

DAVIS WOMEN'S GOLF CLUB

Operating Procedures

General guidelines are to be updated as necessary at a Board or General Meeting.

I. MEMBERSHIP and HANDICAP

Presentation of an established handicap OR five (5) signed and attested 18-hole score cards with average differential of 60 or less. Two 9-hole cards may be used in lieu of one 18-hole card.

II. DUES

- A. Dues shall be for a 12-month period, January 1 through December 31. DWGC annual dues will be the total of PWGA dues and an amount for local dues. PWGA dues are the same amount for the entire calendar year regardless of when a new member joins. However, the local dues will be pro-rated: If a new member joins after July 1, the local dues pro-rata portion will be 50% of the local annual dues; if a new member joins after October 1, the local dues pro-rata portion will be 25% of the local annual dues.

MONTH JOIN	PWGA DUES	LOCAL DUES
January-June	100% (\$32.)	100% (\$32.)
July-September	100% (\$32.)	50% of PWGA (\$16.)
October-December	100% (\$32.)	25% of PWGA (\$8.)

- B. Dues are due on or before October 1st. A penalty of \$10.00 will be assessed after October 15.

III. MAJOR DWGC TOURNAMENTS

- A. HANDICAP, CLUB CHAMPIONSHIP and ACE OF THE YEAR shall be stipulated as major tournaments. \$5.00 from each member's dues will go towards the purses of the Handicap and Club Championship tournaments. Entry fees shall be established by the chair of the tournament.
- B. Eligibility requirements:
- 1) Member of DWGC for at least sixty days prior to the first day of the month in which the tournament is held and have an official USGA index. The index may not exceed 40.4.
 - 2) Four (4) games with DWGC must have been played within the past three (3) months.
 - 3) No eligibility requirement shall be waived for either major tournament
- C. Rules and Regulations, and all other conditions, including the purse distribution, shall be published and posted at least two (2) weeks in advance of the tournament.
- D. No spectators or caddies allowed at any time.

IV. PWGA Tournaments:

- A. PWGA Tournament of Champions. DWGC will be represented by four DWGC members per guidelines and criteria of the PWGA. There will be no substitutions. Entry fees will be paid by DWGC.
- B. PWGA Team Play Tournament players will include a team of four DWGC members: two lowest gross and two lowest net who participate in two out of three DWGC qualifying tournaments as identified by the DWGC's PWGA Representative. The selected four-some must commit to play all days of the PWGA Team Play Tournament wherever it is

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held in northern California. If the DWGC team does well in the first, one-day Tournament, they will proceed to the final two-day Tournament at a time and place determined by PWGA. The team's entry fees for all days of the Tournament will be paid by DWGC. Winners will receive prizes determined by PWGA.

V. SPECIAL EVENTS

- A. Special Events include the Ham, Turkey and Booze Shoots, Super Guest Days, Better Ball Tournament and special parties.
- B. Chairpersons of these events will follow the funds management procedures below:
 - a. Three to four weeks before the event, get an advance check from the Treasurer for the amount allocated for the event budget
 - b. When participation fees are collected, give a Receipt Log and the funds collected to the Treasurer.
 - c. After the event, submit the expense receipts to the Treasurer for reimbursement.
- C. PWGA Rules state that cash cannot be awarded. Consequently Pro Shop credit, gift certificates or prizes are the options for awards.

VI. AWARDS

- A. Only one pin for first birdie per hole; maximum of 18 birdie pins to anyone player.
- B. Annual Awards
 - 1) To be eligible for annual awards (most improved, most birdies, most chips, least putts, pro points, etc.) one must be a current member of DWGC. To be eligible for the annual low putt award, a member must play a minimum of four games on PPP days.
 - 2) Competitors for ACE of the YEAR shall be the "Ace of the Month" players from November through October.
- C. Major Tournament Awards
 - 1) Handicap Tournament winner will receive a perpetual trophy at the Christmas party, a medallion, and the tournament purse at the conclusion of the Tournament.
 - 2) Ace of the Year winner will receive a perpetual trophy at the Christmas party. The gross and net winners will receive a gift certificate at the Christmas party.
 - 3) Club Champion will receive a perpetual trophy at the Christmas party a medallion and the tournament purse at the conclusion of the tournament.
 - 4) Most improved player will receive a "perpetual trophy" at the Christmas party (BoD Minutes 3/6/13)
 - 5) The following individuals will attend the PWGA Tournament of Champions (entry fees paid by DWGC): Overall Gross and runner-up, and the overall low net and runner-up of the DWGC Club Championship Tournament (at PWGA discretion).

VII. GENERAL

- A. Wednesday play days - minimum of 12 players must participate for tournament status for awards.
- B. The Captain shall be given a gift of appreciation at the Christmas party. Cost shall be covered by dues.
- C. Hole-in-one Insurance (\$2.00 per person) shall be awarded for "ACE" on the DAVIS GOLF COURSE. (Participation is OPTIONAL).
- D. Except for the Major Tournaments a player may pick up after ten strokes on any hole and not be disqualified from the tournament.
- E. Raffles sponsored by DWGC (except the Christmas raffle) will allocate 50% of proceeds for raffle prizes and 50% for Club donations to be decided by a Board vote annually based on written recommendations from membership.

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- F. Cell phone GPS units may be used on the course. Electronic communications devices may be used between the 9th and 10th hole, after the 18th hole or before the 1st hole during play. Use of cell phone under special circumstances includes family emergencies or need to respond to timely issues. As a courtesy set cell on vibrate when expecting a call. (Added 6/15/13 by the Board of Directors)