events when Registration is not going to Match the Field Size, due to cost or expected low player registration.

- Manage event, Registration Packages: Create only these three packages: General Registration, Host Club (if needed) and Waitlist.
    - Registration package name: GENERAL REGISTRATION
    - Registration package Group: Player Packages
    - Status Active: (can be set to inactive)
    - Cost: $$ (without credit card fee)
    - Number of packages available: Field Size minus expected Host Club registration number. Example: field size 80, minus 15 host club players = 65
    - Number of spots include: 1 (only multiples if a team game)
    - Sort order: 1
    - Brief description of what is included in package: Golf fee, lunch, cart, sweeps. *If host club state: The appropriate green fees will be collected by ProShop.*
    - PROMO CODE – do not use.
    - Make Registration Questions Required – Slide Button over
    - Registration Questions:
        - Standard text: What is your Ghin Number?
        - Drop Down: which club do you belong to?
            - Arizona National
            - Forty Niners
            - Etc.
            - Guest
        - Standard text: Guest who would like to play with (N/A if not a guest)
        - Standard text: Any Food Allergies (less than 6 words)?
        - Drop Down: Which Lunch? (not needed for Buffets) example:
            - Turkey
            - Chicken
            - Vegetarian
    - Ask Registrant (golfer is selected for team registrations)
- Manage event, Registration Packages: Create a package for Waitlist Registration:
    - Registration package name: Waitlist
    - Registration package Group: Player Packages
    - Status Active: (can be set to inactive)
    - Cost: $0
    - Number of packages available: 10
    - Number of spots include: 0 (no golf spots offered)
    - Sort order: at the beginning 1 or the end 12
    - Brief description of what is included in package: Waitlist you will be contacted if a player spot becomes available.

Attach EVENT LINK to GoDaddy.com KACHINADOLLS.NET, SCHEDULE

Webmaster or administrator with GoDaddy.com access to Kachinadolls.net will have this ability.

Communication regarding the event to Membership:

Two months before the event

Notify all Kachina Reps that registration is open at Kachinadolls.net.

 Modify Kachina Poster Template: (Microsoft Word Document) for each event

(or print the Kachina Schedule only for your bulletin board).

Modify the KACHINA POSTER TEMPLATE to your event. The files to edit can be found on the Kachinadolls.net website under Policies and Files, files to download.

- Change the Date, Venue and Venue Address
- Save as a PDF
- Attach to the email as an attachment or in-line as part of the text.

Send it to all Home Club Reps who will printout and display on Bulletin Boards and Club websites.

One week before registration closes

Email Kachina Reps to remind their players to register. The email will include the event name, date, and tee time. Pace-of-play reminder: "KWGA encourages rounds to finish in 4 to 4.5 hours. Players should pick up at Net Double Bogey. Only two balls must be holed out per hole—above all, have fun!"

Kachina Contact Directory & Email Instructions

1. Accessing the Directory
The Kachina Secretary emails a directory of all Representatives and Board Members in **PDF** and **Excel** formats.

◆ **Always use the most recent version**—watch for updated files and discard older copies to avoid confusion.

2. Sending Group Emails
To email all Representatives:

- Open the **Excel version** of the directory.

- Copy the email addresses from the appropriate column.

- Paste them into the **"To"** field of a new email in your email account.
  (Alternatively, manually enter each address if preferred.)

💡 *Tip:* Using the Excel format makes it easy to copy and paste the full list accurately.

Event WEBSITE is LIVE when!

The webmaster has created a link from Kachinadolls.net to PerfectGolfEvent.com to YOUR EVENT.
The Registration location: Kachinadolls.net – SCHEDULING – YOUR EVENT
Check it works!

ON-LINE REGISTRATION

FIXED PLAYER SPOTS - REGISTRATION:

a. REGISTRATION: go to KACHINADOLLS.NET, SCHEDULE. Or scan the QR code listed in the event poster, click on Register Now.
b. EVERY HOME CLUB: is set up with a specific number of 'player spots' using the current Guidelines for Waitlist (the FIELD has been divided to give you a chance for registration.) See Appendix.
c. WAIT LIST: all players will use the wait list if their home club quota is full. No payment has been made at this time.
d. HOME CLUB REGISTRATION: closes one week before event registration closes. All open player spots will be moved to "Open Registration" by the Event Tournament Chair.
e. OPEN REGISTATION: it may open one or two weeks before the event registration closes.
f. Waitlisted players will be notified via email by the Event Tournament Chair.
g. Priority for 'player spots' is made on a 'first come' basis.
h. PAYMENT: by credit card (a processing fee of 3.9% will be added at checkout or incorporated in the Enrolment Fee). Payment by check will no longer be available.
i. EMAIL RECEIPT: confirmation of payment and a CODE to allow the player to edit their Registration. Which is useful if cancellation is necessary, for example find another player and change details in Registration. New players will be expected to refund people who cannot play.

Cancellation:

Cancellation by Player Procedure:

Where is it possible to find another player. The registrant must let the Host Event Tournament Chair, Administrator or Webmaster know before NO REFUND DATE.

- **Cancellation after the No Refund Date – no refund will be made.**

Cancellation by Host Club What to expect:

Depending on the contract terms. This does vary from club to club.

Cancellation due to weather:

- The club may reschedule the event to another date.
- If 9 holes are played there will be no refunds due to weather.
- Many of Golf Courses will give out play certificates (in leu of green fee refund).
- Many Golf Courses will offer another play date for the tournament to be rescheduled.
- Food & Beverage being may have no flexibility and food service will be offered on the day of the cancelled tournament.
- The committee will arrange a game or quiz.

GENERAL - PLAYER REGISTRATION

🖥 How to Sign Up for an Event

1. Choose Your Device: You can register using a computer, tablet, or smartphone.
2. Open a Web Browser: Use any browser such as Chrome, Safari, or Firefox.
   ⚠️ *Note:* Microsoft Edge may have compatibility issues due to browser extensions.
3. Visit the Website: Go to **Kachinadolls.net** and select the appropriate Event OR Scan QR Code to go directly to Kachinadolls.net.
4. Follow the On-Screen Instructions
   Complete registration using the Host Event Registration screens:
   ✅ At checkout, enter your USGA GHIN number, choose a lunch option, and list any food allergies.
   ✅ Select your Home Club package (scroll to find your club).
5. Save Your Confirmation Email
   After registering, you'll receive a receipt/invoice via email. *Be sure to SAVE this email (see example photo).*
   📬 *If you don't see it, check your spam or junk folder.* The sender will appear as PerfectGolfEvent.com.
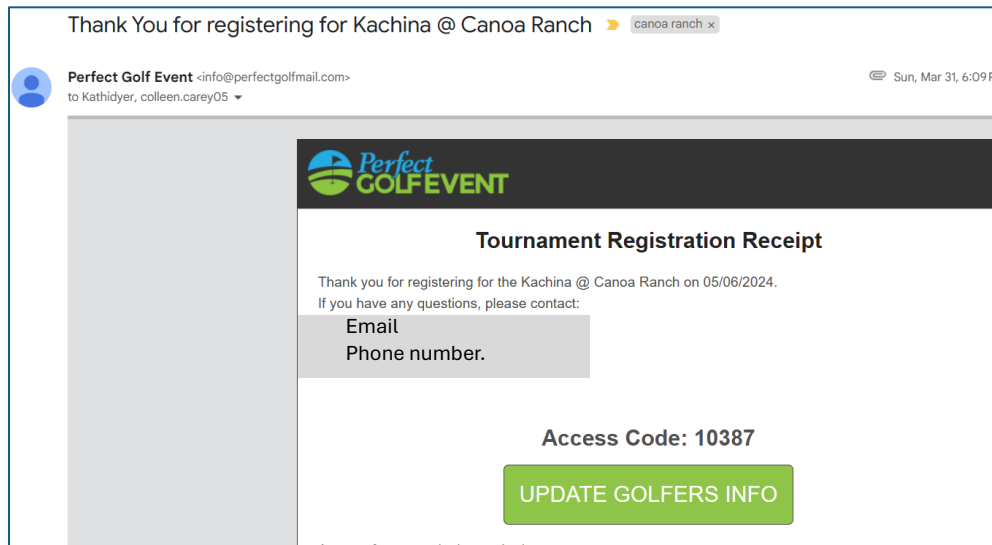
⏳ Waitlist Registration Instructions

- **To join the waitlist:**
  Select **WAITLIST** during Registration and complete the sign-up process as usual.
  💬 *Note:* No payment is required at this stage. An invoice/receipt will be automatically emailed to the player for confirmation.
- **After waitlist registration:**
  The player will appear on the **Registration Report**, enabling the Event Tournament Chair to reach out if **OPEN REGISTRATION** becomes available.
- **About OPEN REGISTRATION:**
  This includes unclaimed Player Spots from other Home Club packages and may be offered to players on the waitlist if spots remain.

> **Important Reminder: Please register only one player at a time.**
> This system is designed for individual registrations. When multiple players are entered simultaneously, only the first entry is captured, and the others are not visible to us.

COMPUTER SCREENS - ADMINISTRATION of an event:

Activating OPEN REGISTRATION (used only with FIXED PLAYER SPOTS)

This task can be performed by the Webmaster or any individual with Associate-level access.

- Close all HOME CLUB packages **one or two weeks before the event close date.**
- Go to PGE, Manage Event, Registration Packages and edit all clubs to INACTIVE
- Go to PGE, Manage Event, Registration Packages and edit Open Registration to ACTIVE
- Go to PGE, Manage Event, Registration Packages and edit WAIT LIST to ACTIVE

How many player spots are still open?

- Go to REPORTS, EVENT REGISTRANTS REPORT

- EXPORT CVS and open file.

This spreadsheet has data columns which are not needed!

- o Highlight Spreadsheet and Format, Auto Column Width
- o Delete excess columns leaving:
    - Registrant first name
    - Registrant last name
    - Registrant email
    - Registrant phone number
    - Registrant package name (home golf club)
    - QA#1 USGA GHIN number
      Print a copy of this new spreadsheet.

Activate Open Registration Package:

Count the number of registered players (not including waitlist) and subtract that number from the field size. Example: field size (80) minus sold 'player spots' (65) = open 'player spots' (15)

- Go To MANAGE WEBSITE, REGISTRATION PACKAGE
- Find OPEN REGISTRATION

- populate "Number of Packages Available": example 15.
- Number of Golf Spots included: always set to **ONE**.
- Change the STATUS to: **ACTIVE**.

Notify WAITLISTED players:

📧 Contacting Waitlist Players for Open Registration
1. Locate the Waitlist Group
In the **Registration Report**, identify the section listing all players on the **Waitlist**.
2. Copy Email Addresses
Highlight the email addresses of waitlisted players.
Copy and paste them into the **BCC** (Blind Carbon Copy) field of a new email in your email provider (e.g., Gmail).
3. Compose the Invitation
Invite waitlisted players to register via **OPEN REGISTRATION** by including these steps:
- ◆ Go to **Kachinadolls.net**
- ◆ Find the **Event venue** and select **REGISTER**
- ◆ Choose **OPEN REGISTRATION** and complete sign-up
- 📌 **Notes:**
Player spots are available on a **first-come, first-served** basis.

Participants from other Home Clubs may also be registering at this time.

CLOSING THE EVENT – no more registrations allowed!

This task can be performed by the Webmaster or any individual with Associate-level access.

In PGE Under **Manage Event** the **Event Settings** - turn off "**accept online registrations**" when you want to prevent anyone from registering.

Player Count for Golf Pro

When Registration Close date is reached: Open PerfectGolfEvent.com:

- Go to REPORTS, Registrants Report
- Export **Event Registrants Report** to Microsoft Excel and create lists for:

- EXPORT CVS and open file.
- Format CVS file.
  - o Highlight Spreadsheet and Format, Auto Column Width
  - o Delete excess columns leaving:
    - ▪ Registrant first name
    - ▪ Registrant last name
    - ▪ Registrant email
    - ▪ Registrant phone number
    - ▪ Registrant package name (home golf club)
    - ▪ QA#1 USGA GHIN number
  - o Delete Waitlisted Package list (these registrants will not be playing)
  - o Check that all Cancelled Registrants have been delete
  - o Save this New Registration Report it is now in a suitable format for the Golf Pro to import into Golf Genius. Email to Golf Pro with a count of players.

Registrants First Name	Registrants Last Name	Registrants Email	Registrants Phone	Registration Package Name	QA #1
Thelma	Flintstone	tflintstone@whoknows.com	520-111-1234	LPGA-Tucson Chapter	111555
Minnie	Mouse	m123mouse@guesswhat.com	707-112-4321	LPGA-Tucson Chapter	7776667
Jessica	Rabbit	Jessisbest@whoknows.com	520-999-0077	The Views Golf Club	999886
Lisa	Simpson	lsimpson123@guesswhat.com	916-911-9922	The Views Golf Club	9876543
Ariel	Mermaid	lovefish24@whoknows.com	520-888-7766	Saddlebrooke Ranch	123456
Jane	Jetson	spacegirl1962@guesswhat.com	417-666-7654	Saddlebrooke Ranch	2349876
	Sample Spreadsheet				

⚠ Troubleshooting

Missing GHIN Numbers in the Report

Issue 1: GHIN Number Missing from Registrant Record
- Cause: The question *"What is your USGA GHIN number?"* (QA#1) was not activated in the Home Club Package or was entered as standard text instead of a question field.

Solution:
- Email the affected players to request their GHIN numbers.
- Once received, go to Manage Registrants.
- Find the player, select Edit, and manually enter the GHIN number.

Issue 2: GHIN Number Still Not Appearing on the Registrants Report
- Cause: The system may have saved the GHIN input under the wrong profile type (e.g., "Golfer" instead of "Registrant").

Solution:
- Go to the Home Club Package and verify that QA#1 is set to be answered by Registrant, not Golfer.
- Return to Manage Registrants, edit the player again, and scroll down—the GHIN question may have shifted lower on the page.
- Enter the GHIN number into the correct field.
- Check the Registrant Report to confirm that QA#1 is now properly populated

Questions in the wrong columns on Reports:

Questions must be added in the same order when creating each Registration Package. Change the question order, the columns in Excel will be muddled: Example: Q1, Q2, Q4, Q3. There is no easy fix and if the system is live, you cannot delete registration package and start over.

NEW EVENT created by copying over past event
– Questions missing in Registration Packages.

Check every package when setting up a new event by copying over a previous event.

- Add Questions: if needed

LUNCH PACKAGE count for Catering:

This task can be performed by the Webmaster or any individual with Associate-level access.

When Registration Close date is reached: Open PerfectGolfEvent.com:

- Export **Registrants Report** to Microsoft Excel and create lists for:
- Go to REPORTS:

- EXPORT CVS and open file.
    - Highlight Spreadsheet and Format, Auto Column Width
    - Delete excess columns & row leaving:
        - Registrant first name
        - Registrant last name
        - Registrant email
        - Registrant phone number
        - Registrant LUNCH package
        - QA#2, 3, 4 Food Options
        - QA#5, 6, 7 Allergy questions
    - Save Report.
    - This list is suitable for Catering.
    - Email to the Event food and beverage manager with a summary of spreadsheet food options.

Calculating Awards (Sweeps)

Refer to Player Count for Golf Pro Report, and Appendix Kachina Payouts

Payout can be in the form of Pro Shop Credits or Amazon Gift Cards liaise with Kachina Treasurer regarding payouts.

- Field count – players registered. (This will be used to create an invoice for payment.)
- Field count – players registered is also used to calculate the award pot. For example, $5 per player x 100 field count = $500 (this amount will also be used to calculate the Awards invoice for payment if Pro Shop credit is being paid out)
- Golf Pro – needs a Microsoft Excel file to import players into Golf Genius
- The Golf Pro will need to know how many places to make awards to: See Guideline for payments. Round to the nearest dollar.

END of EVENT

Liaison with KACHINA TREASURER

Event Payment:

This task can be performed by the Webmaster or any individual with Associate-level access.

Kachina Treasurer will need reports to write checks or pay with Debit Card.
- Registrants Report – pay golf fee to Golf Pro
- Food & Beverage final order - pay F&B department.
- Awards pot (sweeps) – to pay Pro Shop for gift cards or order Amazon gift cards.

Accounting Reports required:

This task can be performed by Administrator only: (one person only has this access)

Kachina Treasurer can ask Webmaster to Electronically transfer funds from PerfectGolfEvent.com to Kachina Bank Account. (Admin Access only).

- Transfer funds electronically to Kachina Bank Account from PerfectGolfEvent.com.
- Reports needed:
    - Final Registrant Report (Associate or Admin access)
    - On-line Payment Report (Admin access only)
    - Revenue Report (Admin access only)

SCREENS: PAYMENTS & TRANSFERS (Admin access only)

Manage Payments:

MANAGE PAYMENTS

> PAYMENT OPTIONS
> MANAGE INVOICES
> INVOICE/RECEIPT SETUP
> REVENUE & EXPENSES
> REQUEST FUNDS

In PerfectGolfEvent.com:

Select the event in progress – example: Canoa Ranch.

The event DASHBOARD:

MANAGE PAYMENTS. Click on Manage Payments (on the left) to see the options as shown here.

Invoice/Receipt Setup

Treasurer information

REGISTRATION PAYMENT OPTIONS   VIEW WEBSITE →

Most events utilize Perfect Golf Event to manage the credit card payment process. If a registrant needs assistance, they can reach our finance team directly. It is not unusual for the registrants to need some assistance during the registration process. Additionally, you will have the option to pass through the PGE processing fee to the registrant or give them the option to cover the processing fee. A great NEW feature!

Alternatively, if you already have a payment processing account with Authorize.net, Stripe or First Data, you can select one of those options below (must be upgraded to the Birdie package or higher to utilize your own processing account).

Need help? Please set up a 15-minute meeting with a member of our finance team by clicking here.

Please select your online payment processing system:

◉ Use the **Perfect Golf Event** payment processing system. This will allow registrants to pay by major credit card. Our credit processing fee is 3.9%, but you have the option to require or request the registrant to cover the processing fee. The processing fee also covers transferring the funds to a bank account via ACH or mailing a check out to the requested address. The funds can be requested under "Request Funds".

| | Event Pays Registration Processing Fee * | | Registrant Pays Registration Processing Fee | | Registrant Chooses |
| Event Pays Donation Processing Fee * | | Donator Pays Processing Fee | | Donator Chooses |

The switches above give your event the ability to cover the 3.9% processing fee yourself, automatically charge the processing fee to the registrant/donator or give the registrant/donator the option to cover the fee for the event. To learn more, please click here.

REVENUE & EXPENSES   VIEW WEBSITE →

| Tournament Revenue | Donations | Additional Revenue | Expenses |
| $1,320.00 | $0.00 | $0.00 | $51.45 |

Export to Excel

Tournament Revenue	Donations	Additional Revenue	Expenses
Jeanne Jensen		SaddleBrooke One	$88.00
Melinda Hawkins		SaddleBrooke Ranch	$88.00
Nobi Pyle		LPGA-Tucson Chapter	$88.00

Registration Payment Options.

Recommend that Player pays 3.9% processing fee.

If a player requests a refund with the set up shown with processing fee included in the Event Fee. Kachina ends up paying 3.9% processing fee.

Revenue & Expenses:

The average number of players per club over the season. Sets the 'player spots' for each Home Club package. **Export to Excel to manipulate.**

Expenses in this case are 3.9% processing fee.

Tournament Revenue includes the 3.9% processing fee.

Export Print and save this report.

REQUEST FUNDS   VIEW WEBSITE →

Funds Available: $768.55

This reflects the online credit card payments for organizers using the PGE credit card processing system minus the 3.9% credit card processing fees.

○ Electronic (ACH to your bank)
2 to 3 business days | Free | Limited to $25,000 per day | Typically no charge by receiving bank Detail

○ Wire Transfer
Same Day or Next Business Morning | $25 fee per transfer (Free over $25,000) | Receiving bank may charge a small fee Detail

○ Check to Organizer or Vendor
2 to 3 business days + Mail time from New York | Free* Detail

Past Requests:

Request Date	Amount	Payment Type	Account Name or Paid To	Status
03/26/2024	$500.00	Electronic	Kachina Women's Golf Association	PROCESSED

Request Funds:

Electronic (ACH) to Kachina Bank you will need:
- Kachina Women's Golf Association
- Routing #:
- Acct #:
- Treasurer name, Address & Tel: #.

Example: shows funds paid to Kachina Bank Account.

QUESTIONS?

How do I issue a refund and delete a registrant?

Associates & Administrator access to:

Manage Registrants Report:

You can refund, delete, edit, or add a registrant underneath the Manage Registrants tab.

To delete a registrant, click on the trash can icon next to the registrant's name (if paying via invoice). If you do not see a trash can, it means the registrant paid using the Perfect Golf Event Payment Processing system. These registrations can be refunded by clicking on the $ symbol next to the registrant's name. These registrations will be removed from your event once the refund has been processed.

- The Player will be refunded in 1-3 days. PerfectGolfEvent.com alerts the Player, Administrator and Associates when processing is completed.

Dealing with registrant problems, refunds, typos, manual registration

Look at the screen above: **ACTION**

- Symbol ✎ : edit registration (correct Typo's or change name of registrant.)
- Symbol $: Refund Credit Card (the amount of refund can be adjusted).
- Symbol 📢 : resend registrant's receipt/invoice.
- Symbol 👁 : View registrant's receipt/invoice.

Golfer Link: Resends registrant email with access code for them to edit.

Payment Type: PGE = PerfectGolfEvent.com

Add a Registrant manually.

Note: Avoid offering this option as it will cause a lot of work to go forward.

Add Registrant button: to manually enter registrant who has paid by check to Home Club Rep.

Please select Registrant package ☒

Note that this list of packages includes those that have been marked inactive. Only the organizer can add to these packages, and they do not appear on the primary website.

Proceed to Add Registrant

Name	Quantity	Cost	Number of Golfer
Lunch Guest	0 ▾	$0	O
Wait List	0 ▾	$0	O
Open Registration	0 ▾	$88	O
Forty Niners Country Club	1 ▾	$88	1

MANAGE REGISTRANTS   VIEW WEBSITE →

Packages: Forty Niners Country Club 1   Normal Cost: $88.00

Cost *
$ 88.00

Company Name:

Golfer First Name 1 *

Golfer Last Name 1 *

Golfer Email 1

Golfer Handicap 1

Your USGA Ghin Number:

Company Name

Payment Method *
Online ▾

Credit Card Number: *

CVV: *

Exp Month: *
January ▾

Exp Year: *
2024 ▾

Your USGA Ghin Number:

Submit   Cancel

Paying by Check does not guarantee a "player spot". On-line registration takes priority.

Checks can take 5 days to arrive!

Select a Registrant (Home Club) Package.
Example: Forty Niner CC

Set Quantity: 1

PROCEED TO ADD REGISTRANT
(button top right)

MANAGE REGISTRANTS:
Enter all player details: (sometimes twice)

Name, email, handicap, USGA GHIN Number, address, Credit Card & CVV and submit.

An email confirmation will be sent to the registrant.

CHECKS
Change the Payment method to Invoice.

Mark invoice paid if you have the check. Leave it open till the check is received!
No check – no player spot!

Registrants will get an invoice marked appropriately.

Administration access Only:

- Manage online payment!
- Manage Invoice Report.
  To see if all invoices are received and payment made.

How Do I Set up My Next Event?

Login to your Organizer Dashboard in PerfectGolfEvent.com. Then, click on Create New Event.

If you wish to copy over a past event, click on "Copy an Existing/Past Event". From here you can select which event you would like to copy. This will move over all the details from your previous event, so you do not have to start from scratch.

IMPORTANT: You will always be able to access information from your previous events so you can download past player and sponsor lists. All your events will be listed when you first login and can be found in the "Organizer Dashboard".

Create for the new Event Tournament Chair an Associate login.

Where is the new Website URL Address for My Event?

From PerfectGolfEvent.com, Event Dashboard, click on View Website in the top right corner. You will see your website link which ends in PerfectGolfEvent.com.

The number at the end is used for all Technical Support enquiries.

The Webmaster will copy and use this link in the Schedule on Kachinadolls.net for online registration.

Instructions to link to Kachinadolls.net

Webmaster will copy the new event URL from PerfectGolfEvent.com

- Open GoDaddy.com – sign in.
- Select Edit, Kachinadolls.net
- Select Schedule and go to the event (example: Del Lago)
- Type and Highlight: Click here to Register.
- Click on the CHAIN Icon. A box pops up asking for URL.
- Paste URL from PerfectGolfEvent.com for new event (example: Del Lago).
- Confirm DONE. Save and Publish website.

Event is now accessible from Kachinadolls.net.

How to add Associates.

Associate log-in created from PerfectGolfEvent.com.

Select Event (example: Del Lago)

In the Event Dashboard

Select Manage Event

Select Manage Event Settings

Go to tab: Associates

Fill in Associate details.

Option:

Make additional recipient – you will get emails when registrants register, or funds are transferred etc.

Save.

+ Add - to create more Associates.

NOTE:

Associates can edit and view everything except Payment

Hosting Home Club can I use a PROMO CODE?
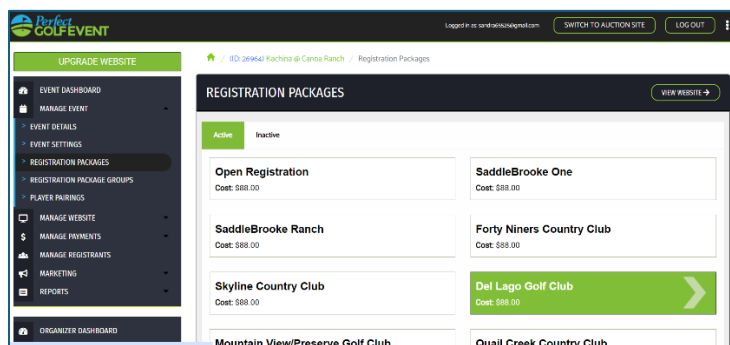
When a club hosts an event, consideration needs to be given annual memberships

PROMO codes are abused or forgotten causing more administration work: example: Refund of green fee. AVOID this option and create Host club registration package for just food and sweeps let the host club collect green fees.

- Select: Manage events.
- Select: Registration Package (example: Del Lago)
- Registration Package Name: (example: Del Lago)
- Registration Package Group: Player Package
- Status: Active (if this is set as inactive it will not be seen at registration)
- Cost: The cost of event (example: $88)
- Payment method accepted in the package: Online Payment (make sure invoicing is off)
- Number of packages available: (refer to Appendix Guidelines for Waiting List)
- Number of golf spots included: 1 **(always set to one).**
- Sort Order: This is to get packages into Alpha Order.
- Brief description of what is included in the package: Host club Package a note to registrants that green fees will be charged to their member accounts or collected by the ProShop.
- Add Questions: Standard Text, what is your USGA GHIN Number? Allegies?
- Add Questions: Drop Down box: What is your home club? Lunch selection?
- Ask Registrant. (& golfer, golfer only does not work well)

Instructions on how to change treasurer name of invoices.

Webmaster – administration only

- Select: Manage Payments
- Select: Invoice/Receipt setup
- Enter Kachina Treasurer details!

Instructions on how to delegate MAIN Event contact person on receipts.

Webmaster or associates.

- Select: Manage Event
- Select: Event Details
- Scroll down: Add contact information.
- Email address on the receipt at present can only be changed by Technical Support. Contact help desk via email and it will be changed in 24 hours.

Appendix

The following documents are subject to changes.

Consider all documents for guidance and discussion.

Every Kachina Representative and Executive Board member may call for changes to be made.

GUIDELINES to Maintain Bylaws and Standing Orders

Curtesy of Microsoft Bing:

Bylaws

When creating bylaws for a **501©(4) organization**, it's essential to outline the fundamental rules and procedures that will govern your nonprofit. Here are the key elements to include in your 501©(4) organization's bylaws:

1. **Official Name of Your Nonprofit**: Clearly state the official name of your organization. This name will be used for legal and administrative purposes.
2. **Principal Address**: Specify the organization's principal address. This is where you will store your corporate records and conduct official business.
3. **Purpose of the Organization**: Describe the purpose or mission of your 501©(4) organization. Be concise and specific about the goals you aim to achieve. For example, if your organization focuses on advocacy, political activities, or social welfare, outline these objectives.
4. **Board Structure**: Provide an outline of the board structure. This includes defining the minimum and maximum number of directors who will serve on the board. Clarify their roles, responsibilities, and terms of service.
5. **Officers**: List the officers of your organization, such as the president, vice president, secretary, and treasurer. For each officer, describe their duties and responsibilities.

Remember that bylaws serve as your nonprofit's operating manual, guiding actions, decision-making, and governance. While creating them, ensure compliance with applicable state laws and regulations. Keep in mind that bylaws should focus on fundamental rules, and detailed operational guidelines (such as staff job descriptions, fundraising guidelines, etc.) are better suited for separate procedure or policy manuals.

Feel free to customize these elements to fit the unique needs and goals of your 501©(4) organization!

Standing Rules

Standing rules are essential for the smooth functioning of an organization. They provide specific guidelines for day-to-day operations, meeting procedures, and other recurring activities. Here are some key aspects that **standing rules** should include:

1. Calendar of Events:
   - Specify who prepares the PTA's event calendar and who approves it.
2. Define the process for selecting committee members.
   - Clarify each chair's responsibilities.
   - Notices and Communication:
3. Describe how notices are prepared and distributed to members.
   - Identify who is responsible for approving these notices.
4. Meeting Procedures:
   - Address practical matters such as wearing name tags or special pins during meetings.
   - Determine who introduces guests at meetings.
   - Set a specific time for regular meetings.

Remember that **standing rules** are more flexible than **bylaws** and can be changed by a majority vote at any Board of Directors meeting, with or without previous notice. Developing these procedures involves appointing a committee, including experienced members, to prepare and maintain them. They serve as a valuable tool for the orderly transfer of duties from one administration to the next.

For Discussion – THIS MAY NO LONGER APPLY IN 2025/2026

Golf being popular is causing problems when holding events at private clubs.

A possible solution divide Kachina in half. This would mean the private club would host 2 years then have one year off.
Talking to a few GolfPro's an option may be on slow golf day in the afternoon (Sunday?). It may be best to keep catering to a minimum offer drinks (no host bar) and chips after golf.   A snack bag at registration for all players (energy bar and fruit).
If two clubs are experiencing an hosting problem, to ensure their members also have the chance to play. Select the same month on different weeks. Example below.
The example is using The Highlands and SaddleBrooke One to illustate how this would operate. The Highlands may not be experiencing hosting problems.

YEAR 1   **YEAR 2**   **YEAR 3 no host**

2023 (month TBD)	invite#	Host Player
Date 1 (TBD)		
SaddleBrooke One		unlimited
SaddleBrooke Ranch	10	
The Views	10	
Arizona National	6	
Del Lago, Vail	6	
The Highlands	10	
Total Guests	**42**	

2024 (month TBD)	invite#	Host Player
Date 1 (TBD)		
The Highlands		unlimited
SaddleBrooke Ranch	10	
The Views	10	
Arizona National	6	
Del Lago, Vail	6	
SaddleBrooke One	10	
Total Guests	**42**	

& repeat

2023 (month TBD)	invite#	Host Player
Date 2 (TBD)		
The Highlands		unlimited
LPGA Tucson Chapter	6	
SaddleBrooke One	10	
Mt.View/Preserve GC	6	
Oro Valley	6	
49'ers GC	6	
Quail Creek	6	
Skyline CC	6	
Total Guests	**46**	

2024 (month TBD)	invite#	Host Player
Date 2 (TBD)		
SaddleBrooke One		unlimited
LPGA Tucson Chapter	6	
The Highlands	10	
Mt.View/Preserve GC		unlimited
Oro Valley	6	
49'ers GC	6	
Quail Creek	6	
Skyline CC	6	
Total Guests	**40**	

Golf Cart assitance!

Example ONE Club Hosting - SaddleBrooke One could ask Mt.View for golf cart assistance both years.

YEAR 1   **YEAR 2**   **YEAR 3 no host**

2023 (month TBD)	invite#	Host Player
Date 1 (TBD)		
SaddleBrooke One		unlimited
SaddleBrooke Ranch	10	
The Views	10	
Arizona National	6	
Del Lago, Vail	6	
The Highlands	10	
Mt.View/Preserve GC		unlimited
Total Guests	**42**	

Golf Cart ~~assitance!~~

2024 (month TBD)	invite#	Host Player
Date 2 (TBD)		
SaddleBrooke One		unlimited
LPGA Tucson Chapter	6	
The Highlands	10	
Mt.View/Preserve GC		unlimited
Oro Valley	6	
49'ers GC	6	
Quail Creek	6	
Skyline CC	6	
Total Guests	**40**	

& repeat

Author: Julian Whalen 1/1/2020

KACHINA PAYOUTS

To be calculated into event fee structure, Prize payout fee $4 to $5 per player.
Host Kachina Representative may give this page to their ProShop

Prizes are traditionally awarded as Hosting Club Pro Shop Credits or gift cards.
Payouts are traditionally awarded to between 24%-35% of the field. The following table is a guideline only.

PLACE	Up to 43 players	players					
		44-55	56-70	71-84	85-95	96-108	109-120
1st	40.00%	35.00%	30.00%	29.00%	25.00%	20.00%	19.00%
2nd	35.00%	30.00%	25.00%	24.00%	20.00%	17.50%	16.00%
3rd	25.00%	20.00%	20.00%	19.00%	17.00%	15.50%	13.50%
4th		15.00%	15.00%	14.00%	14.00%	13.50%	11.50%
5th			10.00%	9.00%	11.00%	11.50%	10.00%
6th				5.00%	8.00%	9.50%	9.00%
7th					5.00%	7.50%	8.00%
8th						5.00%	7.00%
9th							6.00%
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Examples: (pairings = 4 player team)
Field of 40 players divide by 30% = 13 players divide by pairing of 4 players = 3 pairings paid
Pot = $5 x 40 =$200,
Payout 1st place = $80 per pairing (divide by 4 players = $20.00 each)
Payout 2nd place = $70 per pairing (divide by 4 players = $17.50 each)
Payout 3rd Place = $50 per pairing (divide by 4 players = $12.50 each)

Field of 72 players divide by 30% = 24 players divide by pairing of 4 players = 6 pairings paid
Pot = $5 x 72 =$360,
Payout 1st place = $104.44 per pairing (divide by 4 players = $26.10 each)
Payout 2nd place = $86.40 per pairing (divide by 4 players = $21.60 each)
Payout 3rd Place = $68.4 per pairing (divide by 4 players = $17.10 each)
Payout 4th place = $50.40 per pairing (divide by 4 players = $12.60 each)
Payout 5th place = $32.40 per pairing (divide by 4 players = $8.10 each)
Payout 6th place = $18 per pairing (divide by 4 players = $4.50 each)
Note: Host Club to make decision to round payout up or down whole $$ amount (Pot of $360 is final)

Revision Date: 1/1/2020

2023-2024 – Guideline for Waiting List. (FIXED Registration only)

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:	120	110	100	90	80	70	60	Priority Sequence
49'ers CC	9	8	8	8	6	5	4	5
Arizona National GC	8	8	8	8	7	5	4	4
Del Lago GC, Vail	9	8	6	7	6	5	4	6
LPGA Tucson Chapter	8	8	7	7	6	5	4	10
Mountain View/Preserve	8	9	7	7	6	5	4	8
Oro Valley CC	8	8	7	7	6	5	4	11
Quail Creek, Green Valley	8	8	7	7	6	5	4	9
SaddleBrooke One	14	13	12	12	11	10	9	2
SaddleBrooke Ranch	15	13	12	12	11	10	9	7
Skyline CC	8	8	7	7	6	5	4	3
Saweilo	8	8	7	6	6	6	6	12
The Views	13	13	12	12	11	10	8	1
Guideline Total:	**116**	**112**	**100**	**100**	**88**	**76**	**64**	
Teams of 4:	**29**	**28**	**25**	**25**	**22**	**19**	**16**	
Carts needed:	**58**	**56**	**50**	**50**	**44**	**38**	**32**	

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.

Pace of Play Policy (rev: 4/20/21)

Kachina Women's Golf Association, Tucson, Arizona

Everyone is entitled to a good pace.

All players must keep pace with the group in front of them.

If you fall out of position or behind the pace of play (guideline averaging 14 minutes per hole), you will be asked to regain your position on the course.

Pace of play: Ranger/Marshall can implement (1,2,3)

> 1st Warning - Ranger can ask players to "pick up the pace."
> 2nd Warning - Rangers will have the authority to move extreme slow groups up to the next Tee box when slow play does not improve position (players will take the tournament max score for missed hole)
> - KWGA will take the following actions if a Ranger/Marshall has PROVIDED players names.
> - KWGA - President to investigate issue.
>
> KWGA Board will issue a written pace – warning to all members of Pairing.

Our policy is in no way meant to alienate and/or make one feel inferior. This is merely an attempt to ensure that everyone playing in Kachina has an enjoyable round of golf.

Handicap: Remember that picking up your ball is permitted by the USGA Handicap System.

When the game is a team format or Stableford game, a player who is "out of the hole" or cannot improve her standing in the game of the day, should pick up her ball to maintain pace of play. She will apply WHS rule for "Net Double Bogey" or if the hole is not played "Net Par".

Maximum Hole Score for Handicap Purposes (Net Double Bogey)

The maximum hole score for each player will be limited to a Net Double Bogey, calculated as follows:

> Double Bogey + handicap strokes a player receives (or gives) based on their Course Handicap ("or gives" only applies to plus handicap players)

When a player does not play a hole, "Net Par" must be recorded as their score for the hole. Net Par is equal to Par + any handicap strokes the player receives.
In team games like "two best ball" and match play a player may pick up if out of the hole. The player must use their best judgement for the number of strokes needed to complete the hole from that position. This may not exceed Net Double Bogey. The score should be marked with an 'X' example X6 for handicap purposes only (cannot be used for team score).

Rules:
For all KWGA events, the Rules Committee shall consist of the following who are present:
KWGA Board Member. The Golf Professional or Club Rules Official (Male or Female) if available.

All ties will be determined by scorecard playoff USGA (last 9, 6, 3, 1 holes).

All players will play to a Maximum Course Handicap of 36
> ** Note: 2 pops per hole – please correct if printing errors if they occur!
ALL PLAYERS ARE REPONSIBLE FOR POSTING THEIR OWN SCORES Tip: Photograph your score card!