

SWGA By-Laws

Article I - Name

The name of the organization shall be the Suburban Women's Golf Association. (SWGA)

Article II - Purpose

The purpose of SWGA is to promote sportsmanship, friendship and competitive play among local area clubs.

Article III - Membership/Dues

Section 1. Membership

Club membership is limited to those clubs participating in SWGA. An individual member of SWGA may play for only one club for the duration of the season. Rosters from each club should be submitted prior to the first match of each season. Rosters may be amended as women join a club and become eligible during a season. To establish eligibility, a player must be an amateur member in good standing in their club or league and must have posted 5 scores at their home course within one season. Once attendance eligibility is established, the player needs only to be in good standing with her league or club to be eligible from year to year. "Good standing" means up-to-date on all fees or dues.

Section 2. Dues

Dues are \$50 per year per member club, payable by April 1.

Article IV- Governance/ Representatives/ Host Club

Section 1. Chair Club

Chair responsibility shall rotate through the clubs on a preset schedule and change each year at the planning meeting. The primary team representative of the Chair Club is the chairperson of SWGA.

Section 2. Representatives

Each member club in SWGA is entitled to two representatives, one primary and one alternate. Each club is entitled to one vote.

Section 3. Host Club

The Host Club is the home club on the day of a match.

Article V- Meetings

Section 1. Meetings

One planning meeting shall be held by the end of December prior to the new season. The assuming chairperson shall be responsible for the planning meeting. Additional meetings may be called as required. The members present at any meeting, after proper notice, shall constitute a quorum.

Article VI-Matches

Each member club shall host a match once during the season, according to the schedule established at the planning meeting. Each club shall play each of the other clubs one time each season. A club should play a Host Club only once in a season.

The final play day of the season should be hosted by the Chair Club and will be either the final match or, if membership permits, should be a Fun Day.

Should SWGA membership be comprised of an odd number of clubs, the home team will not play at their own course and the Chair Club shall not play a Host Club at any time during the season.

USGA rules apply unless otherwise noted. *Note: See “breaking ties”, code of conduct, match play rules, and scoring when hole not played or finished.*

Article VII – Responsibilities

Section 1. Chair Club responsibilities

- a. Schedule, host and conduct a pre-season planning meeting. Schedule additional meetings as needed. Compile and distribute minutes for all meetings.
- b. Poll member clubs for agenda items.
- c. Draw up a communication tree, e.g., phone, email, text, to be used in the event of a match cancellation.
- d. Determine the match schedule, ensuring that each team plays each of the other teams once in a season, and that each team is matched against a home team no more than once a season.
- e. Distribute to each primary representative the match schedule, a listing of all team representatives, phone numbers, email addresses and a current communication tree.
- f. Verify score tally after each match.
- g. Have traveling trophy engraved and award trophy at the close of the season to the team with the most accumulated points.
- h. Have 1st and 2nd place permanent plaques engraved and awarded at the later of either the last match or Fun Day.
- i. At the end of the season, inform the incoming chair about the Chair Club rotation procedure for the next season.

Section 2. Host Club responsibilities

- a. Provide enough helpers to assure the smooth running of the match to include rangers to assist players, monitor play and mete out consequences.
- b. Assign carts and starting tees. Provide one dotted/stroked card per cart.
- c. Arrange starting tee order so that all teams “A” flights from each club will be out on the course first; flight teams “B”, “C”, and “D” should follow in order.

- d. Determine whether the ball will be played as it lies or if course conditions warrant, a ball may be marked, lifted, cleaned and placed in a player's own fairway.
- e. Provide snack, e.g., crackers, on each cart and drinks such as iced tea, water, or lemonade.
- f. Ensure all holes are identified. Post temporary signs if necessary.
- g. Calculate and compile results of the matches.
- h. Provide each primary representative with current tally of accumulated points. (As soon as possible following play.)
- i. Provide teams with any information about local rules, practice facilities, drop zone usage, and Tee boxes, etc.

Section 3. Team Representative responsibilities

- a. Attend all meetings, send an alternate if necessary.
- b. Distribute a roster of eligible players and the Golf Handicap Index Numbers (GHINs) at the start of each season to each of the other clubs and provide updates of new players prior to match play.
- c. Submit a list of 8 players or no fewer than 4 players no later than 4 days prior to the match and any subsequent changes simultaneously to the host club and the opposing team representative, along with each player's GHIN and handicap index as of the date determined by the host club. Teams must be made in lowest to highest index order. Highest allowable index is 34.2. If a club does not field four teams three times during the course of a season, they will be asked to resign from SWGA.
- d. Prior to the start of each match, review the scorecards to verify correctness of handicaps and strokes for each of your players and each opponent. *Note: Correct prior to play, if possible.*
- e. Collect cart fees and give to appropriate person at the Host Club.
- f. Remain at each match until scoring is complete. Share results at home.
- g. Instruct players on the rules of play, match scoring and prompt submission of scores.
- h. Emphasize speed of play. Encourage players to pick up when out of the hole and concede putts. Explain how to score a hole after picking up. *Note: URL for scoring when hole not completed:*
<https://www.usga.org/content/usga/home-page/handicapping/world-handicap-system/world-handicap-system-usga-golf-faqs/faqs---what-score-do-i-post-when-hole-is-not-completed-.html>
- i. Ensure that all players personally sign tally scoresheet and post their scores on the day of play from all matches. *Note: Scores are not posted as Tournament.*

Article VIII – Match Procedures

Section 1. Competition

- a. Teams – Each club shall field 8 players divided into 4 teams of 2 players each.

Teams will be determined using the USGA handicap indexes and 100% of that course's handicaps for the players as determined by the Host club. Team A will consist of the 2 players with the lowest indexes, sequentially to team D consisting of the 2 highest indexes.

The brackets of handicap indexes for A, B, C, and D are as follows:

- A. up to 18.0
- B. 13.0 to 24.0
- C. 18.0 to 28.0
- D. 24.0 to 34.2

b. Handicap/Strokes.

1. Highest allowable handicap index is 34.2. A player with a higher index will be limited to strokes equivalent to a 34.2.
2. There is no limit to the range of handicaps among the 8 players of a member club, but players within each team of two may not have a differential of more than 10 strokes (USGA recommendation.)
3. Strokes will be allocated against the lowest handicap within each foursome, up to a maximum of 10 strokes, except for the “A” flight. A player may play in either a higher or lower bracket than her handicap allows, with appropriate adjustments made.

Exceptions: If needed, a player can play in a higher bracket than her index allows, e.g., an “A” handicap index player playing in “B” flight, will play to her actual handicap index and there will be no limit to the number of strokes allocated. A player playing in a lower bracket, e.g., a “D” player playing in “C” flight, will play to the flight handicap index maximum for the playing bracket. See Appendix for examples.

4. Substitutions may be made after teams have been submitted to the Host Club up until the actual match. However, the substituted player will be put into the appropriate handicap order and teams adjusted as necessary.

c. Scoring – Play is best ball net of each of the teams.

One point is awarded for each hole won, zero points for a hole lost, and ½ point for a tie.

In addition, effective in 2023, one point will be awarded for winner of: front nine holes, back nine holes and 18-hole overall scores (3 points total). Tie scores awarded ½ point.

Exceptions: Effective December 2013, SWGA voted to limit the scoring of a one-person versus two-person team as follows: the single person who completes the round shall receive no fewer than 6 points, while the two-person team shall receive no more than 12 points. The single player who does not finish the round shall receive only those points earned for holes played. The two-person team shall receive the balance of match points upon completion of the round.

Disputes and claims between players must be made prior to teeing off on the next hole. The Committee, made up of the involved SWGA representatives and the host club professional(s), will be responsible for settling disputes/claims following the match and before the final tally score sheet is signed by the individual players in the two involved teams. Once scoring tally sheets are signed the results are final.

Year-end Ties: To resolve a year-end tie for first place, the “A” teams of the clubs involved will play a sudden death play-off as the final host course can best accommodate. (As soon as possible following the final match and before the Fun Day.) In the event of a tie for second place, both teams will be awarded a 2nd place trophy.

d. Failure to field a team or flight.

A team consists of a maximum of 8 players. A team must field a minimum of 4 players. All flights must be filled in handicap sequence. In the event a Club fails to field a team, the points for the match will be distributed as follows: (1) 20 points to the team unable to field a team, and (2) an average of the other

winning teams' points, not to exceed 38 points to the team which is able to field a team. *Effective 2023 the Front/Back/Overall 3 points to be split in half, with 1 ½ points to each team.*

e. Weather

1. When inclement weather is imminent and status of play is questionable, the host club representative will make the decision to cancel competition as soon as possible and, if this takes place in sufficient time prior to the start of play, will use a communication chain to inform the other representatives of the decision to cancel. If the cancellation of play cannot be determined in time to use the communication chain, cancellation will take place after players arrive.

2. When inclement weather occurs after play has begun, the host club representative and the SWGA Chairman or Assistant may meet with the host club professional and/or groundskeeper on duty to request the course be closed. If the request is denied, the SWGA host club representative makes the final decision. If play is discontinued in this case, unplayed holes are halved. If play is continued during the inclement weather, however, any team wishing to concede under the conceding rule may do so but loses all points for holes not yet completed. If both teams decide to discontinue play, points earned for holes completed will be awarded, and the remaining unplayed holes will be halved.

RAIN DAYS FOR MATCHES WILL NOT BE RESCHEDULED OR MADE UP

Article IX – Rules of Play

Section 1. Rules

SWGA players will observe all rules of USGA, SWGA and the local rules of the Host Club. Decisions of the Host pro shall be final in any dispute not covered by SWGA By- Laws.

Section 2. Cell phones

A ringing cell phone shall be penalized by loss of the hole. Cell phone conversations shall be limited to emergencies.

Section 3. Measuring Devices - Distance Measuring Devices are permitted.

Section 4. Score Posting - Following a match, players will be responsible to post their scores on the day of play and representatives will be responsible for ensuring that their players do so.

Section 5. Slow Play

The host club will be responsible to monitor slow play. If a group is 1 hole behind, a warning will be issued to the group. If the group is found to be 2 holes behind, they will be asked to pick up and go to the next hole. For any hole not finished due to moving, both teams will earn ½ point.

Article X – Review of the By-Laws

These By-Laws shall be reviewed annually and revised accordingly.

(Reviewed December 2022)