

OAKDALE WOMEN'S GOLF CLUB

Policies and Procedures

(Approved June 3, 2021)

This binder contains the policies and procedures of the Oakdale Women's Golf Club (OWGC), commonly referred to as the 18-Hole Ladies, to be used in conjunction with the Oakdale Ladies Golf Association (OLGA) by-laws.

Every effort will be made to keep this binder current as to additions, amendments, or deletions.

A copy of these policies and procedures will be available at the 18-hole station in the ladies' lounge for anyone who needs to refer to it.

MEMBERSHIP

Any Proprietary, Senior or Weekday member who wishes to join the Oakdale Women's Golf Club (OWGC – 18 Hole Ladies) must have a maximum index of 40.4, based on the current GHIN Slope for a minimum of three consecutive months.

The Handicap Chairperson shall serve as the membership chairperson and check the eligibility of all new members.

Each member shall pay membership dues to OWGC/18 Hole Ladies, OLGA, and the NCGA. The OWGC dues structure will be posted annually and will be attached to this document as an addendum. Dues are paid the first of the year, or at the time the member joins OWGC, and are nonrefundable.

Any new member or 9-Hole member may play with both the 18-Hole Ladies and the 9-Hole Ladies for a trial period of 3 months or less. During this trial period she will be eligible to play in sweeps only. She may then choose to join either or both golf groups.

WGANC

All members of Oakdale Women's Golf Club are members of Women's Golf Association of Northern California (WGANC). WGANC conducts open days, annual championship tournaments, and other activities such as Rules Seminars and Course Rating Seminars.

Their aim is to provide uniformity in the interpretation of the Rules of Golf, Golf Handicap System and Course Rating in accordance with the United States Golf Association.

Newly elected Captain should be the Northern Delegate and appoint an alternate. She or the Open Day Chairperson shall promote participation in events sponsored by WGANC and notify members as to dates and conditions pertaining to these events.

WGANC Meetings – OLGA (The Oakdale Ladies Golf Association) will pay expenses incurred by members who are required to attend these meetings. Limited to 4. The 18-Hole Ladies will pay for additional members who are required to attend.

Open Day - WGANC Directors - The 18-Hole Ladies will furnish complimentary lunch and drinks to Directors and her Tournament Committee.

GOLF TOURNAMENTS

Weekly and Guest Days

Thursday shall be weekly tournament day for the 18-Hole Ladies play.

Starting times will be 8:30 a.m. from the first Thursday in May through October. Starting times will change to 9:00 a.m. from the first Thursday in November through April. Allowed time to play 18 holes is 4 hours and 30 minutes. Players may be disqualified if cards are not turned in within that time.

The monthly bulletin shall be posted on the bulletin board each month, designating the type of tournament for Thursday play and other special events planned by the Tournament Chairperson and her committee.

Suggestions of the Tournament Committee will be the basis for distribution of awards. The Tournament Chairperson or the committee in charge will make all decisions.

A Championship Tournament (low gross/low net) and a Handicap Tournament (match play) will be played each year. The Tournaments will take place in the Spring and Fall and all entrants for each round of play shall compete on the day officially designated for the play of the particular round. Spring and Fall Tournaments will be held on 3 consecutive Thursdays or at the discretion of the Tournament Committee. Rules governing these tournaments will be posted two weeks prior to the event. An entry fee may be required if determined necessary by the chairperson and her committee.

For major tournaments, five scores must be posted within a three-month period before the tournament and having been played with and attested by a member of OLGA.

Junior girls with established handicaps will be allowed to play in Thursday Sweeps.

The Tournament Committee shall determine winter and summer rules.

Blind draw for partners, is once per month. Members not participating in the draw will not be allowed to play in sweeps and must make their own tee times.

There will be a closest to the hole contest twice a month.

Guest Day Tournaments - These should be played **in** Member-Guest flights and Member-Member flights. Guests from Oakdale 9-Hole Group *will* play in Member-Member flights.

Each member is entitled to invite 1 non-member guest or 1, 2 or 3 golfing member guests on Guest Day. Guest Day is generally the fourth Thursday of the month unless preempted by a holiday, another club golf event or because of schedule conflicts requiring that a member only tournament must be played in its place.

**POLICIES AND PROCEDURES
OAKDALE WOMEN'S GOLF CLUB
INVITATIONAL
(Amended October 31, 2019)**

The Oakdale Women's Golf Club (OWGC) 18 Hole Invitational Tournament will follow the OWGC Policies and Procedures, the WGANC Tournament Rules, USGA guidelines on *How to Conduct a Competition* and be in accordance with the USGA Rules of Golf.

THE COMMITTEE

OWGC Invitational Chairperson(s)
OWGC Captain
OGCC Par Tee Niner Captain or delegate
OWGC Treasurer
OWGC Tournament Chairperson
OWGC Handicap Chairperson
OWGC Rules Chairperson
Optional Committee Members as determined by the OWGC Invitational Chairperson(s)

CONDITIONS OF THE OWGC MEMBER/GUEST TOURNAMENT

1) FORMAT

- a) The format is to be determined by the committee

2) TEAM DEFINITION

- a) The Committee determines if the tournament will be Four Person or Two Person teams.
 - i) Four Person Teams
 - (1) A member of the OWGC or Par Tee Niners playing on a Four Person Team may choose to invite 3 guests, or they may choose to invite one guest and play with another OWGC or Par Tee Niner member and their guest. No Four Person Team shall be made up of more than two members of the OWGC or Par Tee Niners.
 - ii) Two Person Teams
 - (1) A member of the OWGC or Par Tee Niners may only invite one guest.

3) DEFINITION OF GUEST

- a) A guest is a lady golfer who has an established handicap not connected to OGCC. A lady OGCC Social Member can be a guest of an OWGC or Par Tee Niner member. All guests must meet the eligibility requirements set forth in this policy.

4) ELIGIBILITY

- a) Handicap/Index
 - i) All members of the OWGC and Par Tee Niners in good standing are eligible to play in the Tournament. Priority is given to OWGC (18-hole) members, Par Tee Niners and OTHER golf members, in this order, until the event is fully subscribed.
 - ii) All participants must have an established 18 Hole USGA Handicap Index verifiable through GHIN or the USGA.
 - iii) The maximum 18 Hole Handicap Index for all participants is 40.4.
 - iv) The Tournament Committee's has the discretion to reduce the maximum handicap for that year's tournament.
- b) Five rounds must have been played, scored, recorded and attested within three months of the tournament date.

5) MAXIMUM NUMBER OF PARTICIPANTS

- a) The maximum number of participants is set at 128

6) SCHEDULE

- a) The Committee establishes a schedule of play

7) METHOD OF ENTERING COMPETITION

- a) The Committee determines how applicants will register
- b) Tournament entries will be accepted in the order in which completed and paid registrations are received.
- c) The Committee defines an entry date and a closing date when all members of the OWGC and Par Tee Niners may register for the Invitational Tournament.

8) COST OF TOURNAMENT

- a) The Committee determines the cost of the tournament
- b) The current OWGC Treasurer will be the Treasurer for the OWGC Tournament

ELECTIONS AND VOTING

OWGC (18 Hole Ladies) Meetings – Regular meetings will be held throughout the year as needed. Meeting announcements will be made at least 2 weeks prior via email, flyers posted on the OWGC bulletin board or other means necessary to communicate to the membership. Business that requires a vote may be conducted at a scheduled meeting or at a special meeting provided the agenda is posted 2 weeks in advance. Voting may also be done via email or other application designated for the purpose of voting in the election. Regardless of the voting method, a quorum must be present and/or participate in the process. A quorum consists of 20 members (*Aug 2009*).

For Elections, the nominating committee will be chaired by the immediate Past Captain. For a seamless transition, nominations should be made no later than early September with voting occurring in October for the following year. Nominations shall be posted a minimum of 30 days prior to the election and may be communicated via email as well as displayed on the OWGC bulletin board.

The nominating committee will be responsible for counting the ballots and reporting the results to the general Membership in October.

The captain will be elected by the OWGC membership during the October meeting. If a member cannot attend meeting or if it is held virtually, members may vote by email or other application designated for the purpose of voting in the election. In the event of only one nominee, the captain may ask that a vote be conducted by a show of hands or via email. In all situations, the vote must be received before the announced date and time of the election.

OFFICERS AND COMMITTEE CHAIRPERSONS

CAPTAIN

The captain will be a voting member of OLGA. The Captain shall appoint a staff, which will include a CO-Captain, Secretary, Treasurer, Tournament Chairperson, Handicap Chairperson, Rules Chairperson, Junior Girls Chairperson and others she deems necessary. The newly elected Captain should be the Northern Delegate and appoint an alternate.

RESPONSIBILITIES OF THE CAPTAIN

- a. Appoint committee chairpersons
- b. Conduct business meetings.
- c. Prepare monthly report to members which will be published in the Oakdale Golf and Country Club Tee Talk
- d. Schedule special tournaments with approval of the Club Tournament Chairman and place dates on the Club Calendar
- e. Other duties listed in OLGA by-laws, which include:
 1. Direct the affairs of the 18-Hole Ladies Golf Club
 2. Be an ex-officio member of all committees appointed by her
 3. Be responsible for the arrangement of all local golf events and notify members as to the dates and conditions pertaining to these events
 4. Promote participation in events sponsored by Women's Golf Association of Northern California and notify members as to the dates and conditions pertaining to these events
 5. Captain shall appoint 4 members to the nominating committee, which shall be chaired by the immediate Past-Captain, and they shall post nominations 30 days prior to the election
- f. The Captain shall be responsible for selecting 3 months in which members will play for the Captain's Award. She should notify the tournament chairperson, who will then determine the winner. The lowest score from each month shall be combined to determine the winner of this award. The captain will purchase an award and present it to the winner. A maximum of \$50.00 for this award should come from OLGA
- g. The Captain shall be a member of the Tournament Committee

CO-CAPTAIN

She shall assist the captain and act as Courtesy Chairperson.

As Courtesy Chairperson, she should welcome and assist any new member to the 18-Hole Ladies group with the following:

- a. Introduce her to the Captain, the Handicap-Chairperson, and the Tournament Chairperson
- b. The new member should be shown around the ladies' locker room and informed of where to sign up for weekly play, posting sheets, birdie board, ECCI, and announcements of Open Days, Invitationals, and other special events.
- c. The new member should be informed of all things pertaining to weekly play, including cost of sweeps and where to pay. She should be informed of our Special Guest Days.
- d. The Courtesy Chairman should make sure our new member has a game for the first 2 or 3 weeks.
- e. The Chairperson should provide information about our organization and affiliations within and outside OGCC including OLGA, NCGA and WGANNC.
- f. Everything that can be done should be done to make our new member feel "at home" and to make her transition easy.

SECRETARY

She shall record minutes of each 18-Hole meeting and keep the Policies and Procedure Manual current.

TREASURER

She shall keep financial transactions and records and make reports at monthly meetings. The Treasurer shall draft an outline of expected expenses for the year. She shall maintain and balance the checking account and from time to time review the financial statement with the captain and pay all due bills.

TOURNAMENT CHAIRPERSON

She shall organize and direct all weekly tournament play, prepare a calendar for the year, arrange for all trophies or prizes for tournament play, select and keep a record of awards, and organize and direct all Special Tournaments. (Exception - The Captain shall select the Captain's Award.) The Tournament Chairperson shall also be responsible for arranging all meals and refreshments on Guest Days, etc.

TOURNAMENT COMMITTEE

The Committee shall consist of the Tournament Chairperson, the Tournament Co-Chairperson, the Handicap Chairperson, Rules Chairperson, and the captain. They will establish format and rules for major tournaments.

The monthly bulletin shall be posted on the bulletin board each month, designating the type of tournament for Thursday play and any other special events planned by the Tournament Chairperson and their committees

HANDICAP CHAIRPERSON

The Handicap Chairperson should serve a minimum of 2 years. She will verify that dues have been collected by the office and arrange for NCGA to be paid by the Treasurer. The Handicap Chairperson shall keep all records of handicaps up to date.

The Handicap Chairperson shall also serve as the membership chairperson. She will check the eligibility of all new members and will post the member roster in the ladies' locker room.

RULES CHAIRPERSON

Rules Chairperson will serve on the Tournament Committee, make rules decisions, present a rule for discussion at the 18-Hole Ladies meeting, and attend WGANC meetings as required.

OPTIONAL CHAIRPERSONS

- a. Open Day Chair
- b. Valley Team Play Captain
- c. Invitational Chairperson
- d. Historian - Captain's Book - Notify newspaper of special events
- e. WGANC Ambassador

PREVIOUS ALLOCATIONS

1. ECCI, Birdies, Captain's Award & Northern Months (former WGANC seasonal low net award) - Only games played in regular organized Thursday play can count for these events
2. Break 100, 90 & 80 Pins, - You may qualify for these pins when playing with an OLGA member at Oakdale on any day of the week.
3. \$150.00 expenditure approved for the Captain's Book
4. Charities: \$150 dollars will be donated to The Women's Haven. \$150 will be donated to Children's Shopping Tour sponsored by Oakdale Lions Club.
5. Birthdays for each month will be celebrated on the 2nd Thursday of the month and cake will be served. \$420 (12 months @ \$35) will be budgeted for Birthday Cake.
6. \$250 Donation to Oakdale High School Girls' Varsity golf team.
7. A yearly donation will be given to OGCC Junior Golf program from the excess proceeds for Closest to the Pin Awards. \$100 will be budgeted for OGCC Junior Golf program.
8. \$150 will be budgeted for weekly OWGC Tournaments.
9. \$100 will be budgeted for OWGC Christmas Party Expense.
10. \$100 donation to Jr. Rotary Classic Tournament.
11. \$100 will be budgeted for OGCC Member Directory

ADDENDUM
Dues Structure: 2021
(Changes will be posted annually)

OWGC (18 Hole Ladies)	\$20.00	Dues and Tournaments
OLGA	\$10.00	
NCGA	\$39.00	
Total	\$69.00	Billed each January by OGCC