

# *GWGA TOURNAMENT POLICIES AND PROCEDURES*

## **I. GENERAL RULES AND CONDITIONS OF PLAY**

All competition conducted by the Association shall be in accordance with the governing rules and regulations of the United States Golf Association.

1.01 The President and Board of Directors shall be responsible for obtaining all tournament sites.

1.02 The Tournament Chair, Rules Chair and appropriate persons at the tournament site may establish local rules they deem necessary. Tournament information and specific rules applicable to the tournament shall be available to all players prior to the competition on-line. Rev. 1/19

1.03 A tournament program, stating tournament regulations, specifying the effective Handicap Index Revision date and a tournament entry form shall be made available on-line to all members of the Association at least seven (7) weeks prior to the tournament. Rev. 1/89, 1/93, 1/05, 1/19

1.04 Members in good standing in the Association are eligible to enter and compete in tournaments conducted by the Association. Handicap indexes above the maximum index of 23.2 will be adjusted down to this maximum for play in Association Tournaments.

The Board of Directors shall approve the eligibility of entrants and reserves the right to reject any application and refund any entry fee. Rejection can occur at any time, including during actual competition. Rev. 6/95, 4/98

### **1.05 ENTRY PROCEDURE:**

1. Entries must be submitted on the GWGA tournament entry form.
2. No entry shall be accepted unless accompanied by the full amount of the entry fee specified in the tournament program.
3. All entries must be completed and received by the date specified in the tournament program as the deadline for close of entries (4 weeks before the Tournament). No "walk-in" entries shall be accepted Rev. 6/98, 1/05
4. Both Four-Ball team members are to be notified of the team's acceptance. The order of acceptance shall be determined for each tournament. Rev. 1/05 1/19
5. No player accepted into the field shall have her entry fee refunded after the date specified in the tournament program as the deadline for refund of entry fee (2 weeks before the Tournament). Except for 1.04A above. Rev. 6/98
6. No starting-time requests shall be honored.

7. Four-Ball Registration must be in person at the tournament site or, in emergency, by telephone prior to the deadline specified in the tournament program to complete a player's entry. An individual authorized by the player may register the player provided the individual can verify and supply all necessary information and pay all fees. Penalty for failure to complete entry is disqualification rule. Rev. 1/90, 1/93, Rev. 1/01 1/19

1.06 All players must comply with the Dress and Conduct Codes of the Association as specified in the By-Laws, Article VIII, Paragraphs 8.01 and 8.02.

1.07 Carts as approved by Board of Directors to be used by players during competitions. GWGA will follow the policy of the Host Club for players under age 16.

- A. Pushcarts may be allowed at the State Am, if Host Club policy permits.
- B. Players shall be permitted caddies. Rev 1/19

1.08 Each player shall be responsible for knowing the conditions under which the competition shall be played.

1.09 Except under emergency circumstances, no player permitted to leave the golf course during play without permission from a tournament official.

1.10 All rule disputes shall be decided by the Tournament Rules Committee of the Association in accordance with the USGA Rules of Golf and their decision shall be final. Rev. 1/93

1.11 Slow play shall not be tolerated, and appropriate penalties shall be assessed in accordance with the "Slow Play Policy and Procedure" "adopted by the Board of Directors. Copies of this policy shall be available to all players on-line prior to competition. 1/19

1.12 The SPECTATOR POLICY adopted by the Board of Directors shall be available to all players on-site and on-line. 1/19

1.13 Player scorecards must be properly marked, signed, attested, and delivered to Official Scorers at the Scoreboard table immediately after play is completed. Rev. 4/88, 1/93

## **II. CHAMPIONSHIP TOURNAMENT POLICIES**

2.01 The Championship Tournament shall be played annually in the Summer. The dates to be determined by the President at the discretion of the Host Club and with the approval of the GWGA Board of Directors. The winner of the Championship shall be the *Georgia Women's Amateur Champion*.

2.02 The competition shall be played over a course considered by the GWGA Tournament Committee to be of championship caliber.

2.03 The competition shall be fifty-four (54) holes of stroke play and may be played from two sets of tees, which shall be designated by the GWGA Tournament Committee as "Championship" tee and "Tournament" tee. Rev. 1/03 ,5/20.

2.04 Players entering the tournament with a HCI of 5.4 or less SHALL play from the set of tees designated by the GWGA Tournament Committee as the Championship tee. Players entering the tournament with a HCI greater than 5.4 but less than 10.0 may indicate on the entry form whether they wish to play from the Championship tee or the set of tees the GWGA Tournament Committee designates as the Tournament tee. Rev 1/03, 1/13

All other competitors shall play from the Tournament Tee. Rev. 1/03, 4/08

2.05 The Host Club shall provide the course and facilities necessary for the tournament dates, as well as a practice-round date immediately preceding the tournament dates and shall accept all entries certified by the Association. Rev. 1/98

2.06 The field shall be determined by the GWGA Board of Directors and Host Club. 6/20

2.07 A tournament program, which states the tournament regulations, specifies the effective Handicap Index Revision date and includes an entry form shall be made available on-line to all members of the Association at least seven (7) weeks prior to the tournament. Rev. 1/05

2.08 Tournament entry procedure shall be in accordance with GENERAL RULES AND CONDITIONS OF PLAY, ¶1.05.

2.09 Entries shall be accepted only from members whose membership applications are submitted and accepted in accordance with the Bylaws of the Association.

2.10 Order of Acceptance (the lower handicap index and date of entry determine priority in each group):

- A. Defending Champion, (entry fee complementary, Rev. 2016)
- B. Entries with the lowest handicap Indexes of the allotted field. Rev 2/03, 1/20
- C. Waiting List

2.11 COMPETITION GUIDELINES: Championship Division Players shall play against the field and Tournament Division players shall be preflighted. 1/20

A. CHAMPIONSHIP TEE DIVISION

1. Players shall play against the field over 54 holes of stroke play. Rev. 1/20
2. Total tournament score shall determine winners. The Player with the lowest total score shall be the "Champion". The Player with the second lowest score shall be the "Runner-Up". Rev. 1/93, 95, 03, 06, 08, 19, 20
3. The Champion, Runner-Up, Billie Wickliffe Medalist Trophy, Ceil Maclaurin Trophy, and Burns Cup shall come those players competing from the Championship tees. Rev. 1/03. 5/08, 1/20

## B. TOURNAMENT TEE DIVISION

1. Tournament tee players shall be pre-flighted as equally as possible.

Rev.2/03, 1/06, 1/19

2. Positions within flights are determined by handicap index beginning with the player with the lowest index. Trend in handicap index is to be used to break ties in determining flight position. Rev. 1/03, 1.19/, 1/20

3. Total Tournament scores shall determine winners.

4. The Frances Rich Trophy and Super Senior Trophy shall come those players competing from the Tournament tees

5. The player with the lowest total score from the Tournament tees shall be designated as the winner of that Division. Rev 1/19

6. The player (65 and older) with the lowest total Tournament score shall be the Super Senior winner of that Division. Rev. 1/19

2.12 TIES for Champion will result in a playoff resolved immediately after the conclusion of play beginning on the hole designated by the GWGA Tournament Committee. The winner of the playoff shall be the competitor with the lowest aggregate score after the first three-playoff holes. If a tie continues to exist, the play-off shall advance to a fourth playoff hole and be resolved by sudden death. Ties for Runner-up from the Championship Division shall be broken by scorecard playoff. Rev: 1/95, 03, 06, 19

All other ties shall be resolved by matching scorecards in accordance with procedures set forth by the USGA, adopted by the GWGA Tournament Committee and published in the GWGA/GSGA Tournament Notice to Competitors. Rev 1/19, 1/20

## 2.13 PRIZES

A. Championship Tee Division Prizes in the form of Gift Certificates redeemable for merchandise at the Host Club Golf Shop will be awarded to the percentage of the field established by the Board of the Directors. Rev. 1/20

B. Tournament Tee Division shall award three Prizes in each flight: Winner, Second, and Third place. Prizes in the form of Gift Certificates redeemable for merchandise at the Host Club Golf Shop will be awarded. Rev. 1/20

C. Overall Tournament Tee Division winner will be lifted and not qualify for flight prizes.

D. The Burns Cup Winner, Billie Wickliffe Winner, Ceil Maclaurin Winner and Super Senior Winner are eligible to win additional prizes awarded based on how they finish in their flight.

2.14 Should weather conditions occur that prevent play as described in Championship Tournament Policies 2.03, 2.11 and 2.12, the Tournament Chair, Tournament Committee and officials on site may establish the format deemed appropriate and necessary to determine the State Am Champion and all winners. Rev. 1/98, 1/03,1/20

2.15 There shall be no refund of tournament fees for cancellation of play due to weather conditions. Rev. 1/98

2.16 RESULT OF THE COMPETITION. When all the scores have been posted on the official scoreboard and approved by the GWGA/GSGA Rules Committee, the result of the competition is deemed to have been officially announced. 6/20

**CHAMPIONSHIP TOURNAMENT PERPETUAL TROPHIES:**

**Hole-In-One Trophy** honors shall come from any competitor playing from the Championship or Tournament Tee Division making a hole-in-one during the Tournament. Name and year to be engraved on the trophy. Rev.1/03

**Championship Tee Division:** The Champion, Runner-Up, The Billie Wickliffe Medalist Trophy and winners of the Ceil Maclaurin Golfer Trophy and Burns Cup shall come from those players competing from the Championship Flight. Rev. 1/03, 1/19, 1/20

1. Eleanor M. Keeler Memorial Trophy - awarded to the Georgia State Amateur Champion.
2. Eleanor Keeler Trophy - awarded to Runner-up.
3. Billie Wickliffe Trophy (aka Medalist Trophy) - awarded to the player with the lowest combined score of the first two rounds. Rev. 1/06, 6/20
4. Ceil Maclaurin Trophy (aka Golfer Trophy) - awarded to the player having the lowest 18-hole score of the Tournament.
5. Burns Cup (Senior Trophy) - awarded to the senior (50 years or older) with the lowest 54 hole score of the Tournament. Rev. 1/03, 1/06, 6/20 **NOTE:** An eligible player shall signify her intention to compete for this trophy by checking the appropriate space on her entry form.

**Tournament Tee Division:** The Frances Rich Trophy and the Super Senior Trophy shall come from those players competing from the Tournament Flights.

6. Frances Rich Trophy- awarded to the winner from the Tournament Tees with the lowest 54 hole score of the Tournament.
7. Super Senior Trophy – awarded to the Super Senior winner (65 years or older) competing from the Tournament Tees with the lowest 54 hole score of the Tournament. **NOTE:** An eligible player shall signify her intention to compete for this trophy by checking the appropriate space on her entry form.

**NOTE: The GWGA Perpetual Trophies are housed by the GWGA Trophy Chair.** Winners will receive an engraved trophy to keep.

### **III. FOUR - BALL TOURNAMENT POLICIES**

3.01 The annual Four-Ball Tournament shall be played in the Spring at the discretion of the Board of Directors and the host club. It shall be played on weekdays, if possible.

3.02 Competition shall be thirty-six (36) holes of stroke play. Awards presented to one (1) NET team and one (1) GROSS team. All teams shall play as a field (no flights).

3.03 The field shall be limited to 72 teams if the tournament is to be played on one (1) course. The field shall be limited to 128 teams if the tournament is to be played on two (2) courses. Rev. 1/89

3.04 Order of Acceptance (lower handicap index and the date of entry determine the priority:

- A. Defending Team (only if same partners)
- B. All other Association Members
- C. Waiting List

The order of team acceptance is determined by the lower handicap index of the two-team members. If a tie exists, the lowest TOTAL handicap index resolves it. If a tie continues the earliest date of entry resolves it, thereafter, a blind draw is used. Rev. 1/98 1/19

3.05 Entry and/or withdrawal shall be by team only. An incomplete entry form shall not be accepted.

If there is no waiting list, and entries are closed, substitution of one team member shall be allowed. If there is a waiting list, and entries are closed, substitution of one team member shall not be allowed. A team member may compete as a single; however, if two (2) singles remain in the field, they may join and compete as a team. Rev. 1/05

The deadline for refund of entry fee applies to those players accepted into the field. It shall be the responsibility of each team to settle its own finances. Any change in entry shall be reported to the Assistant Treasurer as soon as possible. No changes in entry shall be accepted after registration is closed.

3.06 The USGA Handicap Index at the revision date specified in the tournament program shall be used for tournament entry and competition. The USGA Handicap Allowance Percentage recommended for women's four-ball stroke play shall be applied to this handicap index to determine the number of strokes each player shall receive.

The Tournament Chair and Committee have the authority to verify the handicap index of any player and adjust it as necessary. Each player's handicap strokes shall be marked on the official scorecard. Rev. 1/89, 1/91, 1/06

3.07 Players shall be provided the opportunity for a practice round prior to the tournament.

3.08 "Shotgun" starts shall begin play. The Pairings Chair who is the tournament software chair shall determine starting holes and no special requests can be considered. Play shall be in foursomes (two teams). Rev. 01/03 1/19

3.09 Ties for the low net winner shall be resolved by a sudden death playoff. The number of tied teams which shall play-off together shall be determined by the Tournament Chair. Other identically tied teams shall share equally the total of an identical number of place awards. Teams tied for low gross will be determined by a scorecard playoff.

3.10 PRIZES: Prizes in the form of Gift Certificates redeemable for merchandise at the Host Club Golf Shop shall be awarded to the percentage of the field established by the Board of Directors. Members of the winning team shall be awarded First Place Gift Certificates and suitable engraved mementoes or plaques.

3.11 If the tournament is played on two golf courses and, if play on either day is entirely rained out, half the prize budget shall be allotted to prizes for teams which competed on Course I and half the prize budget shall be allotted to prizes for teams which competed on Course II. In such case, two Low Net and two Low Gross winners shall be declared: one from each course. Duplicate engraved mementoes shall be awarded each team member. In the event of a total rain out the prize money will be distributed equally among all players. Rev. 1/90, 1/93 1/19

#### **FOUR-BALL TOURNAMENT PERPETUAL TROPHY:**

The DIRECTORS CUP shall be awarded to the Low Net Winners. Rev. 1/03 1/19

#### **IV. SPECIAL COMMITTEES**

In conducting tournaments for the Association, the Board of Directors may appoint Special Committees to carry out specific duties.

4.01 The GWGA Rules Chair may appoint Rules Officials to serve only for the duration of their specific assignment which may be to accompany and/or observe play during playoffs. These Officials do not make rulings for the players, unless they are members of the Tournament Rules Committee.

4.02 The Registration Committee operates under the direction of the GWGA Registration Chair.

4.03 The Starters Committee operates under the direction of the GWGA/GSGA Tournament Chair.

4.04 Spotters and Marshals operate under the direction and control of the GWGA/GSGA Tournament Chair and are not authorized to make rulings for players unless they are members of the Tournament Rules Committee.

4.05 The Scoreboard Committee operates under the direction and control of the GWGA Scoreboard Chair.

4.06 The Trophy Committee operates under the direction and control of the GWGA Trophy Chair.

4.07 The Publicity Committee operates under the direction and control of the GWGA Publicity Chair.

4.08 Local General Chair, Hospitality and Reservations Committee operate under the direction and control of the GWGA President. Rev. 4/88, 11/89, 4/91, 1/93, 1/19

## **V. GWGA SLOW PLAY POLICY AND PROCEDURE**

### **UNREASONABLE DELAY OF PLAY**

Rule 5.6 of the USGA Rules of Golf states: "The player shall play without undue delay. Between completion of a hole and playing from the next teeing ground, the player shall not unduly delay play." The penalty for breach of the Rule is loss of hole in match play or two strokes in stroke play. (If the player unduly delays play between holes, he is delaying the play of the next hole and the penalty applies to that hole.) The penalty for a repeated offense is disqualification.

GWGA does not wish to apply penalties for undue delay; however, the Association insists that, in the interest of all, the pace of play be reasonable. We believe that, in individual stroke play rounds, fifteen (15) minutes per hole (4 hours and 30 minutes total round) is reasonable, and that, in Four-Ball stroke play, thirteen (13) minutes per hole (3 hours and 54 minutes total round) is reasonable. These times assume that the field shall play in foursomes. Rev. 10/95, 1/19, 1/20

### **PROPER POSITION**

The committee assumes an orderly start. Each group should be approximately one starting interval behind the preceding group throughout the entire round. The position of the following group has no bearing on determining whether a player's pace of play is satisfactory. A group shall be deemed out of position if it reaches any spot on the course as much as fifteen (15) minutes for individual stroke play or thirteen (13) minutes for Four-Ball stroke play behind the preceding group. Each player is responsible for maintaining her group's proper position on the course. Rev. 10/95 1/19

### **WARNING PROCEDURE**

When a group is deemed to be out of position, an Official shall alert and warn the group accordingly after the group has completed play of the hole. The Official shall ask about



any difficulties encountered by the group, delayed starting time, or situations beyond their control which caused their delay. The Official shall advise the group that they must regain their position within the next two holes. The Official shall then move to the location on the course which represents completion of the two holes provided for the group to regain its position. If the group has not regained its position at the completion of the two holes, the Official shall begin the timing procedure.

## TIMING PROCEDURE

A group may be monitored or timed for compliance with this pace of play guideline if it is "out of position." When a group is "out of position", a player in the group is expected to play a stroke within 40 seconds. The timing of a player's stroke will begin when she has had a reasonable opportunity to reach her ball, it is her turn to play, and she can play without interference or distraction. Time spent determining yardage, selecting a club, marking and cleaning the ball, looking at the line from beyond the hole on the green or any other actions is considered part of the time for the next stroke if it is the player's turn to play.

When timing a player, if an Official determines the player is unduly delaying play between strokes, the Official may begin the timing process before the player reaches her ball. Additionally, if a player's actions are continually delaying the play of others in her group, the actual time of delay shall be added to the time used for her to play a hole. Rev. 4/88, 1/93, 1/06

## VI. GWGA TOURNAMENT SPECTATOR POLICY AND PROCEDURE

The Georgia Women's Golf Association encourages spectators who are interested in observing the competition at our tournaments. To insure fair play for all players in the Tournament, the following spectator regulations shall apply: Rev. 1/96

1. From tee to green, spectators must remain on the cart path. Rev 1/19
2. Spectators must observe play from positions which do not interfere with or delay the play of any player or group of players playing immediately behind, adjacent to or ahead of the group they are observing.
3. No carts or other automotive transport shall be permitted on the course during the competition except those used in performance of official duties or in travel to and from areas of official responsibility. Carts may be permitted during playoffs if the Host Club approves. Rev. 1/96
4. With the approval of the Tournament Chair, automotive transport may be provided to members of the media assigned to cover the Tournament. The Tournament Chair shall

designate a driver for the transport to ensure that no player is either delayed or inappropriately distracted by the media.

5. Spectators are always asked to observe golf etiquette and to respect the condition of the golf course, facilities and the services the Host Club provides to the players.

6. Spectators are reminded that advice to and/or coaching players during a competitive round is prohibited by the Rules of Golf. Players are reminded of their authority to invoke a two-stroke penalty should any player receive advice and/or coaching from a spectator during a competitive round.

7. Tournament Officials with specific tournament management responsibilities for a competitive round are authorized to ask those who refuse to observe these regulations to leave the course. Rev. 4/88, 1/93

## **VII GWGA EVACUATION PLAN**

The GWGA Evacuation plan will mirror the plan of the host club. The information will be made available in the Notice to Players or verbal announcements each day of the competition. During evacuation spectators may ride in carts in order to expedite clearing the field to avoid the imminent danger.

## **VIII GWGA PROCEDURES FOR BAD WEATHER AND SUSPENSIONS OF PLAY**

### Methods for Stopping and Resuming Play

Rule 5.7B requires players to stop playing immediately if the Committee declares an immediate suspension of play. The Committee should use a distinct method of telling players about an immediate suspension.

The following signals are generally used and recommended if possible, for consistency.

Immediate Stop: One prolonged note of the siren

Normal Stop: Three consecutive notes of the siren

Resume Play: Two short notes of siren

GWGA will use the resources of the host club if sirens aren't available. The information will be made available to all players in a notice to players or announcement.