



Georgia Women's Golf Association, Inc.

GWGA TOURNAMENT POLICIES AND PROCEDURES

I. GENERAL RULES AND CONDITIONS OF PLAY

All competitions 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. Printed tournament information and specific rules applicable to the tournament shall be available to all contestants prior to the competition.
- 1.03 A program, stating tournament regulations, specifying the effective Handicap Index Revision date and a tournament entry form shall be mailed to all members of the Association at least seven (7) weeks prior to the tournament.
Rev. 1/89, 1/93, 1/05
- 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 program 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. The team member with the lower handicap index shall be notified of the team's acceptance. The order for acceptance shall be determined for each tournament. *Rev. 1/05*
5. No competitor 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).
Rev. 6/98
6. No starting-time requests shall be honored.
7. Registration in person at the tournament site or, in emergency, by telephone, prior to the deadline specified in the tournament program completes a contestant's entry. An individual authorized by the contestant may register the contestant provided the individual can verify and supply all necessary information and pay all fees. Penalty for failure to complete entry is disqualification. *Rev. 1/90, 1/93, Rev. 1/01*
- 1.06 All contestants 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.
- 1.07 Carts as approved by the Board of Directors, shall be used by contestants during the competitions. GWGA will follow the policy of the Host Club for participants under age 16. Players will be permitted caddies.
Rev. 4/08, 1/09
- 1.08 Each player shall be responsible for knowing the conditions under which the competition shall be played.
- 1.09 A player who fails to arrive at her starting point, ready to play, within five (5) minutes after her starting time shall be disqualified. A player who arrives at her starting point, ready to play, within five (5) minutes after her starting time shall be permitted to start, provided her starting group has not completed play of the first hole. She shall then incur a two (2) stroke penalty on that hole.
Rev. 10/95
- 1.10 Except under emergency circumstances, no player is permitted to leave the golf course during play without permission from a tournament official.
- 1.11 All rules 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*
- 1.12 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 contestants prior to competition.

- 1.13 Copies of the Spectator Policy adopted by the Board of Directors shall be available to all contestants at each site prior to and throughout the competition.
- 1.14 Contestant scorecards must be properly marked, signed, attested, and delivered to Official Scorers at the Scoreboard immediately after play is completed. *Rev. 4/88, 1/93*

II. CHAMPIONSHIP TOURNAMENT POLICIES

- 2.01 The Championship Tournament shall be played annually, 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 shall be played from two sets of tees which shall be designated by the GWGA Tournament Committee as "Championship" tees and "Forward" tees. *Rev. 1/03*
- 2.04 Competitors 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 tees. Competitors entering the tournament with a HCI greater than 5.4 but less than 10.0 shall indicate on the entry form whether they wish to play from the Championship tees or the set of tees the GWGA Tournament Committee designates as the Forward tees. *Rev. 1/03, 4/08*
- The Champion, Runner-Up, Billie Wickliffe Medalist and winners of the Ceil Maclaurin Golfer Trophy, Doak Cup and Burns Cup shall come from those competitors competing from the Championship tees. The Champion and Runner-Up shall come from those competitors having qualified for Championship Flight A or B. *Rev. 1/03, 5/08*
- 2.05 The Host Club shall provide, without charge, 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 limited to 112 contestants.
- 2.07 A program which states tournament regulations, specifies the effective Handicap Index Revision date and includes an entry form shall be mailed 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 for Acceptance (the lower handicap index and date of entry determine priority in each group):
- A. Defending Champion
 - B. Honorary Life Members
 - C. Past Champions
 - D. Current Board of Directors
 - E. Past Presidents prior to 1989
 - F. Other Association Members
 - G. Waiting List

- 2.11 Competitors shall play the qualifying rounds as a field within their respective divisions of Championship or Forward tees. After the qualifying rounds, the field shall be divided as equally as possible into no more than fourteen (14) flights. *Rev. 1/03, 1/06*

CHAMPIONSHIP TEE DIVISION: After the second round, the sixteen (16) players with the lowest qualifying score and who are competing from the Championship tees shall constitute the Championship Flight. The Championship Flight shall be divided into A and B, each a separate flight with a maximum of eight (8) players. The remainder of those competitors competing from the Championship tees shall be formed into flights beginning with flight number one (1) through the flight number necessary to include all competitors playing from the Championship tees. *Rev. 2/03*

FORWARD TEE DIVISION: The remainder of the field, playing from the Forward tees, shall be formed into flights divided as equally as possible, commencing with first flight and continuing through the flight necessary to include the remainder of the field. *Rev.2/03, 1/06*

Flight and position within flights shall be determined by qualifying scores with the lowest qualifying score of each division (Championship tee division and Forward tee division) in the first position of the lowest flight of that division. *Rev. 1/03*

- 2.12 Ties for sixteenth (16th) position in the Championship Flight shall be resolved by a sudden death playoff beginning on the hole designated by the Tournament Committee. Any competitor who fails to report on time for the playoff shall be disqualified from the Championship Flight and shall be placed in the next highest flight. If a tie cannot be resolved by a playoff, (excluding the absence of a playoff competitor), it shall be resolved by blind

draw. Ties for last position in all other flights will be resolved by first awarding that place to the contestant with lower qualifying score and then the lower handicap index, and if tied, by blind draw.

Rev. 1/95, 10/95, 2/03, 1/06

2.13 Total Tournament scores shall determine the winners in all flights. The Competitor in Championship Flight A or B with the lowest total tournament score shall be the Champion. The competitor in Championship Flight A or B with the second lowest score shall be the Runner-Up. The Champion and the Runner-up shall be lifted from the Championship Flight and shall not qualify for a flight prize. *Rev. 1/93, 1/95, 1/03, 1/06*

2.14 Ties for the Champion and/or Runner-Up for the lowest Total Tournament score shall be resolved by a playoff immediately after the conclusion of play, beginning on the hole designated by the GWGA Tournament Committee. The winner of each playoff shall be the contestant with the lowest aggregate score after the first three playoff holes. If a tie exists, the playoff shall advance to the fourth playoff hole and be resolved by sudden death. *Rev. 1/95, Rev. 1/03, 1/06, 4/08*

Ties for first, second and third place in all flights 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 Tournament Notice to Competitors. *Rev. 1/95, Rev. 1/03*

Playoffs shall be conducted in accordance with the procedures adopted by the Board of Directors. *Rev. 1/95*

2.15 PRIZES: Three Prizes shall be awarded in each flight: Winner, Second, and Third.

2.16 Should weather conditions occur that prevent play as described in Championship Tournament Policies 2.03, 2.11, 2.12, 2.13 and 2.14 the Tournament Chair, Tournament Committee and officials at the Tournament site may establish the format they deem appropriate and necessary to determine the GWGA Champion and flight winners. *Rev. 1/98, 1/03*

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

CHAMPIONSHIP TOURNAMENT PERPETUAL TROPHIES:

The Champion, Runner-Up, The Billie Wickliffe Medalist Trophy and winners of the Ceil Maclaurin Golfer Trophy, Doak Cup and Burns Cup shall come from those competitors competing from the Championship tees. *Rev. 1/03, 5/08*

The Champion and Runner-Up shall come from those competitors having qualified for Championship Flight A or B. Rev. 1/03

1. Eleanor M. Keeler Memorial Trophy - awarded to the Georgia State Amateur Champion.
2. Eleanor Keeler Trophy - awarded to the second place winner (Runner-up).
3. Billie Wickliffe Medalist Trophy - awarded to the competitor with the lowest score(s) after the qualifying rounds of competition.
4. Ceil Maclaurin Golfer Trophy - awarded to the competitor having the lowest 18-hole score.
5. Doak Cup (Team Trophy) - awarded to the club whose any two members have the lowest total score after qualifying rounds.

Rev. 1/03, 1/06, 5/08

NOTE: A contestant who is a member of more than one club shall designate on her entry form the club for which she is competing and may not change that designation after the close of entries. Rev. 1/95

6. Burns Cup (Senior Trophy) - awarded to the Senior (50 years or older) entry with the lowest qualifying score.

NOTE: An eligible contestant shall signify her intention to compete for this trophy by checking the appropriate space on her entry form or by informing an official at the Registration Desk before Registration is closed.

Rev. 1/03, 1/06

7. The Hole-In-One Trophy is awarded to any contestant who scores a hole-in-one in the Tournament from either the Championship or Forward tees. The trophy shall be engraved with her name and shall be in her possession until the next GWGA competition. If more than one player scores a Hole-In-One in the Tournament, each shall share possession of this Trophy an equal period of time. *Rev. 1/03*
8. A GWGA Commemorative Bag Tag shall be awarded to each of the competitors in Championship Flights A and B.

NOTE: CHAMPIONSHIP TOURNAMENT PERPETUAL TROPHIES shall be in the possession of their respective winners for one year and winners must complete and sign a "Trophy Location Contract" before leaving the site. These contracts shall be kept in the files of the Trophy Chair. An appropriate prize shall be awarded to each winner. In the event of ties, the winners shall share possession of the trophy for an equal time during that year and duplicate prizes shall be awarded.

Rev. 1/93, 1/03

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. 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 for Acceptance (lower handicap index and the date of entry determine the priority in each group):
- A. Defending Team (if same partners only)
 - B. Honorary Life Members
 - C. Current Board of Directors
 - D. Past Presidents prior to 1989
 - E. 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; there-after a blind draw is used.
Rev. 1/98
- 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. After registration, 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 competitors 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 Contestants shall be provided the opportunity for a practice round prior to the tournament.

- 3.08 “Shotgun” starts shall begin play. The Tournament Pairings Program used by the Tournament Pairings Chair shall determine starting holes and no special requests can be considered. Play shall be in groups of four.
Rev. 01/03, 1/08
- 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.
- 3.10 Prizes in the form of Gift Certificates which are 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.

FOUR-BALL TOURNAMENT PERPETUAL TROPHY:

The DIRECTORS CUP is awarded to the Low Net Winners and shall be in the possession of that team for one year during which each team member shall share possession of the trophy for an equal period of time. Winners must complete and sign a “Trophy Location Contract” before leaving the site. These contracts shall be kept in the files of the Trophy Chair. *Rev. 1/03*

- 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 Winners shall be declared: one from each course. These two teams shall share possession of the Directors Trophy an equal period of time and duplicate engraved mementoes shall be awarded each team member.
Rev. 1/90, 1/93

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 Tournament Chair.

- 4.04 Spotters and Marshals operate under the direction and control of the GWGA Tournament Chair and are not authorized to make rulings for competitors 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

V. GWGA SLOW PLAY POLICY AND PROCEDURE

PACE OF PLAY

Rule 6-7 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 are based on the assumption that the field shall play in foursomes.
Rev. 10/95

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 or not 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

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 competitor in the group is expected to play a stroke within 40 seconds. The timing of a competitor'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 competitor's turn to play.

When timing a competitor, if an Official determines the competitor is unduly delaying play between strokes, the Official may begin the timing process before the competitor reaches her ball. Additionally, if a competitor'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 contestants in the Tournament, the following spectator regulations shall apply:

1. From tee to green, spectators must remain in the rough and/or no nearer to a contestant than fifty (50) yards.
2. Spectators must observe play from positions which do not interfere with or delay the play of any competitor or group of competitors 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.
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 insure that no contestant is either delayed or inappropriately distracted by the media.

5. Spectators are asked to observe golf etiquette at all times and to respect the condition of the golf course, facilities and the services the Host Club provides to the contestants.
6. Spectators are reminded that advice to and/or coaching players during a competitive round is prohibited by the Rules of Golf. Contestants are reminded of their authority to invoke a two-stroke penalty should any contestant 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, 1/96*