

July 26, 2021



KLGA/9 Officer Board and Executive Board Operating Procedures 2021



These are guidelines for the Executive and Extended Boards on how we operate.

1. Budget

When making up the budget for the coming year, the total amount should be equal to or but no greater than 20% over the previous year's budget. During the year, additional funds can be expended from the reserve only: 1) when a situation arises that could not be anticipated prior to the golf season and 2) it is the unanimously agreed upon by the Executive Board. This paragraph must be reviewed when the balance reaches \$3,500.

2. Membership

Members of the KLGA/18 can play with the KLGA/9 on days where there is individual play, as long as they sign up prior to the deadline, recognizing that they are not eligible for prizes.

3. Weekly Pairings

The Weekly Sign up Chair or Events Chair will contact the Pro Shop each week prior to the day of play to remind them of the 1) type of pairing, 2) course and game, 3) any designations that need to be made, (e.g. drop zones and tee boxes), or 4) special circumstances.

4. Opening coffee and holiday luncheon

The Executive Board is responsible for planning the opening coffee and holiday luncheon.

5. Locker Room KLGA/9 bulletin board

The President will designate volunteers, as needed, to maintain the bulletin board in the Ladies locker room.

6. The Scoring Chair

- a. **Winners:** The Scoring Chair keeps a copy of the weekly winners in the notebook in the KLGA/9 locker and then posts the results on the bulletin board in the locker room. The Chair is responsible for two locker keys.
- b. **Scorecards:**
 - One official scorecard shall be kept on the Captain's cart to be signed and attested by another player. The other cart will also keep their scores for the purpose of comparing scores for accuracy.
 - The captain's scorecard is delivered to the respective pro shop as soon as play is completed. The designated professional calculates the scores based on the weekly game, low net and/or low gross.
 - The Scoring Chair or her representative will pick up the information in the pro shop in order to determine and post winners.
 - The Scoring Chair notifies the President, Treasurer, Communications Chair and Williamsburg Gazette of the winners.
 - All captain's scorecards will be disposed of at the end of the season.
 - Birdies, Eagles, Hole-in-Ones, etc., must be recorded on the scorecards and these results must be forwarded to the Treasurer and Communications Chair.

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7. Instructions for scoring and recording information after KLGA/9 play

- a. Remove Scorings Manual from Locker #71. The forms for recording play date results are in the back of the Scoring Manual: **Team Games** on the left, **Individual Games** on right.

b. **Determining the weekly winners:**

- **Individual Game Low Net winners**

- 1st place: LN (\$12)
- 2nd place: LN (\$10)
- 3rd place: LN (\$8)

- **Players (regardless of tee boxes) will receive the following prizes:**

- 8 or fewer players: 1 LN prize
- 9 - 16 players: 2 LN prizes
- 17 or more players: 3 LN prizes

- **Flighted Play Days Individual winners (flighted by handicap index)**

- 1 LN prize for each flight (\$12) or as game indicates
- 1 LG prize for each flight (\$12)

- **Teams of 2: LG (same tees for all) and/or LN games (choice of tees)**

2-4 teams (2 - 8 players) - 1st place LG and/or LN (\$12)

5-8 teams (10-16 players) - 1st LG and/or LN (\$12) 2nd LG and/or LN (\$10)

9+ teams (18 + players) - 1st LG and/or LN (\$12), 2nd LG and/or LN (\$10),
3rd LG and/or LN (\$8)

- **Teams of 3/4: LG (same tees for all) and/or LN games (choice of tees)**

2-4 teams (6 -16 players) - 1st LG and/or LN (\$12) 2nd LG and/or LN (\$10)

5+ teams (17 + players) - 1st LG and/or LN (\$12), 2nd LG and/or LN (\$10),
3rd LG and/or LN (\$8)

8. **The Communications Chair** may request additional information from the President or Executive Board when submitting information to The Club at Kingsmill Weekly Newsletter.

9. **The Weekly Sign-Up and Events Chairs** shall work together to ensure that Punchbowl invitations are sent to our members.

10. **The Vice-President** is responsible for the logistics of updating the KLGA/9 Club Championship and President's plaques, hanging in the River Course Club House on an annual basis. The engravings are done at Flemings. (\$12/year / per plaque)