

Pole Creek Ladies Golf Club Bylaws

(Revised May 27, 2026 and replaces Constitution and Bylaws as amended through May 30, 2018)

ARTICLE I NAME

The name of this organization shall be the "Pole Creek Ladies Golf Club" (PCLGC) aka Pole Creek Ladies Golf Association (PCLGA).

ARTICLE II PURPOSE

Section 1. To educate, promote, and maintain the best interests of the game of golf.

Section 2. To promote good fellowship and sportsmanship among the members of the Club and to encourage the active participation of its members in playing and enjoying golf.

Section 3. To adopt, enforce, and interpret the USGA Rules of Golf in all Club events.

Section 4. To maintain a uniform system of handicapping as set forth in the USGA Handicap System and issue USGA Handicap Indexes to the members.

Section 5. To provide tournament chairs to conduct Club competitions.

Section 6. To provide a committee of officers to govern, set rules, and conduct the Club championship.

ARTICLE III MEMBERSHIP

Section 1. Eligibility. Women aged 18+ years are eligible for active membership upon payment of annual dues. Also see Pole Creek Ladies Rules, which are not in the bylaws.

Section 2. Responsibility. Members shall be familiar with the Rules of Golf, local rules, and conditions of competition. The USGA Handicap System requires that members play regularly with one another and personally post scores to be eligible to receive a USGA Handicap Index.

ARTICLE IV DUES AND FINANCES

Section 1. Annual Dues. Annual dues are voted on by the membership at the final Club meeting of the year or at a time set by the officers.

Section 2. Membership Dues. Dues must be paid before a member will be activated. All members are inactivated in April and will only be activated upon payment of dues. There is no cut-off date as to when a member may pay their dues but they will not be a member until dues are paid.

Section 3. Membership Year. The membership year shall be based upon the date that dues are paid until April of the next year when dues are again paid.

Section 4. CGA Membership. Club membership dues shall include Colorado Golf Association membership fee (which includes GHIN handicap fee) and payment of dues entitles the member to receive CGA information and membership benefits.

Section 5. Handicap Service. To be eligible for prizes related to Club play, individual members of the Club shall utilize the handicap service provided through CGA to calculate their USGA Handicap Index.

Section 6. Use of Dues. Membership dues shall be used to pay CGA membership fees, reasonable administration costs, prizes, hole-in-one celebrations, and food for final luncheon and other events. The use of dues is based upon the calendar year. This is an attempt to use all of the dues each calendar year, but if there is money left it will be carried over to the next year. If there is not enough money to cover the expenses for the year, money will be used from the PCLGC reserve bank account. The reserve fund balance will be maintained at approximately \$2000.

Section 7. Prize Money. Prize money won for weekly play will be posted on the website. At various times these monies are paid to the pro shop where winners can use these monies to buy merchandise.

Section 8. Club Championship. Prize money for the Club championship is reported separately and can be redeemed for merchandise. The other awards at the end of the year (e.g., ringers, most improved, etc), will be reported at the same time as the Club championship and can be redeemed for merchandise at the pro shop.

Section 9. Match Play Monies. Those participating in match play competition will pay a separate fee that will be divided for prizes. Club officers will decide upon fee for match play.

Section 10. Amateur Status. The Club, abiding by all USGA Rules of Amateur Status, shall not pay prize money or its equivalent to Club members in match, competition or exhibition that exceeds the allowable amount. Competitors may receive prizes or prize vouchers of retail value not in excess of \$1000 in any one competition or series of competitions.

Section 11. End-of-Season Audit. The Treasurer will present a financial report and bank statements to the Board for review annually, after the end of the golf season, and upon request. The Treasurer and one of the Board members shall sign off on the financial report that all monies balance.

Section 12. Fiscal Year. The fiscal year shall be the calendar year.

ARTICLE V OFFICERS

Section 1. Officers. The officers of the Club shall be a President, Vice President, Treasurer, Secretary, Tournament Chairman, and Assistant Tournament Chairman who are elected each year by the membership at the final Club meeting for the following year.

Section 2. Eligibility. To be eligible to serve as an officer, a candidate must be a member of the Pole Creek Ladies Golf Club.

Section 3. Term of Office. The elected officers shall serve for a minimum of one year unless otherwise decided by the officers.

Section 4. Vacancy in Office. In the case of a vacancy of President, the Vice President shall serve as President for the remainder of the term. A vacancy in any other office shall be filled by the officers.

Section 5. Duties of Officers. Located in Document A.

Section 6. Meetings. The President or any three officers, with at least two days' notice, may call of a meeting of the officers. A quorum for the meeting of officers shall be three officers. The President may include other members in the meeting, if needed.

Section 7. Board of Directors. The officers act in this capacity.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee. The President shall organize the Nominating Committee for officers and committee chairs for the following year. The President shall act as Chair.

Section 2. Duties of Nominating Committee. The Nominating Committee shall submit a list of nominees to be voted on at the final meeting of the golf season.

Section 3. Nominations from the Floor. Nominations (including self-nominations) may be made from the floor.

Section 4. Elections. Elections will be held at the final meeting of the golf season and officers will take office after the end of the season.

ARTICLE VII MEETINGS

Section 1. Club Meetings. Club meetings shall be held in May at the Opening Luncheon and at the Final Meeting of the golf season, usually on the final day of the Club Championship. The time and place shall be set by the officers.

Section 2. Special Club Meetings. The officers or 10 percent of the members of the Club may call a special Club meeting. Time and place shall be set by those who called the meeting.

Section 3. Voting Body. Any member shall be entitled to vote at a Club meeting or via electronic ballot for specific votes of the membership, as determined by the Board. The member must vote in person or online, depending of the means of voting determined by the Board and notified the membership of, for that particular vote.

Section 4. Quorum. The quorum for a Club meeting shall be 25 percent of the paid members.

ARTICLE VIII COMMITTEES AND CHAIRS

Section 1. Committees/Chairs. The Club will have various Committees with Chairs including but not limited to Rules, Putt Pot, Chip-In Pot, New Member, Luncheon, Handicap, Assistant (1 or 2) Treasurer, Tournament Chair-in-Training, Match Play, Website, Assistant Secretary, Invitational. These are not officers of the Club.

Section 2. Club Championship. The officers shall be the committee for the Club championship. The President may include the hostess for the luncheon and the assistant tournament chair in the planning for the Club championship.

Section 3. Composition. Each chair and committee member shall volunteer by signing up prior to the last Club meeting of the golf season but will take office after the end of the golf season.

Section 4. Appointed Chairs. The President may appoint other chairs as she deems necessary for the proper operation of the Club.

Section 5. Term. The chair term will be for one year unless a chair wishes to serve for more than one year.

Section 6. Duties of Chairs. Located in Document B.

ARTICLE IX AMENDMENTS

Section 1. Amendments. The bylaws may be amended at any Club meeting by a two-thirds vote of all votes cast. Membership must be given notice prior to the meeting.

Section 2. Revision. The bylaws may be revised at any Club meeting by a two-thirds vote of all votes cast. Membership must be given notice prior to the meeting.

ARTICLE X DISSOLUTION

In the event of dissolution of the Club, all assets shall be earmarked for the Fraser Valley Recreation Association Golf Programs. None of the funds shall be used to the benefit of individual members.

DOCUMENT A – DUTIES OF OFFICERS

President Revised Sept 2024

Year Round

1. Provide leadership and facilitate the functions of the Officers and Committee Chairs to ensure smooth operation of our organization.
2. PCLGA website: Spot check the website to make sure it is up-to-date and, if not, delegate to the appropriate persons the areas that need to be updated. We want our website to be accurate and current, so our members utilize it reliably as a resource for the information they need.
3. Make sure each person is familiar with their designated job description posted on the website.
4. The President is the primary contact with CGA for any updates, changes or communications that pertain to the functioning of our Club. Represents PCLGA at the Annual Meeting and/or the CGA Women's Summit in February/March and attend the Breakout Sessions and Roundtable discussion.

January

1. Oversee that the Treasurer balances out the books with another officer
2. Request input from Officers on content for President's letter and have them review it before it is sent out the 3rd week in February.
3. Make sure the Treasurer pays the annual PCLGA dues to CGA.
4. Recruit 2-3 members to attend the annual CGA meeting in February or March
5. Make sure the 3 members on the Handicap Committee stay current and remain certified. Re-certification usually requires attending the handicap workshop and taking/ passing the handicap exam every 2 years.
6. Request the final draft of the event schedule from the Tournament Chair for that season and be sure it is posted on the PCLGA website.

February

1. Finalize the Spring Luncheon location, date, time and cost with a restaurant such as Fontenot's. The last Wednesday in May at 11:30 is a date and time that works well for those returning to the valley.
2. Establish the deadline date for the Registration forms to be returned. The 1st week of April is best, which is 1-2 weeks before the de-activation date for GHIN which is typically the 3rd week of April.
3. Send out President's Letter the 3rd week of February to all the former members and any prospective new members. Along with the Letter, include the Spring Luncheon details, the Registration Form, and the upcoming season's Schedule of weekly events.

March

1. Try to attend, and also recruit other to attend, the CGA Annual Meeting to gather pertinent information, volunteer opportunities, events, etc and communicate it to our members.

April

1. Oversee with Treasurer that the GHIN numbers of unpaid members are de-activated and those who have paid are re-activated by Jesse in the Pro Shop. We pay for anyone who has not been de-activated. The rule of thumb is a player is not activated until we have their check in hand.

May

1. Hold a Board Meeting, if needed, prior to Spring Luncheon.
2. Receive input from the Board and establish an agenda for the Spring Luncheon meeting 2-3 weeks prior to the Luncheon.

3. Coordinate with all committee chairs on the agenda to speak, what they are speaking about, and time they are allotted.
4. Invite Jesse from the Pro Shop to the Luncheon and PCLGA pays for his meal.
5. Communicate the number of players planning to attend the Luncheon to the restaurant.
6. President runs the meeting at the Spring Luncheon.

July

1. Talk to Treasurer to make sure a mid-season pay-off of prizes to the Pro Shop has been done.
2. Hold a Board Meeting to plan the Final Meeting following the Club Championship and the awards. Decide upon awards and purchases. Go over all aspects of the tournament so everything is prepared and clear to all board members.

August

1. Finalize Club Championship and Luncheon or Dinner. The President is in charge of the agenda and who presents the awards.

September / October

1. Check that Treasurer has made the final payoff to the Pro Shop after all prizes and games are final, usually at the end of September.
2. Remind Tournament Chair to talk with Jesse about putting various dates on the calendar for next year, especially things requiring special consideration such as the 2 days for Club Championship, Invitational, Solheim, our monthly play on the Ridge, etc. Make sure tee times are reserved starting at 8:00 am or whatever the start time is for the course.
3. PO Box fee needs to be paid in October by Treasurer
4. Update Club Champion, Officers with CGA and the Ladies Club information on the Pole Creek Website <https://www.polecreekgolf.com/-ladies-club>
5. Check in with board members to determine if a late fall or winter meeting is necessary.

Vice President

Revised April 2026

General duties year round

- Takeover any duties of the President, as needed, in her absence
- Send out cards and/or flowers for members for any injuries, illnesses, or deaths; receive approval from Treasurer on budget for items you intend to purchase and submit receipts to the Treasurer for reimbursement
- Attend all board meetings
- Read and answer emails to board

October

- Meet with the President to discuss upcoming year and responsibilities

July

- Meet with the President and Officers to plan Club Championship for August
- Responsible to oversee the Club Championship Luncheon and make sure the Luncheon Chairperson has everything needed for the committee to cater the Club Championship Luncheon
- It should be decided between the VP and Chairperson who will be in charge of purchasing the gifts for Pole Creek Staff
- Meet with Officers and assist in:
 - Finding volunteers for offices in the following year
 - Planning of the club championship
- Assist President in finding members who are willing to fill responsibilities for the next season

September

- Get the trophy engraved with the new Club Champion

SECRETARY

Revised April 2026

A one-year minimum commitment (can be extended)

The secretary has two primary areas of responsibility:

1. Taking minutes at meetings
2. Sending out all email communications to the entire group

MINUTES

Minutes will be taken at the general meetings: typically held in May and August

Minutes will be taken at the officer meetings: held as determined by President

Minutes of the general meetings, after approved by Board, will be sent via email to the entire membership.

Minutes will be house on the Secretary's computer and posted on website by the website administrator in the Members Only section.

COMMUNICATIONS

The secretary is responsible for sending out ALL email communications that are meant for the entire league (as listed in Golf Genius).

She is responsible for the following communications:

- Schedule of Play: Provided by the Tournament Chairs, including season schedule and descriptions and posted on website by the site administrator.
- Volunteer Opportunity Document (list of volunteers): Posted on website by the site administrator. A hard copy on bulletin board will be posted by the bulletin board chair.
- President's "New Season" Letter: Sent to prior year's players and others known to be interested. Includes application created by Secretary and deadline information.
- Application for Membership: Updated by Secretary and included in President's "new season" email; posted on website by site the administrator.
- May Lunch/beginning of season information: Email invitation sent to prior season players with sign-up instructions.
- End of Season Winners: Email message to announce Winners; includes membership meeting minutes. Both posted on website by the site administrator.
- Officer communications: Email messaging from Board members.
- Rules updates: Email messaging and website posting of all Rules Committee updates.
- Other messages of interest to club members.

All emails are sent to all active members, as listed in Golf Genius.

TREASURER

Revised April 2026

January/February

1. Treasurer should provide prior year annual report to the President for review.
2. Responsible for paying annual CGA club membership dues.

March

1. Coordinate with President to send out welcome letter to collect handicap fees and dues.
2. Check PO Box 276, Fraser to retrieve membership forms and dues.

April/May

1. Deposit dues to Bank of the West. Document deposits.
2. Summarize/list current year members including
 - a. Dues payments
 - b. Match play payments – provide list to match play chair
 - c. Hole-in-One payments
 - d. Number of luncheon attendees – provide list to luncheon host (usually Fontenot's)
3. Overview of address/contact information – report any changes to Secretary.
4. When most members have paid, but not later than April 25th, send current club manager the list of paid members to enable activation of handicaps. Handicaps are cancelled by April 30th for members who are late in joining.
5. Handicap activation near and after the season starts must be handled on an individual basis. When check is received, contact the club manager at PC to activate, contact tournament chair, and contact new member committee if new member.

June/July/August/September

1. Write a check (monthly suggested) to PC Golf Club to accompany list of prize money provided by the Tournament Chair. Give the club manager the list and the check for updating member individual accounts.
2. Consider separate payout to Pro Shop for club championship.
3. Prize money generally stops late September; October is open play without prizes.
4. Pay monthly invoices from CGA for member handicaps and notify club manager to activate member GHINs. Note that there are a few handicaps included on PCLC invoice for non-members.
5. Generally there is a board of directors meeting mid-July.

TOURNAMENT CHAIR

Revised April 2026

Requirements for the position:

- Some golf and tournament knowledge
- Computer skills and willingness to learn Golf Genius
- In town most weeks during the golf season
- Read and respond to emails and texts

Fall Activities:

- Ask club manager to set up the league for the following year in Golf Genius
- Prepare a draft of the following year's schedule of games
- Set up Rounds in Golf Genius according to the schedule
 - Balance games between gross, net, individual and team
 - Coordinate dates of play with representatives from The Invitational and Solheim
 - Input sign-up deadlines and game descriptions
 - When possible, use games that are already defined in Golf Genius or could easily be added and administered in Golf Genius

January:

- Club pro and manager begin setting up the calendar for that year
- Finalize the year's tournament schedule and coordinate implementation of the schedule with club pro and manager
- Discuss dates, events and any conflicts Pole Creek may have with the tournament schedule
 - Solheim Cup is alternate shot. Pace of play is quicker than typical rounds. Be sure Pro Shop is aware so turn schedules can be adjusted accordingly. (Instead of turning in 2:10, recommend turning in 1:45)
 - Discuss player limits for certain rounds. Invitational and Solheim typically need additional tee times
- Send final tournament schedule to President for inclusion in the President's Letter mailing that goes out in mid-February
- Send tournament schedule to Secretary for posting on website or direct membership to view schedule on Golf Genius app

Golf Season:

- Check in with club pro and manager to confirm tournament schedule and work through any new conflicts
 - Games start on the last Thursday in May and go through the end of September
- Attend Spring Luncheon and present tournament details to members
- Contact Treasurer for the list of retuning members who have paid. Register each member in Golf Genius
- Add new members to the Roster in Golf Genius as they come in, include GHIN number and email address. Register new members
- Coordinate with New Member Committee to ensure new members confirm registration and their accounts and passwords are set up
- Answer questions that might arise regarding Golf Genius sign-up process
 - Remind them to click SAVE at the bottom of the page and wait for their computer to process it
- Make sure golfer email addresses match between the GHIN email on the PCLGA registration form; for variances, contact member to determine the email address used to login to Golf Genius
- Coordinate sign-up for the Invitational and Solheim Cup in Golf Genius and relay sign-up information to those committees. It may be necessary to enter names into Golf Genius to generate a tee sheet for these tournaments

Weekly Duties:

- Monitor course being played any start time changes
 - Ridge/Meadow is the first Thursday of the month
- After 6:00 p.m. on Monday, create pairings and tee sheet for that week's play. Double check tournament set up to ensure everything is correct
 - Utilize auto scheduling feature in Golf Genius to mix up pairings and start times throughout the season; consider one golfer per foursome for "live" scoring duties
- Send email from Golf Genius to participating members giving specific detail about the weekly game, courses being played, and tee sheet. Select tee sheet as both an attachment and link to prevent problems. This can be done as early as Monday evening but no later than Tuesday afternoon
 - Pro shop staff will print the needed Tee Sheets and Scorecards
- Modify pairings as needed due to cancellations or additions
 - Only make additions if they fit easily into the Tee Sheet. Avoid creating confusion among the members by sending out multiple versions of the tee sheet.
- When possible, Tournament Chair and Assistant Tournament Chair should be placed in different times on the tee sheet

Day of Play:

- Record all player scores in Golf Genius and compare front, back and 18-hole totals; resolve any discrepancies. In 2026, "live" scoring may replace the task of tournament chair recording scores in Golf Genius.
- Create the Leaderboard for the round
- Post scores to GHIN once scores and results have been verified
 - Email results/winners to the membership

Prize Budget:

- Monitor prize budget; in general, the budget for total annual prizes is \$40 multiplied by the number of members
- Coordinate with the Treasurer to handle a prize payout to the Pro Shop mid-season, perhaps after the last play date in July
- Coordinate prizes for Club Championship luncheon
- Touch based regularly with Treasurer regarding prize budget. Identify and resolve any changes to allocated dollars and remaining balance
- After the 3rd week in September, distribute final prize winnings in the same manner as mid-season winnings

DOCUMENT B – DUTIES OF COMMITTEE CHAIRS

Bulletin Board Committee

Revised October 2020

- Post information as needed on the board
- Match Play brackets and deadlines are posted on the board
- Post Rules and updates from the Colorado Golf Association
- News from LPGA, PGA, USGA, CGA, etc.
- Hole-In-One celebration pictures
- Announcements for upcoming events
- Take down outdated materials
- Keep board neat and organized

Club Championship Luncheon Chair

Revised 2020

The luncheon chair is responsible for:

- Setting 1-2 planning/organizational meetings with the committee (end of July). Decisions will be made as to what food/drink will be served at the luncheon by the committee.
 - *Due to Covid-19, all planning/organization will be done via email with the committee.*
 - *Due to Covid-19, the Committee Chair will reserve an outside location for our socially distant gathering and determine (with approval from the Board) whether a luncheon, happy hour, or neither is appropriate.*
- Assign food/drink prep jobs to committee members.
- Purchase food/drink for luncheon as well as arrange for how serving will occur.
- Request invitation (via email) be sent to all PCGA.
- Deliver hand written invitation to attend the luncheon to Mary.
- Purchase gifts for Mary, JT, Craig and our hostess.
- Deliver hand written thank you notes to Mary, Craig, JT and hostess along with gifts.
 - *Due to Covid-19, no hostess gift.*
- Recruit help to set up luncheon/Happy Hour on the day of (need non- players).
- Organize seating/tables needed for the luncheon.
- Organize clean-up and return of chairs/tables borrowed.
- Provide spread sheet/receipts for all purchases to PCGA treasurer.

Handicap Committee

Revised October 2020

Duties and Responsibilities

Develop and maintain knowledge of the USGA/CGA/GHIN handicap rules and handicap system.

Lead the Handicap Committee to fulfill all duties described in Rule 7 (Handicap Committee) of the Rules of Handicapping.

Educate Pole Creek Ladies Golf on the process of posting scores into GHIN inclusive of but not limited to information on handicap index, course handicap, tournament scores, and posting incomplete rounds.

Act as a resource for questions related to the handicap system and process.

Act as the Pole Creek Ladies Golf representative to GHIN and CGA for handicap matters.

Take the handicap system test regularly required to certify the Pole Creek Ladies Golf league.

Review monthly handicap reports to identify any disparities.

Determine the most improved player – based on handicap change from previous year's to current year's club championship.

Conduct the USGA required annual audit at the end of each season, or as needed.

Match Play

Revised October 2020

- Players sign up as an optional part of their Ladies Golf Registration; currently \$5.00 to join
- Chairperson is given list of names and in turn gives them to J.T./Mary who put the matches together; there are usually 2 flights
- The Match Play Chair then adds deadline dates to play each match, approx 3-4 weeks between matches for that deadline; The final match ends no later than the week before Club Championships.
- Match Play sheets are posted in ladies locker room; winners of each match write their names in to proceed to next round
- At end after all matches are played, the Match Play Chair removes the sheets from the locker room
- The Match Play Chair announces the winner of each Flight at the Awards presentation at the Club Championship Luncheon.

Spring

- Pull together list of potential new members.
- Other activity to find new members?
- Call / email potential members & encourage them to join.

Luncheon in May

- Introduce ourselves & others to the new members, sit with new people at lunch & talk to them about how the club works.
- Chat to any potential new members about the club & encourage them to join.

When a member wants to join

Whoever on new member committee they make contact with should follow through this process if possible, so they have one point of contact.

Step 1:

- Talk to potential new members about how the club works – we do play by the rules, but have fun doing it, the games we play. Make sure they are typically shooting a score of 120 or less.
- Membership includes GHIN fees, small prizes & end of season luncheon after club championship.
- Refer them to the PCLGA website www.polecreekladiesgolf.com for more info about our club.

Step 2:

- When they are ready to join: ask them to go to new member section on the PCLGA website <http://polecreekladiesgolf.com/joinus/membership-application/> and print off application form (this is a specific one for new members different from the current member form).
- Ask them to send in the form with their check to the PO Box.
- Ask them to also take a photo of the completed form & email it to us.
- Tell them that once we receive the form & check we will get their handicap set up & they will receive an email from Golf Genius asking them to register for online sign up.

Step 3:

- We email the form to:
 - Treasurer – ask them to look out for the check & tell us when it's received
 - Secretary – ask them to add contact details to roster
 - Tournament Chairs – ask them to add their email into Golf Genius
 - Other new member committee members for info.

Step 4:

- When the treasurer says they have received the check, we / they ask the Pro Shop to get their handicap set up:
 1. If they already have a handicap at Pole Creek, it just needs to be activated.
 2. If they have a handicap at another course, they need to move it to Pole Creek. The Pro Shop can usually look it up with the handicap info on the application form.

3. If they do not yet have a handicap established the Pro Shop will set them up with a new handicap. They need to post a minimum of 3 scores to establish an initial handicap, at which time they are eligible to start playing for prizes.

Step 5:

- Golf Genius will send the new member an email asking them to register & set up an account on Golf Genius.
- Once registered they can then sign up for the days they'd like to play.

Step 6:

- We check in with new member to make sure they are registered on Golf Genius, understand how to sign up & cancel, when the deadline is and know how to post scores for handicap etc.
- Refer them to the Handicap Chairperson if they have any questions about posting scores.
- Give them the password to the member's only section of the PCLGA website "polecreek!"
- Tell them they can see photos of all the members in the member's only section to help them get to know people.
- Have player send a headshot of themselves for us to post on the
- Ask them when their first day of play will be & then tell tournament chair you need to be with them that day.

On new members first day of playing with the group:

- Arrange to meet them at the course & show them where to check in for weekly play & pro shop for green fees.
- Explain Putt/ Chip In Pot process.
- Play with them!
- Explain any rules that come up and about pace of play.
- Explain scoring and how we keep track of our own scores & cross check with the official scorecard and sign it before handing it in.
- Stay for lunch & introduce them to other members

Check in later:

- Check in with new member to make sure they understand what is going on and are enjoying playing, answer any questions.

Publicity Committee

Revised October 2020

May

- Stop by the Sky Hi News office and introduce yourself to the editor, explain your job and thank them for the awesome job they do for our Ladies league.

Each Thursday

- Obtain the weekly winners from the tournament chairman and Putt/ Chip-In Pot chairman each week or from the website.
- Arrange an eye catching article and submit to the Sky Hi News editor before Monday morning.
- Take pictures of special events and tournaments winners and ask to attach the photos.

August Final Meeting after Club Championship

- Ask for a donation for a card and plant to thank the editor at Sky Hi News and deliver it
- Just a reminder that some weeks our results are not printed in the newspaper, as it's all about room availability in the newspaper.
- Take photos of the Club Champion and 2nd Flight Gross winner and any other pertinent photos.

Putts and Chip-In Pot Committee

Revised October 2020

- If you choose to play, check the box on the Registration form you receive the end of February and include the \$20 flat fee (along with the other registration fees) to compete in both Putt/Chip-In Pots. This fee covers \$1 for Putt and \$1 Chip-In competition each Thursday you play up (except no match play days and some special events) up to the week before the Club Championship. Some special events, Match Play, etc will be exempt from the Putt/ Chip-In Pot competition.
- Members who join later in the season can choose to participate once they submit their \$20 fee.
- Each week, each foursome will select one player to be responsible to record and report the results for EACH player in the foursome whom have paid to play in the Putt/Chip-
- In competition for the season. The results must be e-mailed or texted to the Putt/Chip In committee person in charge on Thursday immediately after play before they leave the golf course. The committee will record winners and earnings weekly.
- After the committee gets the results on Thursday, they will pass the winners on to the Publicity Chairperson to put into the newspaper, and to the Secretary to publish weekly on the PCLGA website.
- First, Second and third places are paid out from the pot, including ties. Prize money for the season will be paid to each member at the Final Meeting at the Luncheon following the Club Championship.

Definition of Putts and Chip-Ins:

- **Putts: If any part of your ball is on the putting surface, then it counts as a putt.**
- **Chip-Ins: It does not matter what club you use so long as NO part of your ball is on the green.** Total dollars in the pot are divided by the total # of chip-ins to get the amount to be paid PER CHIP-IN. Money is CARRIED OVER TO THE NEXT WEEK IF THERE ARE NO CHIP-INS.

Committee members for 2021- Darlene Klancke and Nancy Carmack.

Ringer Committee

Revised October 2020

Purpose:

- To keep track of the lowest score each player has posted on each hole on Thursday play dates.
- Players can see, hypothetically, the lowest score they could have had that season if they had played their best on each hole.

Procedure:

- We are in process of determining how this can be computed on Golf Genius for 27 holes. Once this is completed, the computation by hand will no longer be necessary.

Computation by hand:

- Create a spreadsheet. Design 3 categories titled MEADOW, RANCH, RIDGE with one page for each player.
- Obtain the score cards from the tournament chair after they have posted the scores each week.
- Record a base score and date from the first time they play in the ladies league that year on each nine holes.
- As the season progresses, each time a player posts a lower score on a hole, replace the score for that hole with the lower score and note the date.
- At the end of the season, add together the nine hole totals for each nine, Meadow, Ranch, and Ridge for the player's final Ringer Score.

Pay-out:

- Normally the club pays out three places in two flights. Looking at the latest handicap index decide the midpoint of the indexes. Above that index will be the first flight, below that index will be the second flight. There will be approximately half the group in each flight.
- In 2020 we paid out \$100 total for the First Flight and \$50 total for the Second Flight (normally 1st, 2nd and 3rd places are paid).
- Check with the Treasurer for the current payout allowances.
- Announce winners' scores and winnings during the Final Meeting in August following the Club Championship.

Rules Committee

Revised October 2020

- Provide New USGA Rules booklet to all members.
- Provide contact information (website address) for USGA OFFICIAL RULES and Pole Creek
- Women's League LOCAL RULES on our website.
- Provide a review of a new Rule by posting a weekly example of how, when, and where to use the intended rule.
- Address reported Rules Violations or concerns over members not playing by the rules.
- Provide a Rules Clinic during the season.

Solheim Cup Captains Responsibilities

Revised April 2026

Contact Tournament Chair in the Fall the year prior to the Solheim Cup and express desired date for the next tournament.

Captains meet prior to luncheon and create plan for the tournament

- discuss Solheim Cup tournament structure
- discuss cancellation policy
- discuss luncheon announcement

Attend the annual luncheon in May and make an announcement regarding sign up procedure through Golf Genius. Announce rules and procedures for competition. Encourage all participants to stay for lunch.

Ask the league secretary for communications and updates regarding the tournament sign up deadline and dates be sent to all members, one month from date and two weeks from date of the tournament. Provide copy of communication for secretary.

Captains meet two weeks in advance of the tournament and select teams for the tournament (USA & EUROPE). New members to the league, who sign up to play the Solheim Cup, will be assigned to teams based on team vacancies. Handicap Index will be used to keep an equitable balance between teams. In addition, Captains will meet the Tuesday prior to the Solheim Cup Date to select pairings for the tournament based on handicaps. Every effort will be made to keep players on teams they have been on in the past and to create a tournament that equalizes the competition by matching handicaps. Captains will work with Tournament Chairs to use Golf Genius for pairings and match ups. Final pairings and match ups are determined by the Team Captains.

Other topics for this meeting include:

- cancellation policy
- reminders to players
 - play on after match ends
 - play the same ball from the tee until it falls into the hole
 - update match score after each hole
 - be mindful of pace of play
- schedule follow up meeting date

Provide Tee Sheet to the club manager in the Pro Shop before the morning of the tournament and check in with the club manager to be sure everything is all set for this to happen.

On the morning of the tournament, coordinate with the club manager on the set-up of the large scoreboard, registering, and set-up of the small and large European and USA flags. Susie Noel has the large flag poles. Cindy Moynihan has the flag pedestals. Confirm with club manager that the small flags can be placed in the grass on either side of the clubhouse stairs.

On tournament day, gather participants and announce rules for the day, pairings for the tournament along with hole assignments. This may vary based on any COVID restrictions currently in place. If large gatherings are not allowed, pairings and match ups will be announced via communication from the Tournament Chairs, using Golf Genius as the communication method.

Handle all cancellations as they come in. Play in the tournament, HAVE FUN.
Announce the winning team during the luncheon and present the "CUP" to the winning Team Captain.

Recruit, mentor and train Assistant Captains to ensure a smooth transition once the 2-year Captain term has expired.

Email the contact person on the Website Committee with any content modifications or updates that relate to Captain Responsibilities, Solheim Cup Rules, Format or Procedural Changes so the website stays current and usable for league members.

WEBSITE

Revised August 2020

The Website is presently maintained by a team of three within the organization. One is a website-saavy member who helped design and implement the website in 2018, another is a knowledgeable resource with content experience and the third is the Secretary who enters updates weekly during the season.

Duties

1. Updating the content to keep it fresh and up-to-date. Updates are typically provided by the Board and committee chairmen.
2. Creating new sections, as needed, to maximize effective communications with members.
3. Maintaining the appropriate website updates to keep site running effectively.

Protocols

- Receive updates from committee chairmen and post promptly
- Post photos of all members, member achievements, and the like
- Create new sections to respond to changes within the organization and information needs
- Keep current weekly winner updates
- Review site annually in Spring (prior to season start) to refresh information

The current website team is Jennifer Croft, Helen Gienke Brown and Susan Odneal. This team launched the site in 2018.