

QUAIL VALLEY LADIES GOLF ASSOCIATION

Policies and Procedures

Name: Quail Valley Ladies Golf Association (“QVLGA”).

Sponsor: City of Missouri City, owner of the Quail Valley Golf Course.

Purpose:

- To promote good fellowship and sportsmanship among its members.
- To encourage members to actively participate in golf playdays and/or golf tournaments.
- To abide by USGA Rules and Regulations except as modified by local rules.

Membership: Open to any woman with an established USGA handicap, is actively attempting to establish a USGA handicap or wants to participate socially in the QVLGA.

Dues: Dues are payable to the City of Missouri City by January 31st of each year to be deposited into the QVLGA city account. Dues include a basic amount, an amount for USGA handicap calculations, and, if a member so chooses, an amount for ringers and hole-in-one pot (as described later). Dues may be prorated at the discretion of the Advisory Committee should any woman wish to join the QVLGA on or after October 1.

Organization:

- QVLGA is managed by an Advisory Committee, consisting of a Chairman, Vice Chairman, Secretary, Treasurer, Social Chairman, and Tournament Chairman.
- The Advisory Committee is elected by the membership of the QVLGA and is responsible for general management of QVLGA and has the power to act between general meetings.
- The Advisory Committee members shall hold a term of one year and shall meet on an as needed basis, but at least once per quarter, prior to any general meeting of the QVLGA.
- If the Chairman position shall become vacant, the Vice Chairman shall assume the responsibilities of the Chairman with a majority vote of the remaining Advisory Committee members.
- All other vacancies on the Advisory Committee occurring during the year shall be filled by a majority vote of the remaining Advisory Committee Members.

General Meetings: General meeting of QVLGA shall be held on the last Wednesday of January, and the first Wednesday in April, July, and October. At any general meeting, thirty percent (30%) of the members in good standing shall constitute a quorum.

OFFICERS AND DUTIES

Chairman:

- Presides at all meetings of the QVLGA, general and Advisory Committee.
- Has general supervision of the QVLGA.

- May appoint and prescribe duties of special committees for communications, Texas Senior Women's Golf Association, Southwest Interclub, Roadrunners, and any other as needed.
- Keeps the Vice-Chairman advised of all matters of the QVLGA.

Vice-Chairman:

- Performs duties of the Chairman in her absence.
- Maintains an up-to-date list of current members of the QVLGA.
- Creates mailing list for use in sending out notices to QVLGA.
- Provides the up-to-date list of current members to the Treasurer, Tournament Chairman, communications contact, and the Pro Shop.
- Produces a current membership directory for all members and shall add new members as needed.

Secretary/

Communications:

- Keeps the minutes of all meetings of the QVLGA.
- Provides the Advisory Committee with the minutes for review prior to posting for the general membership.
- Posts approved minutes on the bulletin board.
- Handles any required communications for the QVLGA, except for notices of play days and tournaments, to include Southwest Interclub, Roadrunners, general meeting reminders, and any other communication to be sent to the general membership.
- May appoint another person to assist with communications to the membership, except for notices of play days and tournaments.

Treasurer:

- Collects all dues at the January general meeting and gives such dues to the Pro Shop for deposit into the QVLGA city account.
- Obtains all invoices to be paid out of the QVLGA city account.
- Obtains a detailed monthly status report of the QVLGA city account for review by the Advisory Committee.
- Provides a detailed status report at each general meeting of the QVLGA.
- Coordinates with the Vice Chairman as to a current membership list.
- Makes a final report of the QVLGA city account to the QVLGA at year end.

Tournament Chairman:

- Manages the golf activities for the QVLGA.
- In November, coordinates with the Pro Shop regarding play days and tournaments for the next year.
- Organizes all tournaments and keeps a record of all winners for recognition at year end.
- Retains all score cards for play days and tournaments until the end of the current year.
- Advises all members to exchange score cards and confirm results before entering into each member's GHIN account and that USGA and local rules apply.
- Appoints members, as needed, to assist in the following matters:
 - Wednesday and Saturday coordinators, each of whom shall assist in the collection of individual play day score cards, review for any errors according to the play of the day, and enter any scores not previously posted into that member's GHIN account.

- A rules contact to assist with rules clinics, if necessary, advise new members of local rules, assist a golf professional in making play day or tournament rules decisions.

Social Chairman:

- Plans menus, refreshments, decorations, entertainment and favors for all golf and social events of the QVLGA.
- Estimates a budget for each event, which shall be incorporated into the cost of the event.
- Obtains and approves the invoice for each event and forwards same to the Treasurer for payment out of the QVLGA city account.

SPECIAL COMMITTEE CHAIRS

The Advisory Committee may appoint Special Committee Chairs as follows:

Texas Senior Women's Golf Representative:

Reports activities of the TSWGGA to the membership of the QVLGA at general meetings as needed.

Southwest Interclub Representative:

QVLGA may participate in Interclub events. The Advisory Committee may appoint a representative to oversee Southwest Interclub. Each representative appointed shall do the following:

- Send notice to the Secretary/Communications contact two weeks before a scheduled event to be sent to the membership.
- Put a sign-up sheet in the Interclub book in the Pro Shop for the membership.
- Advise those signing up for the event of their tee times.
- Collect all fees due from each person signing up for the event.
- Either personally or by designating a substitute, deliver a check for the QVLGA players to the appropriate person at the scheduled event.

Social Media Chair:

- Communicates upcoming golf and social events to the membership at general meetings.
- Posts results of QVLGA golf and social events through appropriate social media platforms.

Ways and Means:

- Organizes fund raising events for the benefit of QVLGA.
- Appoints individuals to assist in such events as needed.

Sunday Couples Chair:

- Organizes all Sunday couples tournaments for the year.
- Appoints individuals to assist in such events as needed.

ANNUAL ELECTIONS

The QVLGA shall hold an annual election of officers at the October general meeting. Nominees are put forth by the Nominating Committee, which shall be elected at the July general meeting.

Nominating Committee:

- Shall be composed of five (5) members of the QVLGA.
- Nominations will be taken from the floor.
- If no nominations are made, the Advisory Committee may appoint or nominate members until there is a full Nominating Committee.
- No more than two (2) current Advisory Committee members may be elected to the Nominating Committee.
- The incumbent Chairman and anyone who served on the Nominating Committee the previous year shall be ineligible to serve.

Nominating Committee Duties:

- Meet by July 31 to nominate a chairman and vice-chairman.
- Compose a slate of candidates for the six offices (Chairman, Vice-Chairman, Treasurer, Secretary, Social Chairman and Tournament Chairman).
- The Nominating Committee shall prepare a slate of candidates by first securing the nominee's consent.
- By September 1, the Nominating Committee shall send its slate of candidates to the Secretary/Communications contact for dissemination to the membership, and post a copy on the bulletin board at the City Centre.

Additional Nominations:

- If a member wishes to nominate someone not on the original slate, she must contact the Nominating Committee chairman and provide a signed consent form from the nominee.
- Members of the Nominating Committee are eligible for nomination to any office.
- If there are an insufficient number of nominees, one nominee may be proposed to hold two offices.

Election:

- If there is more than one nominee for any office, an election by ballot is required.
- The Nominating Committee shall appoint two (2) members to prepare ballots, conduct absentee voting, and conduct the election at the October general meeting.
- A supply of ballots will be kept in the Pro Shop as needed.
- A member of the Pro Shop and the Nominating Committee shall count the ballots and announce the winners at the October general meeting.
- A plurality vote shall elect.

POLICIES AND PROCEDURES REVIEW

The Advisory Committee shall review the policies and procedures annually. If the Advisory Committee recommends changes to the policies and procedures, a request for approval must be submitted to the membership at the next general meeting. Any member of QVLGA may submit suggestions for changes to the policies and procedures, and such request shall be considered for inclusion.

HOLE-IN-ONE POLICY

- To be eligible for the hole-in-one fund, a member must have paid into the fund.
- Money in the hole-in-one fund will be paid at the end of the year in cash or pro shop credit.
- If more than one member has a hole-in-one, the fund will be divided among such members.
- The hole-in-one must have occurred on a QVLGA play day or tournament event.
- If no hole-in-one occurs during the year, the fund will be carried over to the next year.
- The carryover shall continue each year until a member has a hole-in-one.

PLAY DAY POLICIES

- Members will sign up for play days and tournaments by responding to an email announcing such play days and tournaments sent out by the Tournament Chairman or a designated individual.
- The maximum handicap allowed for all competitions is 40, even if a member's handicap exceeds that number.
- Saturday play will precede Wednesday play. A player may compete only one day per week.
- If a player plays on Saturday, she may play on Wednesday but that score will not be included in the competition.
- If possible, the same course will be played on both days. If not, each day's play will stand alone.
- Saturday tee times will begin at 10:30 a.m.
- Wednesday play will be a shotgun start at 9:30 a.m. unless changed by the Pro Shop.
- A minimum of four players (at least two from each weekly play day) will constitute a play day. Due to scheduled tournaments, a "stand alone" play day must have a minimum of four players.
- Score cards must be exchanged among the players.
- Putts must be holed out, except in match play or when the format allows.
- A player has the option to pick up at any time and mark her score card with an "X" for that hole. An equitable score should not be written on the score card.
- Any pick up on a hole makes a player ineligible for competition that day unless the format does not require a score for that hole.
- There is a limit of one pick up hole per nine (9) holes for all other completed holes to count for birdies, chip-ins and ringers.
- A player should check her scorecard and enter her score in GHIN, if possible, before giving her score card to the appropriate play day contact. If posted, the player should mark her score card as "POSTED".
- Flights are determined by the Tournament Chairman. When possible, play days will be flighted by handicaps. Points will be given each week to 25-30% of each flight according to the format played. Ties will be paid.

- A team or individual player may win only one prize (gross or net) in any competition.
- A Top Cat playoff will be held in October or November. To qualify, players earn points for tournament play (not the same as play day points). The top ten Top Cat point winners will compete for the title.

TOURNAMENTS

- Member-Member: two-day eclectic gross and net competition.
- Spring and Fall Buddy Days: format to be announced.
- Handicap: two-day flighted low net competition
- Championship: two-day flighted gross competition.
- Boo: format to be announced.

YEAR END AWARDS

- Awards include Most Improved Golfer, Most Birdies, Low Putts, Top Cat, Ringers (first and second place in each flight on both courses), and Low Gross and Low Net in each flight.
- Awards (except Top Cat) are based on a minimum of ten (10) play day scores from January through November.
- Most Improved Golfer will be determined by the formula recommended in the USGA Handicap System manual.
- Most Birdies is based on the most birdies a player has over the year on both courses on play days.
- Low Putts is based on an average of the ten best putting scores on regular play days or in stroke play tournaments.
- Top Cat is given to the winner and runner-up of the Top Cat playoff.
- Ringers are based on the lowest gross scores recorded hole-by-hole on each course in stroke play. Winners on one course are not eligible for awards on the other course. Ties are broken by score card playoff comparing scores on the #1 handicap hole, #2, etc. until a winner is declared. Winners shall be determined as follows: first place La Quinta and then first place El Dorado. Players will compete in the flight in which most of their scores have been recorded.
- Low Gross is given to the player in each flight with the ten best low gross play day scores.
- Low Net is given to the player in each flight with the ten best low net play day scores.