

CARSON VALLEY WOMEN'S GOLF CLUB



# House Rules

---

**Jan Singyke**

**9/15/2023**

The House Rules are intended to provide members with guidance on various routine processes and procedures not covered in the Bylaws. These rules are subject to updates and changes from time to time as directed by the Board of Directors or by the voice of the membership.

**Table of Contents**

- Introduction ..... 2
- Tee Declaration ..... 2
- HSTP ..... 2
  - Qualifying ..... 2
  - Green Fees ..... 2
- Raffles ..... 3
  - 50-50 Raffle ..... 3
  - Tournament Raffles ..... 3
- Hole-In-One ..... 3
- Play Day Etiquette ..... 3
- New Members ..... 5
- Financial Matters ..... 5
  - Bank Fees ..... 5
  - Budget ..... 5
- End of Year Gifting ..... 6
- Tournament Rules ..... 6
  - Tournament Cancellations ..... 6
  - Tournament Registrations ..... 7
  - Ladies Day Tournaments ..... 7
  - President’s Cup ..... 10
  - Club Championship ..... 11
  - Annual Eclectic ..... 11
  - Tournament Winnings ..... 12
- Leadership ..... 12
  - Advisory Board ..... 12

# House Rules

---

## Introduction

The Carson Valley Women's Golf Club (CVWGC) House Rules have been created to define various processes and procedures to be followed by all members during the golf season. These rules shall be reviewed and modified as needed at the beginning of each year by the Board of Directors and do not require membership approval. Changes to the rules must be passed by a simple majority of the current Board. These rules must not conflict or be contrary to the club Bylaws, Mission or Values. The House Rules will be presented to the membership at the first annual meeting and will be made available to all members via the Club web site.

## Tee Declaration

Each year all Ladies Club members must complete that year's membership application and declare which tee they will be playing from, white or red. If no tee is declared, the red tees will be the default. This declaration is for the purpose of facilitating the printing out of properly handicapped (popped) scorecards each week via Golf Genius. Ladies may play from the yellow tees if they meet one of the following criteria:

1. Their course handicap is 40 or greater, or
2. They have a physical handicap approved by the Board

## HSTP

### Qualifying

On the last Tuesday of each month the weekly play day round of golf will serve as the qualifying round for the selection of the following month's team and alternates to represent CVWGC at the HSTP tournament. The qualifying round will be played from the white tees regardless of the player's declared tees and must be a postable round of golf. Ladies interested in participating in the qualification process who did not pre sign up at the beginning of the year or have not signed up for previous qualifying rounds during the year must sign up for the qualifying round prior to the start of said round. The team will consist of the ladies with the top three (3) gross and the top three (3) net scores. The remaining ladies will be listed as alternates in ascending order of their qualifying scores.

### Green Fees

The green fees for the monthly HSTP tournament will be paid by the qualifying members. Each team member will remit a check payable to the HSTP Captain in the amount of the published tournament fee as posted on the CVWGC web site to our HSTP Captain/co-Captain as soon as possible but no later than

one week prior to the HSTP tournament. On the day of the HSTP tournament, the HSTP Captain/co-Captain will register the team exchanging a single check, payable to the host course, for the CVWGC HSTP team's score card(s). A team member who has paid her green fees but cannot participate will be reimbursed by her alternate. If no alternate is available and the host club cannot, or will not, refund the fee, the player will forfeit their fee.

## Raffles

### 50-50 Raffle

This raffle is for a cash give away at the general monthly meeting and will be distributed as follows:

- 50% of the funds collected will go to the winning number(s).
- 50% of the funds will be allocated for the general budget fund.
- The money directed to the general budget fund may be allocated to either a local youth golf program or remain in the general budget fund to offset club expenses.
  1. Each year, the Board will vote on whether they want to support a local youth golf program, and, if so, which one to support.
  2. If the funds are allocated to a local youth golf, they will be distributed at the beginning of each year.

### Tournament Raffles

All funds from raffles held at any tournament, Rally for the Cure, Invitational, etc., will go directly into the tournament's income stream to cover tournament expenses and fund allocations. All tournament expenses and fund allocations are to be clearly defined by the specific Tournament committee.

## Hole-In-One

Each year \$1.00 from each member's annual dues goes to the "Hole-In-One" fund as stated in the club's Bylaws. The distribution of the funds will be as follows:

1. A Hole-in-One distribution will be \$100 per occurrence.
2. The Hole-in-One must be made during a regular play day round.
3. The fund itself will be capped at \$300.00.
4. Monies in excess of the \$300.00 cap shall revert to the club's general fund to be used for normal club expenses and future dues may be adjusted accordingly.
5. The annual \$1.00 fee may be suspended as long as the balance of the "Hole-In-One" fund remains at or above its stated cap.

## Play Day Etiquette

1. On play days, score cards will be exchanged between carts, not cart members.  
*Exception* – cards will be exchanged between cart members in twosomes only.
2. GPS aids may be used for distance only.
3. Play days will be held every Tuesday commencing on the first Tuesday of April and ending on the first or second Tuesday of October.

4. Players should be checked in and ready for play 15 minutes prior to the published tee time.
5. In line with our *Friendship Core Value* all foursomes are randomly selected through Golf Genius and will not be modified after the fact. There will be no exclusions except for certain occasions, i.e., pairing Board Members or Sponsors with new members. All inquiries regarding foursome assignments will be directed to the Tournament Chair or another member of the board.
6. While we encourage no smoking or vaping during the round of golf, exceptions **should** be consented to by all members of the foursome and **must** be consented to by the cart partner concerned.
7. Pace of Play –
  - a. Keep up with the hole-by-hole times printed on the scorecards.
  - b. Keep up with the group in front of you.
  - c. Play ready golf. (Rule 5.6 & 6.4)
  - d. Determine yardage and club selection before arriving at your ball.
  - e. Limit practice swings to no more than two (2).
  - f. From club selection or pre-shot routine to execution strive to hit your shot within 20 – 40 seconds. (Rule 5.6).
  - g. After hitting, replace club covers while riding to next ball position.
  - h. Carry an extra ball with you so you can be ready to hit a provisional ball, if necessary, or if you have declared your ball lost.
  - i. Watch your partner's drives/hits and mark them if necessary.
  - j. Lost ball search limited to 3 min. (Rule 18.2).
  - k. Park your cart out of the way – on the side of or toward the back of the green – so the next group can proceed more quickly with their next shots.
  - l. Line up your putt before it's your turn.
  - m. When ball is close to hole, putt out rather than marking and waiting (Match Play excluded).
  - n. Record scores from previous hole at the next tee while waiting to hit.
  - o. Max strokes per hole will be equal to **Net Double Bogey** (Rule 21.2) which is defined as Par + 2 + Pops/handicap strokes (see Pop Calculator on Links page).
    - i. When a player reaches **net double bogey** they **should** pick up if any of the following condition or conditions are in play:
      - Group behind you is waiting to hit
      - Your group has fallen behind the group ahead of you
      - You are getting tired and/or frustrated
      - You are slowing up your group
    - ii. A player may not pick up before the **Max Strokes** (net double bogey) has been reached without tournament disqualification.
    - iii. To maintain tournament participation (prize fund eligibility) and a postable round when picking up, a player **must** add to the current stroke count, at pick

- up, the “*most likely number of strokes to be taken in order to hole out*” (i.e. Par + 2 + Pops + most likely number strokes needed to hole out).
- iv. Continued participation in side games (KP, chip ins, etc.) are not affected by picking up.

**Note:**

This Max Stroke rule is a local club/course rule only.

## New Members

**1. Mentors:** New members will be paired with a Mentor for the first two weeks of play. Mentors should be long-time members in good standing who are familiar with both Club procedures and USGA rules.

The responsibilities of Mentors include playing with new members, reviewing the New Member Package contents with them, introducing them to other members, answering any questions regarding Club processes and history and assisting with their understanding of both USGA, Carson Valley Golf Course Local Rules, and the CVWGC Local Course Rules. Mentors will be assigned by the Club President, and they should be long time members in good standing who are familiar with both Club procedures and the above-mentioned golf rules. Mentors may also be the member who recruited the new member. Refer to the Mentor Guidelines for additional Mentor responsibilities.

**2. Handicap Policy and Payouts:** New members who do not have an established **USGA** handicap will be assigned a 40 handicap until their **USGA** handicap has been established. Players without an established handicap should be eligible for payouts if they play within a 40-handicap range. If they play at a lower than 40-handicap level, they will not be eligible for payouts until their handicap has been established.

New members with no handicap will compete for the “most improved golfer” once their handicap has been established.

## Financial Matters

### Bank Fees

In order to avoid a monthly service charge on the Club’s checking account, a savings account was opened in 2015 which requires a monthly deposit of \$25.00 to reach a required \$750.00 minimum balance which was achieved in 2017. While funds may be drawn down to \$0.00 at any time by the Treasurer as directed by the Board, it shall be the practice of the Board when drawing funds from the saving account to leave the required minimum balance in the account. (Note: the bank’s minimum required balance is subject to fluctuation.) Current minimum balance requirements as of December 2021 are as follows;

- Checking       \$500
- Savings         \$300

### Budget

The main purpose of an annual budget is to create a plan for tracking expected income flows necessary to cover the expected expense outflows, with the end result being a positive cash balance at the end of the year. A successful budget plan will ensure the financial soundness of

the organization enabling continued future operations. While the planning of income and expenses are a combination of both known and estimated, or anticipated figures, and, therefore, cannot be guaranteed to result in a positive state, the ultimate goal remains, that the income should be equal to or greater than the expenses. To this end, it is agreed that all annual budgets must be balanced when presented to and approved by the board.

## End of Year Gifting

1. The giving of gifts at the end of the year banquet/luncheon by the President to her board members or committee chairs in appreciation for their service is not required nor expected. If a President wants to give special recognition to her board or committee chairs beyond appropriate accolades at the year-end banquet/luncheon it should be done in private and with discretion.
2. A gift of no more than \$50 for each of those golf course staff members deemed by the board to have given exceptional assistance to the Club over the course of the year.

## Tournament Rules

Currently there are Four (4) categories of “Tournaments” that are played each year by the **CVWGC**, the weekly **Ladies Day Tournaments** or Play Days, the **President’s Cup**, the **Club Championship**, which is the only “true” tournament as recognized by the **USGA**, and the Annual Eclectic. The formats for each tournament currently are as follows;

- **Ladies Day Tournaments** or Play Days – various games.
- **President’s Cup** – two rounds of the President’s choice.
- **Club Championship** – two rounds of stroke play, lowest combined gross score wins.
- **Annual Eclectic** – Eclectic spanning all Play Day rounds played, low gross wins.

The following rules apply to the current tournaments as described above and must comply with sec 10.3 Rules of Play as stated in the Bylaws. In the event that these formats change these rules and Bylaws will be reviewed and modified accordingly.

## Tournament Cancellations

All tournaments will be played, rain or shine. The Carson Valley Golf Course is the only authority able to cancel a scheduled tournament. The cancellation of a tournament may be called by the golf course prior to or during a tournament for the following reasons:

1. Major Storm – A major storm currently in progress or is expected during the day, where conditions would endanger the safety of the players, course employees and or the course itself (i.e., lightning, blizzard, extreme winds, etc.).
2. Smoke – The Air Quality Index (AQI) is at 200 or above at the course.

If the course is closed after the start of a tournament the disposition of funds (green fees and prize funds) will be determined on a case-by-case basis. If less than 9 holes have been played refunds or carryovers will be a viable option. If less than 18 holes have been played the tournament will be decided based on a 9 hole tournament or a best of “x” holes played. The final decision will be up to the **CVGC** and the **CVWGC Board**.

## Tournament Registrations

Players must sign up for all tournaments prior to each tournament as follows;

1. **Signups** – players must sign up for each **Ladies Day** round of golf no later than Saturday noon *prior to the Tuesday play day*. The preferred method is via **Golf Genius** where ladies one week at a time. Alternately, if Golf Genius is not available, players may sign up, for the upcoming week only, by calling the the Tournament Chair or her designate no later than noon Friday prior to the play day.
2. **Late Signups** – players may sign up after the signup deadline above but will be subject to the following;
  - a. Will not have a printed card with pops.
  - b. Must pay into the prize fund but will not be eligible to win.
  - c. Will be assigned to open foursomes (group).
3. **Cancellations:** Players who have signed up for a play day but are unable to participate, for whatever reason, should cancel their round via Golf Genius no later than noon Saturday prior to the Tuesday play day. Or, if unable to use Golf Genius, they should contact the Tournament Chair or her designee no later than noon Saturday prior to Tuesday play day.
4. **No Shows – Three Strikes Policy:** In order to be respectful and considerate of our volunteer’s time and effort spent putting together foursomes, printing scorecards, and entering and finalizing the results each week, the Club enforces a Three-Strike Policy which is as follows: Each member is allowed in total a maximum of three no-shows, late call-ins and/or cancellations. After a third occurrence, the member may be asked to leave the Club. The cut-off deadline for sign ups and cancellations is Saturday noon prior to the Tuesday play day.

*Exception* – In the event of an emergency please notify the Tournament Chair or her designee as soon as possible regarding a cancellation.

## Ladies Day Tournaments

Each week a different game will be played as set by the Tournament Chair before the beginning of each year (see Club Tournament Schedule and Tournament Scheduling Guidelines on the [CVWGC](#) web site). Each weekly tournament will contain the following components;

1. Eligibility
2. Flights
3. Prize Fund



#### 4. Side Competitions

Tournament and side game prize funds will be based on the following buy-in:

- Weekly Tournament \$6.00
- KP (optional) \$2.00
- Chip-ins (optional) \$2.00
- President's Cup 2 rounds @ \$7.50 each
- Club Championship 2 rounds @ \$7.50 each
- Annual Eclectic \$7.50 (paid with dues)

**Note:**

In exchange for a reduced green fee from the **Carson Valley Golf Course (CVGC)**, the weekly Tournament fee will be charged to all players and will be collected by and paid out, as a credit to the member's account, by **CVGC**.

**Eligibility –**

- All competitors must be a member in good standing or a guest of a member.
- All competitors will play from their "declared" tees.

**Flights –**

1. Each game will be flighted based on handicaps and/or declared tees.
2. Members without an established handicap or guests will not be included in flights nor be eligible for prize fund payouts.

**Prize Fund –**

1. A portion of the green fee paid by **all** players will go into the weekly Prize Fund.
2. The Prize Fund will be paid out to ~35% of the eligible field which is defined as;
  - a. Being a member in good standing.
  - b. Having an established USGA handicap. Minimum of three 18-hole postable rounds to establish a "trended" handicap.
  - c. Members without an established handicap and guests are not eligible for Prize Fund payouts.
3. Prize fund will be paid out as follows:
  - a. Stroke Play Games
    - i. Low Net for all flights with the number of flights and places paid being determined by the number of players and the target payout goal as stated in item 2 above.
    - ii. One overall Low Gross winner where the purse share will be ~ the same as the 1<sup>st</sup> place Low Net category
  - b. Team Games
    - i. Low Net for all flights with the number of flights and places paid being determined by the number of players and the target payout goal as stated in item 2 above.

- ii. No Low Gross payout

**Side Competitions –**

Weekly side competitions currently consist of Closest to the Pin (KP) and Chip-Ins.

1. All side competitions are optional.
2. Side competitions will be available on all play days.
3. Each competition costs \$2.00 payable at check-in.
4. All players are eligible to participate in side competitions, including guests.
5. Any side game carryover on the last tournament of the season will go into the club general fund and be used to offset closing luncheon/banquet cost.

**Closest to the Pin (KP) will be played as follows;**

1. There will be three (3) KP holes for each round selected from the three (3) par 3 holes (1, 17 & 18).
2. To qualify for a KP the shot must be the initial tee shot.
3. The tee shot must come to rest on the green.
4. KP pays the closest shot on each of the three (3) KP holes.
5. Payouts will be as follows;
  - a. Each KP hole will pay one third (1/3) of the total KP purse.
  - b. If there is no winner on a given KP hole, that hole's share of the purse will be added to the remaining holes and divided equally.
6. If there are no winners on any of the holes the entire week's purse will be carried over and added to the following week's KP buy-in.
7. Eligible players for the carry over pot will be limited to those players who "buy-in" to the subsequent week's KP game.

**Chip-ins will be played as follows;**

1. Chip-in are played on all Play Day games so long as all players have equal opportunity to attempt a chip in on each hole.
2. The chip-in must be from off the green.
3. Any club may be used for the chip-in shot.
4. If a chip-in attempt goes through the green, the subsequent shot is a valid chip-in attempt. Likewise, if a putt goes off the green the subsequent shot is a valid chip-in attempt.
5. Chip-ins pay equal portions for each chip-in recorded.
6. A player may receive multiple shares if recording more than one chip-in.
7. If there are no chip-ins recorded, the pot will carry over and be added to the following week's buy-ins.
8. Eligible players for the carry over pot will be limited to those players who "buy-in" to the subsequent week's Chip-in game.

**Birdies and Eagles**

While not a formal “Side Competitions” birdies and eagles recorded during the season will be recognized and rewarded at the end of the end of the year Luncheon/Banquet under the following guidelines:

1. Recording a birdie or an eagle is based on the gross score for the hole.
2. May only be recorded on individual postable stroke play games.
3. Are not recognized on team-based games such as Scrambles.

**President’s Cup****1. Rounds –**

- a. Two rounds to be played on either consecutive days or weeks.
- b. If you are unable to play in both rounds but still want to participate in the **President’s Cup** you will be required to pay the tournament fee for both rounds, but your score will only be based on the one round played.
- a. If you are not going to participate in the **President’s Cup** because you are unable to play in both rounds, you may still play in either round provided you pay the tournament fee for that round with the understanding that you will be ineligible for any prize fund winnings other than **KPs** or **Chip-ins** provided you have paid those optional fees.

**2. Competitors –**

- a. Must be member in good standing for prior two (2) months.
- b. Must have an established USGA handicap.
- c. Must have played at least five (5) 18 hole rounds played on Ladies Day.
- d. Must play both rounds on the dates scheduled.

**3. Flights –**

- a. All competitors will be flighted based on handicaps and/or tees.
- b. First round pairing will be based on handicaps.
- c. Second round pairing will be based on first round results.

**4. Tees –** All competitors will play from their declared tees.**5. Winner –**

- a. Overall winner is based on gross score.
- b. There will be three flights, and winners are based on low net scores for each flight.
- c. President’s Cup plaque will acknowledge overall winner and the three flight winners.

**6. Purse –**

- a. Fees for both rounds must be paid up front on the first day of play.
- b. The winner of the **President’s Cup** will receive 25% of the total purse collected for the two (2) rounds.
- c. The remaining field will split the remaining 75% of the purse collected for the two (2) rounds.

- d. The overall low gross President's Cup winner will be exempt from paying the following year's GHIN fee.

## Club Championship

### 2. Rounds –

- a. Two rounds to be played on either consecutive days or weeks.
- b. Must play both rounds on the dates scheduled.
- c. If you are not going to participate in the **Club Championship** because you are unable to play in both rounds, you may still play in either round provided you pay the tournament fee for that round with the understanding you will be ineligible for any prize fund winnings other than **KPs** or **Chip-ins** provided you have paid those optional fees.

### 3. Competitors –

- a. Must be member in good standing for prior two (2) months.
- b. Must have an established USGA handicap.
- c. Must have played at least five (5) 18 hole rounds played on Ladies Day.

### 4. Flights –

- a. All competitors will be flighted based on handicaps and/or tees.
- b. First round pairing will be based on handicaps.
- c. Second round pairing will be based on first round results.

### 5. Tees –

- a. Players competing for the title of Club Champion must play from the red tees.
- b. All other players will play from their declared tees.

### 6. Winner –

- a. One Club Champion is determined by low gross among those players playing from the red tees. Ties will be settled with three (3) hole playoff on holes #1, #2 and #3.
- b. There will be three flights and winners are based on low net scores for each flight.
- c. The Club Champion will be ineligible for any net score winnings.
- d. Club Champion Plaque will acknowledge Club Champion and the three flight winners.

### 7. Purse –

- a. Fees for both rounds to be paid on day of first round.
- b. The winner of the Club Championship will receive 25% of the total purse collected for the two (2) rounds.
- c. The remaining field will split the remaining 75% of the purse collected for the two (2) rounds.
- d. Club Champion will be exempt from paying the following year's GHIN fee.

## Annual Eclectic

1. **Rounds** – All regular postable Play Day rounds played during a given season.

2. **Competitors** –

- a. Must be member in good standing.

- b. Must have an established USGA handicap.
- c. Must play at least one regular Play Day round.
- 3. **Flights** – There are no flights in the Annual Eclectic.
- 4. **Tees** – All competitors will play from their declared tees.
- 5. **Winner** –
  - a. Gross and Net winners.
  - b. Second place runner-ups for both gross and net.
  - c. Annual Eclectic plaque will acknowledge low gross and net winners and first runner-ups.
- 6. **Purse** –
  - a. Eclectic fees are collected with the Annual Membership Fees.
  - b. All winnings will be paid out at Closing Luncheon/Banquet.
  - c. Payouts will be made based on the schedule below.

Place	Low Gross	Low Net
First	25%	25%
Second	15%	15%
Third	10%	10%

### Tournament Winnings

All tournament winnings from weekly prize funds and side competitions are paid weekly to the winners via a credit to their CVGC account. Members may only use the funds at the Carson Valley Golf Course Pro Shop or Club House (food and beverage).

### Leadership

#### Advisory Board

To encourage a larger member participation in the leadership and running of the club, an Advisory Board has been created. This board shall consist of and have responsibilities as follows:

- a. The Advisory Board would consist of all non-board chairs.
- b. They would be invited and expected to attend all Board meetings.
- c. They would have input into all actions of the Board but no vote.