

Operating Procedures 2022

These are guidelines for the Executive and Extended Boards operations.

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, if they sign up prior to the deadline, recognizing that they are not eligible for prizes.

3. Opening coffee and holiday luncheon

The Executive Board is responsible for planning the opening meeting and holiday luncheon. The Club at Kingsmill sponsors the breakfast at the opening coffee.

4. Locker Room KLGA/9 bulletin board

- a. The Co-Communication Chairs will maintain the bulletin board once each season (spring, summer and fall) in the Ladies Locker Room.
- b. Updates will be posted to the bulletin board by the Co-Communications chairs and respective committee chairs as applicable.
- c. The Co-Communications Chairs are responsible for three locker keys, one for each co-chair, and one for other volunteers as needed.

5. Weekly Winners and Official Scorecards

- a. **Weekly Winners:** One of the Communications Co-Chairs will email the names of the weekly winners to the KLGA/9 golfers.
- b. **Scorecards:**
 - One official scorecard shall be kept on the captain's cart to be signed and attested by another player. Please note any birdies, eagles, or hole-in-one on the scorecard.
 - The captain or designated player will submit the official score card to the golf professionals immediately after play.
 - The designated pro calculates the scores based on the game format, individual or team low net and/or low gross, and/or flights.
 - The Co-Communications Chair or her representative picks up the official scorecards and names of the weekly winners in the pro shop or alternatively, accesses the winners on Golf Genius to determine and post the weekly winners, including birdies, eagles, or holes-in-one. Winners are determined by the number of players. See # 6 of the operations procedures.
 - The Co-Communication Chair emails a copy of the winners to the KLGA/9 membership and The Virginia Gazette (cwhiteman@tribpub.com).
 - All captain's scorecards will be disposed of at the end of the season.

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

a. **Weekly Winners Manual:** Locker #71 in Ladies Locker Room

- The paper forms for recording play date results are in the back of the Scoring Manual.
- Alternatively, electronic forms are provided to the Co-communications chairs who will forward to monthly volunteers, as needed.
- Refer to your current playday schedule or refer to the schedule in the notebook: the last column indicates the game format and LG, LN, or both.

b. **Determining the weekly winners:**

• **Individual Game Low Net or Low Gross winners**

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

• **Number of Players required to receive prizes:**

- 4 - 8 players: 1 LN prize (1st place)
- 9 - 16 players: 2 LN prizes (1st and 2nd place)
- 17 or more players: 3 LN prizes (1st, 2nd and 3rd place)

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

- 1 LN prize for each flight (\$12)
- 1 LG prize for each flight (\$12)

Note: a flight must have a minimum of 9 players to have a LN and a LG prize, otherwise only one LN will be awarded in that flight.

• **Teams of 2: LG / LN (see playday schedule for LN/LG based on game)**

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

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

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

• **Teams of 3 or 4: LG or LN games**

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

5+ teams (15 + players) - 1st (\$12) and 2nd (\$10) places LG and/or LN

7. **The Communications Co-Chairs** will distribute communications from Executive and Extended Boards, and Committee Chairs as needed. The Chair(s) may request additional information from the President or Executive Board when submitting information to The Club at Kingsmill Weekly Newsletter and/or the monthly KCSA Bulletin.

8. **The Event Chair** shall work together with the Committee Chairs to ensure that invitations and notices are sent to our members for special events in a timely manner.

9. **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. (Approximately \$15-\$18 /year / per plaque)