

Player's Course Ladies Golf League

Policies and Procedures (revised 2023)

A. Membership

All returning membership applications and fees must be received by February 28 of the current season.

B. Awarding Prizes

1. All members in good standing are eligible for Ladies League championship awards if they have played a minimum of 10 rounds and have played two championship games.
2. "A" Division consists of members with a handicap between 0 and 14.99.
3. "B" Division consists of members with a handicap between 15.00 and 19.99.
4. "C" Division consists of member with handicap greater than 20.00.
5. Division champions are low net scores and only those with an eligible handicap at the time of the championship will qualify.
6. All members play in the championship round but only members in good standing may be awarded a prize in either "A", "B" or "C" Division.
7. **Prizes** shall be awarded to the Division winners.
8. Members may be awarded only one fixture or championship prize per season.

C. Recording Golf Scores

1. All group cards are to be signed by two league members of the group and turned into the Sports Coordinator via the intake slot in the pro shop.
2. Players are responsible for handing in their score cards to the Sports Coordinator. The full names of all golfers must be printed on the cards.
3. Failure to clearly record either the names or scores according to the weekly fixture game may result in disqualification for that weekly fixture game.
4. All players shall follow the rules, regulations and etiquette of good golfing.

D. Guests

1. Guests will be allowed to play in the Ladies League **any week pending tee time availability.**
2. Scorecards must indicate `Guest` and their first name and initial.
3. Guests cannot exceed 3 games per season.

Job Descriptions

A. President

1. Calls regular meetings for the Executive Committee and prepares agenda.
2. Does not vote at Executive Committee meetings except to break a tie.
3. Sets the date for the annual spring members' meeting, the Fall AGM and the banquet.
4. Member of all committees.
5. Delegates authority and responsibility.
6. Prepares a monthly newsletter.

B. Vice-President

1. Fulfills job of President when necessary.
2. Member of all committees and has one vote.
3. Maintains the membership roster for the league, which includes names, addresses and telephone numbers for all members.
4. Responsible for public relations.
5. Arranges the Annual Banquet.
6. Assists in preparation of monthly newsletter.

C. Secretary

1. Sits on the Executive Committee and has one vote.
2. Records minutes of all Executive Committee meetings, the spring meeting and the Annual General Meeting.
3. Writes letter on behalf of the league.
4. Keeps track of the waiting list for new members.
5. Contacts people on the waiting list in the spring to complete the league roster.

D. Treasurer

1. Sits on the Executive Committee and has one vote.
2. Collects membership fees for the league.
3. Makes all bank deposits and balances the bank statements.
4. Prepares and submits a report of the year's income and expenses at the Annual General Meeting . For such a report the fiscal year of the league shall be from January 1 to December 31.

5. Pays all bills. Shall record all monies of the League and disburse all monies by cheque only. Only claims with appropriate supportive documents will be paid when the receipts are submitted.
6. Coordinates the weekly 50/50 draw.

E. Sports Coordinator

1. Sits on the Executive Committee and has one vote.
2. Provides a proposed weekly games list for acceptance by the Executive committee prior to the start of each season.
3. Collects score cards for each weekly league game.
4. Records the scores and attendance for each member.
5. Provides attendance status report approximately midpoint through the season.
6. Calculates handicaps & determines winners for Club Championship games.
7. Determines winners for other weekly games/participation.
8. Provides year end list to President for any members who are not in good standing.

F. Assistant Sports Coordinator (optional)

1. Sits on the Executive Committee and has one vote.
2. Assists the Sports Coordinator.

G. Prize Coordinator

1. Sits on the Executive Committee and has one vote.
2. Receives list of prizes required for the feature cards and the league championship.
3. Designs a birdie tree and keeps track of all birdies. Hands out 1 sleeve of balls to winners at the banquet.
4. Receives a budget to purchase prizes.
5. Purchases prizes and may solicit prize donations.

H. Past President

1. Sits on the Executive Committee and is non-voting.
2. Attendance at Executive Committee meetings is optional.
3. Primary role is to provide advice to the current President.