

MEMBER'S HANDBOOK



**Promoting and providing golfing opportunities
for women, including weekly league play in
Washtenaw County**

www.hvwgc.org

Revised March 2011



HURON VALLEY WOMEN'S GOLF CLUB (HVWGC) HANDBOOK

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HURON VALLEY WOMEN'S GOLF CLUB (HVWGC) HANDBOOK

I. MEMBERSHIP INFORMATION

MEMBERSHIP REQUIREMENTS	HVWGC members must be women 18 years of age or older. With the exception of Intermediate and Learning Leagues, members who participate in league play must have an established USGA handicap index prior to the start of the league. Those without a current USGA handicap index must provide a minimum of five eighteen-hole scores or ten nine-hole scores from the past year, played on courses with a slope/rating so that a starting handicap can be calculated.	
DUES	Annual membership dues are \$50.00 for all members and include the Golf Association of Michigan (GAM) membership.	
CLASSES OF MEMBERSHIP	Club Member	Women interested in supporting the Club, participating in Club events, and receiving Club mailings.
	League Member	Women who are familiar with USGA Rules of Golf and scoring and participate on a HVWGC weekly league.
	Learning League Member	Women who want to learn to play golf, become familiar with USGA Rules of Golf and scoring and who participate on a Learning League.
	Substitute League Member	Women who are familiar with USGA Rules of Golf and scoring and are on sub list.
	New Member	Women who were not a member of the HVWGC in the prior year.
	Member on Leave	Women in good standing whose membership status is placed in abeyance for no longer than one season for personal, medical, professional or financial reasons approved by the Board of Directors.
LEAVE OF ABSENCE REQUESTS	Leave of absence requests will be considered on an individual basis, and the Board will notify members of the decision. To apply for leave of absence, members must submit a written request for a one-year exemption to the board of directors at the time of HVWGC registration.	



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II. LEAGUE SIGN UP

EARLY SIGN UP FOR SAME LEAGUE	After league play is over, current league members may sign up to return to play next year in the same league by paying the \$50.00 membership fee by October 15. The <i>Returning Member Sign Up Form</i> will be distributed to members by league chairs and is available on the Club website, www.hvwgc.org .
EARLY SIGN UP FOR DIFFERENT LEAGUE	A second early sign up will run between October 16 and November 15, when a member may sign up for a league other than their current one or request a second league if space is available. The <i>Returning Member Sign Up Form</i> will be distributed to members by league chairs and is available on the Club website, www.hvwgc.org .
SPRING LEAGUE SIGN UP	<p><i>Member Sign Up Form</i> will be mailed to prospective members and past members who did not participate in early sign up. Until January 15, leagues will be filled on a first come-first served basis, with priority given as follows:</p> <ul style="list-style-type: none"> • Returning members who have played on <u>any</u> league • Returning sub members • Returning members • New members <p><i>Participating on a particular league does not guarantee a return spot for that same league.</i></p>
LATE LEAGUE SIGN UP	<p>After January 15, all sign ups will be treated equally regardless of membership classification. Blind draws will be used to fill any remaining spots when members have the same date of application receipt and membership status.</p> <p><u>NOTE:</u> Returning members may not bring in a new member as their league partner unless the partner is accepted on a league per HVWGC league placement procedures.</p>
FILLED LEAGUE	When a league is full, a waiting list will be started by date of application receipt and membership status.
DEADLINE FOR GREENS FEES FOR LEAGUES	Greens fees must be paid to Club Treasurer in one full payment by April 1st. Greens fees for each league can be found on the HVWGC web site. Members are expected to pay without reminders, and will not be allowed to begin league play if they are in a non-payment status. Players must notify the Club Treasurer if they are pass-holding-members on the league golf course.



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II. LEAGUE SIGN UP [continued]

PLAYING ON TWO LEAGUES	Members may join more than one league if the Club is unable to fill a league after exhausting all other methods.
OTHER HVWGC EVENTS	<p>All HVWGC activities are open to members only, unless indicated otherwise. Other activities may include:</p> <ul style="list-style-type: none"> • HVWGC President's Event • HVWGC Open • HVWGC Bring-a-Friend Outing • HVWGC out-of-town trips
CLUB INFORMATION	Information about the Club and quarterly newsletters can also be found on the Club website, www.hvwgc.org .

III. LEAGUE FORMAT

TYPES OF LEAGUES	Learning League	Provides beginning golfers with limited golfing instruction and on-course league-style play at a Club-sponsored course(s) (par 3 or executive).
	Intermediate League	<p>Weekly league play for women at one of the available Club-sponsored courses that provides an opportunity to establish a USGA handicap index, practice playing consistently according to USGA Rules of Golf/etiquette and improve golf skills in a league setting.</p> <p>Participation on the intermediate league will be limited to two years. After two years, members will be required to sign up for league play.</p>
	League	Standard weekly league play for women with established USGA handicap index according to USGA Rules of Golf at one of the available Club-sponsored courses.



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III. LEAGUE FORMAT [continued]

INDEXES AND HANDICAPS	<p>A USGA handicap index will be mandatory at the start of the season for all members except Learning and Intermediate Leagues and must be maintained throughout the season. All league members and subs MUST post league play scores on the GAM web site (www.gam.org) within 72 hours of league play.</p> <p>NOTE: If a player does not post her score for league play within 72 hours, the player loses her individual points won as well as the team point.</p> <p>HVWGC will establish access to the GAM/USGA handicap system for all members. Each Club member will be provided with a GAM member Username and Password for the GAM website.</p> <p>New or returning members without enough scores from the prior year must provide a minimum of five 18-hole scores or ten 9-hole scores to calculate a starting handicap index.</p> <p>Prior to league play, the league chair(s) will calculate the course handicap for each player. The course handicap will determine the number of handicap strokes members will receive for that particular round of play and maximum equitable stroke control (pick up number).</p> <p>Anyone who feels her course handicap is inaccurate must declare to the league chair that there is a problem on that night of play. The league chair, in consultation with the handicap chair, will resolve disputes. Points won or lost will be determined after the issue is resolved.</p>
LEAGUE PLAY	<p>League chairs will provide the playing schedule to all members prior to the beginning of the season and schedules will be posted on the HVWGC website.</p> <p>There will be 18 weeks of play (except for Learning League).</p> <p>The first seven weeks are regular play followed by one individual position night and one team position night. The next 7 weeks will again be regular play followed by one individual position night and one team position night.</p>
“BYE” TEAM AND PLAYER	<p>“Bye” team or player scheduling by the league chair(s) will be used when there is an odd number of teams (Bye team) or odd number of players (Bye player) on a league.</p>
MAKE UP ROUNDS	<p>Make ups for individual rounds are not allowed.</p>



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III. LEAGUE FORMAT [continued]

INDIVIDUAL POSITION NIGHTS	On individual position night, foursomes are created based on individual points standings. Players will be notified of tee assignments for position nights.
TEAM POSITION NIGHTS	<p>On team position night, the team in 1st place will play 2nd place team, etc.</p> <p>On team position night, the foursomes are created based on team point standings. Players will be notified of tee assignments for position nights.</p>
SPECIAL LEAGUE EVENTS	<p>League events may include closest to the pin, lowest net individual score, and lowest team score.</p> <p>Special league events are scheduled on the same week of play for all leagues (except for Learning Leagues). Awards are presented on event nights or the following week. Subs are eligible for the league events. If league events are rained out, they will be rescheduled for the following week.</p>
BAD WEATHER	<p>All league members are expected to be at the golf course regardless of weather unless the course has been officially closed. HVWGC does not have the authority to cancel league play for weather-related reasons; only the course may make that decision. If the golf course cancels play due to weather, all members must suspend play.</p> <p>Once the round begins, dangerous weather conditions and subsequent suspension of play will be declared by the golf course OR by consensus of the league.</p> <p>All teams must complete a minimum of three holes for a regular league night to count. Foursomes that are unable to complete nine holes will be scored on the number of holes completed within their foursome, with handicap applied per hole, figured on 18-hole handicaps.</p> <p>If play has not been cancelled and an individual/team chooses to quit, her/ their round will not be counted, and all points, individual and the team point, will be forfeited.</p> <p>If play is cancelled, league play will be extended an additional week, with the cancelled round made up at the end of regular league play. The league schedule will not be changed unless a rainout occurs on a position night.</p>



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III. LEAGUE FORMAT [continued]

BAD WEATHER [CONTINUED]

League play will only be extended two weeks in the event of cancellations due to weather. Exception: If play is cancelled on the mid-season position night, that position night will be played the following week at the same assigned tee times. Regular league play scheduled on that night will be moved to the end of the schedule prior to the second round of position nights.

If the final individual position night is cancelled due to weather, and if both rainouts have been used, the individual position night will be played the following week in lieu of the final team position night. The final team position night is not played and the team standings are final.

If the final team position night is cancelled due to weather, and if both rainouts have been used, the final team position night is not played and the team standings are final.

IV. SUBS

SUBS

Subs are needed whenever a member is absent so that team members have a chance to compete fairly. Subs can prevent opponents from winning individual points and may assist the team in taking the team point.

All subs must be HVWGC members with an established USGA handicap index available through GAM.

Members must make every effort to find a sub if they are unable to play. The league chair should be notified in advance with the name of the sub so that the appropriate handicap can be applied prior to play.

SUB FEE PAYMENT

Subs must pay a \$10 sub fee each time they play. Payment should be made to the league chair by cash or check (payable to HVWGC). Fees are to be turned in with the scorecard on the night of play.

The league member requesting the sub is ultimately responsible for ensuring the sub fee is paid to the league chair.

Sub and cart fees are not waived for league players who are also pass-holding-members of the course at which they are subbing.

OBTAINING A SUB

Two methods can be used to find a HVWGC golf sub.

1. Use the golf sub list provided by the league chairs.
2. Use the HVWGC Golf Sub email system. Go to the HVWGC web site [www.hvwgc.org/golfsubs.aspx] for further information.



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V. SCORING

NET SCORING	All scoring is based on net score, which is calculated by subtracting the player's course handicap from her actual score in a round. The course handicap is calculated prior to each round, using a player's current handicap index and the slope of the course for the women's tees. Maximum course handicap is 20 for nine holes.	
SCORECARDS	Both team and individual scoring records will be kept and the league chair will display current standings each week. Chairs will provide two scorecards, one for each team. One scorecard must be signed by a member of each team and turned in on the night of play. Teams failing to submit a scorecard on night of league play will forfeit all points.	
"PICK UP"	To speed play, players must pick up their ball when reaching their maximum stroke allowance per USGA equitable stroke control and use their pick up number for that hole. Maximum strokes for each individual will be listed on scorecards and is based on the course handicap. For example, if 8 is recorded on the scorecard as your pick up, play to 8 strokes, pick up your ball and then mark 8 for that hole.	
ARRIVING LATE	All players are expected to be prompt at the 1st tee—at least 10 minutes before their designated tee time. Players who arrive after their group has left the tee box must join their group at the tee of the next hole to be played. The late-arriving player must mark the missed hole(s) with their maximum stroke allowance ("pick up" number).	
CALCULATING TEAM & INDIVIDUAL POINTS	For regular league play, each team is competing for a total of five possible points:	
	1 team point	is awarded for lowest team total, calculated by adding partners' individual net scores.
	4 individual points	based on individual net scores, 1 point is awarded each team member with a lower net score than her opponent(s).



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V. SCORING [continued]

<p>CALCULATING TEAM & INDIVIDUAL POINTS [CONTINUED]</p>	<p><i>For example:</i> <i>Partner A shoots a lower net score than both Opponents A & B to earn 2 individual points.</i> <i>Partner B shoots a lower net score than both Opponents A & B to earn 2 individual points.</i> <i>This team earns all 5 points, 1 team point from having the lowest team score and 4 individual points.</i></p> <p>In all cases, a tie in net score (team or individual) splits the point; each team or individual member is awarded ½ point.</p> <p>Individuals are also playing for their own standing in the league. In addition to team points, individual points, as described above, will also be tracked throughout the season to determine individual standings in each league. Each golfer may win up to two individual points per week by shooting a lower net score than both her opponents. Team members do not compete against each other for points.</p>
<p>SCORING WITH A BYE PLAYER</p>	<p>A blind draw will be used to select the score to pair with the single player. The blind draw score becomes the score of the Bye missing player. The league chair will do the blind draw. The Bye missing player is treated like a sub – she can only prevent an opponent from gaining points.</p>
<p>SCORING WITH A BYE TEAM</p>	<p>A blind draw will be used to select another team to compare scorecards. That blind draw score becomes the score of the Bye team. The league chair will do the blind draw.</p> <p>Example: Team #3 is playing against the Bye team, and the blind draw pulls up Team #6. In order for Team #3 to get points, they have to beat Team #6.</p>
<p>SCORING WITH A SUB</p>	<p>Only teams playing with both regular team members have the potential to earn the maximum five possible points per round. Although subs cannot earn individual points for the missing member, playing with a sub can benefit a team:</p> <ul style="list-style-type: none"> • The sub's net score is used to calculate the team score with the potential to help win the team point; • A sub prevents opponents from taking points whenever her net score is lower than an opponent's.



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V. SCORING [continued]

SCORING WITH A SUB [CONTINUED]	SCORING SUMMARY WITH A SUB		
	<i>Team Make-up</i>	<i>Possible Points</i>	<i>Calculation/Explanation</i>
	Both team members	5	See "Calculating Team & Individual Points" above.
	1 member, 1 sub	3	1 team point, 2 individual points won by member, 0 individual points from sub.
	2 subs	0	Subs playing without a member cannot take team or individual points, but can block opponents from taking team or individual points by shooting lower net scores than their opponents.
SCORING WITH MISSING MEMBERS	There are penalties, up to and including forfeiture of all points to the opposing team, for missing team member(s) and/or failing to get a sub.		
	SCORING SUMMARY WITH A MISSING PLAYER		
	<i>Team Make-up</i>	<i>Penalties</i>	<i>Score Calculation with Explanation</i>
1 member, no sub	Automatic forfeit of absent member's individual points to the opponents; 5 penalty strokes added to team score	Team score is calculated by using the absent player's average net score from the last three weeks of play (plus 5 penalty strokes). Should the absence occur at the beginning of the season, the calculation of the team score is postponed until the absent player generates at least two league scores.	



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V. SCORING [continued]

	<i>Team Make-up</i>	<i>Penalties</i>	<i>Score Calculation with Explanation</i>
SCORING WITH MISSING MEMBERS [CONTINUED]	No member, 1 sub	Automatic forfeit of absent member's individual points to the opponents; 5 penalty strokes added to team score	A sub playing without a member cannot take team or individual points, but can block opponents from taking team or individual points. Team score is calculated by adding the sub's net score with the absent player's average net score from the last three weeks of play (plus 5 penalty strokes). Should the absence occur at the beginning of the season, the calculation of the team score is postponed until the absent player generates at least two league scores.
	No member, no subs	Automatic forfeiture of all points to the opponents.	
INDIVIDUAL POSITION NIGHTS	Each player will compete against the other players in her foursome for two points each win and a possible total of six points. No team points will be awarded.		
TEAM POSITION NIGHTS	Points will be counted as follows: winning team five points and losing team 0 points. Team with missing player or using a sub can take no more than three points for a win. No individual points will be recorded. In the event of a tie, each team will earn ½ the points they would receive for a win on that night.		



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VI. AWARDS

AWARDS FOR LEAGUE WINNERS

Team and individual awards are presented to each league's 1st, 2nd, & 3rd place winners. If ties exist after the last night of golf, winners are determined by reviewing the score of the most recent individual/team head-to-head competition. The winner of the previous competition wins. If the tie cannot be broken by this method, league chairs will review the score from the next most recent head-to-head competition; winner of this previous competition wins.

If the tie still remains, the league chair will continue to compare scores from previous competitions until the tie is broken.

MOST IMPROVED PLAYERS

All players, including subs, are eligible to win most improved player. The ten most improved player awards, Club-wide, is based on beginning and ending handicap indexes and is determined and reported to the Club by GAM. Therefore, some leagues may not have a most-improved player.

HVWGC CLUB CHAMPIONSHIP

First place team and individual winners of each league will play-off for Club Champion at the end of the season at a neutral course (to be announced later in the season). If the first place individual or team cannot play, then the second (or subsequent) place individual or team will represent the league. League Championship greens fees will be paid by the Club. No substitutions are permitted in the Club Championship.

In the event of ties, scorecards will be compared as follows:
the net score(s) using the allocation of handicap strokes for the last six holes of play;

if still tied, then the net score(s) using the allocation of handicap strokes for the last three holes;

If still tied, then the net score(s) using the allocation of handicap strokes for the last hole.

**The Board of Directors will decide any situations not covered by
League Format, Scoring and Awards.**



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VII. MEMBER RESPONSIBILITIES

MEMBER CONDUCT

HVWGC members are expected to conduct themselves in a manner that exhibits good sportsmanship, as well as our knowledge and appreciation of the rules, etiquette, and traditions of the game of golf. Our behavior and language should enhance the enjoyment of our playing partners and reflect favorably on our Club.

Club members are also expected to be familiar with and abide by Club By-Laws and Rules. Both documents can be found at our web site: www.hvwgc.org.

PACE OF PLAY

Our goal is to complete a 9-hole round of golf in 2 ¼ hours. Here are some tips for speeding up play:

- Play “ready golf”;
- Limit yourself to ONE practice swing;
- Select a club while others are hitting;
- Drop off cart partners with a selection of clubs so you can proceed to your ball in preparation for your turn;
- Take a selection of clubs with you to your ball when carts are not allowed off cart paths so you won't need a return trip to the cart;
- Park walking & riding carts on the side of the green, or behind the green. This will allow the group behind you to proceed with play as soon as you exit the back or side of the green;
- Continuous putting is encouraged;
- Wait to record scores until at the next tee.

LEAGUE MEMBERS WHO CANNOT FINISH THE SEASON

League members who cannot complete the season are responsible for notifying their league chair who will work with the Membership Chair to find a replacement. Members on waiting lists will be given first consideration. A member will not be refunded greens fees for weeks she cannot play.

Pending Board review, members who drop out of leagues without notice may lose their membership status for the year and may be classified as a new member the next year should they reapply for membership.



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VIII. COMMONLY REFERENCED USGA RULES OF GOLF AND HVVGC RULES

Members are expected to follow USGA rules, unless superceded by local golf course rules or HVVGC rules. All HVVGC rules apply to leagues, special events and trips. A summary of the USGA rules and HVVGC exceptions are listed below

PLAYING THE BALL WHERE IT LIES	In the fairway, all players must play the ball as it lies except as otherwise specified by the golf course, in HVVGC rules and finally, in the USGA rules.	
	HVVGC RULE	<i>If your ball is "in play" in the rough, but has come to rest in an area that would be considered ground under repair, e.g. bare spots with rocks/stones or other objects that might damage a club, you may move your ball to the nearest point of relief, no closer to the hole, without penalty. This option requires a consensus of the majority of the group and does not apply to hazards or rocks/stones that are part of a hazard.</i>
BALL OUT OF BOUNDS (WHITE STAKES)	If a ball is out of bounds (OB), the player must play a ball, under penalty of one stroke, as nearly as possible at the spot from which the original ball was last played.	
	HVVGC RULE	<i>HVVGC encourages that a provisional ball be played if a player suspects her ball is out of bounds. The player must inform that she intends to play a provisional, and must play it before searching for possible OB ball.</i>
WATER HAZARDS (YELLOW STAKES)	If a ball is in a water hazard, the dropping options are (under penalty of one stroke):	
	A	Drop as near as possible to where the original ball was played.
	B	Drop behind the water hazard, keeping the point at which the original ball last crossed the margin of the water hazard directly between the hole and the spot on which you drop the ball (no limit to how far behind the water hazard the ball may be dropped).
	HVVGC RULE	<i>To speed play, after one ball is hit into a water hazard, the player is to drop her ball on the other side of the water in the defined drop area or within two club lengths of the nearest point of relief after crossing the water. Count only one penalty stroke.</i>



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VIII. COMMONLY REFERENCED USGA RULES OF GOLF AND HVWGC RULES [continued]

LATERAL WATER HAZARD (RED STAKES)	If a ball is in a lateral water hazard, the dropping options are (under penalty of one stroke):	
	A	Drop as near as possible to where the original ball was played.
	B	Drop behind the water hazard, keeping the point at which the original ball last crossed the margin of the water hazard directly between the hole and the spot on which you drop the ball (no limit to how far behind the water hazard the ball may be dropped).
	C	Drop within two club-lengths from the point where the ball last crossed the margin of the hazard, however no closer to the hole.
	D	Drop on the opposite margin of the water hazard, the same distance from the hole.
LOST BALL	A ball is considered lost if not found by the player within five minutes of searching for the ball.	
	HVWGC RULE	<i>In the interest of speed of play and under penalty of one stroke, you must hit a provisional ball if there is any doubt that your ball cannot be found.</i>
	HVWGC RULE	<i>If your ball is lost and you did not hit a provisional ball, you must drop at the nearest point of relief from where you believe the ball landed but not closer to the hole and take a two-stroke penalty.</i>
BALL HIT IN THE WOODS	HVWGC RULE	<i>Treat woods as a lateral water hazard (red stake), unless they are marked as Out of Bounds.</i>
RULE RESOLUTION	Make every effort to resolve rule interpretations or issues during play with your partner and competitors. If you need further clarification, bring the issue to your league chair after the round, but prior to signing your scorecard.	
RULES OR FORMAT QUESTIONS	Take all rules or format questions to your league chair. League chairs will have access to the League Advisor, Rules Chair and course professional for clarification.	



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IX. RESPONDING TO INAPPROPRIATE BEHAVIOR

Club members are encouraged to discuss their concerns regarding sportsmanship, conduct, or rules violations by another member directly with that member in a spirit of resolving the issue when it occurs. However, if a Club member has ongoing concerns about the conduct of another member for rules violations and/or extreme inappropriate behavior, that member is encouraged to bring the issue to the attention of the league chair. League chairs will take appropriate action that may include “coaching” the individual toward more appropriate behavior and/or compliance with golf rules or etiquette, or seeking assistance from HVWGC Board members in dealing with the matter. Club members may also contact Board Members directly about an ongoing concern related to inappropriate behavior or rules violations; in this case, members are encouraged to contact the League Advisor or Club President (see HVWGC website for current information.) Such reports of extreme inappropriate behavior will be documented at the league and/or Board levels.

In the most extreme cases, Club by-laws enable the Board to remove members who fail to comply with member responsibilities or who are guilty of conduct injurious to the character or interest of the Club and its members.

DOCUMENT HISTORY

Revision Date	Revised By	Revision Summary
March 2010	2010 Format Committee	<p>The following HVWGC documents were merged, reformatted and edited for clarification:</p> <ul style="list-style-type: none"> • 2009 HVWGC Member Responsibilities • 2009 HVWGC General Information • 2009 HVWGC Rules of Golf • HVWGC League Format <p>The following changes have been implemented for the 2010 season:</p> <ul style="list-style-type: none"> • Section II HVWGC League Sign Up - October 16 as the start of second early sign up. • Section III HVWGC League Format - A two-year restriction placed on Intermediate League participation. • Section IX Responding to Inappropriate Behavior - section added.
March 2011	2011 Format Chair	<p>The following changes have been implemented for the 2011 season:</p> <ul style="list-style-type: none"> • Section II HVWGC Spring League Sign Up - January 15 as the end of the spring league sign up period. • Section II HVWGC Late League Sign Up - Late league sign up period begins after January 15. • Section IV Obtaining A Sub - Reference to the list serve removed