



Central Savannah River Area  
Women's Golf Association

# Tournament Guide

Containing

**General Tournament Information**

**And**

**Tournament Procedures**

September 2026 Edition

## **Revision History**

Compiled in 2005 by the Tournament  
Guidelines Committee

Updated and Amended in 3/2020  
Stableford Tournament added in 2022

Pages 1-15 revised in 2024  
Lady/Pro section revised in 2025  
Minor revision 3/2026  
Montenyohl Tournament Section revised 9/2026

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## GENERAL TOURNAMENT INFORMATION

### ELIGIBILITY

Refer to By-laws Article II Sections 2 and 4 for general eligibility requirements.

Refer to By-laws Article II Section 6. There is no maximum handicap limit for a player to participate in a CSRA WGA event, but anyone with a handicap greater than 40 must play to a 40 computed handicap on the tournament course.

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### INVITATION AND TOURNAMENT ENTRY SUBMISSION

A Tournament Entry Invitation is sent to each member via Golf Genius **except for the Lady Pro**. The Lady Pro requires submission be entered using the entry form.

The Golf Genius invitation includes the cost **per player** of the tournament, an option for **PLAYING** or **NOT PLAYING** and the ability to specify a partner for a Four-Ball tournament.

The invitation will state the date that the player index will be retrieved from GHIN.

If the field is to be limited, it must be stated on the invitation.

The invitation will include the standard cancellation policy **(EXCEPT FOR THE MONTENYOHL)** and the notice that by indicating **'PLAYING'**, the player is accepting the cancellation policy.

Each club's representative will receive a notice of their members who have registered via Golf Genius and must submit one check for the total cost of their members' entry fees. The check must be sent as soon as registration closes.

All entry fees and cart fees must be paid through the CSRA WGA's club representative only and submitted to the host club by the tournament registration deadline.

The host club has the discretion to accept late entries.

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### LIMITED FIELD

When there is a limited field, the following procedures will apply:

1. All Board members who wish to play are automatically accepted. Board members will be subtracted from the allotted field. Higher participation points will be used in allocating slots. Those players who do not get in will be the first ones in on the next scheduled tournament.

## GENERAL TOURNAMENT INFORMATION

2. If any clubs have women who cannot be accommodated, then the CSRA WGA representative at the host club will send each club a refund check for the entry fee, cart fee, and lunch fee (if applicable) for the number of players not accepted due to a limited field.
  3. All women who participate in stroke-play, four-ball, or stableford tournaments will receive ten (10) participation points; all women who enter but are excluded from any over-subscribed tournaments will receive five (5) participation points.
- 

## CANCELLATIONS

### Individual Cancellation

A full refund must be given if the cancellation is made at least 7 days prior to the Start Time of the tournament unless the Host Club policy states otherwise. A refund of the cart fee only must be made if the host club's representative is notified of the withdrawal no less than 48 hours prior to the start time of the tournament. No fees will be refunded after the tournament begins. This policy applies to all CSRA WGA tournaments EXCEPT THE MONTENYOHL.

### Tournament Cancellation

If the host club's representative for any tournament does not receive a minimum of 40 individual entries, she has the option to cancel the tournament and must refund all entry fees.

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## INCLEMENT WEATHER

The President, Tournament Chairperson, and host club's representative will determine the postponement or cancellation of an event. If this should happen, it is the CSRA WGA host representative's responsibility to inform the other CSRA WGA representatives, who in turn have the responsibility to inform their participating members.

If inclement weather causes the tournament to be cancelled prior to the start of play, cart and all entry fees will be refunded. If a lunch fee was included, lunch will still be served at the discretion of host club.

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## RULES OF COMPETITION

The CSRA WGA Rules of Competition for the named tournament will be followed.

The host club prepares/prints a local rules sheet. The local rules sheet designates any special conditions unique to that golf course (e.g. ground under repair, environmentally sensitive areas).

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# GENERAL TOURNAMENT INFORMATION

## RULES COMMITTEE

The Rules Committee consists of the Rules Committee Chairperson, the Tournament Chairperson, and any other individuals selected by them to assist in conducting the CSRA WGA tournaments. The Chairperson and committee members are to be knowledgeable regarding The Rules of Golf and are responsible for interpreting The Rules, settling disputes, answering any rules questions, and conducting the on-course playoff at the Montenyohl if needed.

Decisions made by the Rules Committee are final.

### Matters of Concern to the Rules Committee

#### Withdrawals

Any player who begins the event but drops out of the tournament prior to OR during a round is not eligible to play or continue playing. She must leave the golf course. However, if a luncheon is included in the Tournament Fee, she is permitted to attend the luncheon.

#### No Card

No card is NOT permitted in any tournament.

#### Disqualification

Disqualification from the competition penalties are defined in the Rules of Golf.

Disqualification after competition has closed occurs if a player has done any of the following:

- a. Returned a scorecard on which she had recorded a handicap that, before the competition closed, she knew was higher than that to which she was entitled, and this affected the number of strokes received; or
- b. Knew, before the competition closed, that she had been in breach of any other Rule for which the penalty is disqualification.

Any player who is disqualified **during the round of golf** is not permitted to continue playing for the remainder of the round and **MUST** leave the golf course. However, if a luncheon is included in the Tournament Fee, she is permitted to attend the luncheon.

#### Start of Play, Delay of Play, Pace of Play

**Start of Play:** If a player arrives at the starting point, ready to play, within five minutes after the starting time, and the Committee determines that circumstances warrant waiving the penalty of disqualification, the penalty is two strokes at the first hole.

**Delay of Play:** Between completion of a hole and playing from the next teeing ground, the player must not unduly delay play. The penalty for unduly delaying play of the next hole is one stroke for that hole.

**Pace of Play:** Pace of play guidelines have been established for all CSRA WGA tournaments. Refer to **Pace of Play Policy (Form G-2)**.

# GENERAL TOURNAMENT INFORMATION

## SCORING COMMITTEE

The Tournament Chairperson, the Handicap Chairperson, and other designated CSRA WGA members constitute the Scoring Committee.

### Responsibilities:

- Determining winners in CSRA WGA events.
  - Reviewing all Scorecards
  - Determining scorecard playoffs for Stroke Play, Four-Ball and Stableford tournaments. (Please see Lady Pro and Montenyohl Procedures for Playoff Guidelines for those tournaments.)
    1. best score for the last nine holes (10-18)
    2. best score for last six holes (13-18)
    3. best score for the last three holes (16-18)
    4. best score for the 18<sup>th</sup> hole
    5. best score for 1<sup>st</sup> nine holes (1-9)
    6. best score on holes 4-9
    7. best score on holes 7-9
    8. best score on hole 9
    9. either declare a tie or flip a coin
  - Posting the results on the Scoreboard.
  - Posting scores to GHIN
  - Giving scorecards and Master Score Sheet/Scoreboards to Handicap Chairperson
- 

## MARSHALS

Two or more marshals are selected by the host club to monitor the pace of play during competition. The representative from the host club is responsible for instructing the marshals regarding their duties and providing them with a copy of the **Pace of Play Policy (Form G-2)** established by the CSRA WGA.

Marshals have the authority to give warnings and to assign penalties for delay of play, slow play, and breaches of etiquette.

Marshals are responsible for reporting any unsportsmanlike conduct. (Refer to **Etiquette**.)

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# GENERAL TOURNAMENT INFORMATION

## ETIQUETTE

Unbecoming conduct is defined as but not limited to inappropriate language or behavior, throwing equipment in anger, destruction of property, and verbal or physical abuse of any person. A player who is in violation is subject to disqualification. Any unsportsmanlike conduct directed toward a marshal may result in disqualification.

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## PRIZES

Prizes are to be Club certificates if required by the Host Club. If not required, prizes may be gift cards or cash.

When the time allowed for full refunds expires (as stated on the Invitation), the total amount of prize money will be fixed. Using this total, the Host Club and the Tournament Chair will determine the number of prizes and their amount. The Host Club then purchases prizes or acquires cash so that prizes are available when winners are announced.

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## HOST CLUB RESPONSIBILITIES – ALL TOURNAMENTS

A board meeting date, a tournament date, and a rain date (if possible) are submitted to the Vice President prior to the start of the CSRA WGA calendar year. Tournament dates should be selected at the convenience of the host club and if possible, should not conflict with GA/SC state tournament dates and the CSRA WGA clubs' major events. In addition to securing a tournament date, the host club representative must obtain the golf/cart fee for the tournament and must inform their host club of the CSRA Cancellation policies.

### BEGINNING AT LEAST 6 WEEKS BEFORE THE DAY OF THE TOURNAMENT

- ☐ Carefully read the **GENERAL TOURNAMENT INFORMATION** and these **HOST CLUB RESPONSIBILITIES**. The information provides the guidelines to use with the **Tournament Procedures** for the format you are hosting (**FOUR-BALL, STROKE PLAY, STABLEFORD, LADY/PRO AND MONTENYOHL**)
- ☐ Confirm who will serve on the Rules Committee for the tournament.
- ☐ Turn in local Rules to the CSRA Rules Chair for Approval
- ☐ Confirm who will serve as the Scoring Committee for the tournament and availability of host club's access to GOLF GENIUS.
- ☐ Get the CSRA WGA hole markers and flags from the club hosting the previous tournament.
- ☐ Line up host club volunteers to do the following:
  - Unload cars and get bags on golf carts
  - Check in participants
  - Handout scorecards
  - Register players for Closest to the Pin
  - Be a spotter for difficult/blind shot holes on the course
  - Be one of two marshals: one for the front nine holes and one for the back nine.
  - Receive scorecards and confirm two signatures and a score for each hole at the end of play
- ☐ Print Spotter Policy (Form G-3), give copies to spotters, and review responsibilities and procedures on the form.
- ☐ Print Pace of Play Policy (Form G-2), give copies to marshals, and review responsibilities and procedures on the form.
- ☐ Secure a private room/area to be used by the Scoring Committee.
- ☐ Seek the assistance from the club pro in determining starting hole assignments and forward this information to the Tournament Chairperson.
- ☐ Print alphabetical list, flight list, list of pairings, and cart signs from information provided by the Tournament Chairperson.

# HOST CLUB RESPONSIBILITIES – ALL TOURNAMENTS

## DAY OF THE TOURNAMENT

### BEFORE PLAY BEGINS:

- ☐ Unload cars and get bags on golf carts
- ☐ Put CSRA WGA hole markers on the appropriate teeing grounds so players can see hole numbers as they approach.
- ☐ Set up Registration Table to check in participants and pass out scorecards
- ☐ Set up table for Closest to the Pin registration (if applicable)
- ☐ Put all cart assignments on the carts
- ☐ Put copy of CSRA WGA Rules of Competition on every cart
- ☐ Put copy of Local Rules on every cart
- ☐ Print names of people serving as the Rules Committee on the Rules of Competition
- ☐ Confirm that 2-3 Volunteers will COLLECT scorecards at end of play, will CONFIRM 2 signatures on the card and a score for each hole, and take them to the Scoring Committee (this is a continuous process---don't "hold" any more than 4 cards!)
- ☐ Review **Pace of Play Policy (Form G-2)** with marshals
- ☐ Review **Spotter Policy (Form G-3)** with spotters
- ☐ Inform the players during the pre-tournament announcements where they are to turn in their scorecards **BEFORE** they go to their cars.
- ☐ Inform players to pick up tee markers if they (and their playing partners) are the last players to tee off on a hole.
- ☐ Inform foursomes that need to pick up Closest to the Pin markers at end of play (if applicable).
- ☐ Inform players that **Rules of Competition** specify that using range finders is limited to DISTANCE ONLY. PLEASE DISABLE SLOPE, WIND AND OTHER OPTIONS
- ☐ Post the scoreboard with player's full name, home club and place to post both gross and net score in a prominent place for after play posting of scores

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### AFTER PLAY ENDS:

- ☐ COLLECT scorecards, CONFIRM 2 signatures and a score for each hole, and take to the Scoring Committee.
  - ☐ Make sure all CSRA WGA hole markers have been collected.
  - ☐ Fill in names of winners and their winning position on gift certificates/cards/envelopes for winners determined by Scoring Committee
  - ☐ Announce winners and present Prizes.
  - ☐ Give the CSRA WGA hole markers to the representative from the club hosting the next CSRA WGA tournament
  - ☐ Complete and send the appropriate **Tournament Results Form** and **Financial Report** for your tournament within **14** days of end of tournament'
  - ☐ Give Memorial Cup Money to the Treasurer within **14 days** of end of tournament.
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# **STROKE PLAY TOURNAMENT PROCEDURES**

Use these **STROKE PLAY TOURNAMENT PROCEDURES** in combination with the **GENERAL TOURNAMENT INFORMATION** and the **HOST CLUB RESPONSIBILITIES**

Stroke play tournaments are one day flighted tournaments. The Tournament Chairperson serves as advisor to the host club's representative.

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## **ENTRY FEE**

The host club's representative determines the entry fee.

- \$1 (Memorial Cup)
- \$7 (prize money)
- A luncheon fee if applicable
- The host club's cart fee.

The total entry fee on the invitation is the sum of the above items.

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## **FLIGHTS**

- Players are flighted according to handicap by the Tournament Chairperson.
  - Players are given 100% of the course handicap.
  - Each flight should consist of no fewer than eight (8) and no more than twelve (12) players, except when there are entries with identical handicap indexes that cannot be separated.
  - The handicap spread in each flight should be as close to seven (7) strokes or less as possible.
  - Pairings may be made within a two-flight spread. For example, a person in the second flight could be paired with players in either the first or third flight. Whenever possible, foursomes should be made up of members from different clubs.
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## **DETERMINING WINNERS AND TIES**

- Low gross and low net of the field winners are automatically removed from flight competition.
  - Each flight has one low gross and one low net winner.
  - All ties are settled by a scorecard play-off following the USGA recommended procedure adopted by the CSRA WGA and detailed in GENERAL TOURNAMENT INFORMATION under SCORING COMMITTEE.
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# STROKE PLAY TOURNAMENT PROCEDURES

## PRIZE AMOUNTS

In stroke play tournaments, prizes are awarded in the following categories:  
(1) low gross of field, (2) low net of field, (3) low gross and low net in each flight.

The intent of the tournament prize distribution formula is to award a higher amount to the low gross and low net of the field than to each flight winner. After receiving all tournament entries, if the host club determines that the flight winners would receive a larger prize than low gross and low net of the field, the formula may be adjusted.

Low Gross of the Field: 10% of total prize money  
Low Net of the Field: 10% of total prize money  
Flights: 80% of total prize money divided equally among flights.

Low gross and low net prizes are divided equally within flights.

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## MEMORIAL CUP POINTS

### **Gross:**

Low gross of the field..... 100 points  
Low gross of the flight..... 50 points  
2nd low gross of the flight..... 30 points  
3rd low gross of the flight..... 15 points

### **Net:**

Low net of the field ..... 100 points  
Low net of the flight ..... 50 points  
2nd low net of the flight..... 30 points  
3rd low net of the flight ..... 15 points

**Participation:** ..... 10 points

**DQ, WD, or NC:** ..... 0 points

**Ties:** All ties receive full credit for the higher position

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## AFTER THE TOURNAMENT

The host club representative completes and sends the **Stroke Play Tournament Results (Form SP-1)** and the **Stroke Play Financial Report (Form SP-2)** within 14 days of end of tournament.

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## FOUR-BALL TOURNAMENT PROCEDURES

Use these **FOUR-BALL TOURNAMENT PROCEDURES** in combination with the **GENERAL TOURNAMENT INFORMATION** and the **HOST CLUB RESPONSIBILITIES**.

Four-Ball tournaments are a one-day Better Ball flighted tournament which requires registering with a partner and is open to any CSRA WGA members who meet the eligibility requirements.

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### ENTRY FEE

The host club's representative determines the entry fee. The individual entry fee per player is as follows:

- \$1 (Memorial Cup)
- \$7 (prize money)
- A luncheon fee if applicable
- The host club's cart fee.

The total entry fee on the invitation is the sum of the above items.

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### FLIGHTS

- Partners can come from either the same or different CSRA clubs.
- Partners stroke differential may not exceed 10 strokes prior to the 85% calculation.
- Participants will be given 85% of the course handicap.
- The flights will be based on combined handicaps of the two players.
- Each flight should consist of no fewer than 4 teams (8 players) and no more than 6 teams (12 players), except when there are entries with identical handicap indexes that cannot be separated.
- The team handicap spread in each flight should be as close to seven (7) strokes or less as possible.
- Pairings may be made within a two-flight spread. For example, a team in the second flight could be paired with a team in either the first or third flight. Whenever possible, foursomes should be made up of teams from different clubs.

# FOUR BALL TOURNAMENT PROCEDURES

## DETERMINING WINNERS AND TIES

- The overall low gross and low net team winners of the field are automatically removed from flight competition.
  - Each flight has a low gross and low net team winner.
  - All ties are settled by a scorecard play-off following the USGA recommended procedure adopted by the CSRA WGA and detailed in GENERAL TOURNAMENT INFORMATION under SCORING COMMITTEE
- 

## PRIZE AMOUNTS

The intent of the tournament prize distribution is to award a higher amount to the overall low gross and low net teams than to the flight team winners. After receiving all tournament entries, if the host club determines that the flight winners would receive a larger prize than low gross and low net of the field, the formula may be adjusted.

Distribution of prize money:

|                              |                                                                                                 |
|------------------------------|-------------------------------------------------------------------------------------------------|
| Low Gross Team of the Field: | 10% of total prize money                                                                        |
| Low Net Team of the Field:   | 10% of total prize money                                                                        |
| Flights:                     | 80% of total prize money. Low gross and low net team prizes are divided equally within flights. |

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## MEMORIAL CUP POINTS

|                                   |                                        |
|-----------------------------------|----------------------------------------|
| Low gross of the Field: .....     | 100 points (50 points to each partner) |
| Low Net of the Field: .....       | 100 points (50 points to each partner) |
| Flights: First place gross: ..... | 50 points (25 points to each partner)  |
| First place net: .....            | 50 points (25 points to each partner)  |
| Second place gross: .....         | 30 points (15 points to each partner)  |
| Second place net: .....           | 30 points (15 points to each partner)  |
| Third place gross: .....          | 15 points (7.5 points to each partner) |
| Third place net: .....            | 15 points (7.5 points to each partner) |
| Participation .....               | 10 points                              |
| DQ, WD, or NC .....               | 0 points                               |

**Ties:** All ties receive full credit for the higher position.

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## AFTER THE TOURNAMENT

Complete and send the **Four-Ball Tournament Results (Forms FB-1 and FB-2)** and the **Four-Ball Financial Report (Form FB-3)** within 14 days of end of tournament.

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# STABLEFORD TOURNAMENT PROCEDURES

Use these **STABLEFORD TOURNAMENT PROCEDURES** in combination with the **GENERAL TOURNAMENT INFORMATION** and the **HOST CLUB RESPONSIBILITIES**.

Stableford tournaments are one day flighted tournaments with Stableford points awarded by **NET** score. The Tournament Chairperson serves as advisor to the host Club's representative.

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## ENTRY FEE

The host club's representative determines the entry fee. The individual entry fee per player is as follows:

- \$1 (Memorial Cup)
- \$7 (prize money)
- A luncheon fee if applicable
- The host club's cart fee.

The total entry fee on the invitation is the sum of the above items.

---

## FLIGHTS

- Players are flighted according to handicap by the Tournament Chairperson.
  - Players are given 100% of the course handicap.
  - Each flight should consist of no fewer than eight (8) and no more than twelve (12) players, except when there are entries with identical handicap indexes that cannot be separated.
  - The handicap spread in each flight should be as close as possible to seven (7) strokes or less.
  - Pairings may be made within a two-flight spread. For example, a person in the second flight could be paired with players in either the first or third flight. Whenever possible, foursomes should be made up of members from different clubs.
-

# STABLEFORD TOURNAMENT PROCEDURES

## SCORING

According to the USGA rules, a player scores

- 1 point for a net bogey
- 2 points for a net par
- 3 points for a net birdie
- 4 points for a net eagle
- 5 points for a hole in one
- 0 points for a net double bogey or worse

A player wins the flighted competition by scoring the most points overall in their respective flight. On an amateur level if a player takes 6 shots on a par 4 hole and is entitled to a shot because of handicap, their net score is 5. Therefore, their Stableford score would be 1 for a net bogey.

If player does not finish the hole, an "X" is to be put on the scorecard for that hole and the player must pick up.

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## DETERMINING TIES AND WINNERS

The three players with highest points in each flight win a prize.

All ties are settled by a scorecard play-off following the USGA recommended procedure adopted by the CSRA WGA and detailed in GENERAL TOURNAMENT INFORMATION under SCORING COMMITTEE.

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## PRIZES

Divide the total prize money and divide by the number of flights. The total amount for each flight is then divided as follows:

- First place      50%
- Second place   30%
- Third place     20%

Each payout should be rounded to the nearest dollar value.

---

# STABLEFORD TOURNAMENT PROCEDURES

## MEMORIAL CUP POINTS

Memorial Cup Points are to be distributed as follows:

- First place in each flight 60 points
- Second place in each flight 40 points
- Third Place in each flight 20 points
- Fourth Place 10 points
- Participation 10 points
- DQ, WD, or NC 0 points

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## AFTER THE TOURNAMENT

Complete and send the **Stableford Tournament Results (Forms SF-1 and SF-2)** and **Stableford Financial Report (Form SF-3)** within 14 days of the end of tournament.

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## **LADY/PRO TOURNAMENT PROCEDURES**

Use these **LADY/PRO TOURNAMENT PROCEDURES** in combination with the **GENERAL TOURNAMENT INFORMATION** and the **HOST CLUB RESPONSIBILITIES**.

The purpose of this one-day tournament is for each member club to honor its pro by inviting him or her to participate in a special tournament and is held annually in June.

To encourage the maximum participation, there are two divisions in this tournament: (1) the Pro Division; and (2) the Amateur Division.

The Pro Division consists of teams which have four members: an active PGA professional (a club pro or an assistant pro) and three ladies who are members of the CSRA WGA.

The Amateur Division consists of teams which have four members: a male or female who is not a member of CSRA WGA, but is a member of a member club and three CSRA WGA ladies who are members of the same member club.

The format is two best net balls of the team. All pros play scratch and other team members use net scores (85% of course handicap).

The Lady/Pro Host Club Representative will coordinate with the host club Pro and the CSRA Tournament Chair to determine the tees to be played for each of the following: Male and Female Pros, Male and Female Senior Pros, and Male and Female Amateurs. CSRA members will play from the tees that have been designated for CSRA tournament play.

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### **ELIGIBILITY**

Each CSRA WGA member club is allocated two teams. All members of the team must be from the same club. Clubs that are able to field more than two teams may apply for additional spots. Additional spots will be determined by a draw supervised by the Lady/Pro Chairperson.

Member clubs' representatives determine qualifying requirements for their teams. Participation in the CSRA WGA is strongly encouraged to determine team members.

---

# LADY / PRO TOURNAMENT PROCEDURES

## TEAM ENTRY FEE

All fees will be determined by the Lady/Pro Chairperson. Each team will be charged an entry fee, a lunch fee and a cart fee. The fees will vary each year and will be included in the invitation.

No entry fee is charged for the pro. Clubs usually do not charge their fellow Golf Professionals a cart fee. Check with your Club Pro before calculating the Team Entry Fee. Each team is encouraged to pay the lunch and cart fee (if applicable) for their pro and amateur; however, this is up to the discretion of each club.

|          |                               |          |
|----------|-------------------------------|----------|
| Example: | 4 cart fees @ \$15 per player | \$60.00  |
|          | 4 lunches @ \$12 each         | \$48.00  |
|          | 3 entry fees @ \$10 each      | \$30.00  |
|          | Total team fee                | \$138.00 |

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## INVITATION AND TOURNAMENT ENTRY SUBMISSION

An invitation, a sign-up sheet and an entry form is distributed to each member club a month prior to the event. (**Forms LP-1, LP-2 and LP-3**).

If the field is to be limited, it must be stated on the invitation.

Each club's representative submits a completed entry form with the check covering her club's entries to the host club and a copy of the entry form to the Tournament Chairperson. This must be received by the registration deadline. The Host club has the discretion to accept late entries.

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## SUBSTITUTIONS

If a team's pro is unable to play on the day of the tournament, another pro from the field will be given to them by a blind draw. If a member player is unable to play, an alternate from the club roster may be selected.

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## RULES

The LOCAL RULES SHEET and the Terms of Competition created for the Lady/Pro tournament (Form LP-6) will be followed.

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## DIVISIONS

There are two Divisions: (1) Pro Division and (2) Amateur Division. The Divisions are not further divided into Flights.

# **LADY / PRO TOURNAMENT PROCEDURES**

## **DETERMINING WINNERS AND TIES**

There will be a \$50 gift card for the winning low pro and a perpetual plaque for the first place net team in each division. Prizes will be awarded to 25% of the field, not to exceed three teams in each division. The amount of the prizes will be determined by the total entry fees. The suggested distribution for each division is 30% for first place net, 15% for second place net, and 5% for third place net.

The Amateur will share in his/her winning team's prize.

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## LADY/PRO TOURNAMENT CHECKLIST

### AT LEAST TWO MONTHS PRIOR TO THE TOURNAMENT

- ☐ Arrange for Lunch menu and obtain cost.
  - ☐ Fill out the **Tournament Invitation (Form LP-1)**.
  - ☐ Fill out the top portion of the **Tournament Sign-up Sheet (Form LP-2)**.
  - ☐ Make enough copies of both forms for each member club
  - ☐ Place invitations and sign-up forms in the clubs' folders at the board meeting prior to the scheduled tournament.
    - If you miss placing the forms at the appropriate board meeting, you are responsible for mailing (or emailing) the forms to each member club.
  - ☐ Obtain the plaques from last year's winners: pro division and amateur division.
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### ONE MONTH PRIOR TO THE TOURNAMENT

- ☐ Print copies of the following:
    - local rules
    - the names of the people serving as the Rules Committee
    - CSRA WGA **Rules of Competition (Form G-1)**
    - CSRA WGA **Lady/Pro Terms of Competition (Form LP-6)**
  - ☐ Create a scoreboard for posting only the Pro's scores. Include the following:
    - each Pro's full name
    - each Pro's home club
  - ☐ Finalize the luncheon count with the club's food managers.
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### BEFORE PLAY

- ☐ Put a copy of the CSRA WGA **Rules of Competition (Form G-1)** and **Terms of Competition (LP-6)** on every cart.
  - ☐ Use Tournament Chairperson scoreboard for posting final scores for each Division. Include the following:
    - each player's full name
    - each player's home club
    - a place to post the net score for each team
  - ☐ Remind all volunteers of their assignments and responsibilities.
  - ☐ Review responsibilities and procedures with the marshals; be sure they have copies of the CSRA WGA **Pace of Play Policy (Form G-2)**.
  - ☐ Review responsibilities and procedures with the spotters; be sure they have copies of the CSRA WGA **Spotter Policy (Form G-3)** for helpful tips.
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### AFTER THE TOURNAMENT

- ☐ Complete and send the **Lady/Pro Tournament Results (Form LP-4)** and the **Lady/Pro Financial Report (Form LP-5)** within **14 days** of the end of the tournament.
- ☐ Send the Memorial Cup money to the Treasurer as soon as possible following the tournament.

# **MONTENYOH L CHAMPIONSHIP TOURNAMENT PROCEDURES**

Use these **MONTENYOH L CHAMPIONSHIP TOURNAMENT PROCEDURES** in combination with the **GENERAL TOURNAMENT INFORMATION** and the **HOST CLUB RESPONSIBILITIES**

This is a three day **Gross Stroke Play** tournament held at the end of the season at three different member courses. Courses are listed on the tournament schedule and include courses from both states. (By-Laws, Article III, Section 3).

There are no rain-dates for the Montenyohl Tournament. In case of inclement weather, the tournament will be played unless the professional staff at the host club deems the course unplayable. If any day of the tournament is cancelled, the tournament is shortened to 36 holes. If any portion of a day is cancelled, the tournament committee will determine the tournament length. If weather forces cancellation on the final day, the luncheon and prizes will still take place that day.

A representative from each of the hosting member courses assists the Montenyohl Tournament Chairperson in planning and conducting the tournament. The CSRA Tournament Chairperson and the past Montenyohl Tournament Chairperson serve as advisors to the current Montenyohl Tournament Chairperson, usually the CSRA Representative from the club hosting the Awards Luncheon. Other committee members may be appointed by the Tournament Chairperson as needed.

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## **ELIGIBILITY**

Montenyohl is open to any CSRA WGA member who meets the general eligibility requirements (By-Laws, Section 2 and Section 4) **and** must have posted twenty (20) 18-hole scores in the last nine months. A player may be allowed to play if they have less than 20 scores in nine months if there are extenuating circumstances and eligibility is approved by the board.

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## **ENTRY FEE**

The Montenyohl Tournament Chairperson determines the entry fee.

- Minimum \$20 per entry for prizes
- Golf/Cart fees for 3 days
- Award luncheon fee

The total entry fee on the invitation is the sum of the above items.

# MONTENYOHL CHAMPIONSHIP TOURNAMENT PROCEDURES

## INVITATION AND TOURNAMENT ENTRY SUBMISSION

The Montenyohl Tournament Chairperson establishes a registration deadline that is **at least 3 weeks prior** to the tournament with a cancellation deadline for a **full refund at the discretion** of the Montenyohl Chairperson.

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## FLIGHTS

- Players are flighted according to handicap INDEX by the Tournament chair
  - Each flight should consist of no fewer than eight (8) and no more than twelve (12) players, except when there are entries with identical handicap indexes that cannot be separated.
  - The handicap INDEX spread in each flight should be close to seven (7) or less
  - Pairings may be made within a two-flight spread. For example, a person in the second flight could be paired with players in either the first or third flight. Whenever possible, foursomes should be made up of members from different clubs.
  - Pairings for the 1st round is determined by player's handicap INDEX.
  - Final round pairings are made using the combined scores of the first two days. Pairings are sequential (1st, 2nd, 3rd, 4th, etc) in ALL flights. At the discretion of the Tournament Chairperson, pairings may be made within a two-flight spread in order to complete a foursome. The top four golfers/leaders in each flight will be grouped as a foursome within that flight.
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## DETERMINING WINNERS AND TIES

### WINNERS:

- Trophies are awarded to the Champion, and the Runner-up. These winners are removed from the flight competition.
- Each day's medalist (including ties) is awarded a prize
- Three prizes are awarded in each flight.

### TIES:

- Ties for the Champion and/or Runner-Up will result in an on-course sudden-death playoff beginning on hole #1.

A rules official accompanies the players (tied for Champion **OR** tied for Runner-Up) and is responsible for preparing the scorecards, recording the scores and reporting the results to the scoring committee.

- If the course is deemed unplayable by the Tournament Committee, the Champion and Runner-Up will be decided by a scorecard playoff.

# MONTENYOHL CHAMPIONSHIP TOURNAMENT PROCEDURES

- The player who does not win the tournament Runner-Up playoff will have her tournament score re-entered for flight competition.
  - Flight ties are settled by a scorecard play-off following the USGA recommended procedure detailed in **GENERAL TOURNAMENT INFORMATION** under **SCORING COMMITTEE**.
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## PRIZE AMOUNTS

(This Section will be finalized by the Board in 2027)

All Prize Amounts will be **ROUNDED** to the nearest DOLLAR (\$11.43 to \$11.00 and \$11.53 to \$12.00)

|            |                                     |
|------------|-------------------------------------|
| Champion:  | 10% of total prize money + (Trophy) |
| Runner Up: | 8% of total prize money + (Trophy)  |
| Medalists: | \$35 each provided by CSRA Funds    |

|                      |                                     |
|----------------------|-------------------------------------|
| Flight Winner:       | 45% of total prize money per flight |
| 2nd Place in Flight: | 30% of total prize money per flight |
| 3rd Place in Flight: | 25% of total prize money per flight |

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## AFTER THE TOURNAMENT

The Montenyohl Chairperson will:

- Complete and send the **Montenyohl Tournament Results (Form MC-3)** and the **Montneyohl Finanancial Report (Form MC-4)** within 14 days of the end of the tournament.
  - Have the trophies engraved if the winners prefer or the winners can do this themselves and submit bills to the Treasurer.
  - Send Thank You notes to each hosting club.
  - Prepare a report with suggestions to be shared at the next Board Meeting.
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# MONTENYOHl CHAMPIONSHIP TOURNAMENT CHAIRPERSON'S CHECKLIST

## AT LEAST FIVE MONTHS PRIOR TO THE TOURNAMENT

- ☐ Make arrangements with the catering service of the host club for the last day of play to establish luncheon menu and cost.

## AT LEAST THREE MONTHS PRIOR TO THE TOURNAMENT

- ☐ Give each host club representative information regarding their tasks and responsibilities.
- ☐ Present total costs for 3 days of cart/golf fees, tournament fee and luncheon for Board Discussion and Approval.
- ☐ Coordinate with Publicity Chairperson dates to complete and send out fliers to "Save the Date".
- ☐ Coordinate with Tournament Chairperson date to send out Golf Genius Invitations with: Total Cost, Registration Deadline, Cancellation Policies.

## ONE MONTH PRIOR TO THE TOURNAMENT

- ☐ Finalize the luncheon count with the club's food managers **after registration closing date**.

When tournament entry fees are received, payment is given to the CSRA Treasurer. Confirm with the Treasurer the daily golf/cart fees and luncheon cost. Treasurer pays for these costs each day.

- ☐ Coordinate the following information for the host club representative:
  - Number and Names of those to be seated at head table
  - How the gift table will be set up
  - Designate an area for pictures to help keep traffic flowing during the Presentations.
- ☐ Obtain poster board from last year's Montenyohl Chairperson to be used to display the players' daily scores for all three days and tournament score totals. Each flight must be listed.
- ☐ Obtain the trophies from last year's winners: champion and runner-up. Request money from the Board for purchase or repair of trophies or engraving costs.
- ☐ Obtain from the Handicap/Memorial Cup Chairperson a list of awards and presentations that need to be made on the final day.
- ☐ Contact each hosting clubs' representative ONE WEEK prior to the tournament and review their tasks and responsibilities.

## MONTENYOHL CHAMPIONSHIP TOURNAMENT CHAIRPERSON'S CHECKLIST

☐ Prepare and print agenda with the following:

\*\* Welcome and Intro of President and Co-Chairs .....**Montenyohl Chairperson**

\*\* President's Welcome .....**President**

\*\* Montenyohl Tournament Awards.....**Montenyohl Chairperson**

- Daily Medalists
- Flight Winners
- Runner-Up
- Champion

\*\* Most Improved Golfer .....**Handicap Chairperson**

\*\* Perfect Attendance Awards .....**Handicap Chairperson**

\*\* Memorial Cup Awards .....**Handicap Chairperson**

- Top 10% point earners
- Total Net Point Winner
- Total Gross Point Winner
- Overall Total Point Winner

\*\* 10 Year Service Awards .....**President**

\*\* 15 Year Service Awards .....**President**

\*\* Lifetime Membership .....**President**

\*\* Presentation of the President's Gift .....**Past President**

\*\* President's Final remarks and passing the gavel ...**President**

☐ Provide each person making a presentation with an agenda so they will know when it is their turn in the awards presentations.

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## **GENERAL POLICIES**

Rules of Competition (Form G-1)

Pace Of Play (Form G-2)

Spotter Policy (Form G-3)

Spectator Policy (Form G-4)

# CSRA WGA RULES OF COMPETITION

**RULES:** The Rules and Decisions of the United States Golf Association and CSRA WGA will govern play except as modified by local rules of course being played. USGA, CSRA WGA Rules will supersede any conflicts with local rules.

**TEEING GROUND:** Play must play from teeing area identified by CSRA hole markers.

**OUT OF BOUNDS:** Defined by inside points, at ground level, of large white stakes and fence posts. Rule 18.2a.

**PENALTY AREA STAKES AND LINES:** When both stakes and lines are used to indicate penalty areas, the stakes identify the hazard and the lines define the penalty area margins. Rule 17.

**PACE OF PLAY:** Player must play with undue delay and in accordance with pace of play guidelines established in USGA Rule 5.6. Expected pace is 4 hours and 15 minutes. Groups should keep up with the group in front of them. CSRA Slow Policy will be in effect.

**DISTANCE MEASURING DEVICES:** Players may obtain distance information by using a device that measures distance. This Rule only concerns how equipment is used. It does not limit the equipment that a player may have with them during a round. Rule 4.3

**DROPPING ZONES:** Dropping zones which allow players to cross a penalty area without playing across that penalty area are not in play and may not be used. Dropping zones specified in the local rules which allow players to drop out of flower beds or ground under repair may be used.

**CELLPHONE POLICY:** Electronic Devices may be used in accordance with the rules of the USGA Rule 4.3 and any local club rule. However, electronic devices must be used only in the silent mode. Players should ensure that any electronic device taken onto the course does not distract other players or cause undue delay. Violation will result in a warning - continued violation will result in disqualification.

**DOUBT AS TO PROCEDURE:** A player may request assistance from any Rules Committee member. If help is not readily available in stroke play, the player may play a second ball in accordance with Rule 20.1c(3).

**CSRA MAXIMUM SCORE:** When a player reaches a total of 11 strokes, including penalty strokes, the player should pick up and record a score of X11 for the hole.

**NOT USED FOR TEAM PLAY OR MONTENYOHL.**



**DISCONTINUANCE OF PLAY:** USGA Rule 5.7 shall be in effect. Players have the right to stop play if they believe there is a danger from lightning. A player who discontinues play without specific permission from the committee **MUST** report to the committee as soon as practicable. All practice areas shall be closed during suspension for a dangerous situation until the committee has declared them open. A player using such practice areas will be subject to a penalty of disqualification.

**WITHDRAWAL FROM COMPETITION:** Players withdrawing from the competition will cease play immediately, stop scoring and stay in cart without assisting or participating further. No Card - a player may continue play but no score card can be submitted for the competition unless No Card play is prohibited by tournament.

**SCORECARDS:** Players must exchange cards with a fellow competitor in their group. Cards must be signed and attested. Rule 23.2b. Players are requested to return cards to the scorer's table prior to going to their car. Scorecards may not be altered once they have been returned to the committee.

**BREAKING OF TIES:** CSRA WGA method used for monthly play will be scorecard playoff to break ties: last nine, then last six, then last three and finally 18th. If still tied, then the last six holes of front nine, three holes, and final hole will be considered in turn. If still tied, Committee will call a tie or flip a coin. Montenyohl Championship will use on-course sudden death playoff to declare winner and/or runner up.

**CLOSE OF COMPETITION:** The competition shall be deemed to have closed when the trophy or award has been presented to the winner(s) or, in the absence of a prize ceremony, when the results have been officially announced.

**PLEASE RETURN CSRA TEE  
MARKERS TO THE CLUB HOUSE**

## Rules Questions Contacts:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**OR SEE RULES CHAIR IN THE SCORING AREA**

# PACE OF PLAY POLICY

## DEFINITION OF “OUT OF POSITION”

A group not keeping with the pace of play shall be deemed **out of position** if it reaches any spot on the course as much as fifteen (15) minutes behind the preceding group. Always look ahead – not behind. The group behind you has no bearing on determining whether or not a player's pace of play is satisfactory.

## PACE OF PLAY AWARENESS GUIDE

Being aware of ***your position***. In the following situations ***your group may be in danger of being out of position if:***

- your group reaches the tee of a par 3 hole and the group ahead has finished the hole
- your group fails to clear the tee of a par 4 hole prior to the group ahead finishing the hole
- your group reaches the tee of a par 5 hole and the group ahead is on the putting green
- your group is not within the times on score cards.
- Players are exceeding the average 40 seconds per stroke. Time spent getting the distance, selecting a club, marking and cleaning the ball, and surveying the line of play is considered part of the 40 seconds if it is the player's turn to play.

***This is the time to let your group know the situation and to expedite play of the hole.***

***If a player is concerned about a non-responsive (slow) player in her group, she should request a rules official to monitor the group.***

## MARSHALL'S RESPONSIBILITIES

- After 20-30 minutes of play, the Marshall travels from front to back of the field.
- When a group is deemed out of position (15 minutes behind the group in front), the Marshall shall politely alert the group accordingly **after** the group has completed play of the hole.
- The Marshall shall ask about any difficulties, delays, or situations beyond their control that caused the delay.
- The Marshall shall politely advise the group that they must regain their position within the next two holes/ play within the allotted time per hole.
- The Marshall shall move to the location on the course which represents completion of the two holes provided for the group to regain its position.
- If the group has not regained its position at the completion of two holes, the marshal shall begin the timing procedure after making the group aware of this action.

# PACE OF PLAY POLICY

## TIMING PROCEDURE

- \* Each player of the group considered to be out of position will be timed beginning when it is her turn to play and she can play without interference by another person or ball.
- \* She shall be allowed an average of 40 seconds per stroke (excluding tap- ins) during the play of the hole. These 40 seconds includes the player getting the distance, selecting a club, marking and cleaning the ball, and executing the stroke.
- \* The player may be penalized for
  - a) exceeding the average amount of time for the total strokes played on a hole by more than 30 seconds **or**
  - b) if she uses more than seventy-five (75) seconds to play any one stroke.
- \* If a player **delays play between holes**, she is delaying play of the next hole and the penalty applies to that hole.
- \*\*\* When timing a player, if the marshal determines the player is unduly delaying play between strokes, the marshal may begin the timing process before the player reaches her ball.
- \*\*\* If a player's actions are continually delaying the play of others in her group, the actual time of delay shall be added to the time for **her** to play a hole.

## PENALTY FOR BREACH OF PACE OF PLAY POLICY IN STROKE PLAY

- \* 1<sup>st</sup> offense -- Warning
- \* 2<sup>nd</sup> offense -- 1 stroke penalty
- \* 3<sup>rd</sup> offense -- 2 stroke penalty
- \* 4<sup>th</sup> offense -- DQ for that round only

Review and application of the penalty will only occur after the round to avoid further delay of the group.

# SPOTTER POLICY

Thank you for volunteering to serve as a spotter. The safety of the spotter is of greatest concern to the CSRA WGA. The CSRA WGA Tournament Chair and the Local Chair will suggest the best location on your assigned hole. This position will allow you to view the shots and keep you safe.

A spotter is responsible for watching balls and locating them for the players. Please do not touch or move balls. Do not offer advice or make Rulings. Small flags are sometimes used to mark a ball that is off the fairway. If flags are used, they should be placed two feet or more away from the ball. After placing the flag near the ball, step away so that the player can execute her shot.



Know where the nearest shelters are in case of lightning or storms and advise players of this location when necessary. Seek shelter immediately for yourself in case of severe weather.

## HAND SIGNALS

The following signals are used to notify players of the status of their golf balls.

### Safe



Crossed arm safe signal commonly used in baseball. This indicates that you can see the ball and it is in bounds. (Stand upright and extend both arms straight out in front of the body about chest high. Sweep both arms apart, still extended, to the side of the body. Return arms to front of body and repeat action.)

### Out of Bounds



Arms are overhead and point in the direction of the out of bounds. This indicates that the ball is definitely out of bounds. If there is ANY doubt whether the ball is out of bounds, outstretch palms and shrug shoulders to indicate uncertainty.

### Unsure of location



Outstretch palms and shrug shoulders to indicate uncertainty.

### Landing Area

To signal a landing area is NOT clear, stand facing players with both arms straight up over head.

When landing area clears, wave players on.



### Water Hazard

If you are spotting at a water hazard, determine whether the ball went into the hazard and where it LAST crossed the margin of the hazard. This gives the player the reference point for taking relief.

***Do not offer any advice or attempt to make any rulings.  
Only Rules Officials are authorized to make rulings.***

## **SPECTATOR POLICY**

The CSRA WGA encourages spectators who are interested in observing the competition at tournament events. To insure fair play for all contestants, the following regulations shall apply:

1. From tee to green, spectators must remain in the rough and/or no nearer to a contestant than 50 yards.
2. Spectators must observe play from positions which do not interfere with or delay the play of any competitor or group of competitors playing immediately behind, adjacent to, or ahead of the group they are observing.
3. No carts or other automotive transport shall be permitted on the course during the competition except those used in performance of official duties or in travel to and from areas of official responsibility. Carts may be permitted during the Montenyohl playoff if the host club approves.
4. With the approval of the Tournament Chairperson, automotive transport may be provided to members of the media assigned to cover the event. The Tournament Chairperson shall designate a driver for the transport to ensure that no contestant is either delayed or inappropriately distracted by the media.
5. Spectators are asked to observe golf etiquette at all times and to respect the condition of the golf course, facilities, and the services the host club provides to the contestants.
6. Spectators are reminded that advice to and/or coaching of players during a competitive round is prohibited by the Rules of Golf. Contestants are reminded of their authority to invoke a two-stroke penalty should any contestant receive advice and/or coaching from a spectator during a competitive round.
7. Tournament officials with specific tournament management responsibilities for a competitive round are authorized to ask those who refuse to observe these regulations to leave the course.