

The group will be known as **CTLG or Central Texas Ladies Golf** and will operate *independent of any WGA or LGA organization*. CTLG will be made up of Club Representatives (REPS) and a CTLG Coordinator and Coordinator Assistant. *CTLG will have NO officers.*

### **1 - Guidelines - CTLG Coordinator:**

- Selected by the member Reps.
- Serves a term of two(2) years unless asked to continue in the position.
- Compiles CTLG Rep list and calendar for distribution to Reps.
- Hold and facilitate annual meeting in November after CTLG play.

### **2 - CTLG Rep RESPONSIBILITIES**

- Each club will have one person known as the representative.
- Each Rep may have a second Rep to assist her.
- Club Rep distributes Guidelines to CTLG members.
- Place sign-up sheets and money envelopes in your designated location.
- Collect all golf & tournament fees BEFORE turning the players list over to the host Club Rep by Wednesday week prior.
- Use Handicap Index from Pro Shop (or GHIN) as of Tuesday prior to sending on Wednesday, to ensure consistency in handicap data being reported. This will give time for the Rep to organize and send the players list on Wednesday.
- Check in with club hostess and register their club entries the morning of the tournament.
- Host one month during the rotation year.

### **3 – CTLG PLAY / CONCERNS / QUESTIONS:**

- 1<sup>st</sup> Thursday of the month March thru November (*July and August will be NO PLAY days*).
- Open to all lady golfers with a current established (verifiable) handicap.
- Player with a handicap of 35 or more MUST play at a handicap of 35.
- Entry into the \$5 game is optional.
- **Player concerns / problems:** Player(s) must bring any problem(s) that arise to their Rep as soon as possible. Rep should bring the problem(s) to all Reps for discussion and/or decision.
- Create flight(s) according to the number of players participating(See Payouts section below)
- Pairings of foursomes comprised of A,B,C,D players as much as possible and from different clubs.
- Players flighted according to their handicap for the course being played. If there are too many players with the same course handicap in a flight, then use the handicap index to determine which player(s) will move to another flight.
- Post scores on the Score Board when play has completed.

### **4 - HOST CLUB REP RESPONSIBILITIES**

- Notify Club Pro of players Not competing.
- Provide local rules for players.
- Score card play-off for ties: start with hardest hole, continue to the next hardest hole, etc until tie is broken.
- Choose CTP holes.
- Provide cart tags for all players.
- No more than two (2) 9x's to be eligible for flight prizes and/or CTP.
- Remind players to pick up when the ball is within 12 inches of the hole & count the stroke for the pickup.

### **5 – PAYOUTS**

- \$5 collected from each player wishing to compete. No money is to be carried over.
- Flight according to the number of players participating

50 or fewer players – pay 1<sup>st</sup> and 2<sup>nd</sup> gross & net – plus CTP.

Maximum 10 players per flight.

- 50 or more players – pay 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> gross & net – plus CTP.
- Maximum 14 players per flight.

### **6 - EMERGENCY CANCELLATIONS**

FOR PLAYER ILLNESS OR IMMEDIATE FAMILY DEATH, REFUND OF CART & GREEN FEES AT THE DISCRETION OF THE HOST CLUB. ALL FORFEITED FUNDS TO BE USED AT HOSTESS DISCRETION.

- \$5 Prize money will be forfeited to Host Club.
- Only cart and green fee to be refunded, at the discretion of the host club.

### **7 - POSTING SCORES IN GHIN**

- Players are to post their own scores in GHIN day of tournament, hole by hole
- Post as AWAY, NOT as a tournament
- All 9x's must be posted as "10" in Golf Genius and GHIN.

*Amended April 5, 2022 by Mary Williams, CTLG Co-coordinator*

*Amended August 18, 2022 by Mary Williams, CTLG Co-coordinator*

*Amended November 3, 2023 by Mary Williams, CTLG Co-coordinator (per meeting results)*

*Amended November 30, 2023 by Mary Williams, CTLG Co-coordinator (language clarification only)*

### **Lago Vista Golf Course Reps:**

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