

**ROSSMOOR WOMEN'S 18-HOLE  
GOLF CLUB  
POLICY & PROCEDURES**

**TABLE OF CONTENTS**

INTRODUCTION .....	2
A. GENERAL INFORMATION .....	2
B. FEES.....	3
1. Membership Dues .....	3
2. Optional Fees.....	4
C. RULES .....	4
D. THURSDAY PLAY .....	5
1. Overview .....	5
2. Thursday Play Procedures .....	5
a. Registering for Thursday Play .....	5
b. Canceling a Registration.....	6
c. Thursday Sign-In .....	6
d. Mobile Scoring & Scorecards.....	6
e. After Play .....	6
3. Special Events .....	7
a. Invitational.....	7
b. Eclectic (EC) .....	7
c. Charm Days.....	7
d. Guest Days.....	7
e. Open Days .....	8
f. Spring Fling .....	8
g. Blue & White.....	8
h. Halloween Bash .....	8
4. Major Tournaments.....	8
a. Overview .....	8
b. Handicap Tournament .....	9
c. Classic Tournament.....	10
d. Club Championship Tournament.....	10
E. EAST BAY TEAM PLAY .....	11
F. MOST IMPROVED GOLFER AWARD .....	11
G. HOLE-IN-ONE PROCEDURES.....	11

# INTRODUCTION

Rossmoor Women's 18-Hole Golf Club is a member of the Northern California Golf Association (NCGA). Application for membership in the Rossmoor Women's 18-Hole Golf Club requires amateur status and a handicap established according to the USGA Handicap system.

**Mission Statement:** To promote good fellowship among its members as well as to foster and further the game of golf.

The Policy and Procedures document is provided for all members. Additional information may be obtained by contacting the Captain, any member of the Board, or a specific Committee Chair.

## A. GENERAL INFORMATION

- 1. 18ers Golf Genius Portal:** <https://18ers.golfgenius.com>. This is the registration link for all 18er Thursday Play Days, Special Events, and Tournaments. A [Quick Registration Guide](#) is available to assist with the online registration process.
- 2. Website:** [www.rossmoorgolf.com](http://www.rossmoorgolf.com)
- 3. Email:** [rossmoor18ers@gmail.com](mailto:rossmoor18ers@gmail.com)
- 4. Bulletin Board Area of the Pro Shop:** The 18ers drawer and file folder drawer, binders, and various bulletin board notifications are located towards the back of the Pro Shop.
- 5. Membership Directory:** The Rossmoor Women's 18 Hole Golf Club Membership Directory is emailed to members early in the year. New members are added and sent a directory upon joining the Club. The directory contains member names, addresses, emails, phone number, and GHIN number. Members' birthdays (mm/dd) are included if authorized by the member. It also includes Board Members and positions, committee chairs, major tournament dates, and East Bay Team Play (EBTP) dates.
- 6. Event Schedule:** The schedule of events and tournaments for the current year is located on the [18ers website](#). There is also a [Google calendar](#) on the Golf Genius (GG) 18ers portal. Schedules and tournament formats may change at the discretion of the Tournament Chair and/or Board.
- 7. General Meetings:** There are three General Meetings for all members to attend. Normally, they are held at the Launch Party, Blue & White Tournament, and Halloween Bash. Members are notified ahead of time and an agenda is sent out.

8. **Board Meetings:** Board meetings are held the 2<sup>nd</sup> Monday of each month, typically at 8:30 in one of the Creekside meeting rooms. Board meetings are attended by all Committee Chairs, but are open to all members.
9. **Launch Party:** The official kickoff for the 18ers season is normally held on the first Thursday in February at the Event Center. The Launch Party includes the first General Meeting where new Board Members are introduced as well as new members who have joined the club. Tables are hosted by committee chairs to provide information on Rules, East Bay Team Play, Tournament (Golf Genius) registration, and to collect Eclectic and Birdie fees (see [Optional Fees](#) below).
10. **Holiday Party:** The Annual Awards and Induction of Officers takes place at a Holiday Party held in December. Awards typically presented at this event include:
  1. Most Improved Player
  2. Charm Winner
  3. Eclectic Winners
  4. Birdie Payouts.
11. **Golf Advisory Committee:** The Golf Advisory Committee (GAC) is a GRF sponsored group with representatives from all Rossmoor Golf Clubs and the Director of Golf. The committee meets monthly with report outs provided to the Golden Rain Foundation board as needed. Information about the committee is available from the 18ers GAC chairperson or the Director of Golf.
12. **Guidelines for Posting Scores:** For Thursday Play, scores are posted automatically by the Pro Shop, unless indicated otherwise. All other rounds at Rossmoor or anywhere else, unless posted by another Pro Shop, are to be posted by the player. Players can post scores on the USGA GHIN app for any club played using their GHIN #.

## B. FEES

### 1. Membership Dues

Annual dues are established to cover the cost of NCGA handicapping and club operating expenses. In addition to operational costs, membership dues cover payouts and/or prizes for:

- Thursday Sweeps
- Major tournaments (Championship, Handicap, Classic)
- Most Improved Player Award
- Charm Champion.

Additionally, dues partially subsidize:

- Rules Seminar
- Guest Days
- Holiday Party.

## 2. Optional Fees

- a. **Hole-in-One Insurance:** This optional insurance may be purchased each year when paying annual dues. Members who purchase this are eligible for a \$100 prize awarded for a Hole-in-One on a Rossmoor course. See [Hole-in-One Procedures](#) below for more details.
- b. **Eclectic:** Throughout the season, scores from designated Thursday play are tracked with the goal of members improving their scores on each of the 18 holes. An optional fee is charged and collected at the Launch Party; however, a member may join at any time throughout the year prior to their 1<sup>st</sup> day of Eclectic play. Prizes are awarded at the Holiday Party.
- c. **Birdies:** An optional “Birdie Fund” fee is collected at the Launch Party for members wishing to participate. A new member may join at the beginning of her membership. Birdies are logged each week\* and payouts are awarded at the Holiday Party.

\* All Thursday play days including Special Events, Major Tournaments and Follow-the-Field qualify as Birdie rounds. Casual Guest Days are included. Birdies on holes that a player has used a mulligan or magic putt do not qualify. Aeration weeks do not qualify as Birdie rounds.

- d. **Chips-ins:** An optional “Chip-In” fee is collected on Thursday play days. Chip-ins are logged each week with payouts made the following week. Money is carried forward for weeks with no chip-ins.

## C. RULES

The rules listed below apply to all events sponsored by the club.

1. **USGA rules** shall govern all competition except as modified by local rules. The most recent [USGA Rules of Golf book](#) is available free online through the USGA mobile app. Hard copies may also be purchased at [USGAPublications.com](#).
2. **Local Rules** adopted by the 18ers are listed in the [Rules Corner](#) section of the 18ers website. Questions on specific rules can be directed to the Rules Chair and/or Tournament Chair.
3. **Ties** will be broken using the USGA method of matching scorecards, starting with the back nine.
4. **Incomplete holes:** Under the USGA Handicap System, if 14 or more holes are played, the player **MUST** post an 18-hole score. If 7-13 holes are played, the player must post a 9-hole score.
  - a. This includes stroke play, match play, and multi-ball or team competitions in which players have not completed one or more holes or in which players are requested to pick up when out of contention on a hole.
  - b. If a player starts but does not complete a hole, or is conceded a stroke, that player shall record, for handicap purposes, the score the player *most likely* would have made, not to exceed net double bogey. There is no limit to the number of unfinished holes a player may have in a round provided the failure to finish is not for handicap manipulation.
  - c. If a player does not play a hole or plays it other than under the Rules of Golf, the player’s score for that hole for handicap purposes shall be par plus any handicap strokes the player

is entitled to receive on the hole. This score should be preceded by an "X." This also applies to a hole on which a "mulligan" or "magic putt" is used.

5. **Rules and Regulations** for use of Rossmoor golf courses such as golf course rules, dress code, guests, tee times, carts, etc. are available on the [Rossmoor website](#).
6. A player may have no more than a **maximum handicap** of 40 to be eligible to play in an 18er event. Players with higher handicaps may play, however, their handicaps will be reduced to 40 for the event by the Pro Shop.
7. **Former Members:** Former members are allowed to play twice during the year on Thursdays, with the exception of the major tournaments.
8. **Rules Education:** Each year, the Rules Chair works with NCGA resources to sponsor a Rules Seminar where members can learn more about golf rules. Additionally, the Rules Chair offers On Course Rules Classes monthly throughout the season. These classes are recommended for new members and can be registered for using Golf Genius (see [Registering for Thursday Play](#)).

## D. THURSDAY PLAY

### 1. Overview

The 18ers season runs from March through mid-November. The season includes:

- a. **Thursday Sweeps:** a variety of fun game formats are played on Thursdays. Flight winners are paid through dues.
- b. **Special Events:** these include Invitational, Blue & White, Halloween Bash, Guest Days, Open Day, Charity events, and others designated by the Board. Fees for meals and prizes are collected from players to support these events.
- c. **Major Tournaments:** There are three major tournaments where the winners are paid through dues (Handicap, Classic, and Club Championship).

The **minimum number of players** required to hold a tournament is 12 players. Under certain **weather** conditions, the Tournament Committee has reduced the minimum to 8 players. Additionally, the Tournament Committee may declare a 9-hole competition on certain occasions or when weather or other circumstances so dictate.

### 2. Thursday Play Procedures

#### a. Registering for Thursday Play

- 1) Registration for all Thursday play is available online. Use the [18er GG Portal](#) to access online registration via phone or computer. A [Quick Registration Guide](#) is located under the Documents tab in the portal. Contact the Tournament Chair for informal training sessions or questions.
- 2) Each event open for registration contains a description of the game format. Use the checkboxes to:
  - a) select the tee (red, combo, gold) to play from,
  - b) designate if you are walking which will place you closer to the golf shop to start your round, and
  - c) provide other information pertinent to the round.

- 3) Handicaps are adjusted in accordance with the USGA Handicap System for the tee selected.

## b. Canceling a Registration

- 1) Select the 'EDIT your registration' option in the Golf Genius portal to cancel. If the event is closed in Golf Genius, call the Pro Shop (925)-988-7861 to cancel the registration in Golf Genius.
- 2) For events involving a fee, full refunds are made for cancellations before the close of registration. Otherwise, payments are non-refundable unless the player finds a replacement.

## c. Thursday Sign-In

- 1) Players must check-in 20-30 minutes prior to the assigned tee time at the registration table outside the Pro Shop as well as inside the Pro Shop. Scorecards and game rule instructions are handed out.
- 2) An optional "chip-in" sign-up sheet and cash box is available for a nominal fee.
- 3) Once the check-in registration table is closed, late arrivals are not eligible for sweeps or chip-ins.

## d. Mobile Scoring & Scorecards

- 1) Golf Genius Mobile scoring is required for all Thursday Play. One person in each 4-some enters gross scores for each player in their group. To get the app for your phone and instructions, go to the Mobile Scoring tab on the [18ers GG portal](#).
- 2) Paper scorecards generated by the Pro Shop through Golf Genius reflect the game being played. A scorecard may have 1 to 4 names listed depending on the game. Cards are exchanged among the players. There are designated places for the player's signature and "markers" signature.
- 3) Maximum allowable score for posting each hole is **net double bogey** (par for the hole plus 2 strokes plus whatever pops the player is allowed on that hole). Example: Par 4 + 2 + 1 pop = 7 maximum allowable net.

## e. After Play

- 1) Rounds are allowed 4¾ hours to complete. Mobile scoring will time stamp completion of your round. Late players will not qualify for prizes.
- 2) At the end of the round, each group should verify scorecards with the GG Mobile entry and totals. Once verified, scorecards are signed, dated and turned in to the Pro Shop desk.
- 3) Players participating in the Birdie Fund must post any birdies for the round in the Birdie Binder located in the Pro Shop 18er area.
- 4) Players participating in Chip-Ins must post any Chip-Ins for the round next to their name on the sign-up sheet located in the Pro Shop 18er area.
- 5) The Pro Shop will post all Thursday tournament scores unless otherwise specified. Ties will be broken using the USGA method of matching scorecards, starting with the back nine.
- 6) Results are published and emailed to players by the Pro Shop, including prizes, typically Pro Shop credits. Tournament result, birdies, and chip-ins are posted on 18ers GG Portal under the Results tab.

## 3. Special Events

The following list provides details about annual special events. These events are reviewed each year and may be modified by the board. The board may decide to add additional special events.

### a. Invitational

The Invitational is a special guest day.

- Format is typically a 4-person team, 2 best balls.
- Members may invite up to 3 guests with USGA handicaps.
- Entry fee includes green fees, breakfast, lunch, special tee prizes and awards.
- Guests may include Rossmoor Niners who do not have dual membership with the 18ers.
- Members without guests may ask the Pro Shop to match them with guests.

### b. Eclectic (EC)

There are six Eclectic Thursday tournaments designated on specific dates in which members try to improve their score for each of the 18 holes.

- A small fee is charged and collected at the Launch Party or prior to the 1st Eclectic for a player.
- Players must play from the same tee on all EC playdays.
- Depending on the date of the 1<sup>st</sup> EC playday, the March 1<sup>st</sup> or 15<sup>th</sup> index is used to establish each player's handicap. The same handicap is used for each EC tournament played during the season.
- EC scorecards are maintained in GG.
- Scorecards for previous EC tournaments will be provided to players on each EC playday to use in assessing their improvements.
- Prizes are awarded at the Holiday Party.

### c. Charm Days

Charm Days are low net games usually played in conjunction with the six Eclectic Thursday days.

- Each winner is awarded a Charm Girl golf towel.
- A play-off of all monthly Charm winners is usually held in November and determines the overall winner.
- The overall Charm Day prize is awarded at the Holiday Party.

### d. Guest Days

Guest Days typically are scheduled to occur 3 times a year.

- Members may invite up to 3 guests with USGA handicaps.
- Guests pay resident rate green fees.
- Members without guests may ask the Pro Shop to match them with guests.
- Guests may include Rossmoor Niners who do not have dual membership with the 18ers.
- Some Guest Days may be deemed casual meaning there is only regular play, with no payouts or meals.
  - A USGA handicap is not needed on a casual Guest Day since these games are not competitions.
- If not deemed casual, Guest Days include:
  - 4 person teams

- 2 best ball game
- Lunch
- Awards.

## e. Open Days

The Rossmoor 18ers club is a member of the [WGANC Legacy Club](#) which supports Open Day events with other clubs. The Rossmoor 18ers hosts an Open Day event every other year on the Dollar Ranch course.

- The entry fee is determined by the hosting club and includes meals and cart fees.
- Golf is free.
- Participants receive points for participating in an Open Day. Additional points are awarded based on results. At the end of the year, the point leaders are recognized and awarded.
- Open Day registration is available online only.

## f. Spring Fling

Spring Fling is an annual tournament played with the Rossmoor Women's Niners Golf Club.

- Awards are presented at a luncheon which also includes a fashion show of golf apparel sponsored by the Pro Shop.
- The two clubs take turns planning and running the event each year.
- The hosting club chooses the team format and works with the Pro Shop to pair Niners and 18ers when needed.

## g. Blue & White

Blue & White is an annual tournament followed by a cookout lunch.

- Play is four-ball match play.
- Participants are grouped by computer based on handicap into a Blue Team and a White Team.
- Following play, the team accumulating the most points is treated to lunch by the defeated team.

## h. Halloween Bash

The Halloween Bash is a fun annual event, including lunch and a general meeting.

- The game format is determined by the Event Chair.
- A luncheon follows play.
- A Halloween Hat contest is held with prizes awarded at the luncheon.
- A General Meeting for all members is held during the luncheon. The meeting includes the annual election of officers.

# 4. Major Tournaments

## a. Overview

Major tournaments (Handicap, Classic, and Club Championship) all have the following rules and eligibility requirements:

<b>Eligibility:</b>	<ul style="list-style-type: none"> <li>• Players <b>must be able to play</b> all rounds to qualify for the tournament.</li> <li>• Players must be members of Rossmoor Women's 18ers with Rossmoor designated as their home course with NCGA.</li> <li>• A member of the Tournament Committee, comprised of the Handicap Chair, Thursday Sweeps Chair, Rules Chair, and 18ers Pro Shop liaison, shall review all entries for eligibility and handle questions or disputes.</li> </ul>
<b>Handicap:</b>	<ul style="list-style-type: none"> <li>• Handicaps for a given date as determined by the Pro Shop will be used for all tournament rounds.</li> </ul>
<b>Rules:</b>	<ul style="list-style-type: none"> <li>• All rules outlined above in <a href="#">Section C: Rules</a> govern all play.</li> <li>• A Rules Sheet will be prepared by the Rules Chair and made available to players for each of these major tournaments. The Rules Sheet highlights rules particularly pertinent to each format.</li> </ul>
<b>Flights:</b>	<ul style="list-style-type: none"> <li>• Competitors are flighted by Pro Shop.</li> </ul>
<b>Awards</b>	<ul style="list-style-type: none"> <li>• Prizes are funded by dues.</li> </ul>

## b. Handicap Tournament

The Handicap Tournament is an annual tournament spanning three days (54 holes). Prizes are awarded at a luncheon following play on the third day.

The Tournament Chair has the final discretion on the format but normally it is two days of Stroke Play and a third and final day of Match Play.

Additional rules and details are listed below:

<b>Eligibility:</b>	<ul style="list-style-type: none"> <li>• Sponsored Guest members are not eligible to compete in this tournament.</li> <li>• Players are required to have played in 5 Thursday 18ers rounds, including team play, within the calendar year.</li> </ul>
<b>Format:</b>	<ul style="list-style-type: none"> <li>• Day 1 and Day 2 are Stroke Play qualifying rounds where players receive 100% of handicap which is deducted from gross score. The total of the net scores from Day 1 and Day 2 will be used to determine final pairings for Day 3 Championship round.</li> <li>• On Day 3 the players with the two lowest Net Cumulative Scores will compete in a Match Play round for Champion and Runner-up.</li> <li>• The players with the next two lowest Net Cumulative Scores will compete in a Match Play round for 3<sup>rd</sup> and 4<sup>th</sup> place. The remainder of the field will play Single Matches.</li> <li>• Start Times: Day 1 shotgun, Day 2 assigned tee times, Day 3 assigned tee times for top 4 players and shotgun for remainder of field.</li> </ul>
<b>Tees:</b>	<ul style="list-style-type: none"> <li>• Red, Combo (Red/Gold)</li> </ul>

<b>Ties:</b>	<ul style="list-style-type: none"> <li>• Tie-breaking method used on Days 1 &amp; 2 to determine the leaders for final day pairings will be 2-hole aggregate score playoff on Holes 17 and 18 played immediately after the 18-hole round is completed. If a tie persists after those two holes are played, then further holes will be played starting on Hole 1 and continuing using the “sudden death” method.</li> <li>• For Day 3, for top 2 competitors, if tied after 18 holes, a playoff will commence starting on Hole 1 until a Champion is determined.</li> </ul>
<b>Awards:</b>	<ul style="list-style-type: none"> <li>• Handicap Champion as well as net winners in each flight.</li> <li>• The Handicap Champion is awarded a monetary prize as well as an inscription on Handicap Trophy.</li> </ul>

### c. Classic Tournament

The Classic Tournament is an annual tournament spanning two days (36 holes). Prizes are awarded at a luncheon following play on the second day.

Additional rules and details are listed below:

<b>Eligibility:</b>	<ul style="list-style-type: none"> <li>• Sponsored Guest members are eligible to compete in this tournament.</li> <li>• Participants must play each round with the same partner.</li> </ul>
<b>Format:</b>	<ul style="list-style-type: none"> <li>• Two-day Better Ball (2-person team).</li> <li>• 8:30 Shotgun start on both days.</li> <li>• Pro Shop creates foursomes.</li> </ul>
<b>Tees:</b>	<ul style="list-style-type: none"> <li>• Red, Gold, Combo (Red/Gold)</li> </ul>
<b>Handicap:</b>	<ul style="list-style-type: none"> <li>• Handicaps must not exceed 8 strokes between the partners. If handicaps are more than 8 strokes apart, the higher handicap player must be lowered to meet the 8 stroke limitation.</li> </ul>
<b>Ties:</b>	<ul style="list-style-type: none"> <li>• Ties will be broken using the USGA method of matching scorecards using the final day scores, starting with the back nine.</li> </ul>
<b>Awards:</b>	<ul style="list-style-type: none"> <li>• Winning team as well as net winners in each flight.</li> </ul>

### d. Club Championship Tournament

The Club Championship is a 54-Hole Individual Stroke Play tournament, played over the course of 3 days. The Club Championship is awarded to the low gross player. Winners are announced the last day following the round.

Additional rules and details are listed below:

<b>Eligibility:</b>	<ul style="list-style-type: none"> <li>• Sponsored Guest members are not eligible to compete in this tournament.</li> <li>• Participants must not have competed against Rossmoor in any team play events during the calendar year.</li> <li>• Players are required to have played in 5 Thursday 18ers rounds, including team play, within the calendar year.</li> </ul>
<b>Format:</b>	<ul style="list-style-type: none"> <li>• 54 Hole Individual Stroke Play.</li> </ul>
<b>Tees:</b>	<ul style="list-style-type: none"> <li>• Championship Flight Red Tees: Players who wish to compete for the championship must sign up and play from Red tees.</li> <li>• Players who wish to play from other tees will be flighted by Pro Shop.</li> </ul>

<b>Ties:</b>	<ul style="list-style-type: none"> <li>• In the event of a tie for Championship flight, there will be a two-hole aggregate playoff (Holes 17 &amp; 18) for the Champion and Runner-Up only. If still tied, play will return to the 18<sup>th</sup> hole in a sudden death.</li> <li>• All other ties will be broken using the USGA method of matching scorecards using the final day scores, starting with the back nine.</li> </ul>
<b>Awards:</b>	<ul style="list-style-type: none"> <li>• Club Champion as well as gross and net winners in each flight.</li> <li>• Club Champion is awarded a monetary prize as well as inscription on Club Championship Trophy.</li> </ul>

## E. EAST BAY TEAM PLAY

1. The East Bay Team Play (EBTP) League promotes good fellowship and provides a friendly four-ball match play competition between 14 East Bay Private Clubs.
2. During the season, each Club enters three teams of two players for each match. (A B C – based on indexes 0-36).
3. Carts are mandatory and each player is strongly encouraged to wear the team uniform representing her Club.
4. EBTP scores will be posted by the Team Captain as a Competitive Round.
5. For more information see <https://www.eastbayteamplay.com/>

## F. MOST IMPROVED GOLFER AWARD

1. The award is presented at the end of the season, typically at the Holiday Party.
2. In order to qualify for the annual Most Improved Golfer award the member must:
  - a. have been a member as of January 1 for the applicable year
  - b. have played at least 10 18-hole Thursday rounds of golf from January to December with the 18ers
3. A member may receive this award more than once in five years provided that subsequent improvement is to a handicap lower than that for which she received the previous award. After five years this does not apply.

## G. HOLE-IN-ONE PROCEDURES

1. **HOLE-IN-ONE PROCEDURES:** A member making a hole-in-one should notify the Captain **as soon as possible** and give her the properly signed and attested scorecard.
2. **HOLE-IN-ONE AWARDS:** The 18ers award \$100 for a hole-in-one on a Rossmoor course to any member who has purchased hole-in-one insurance. The hole-in-one must be shot on one of Rossmoor's two courses and can be shot anytime during the year. If the member has dual membership in the 18ers and the Niners, the 18ers will pay for a hole-in-one on the 18-hole course (Dollar Ranch) and the Niners will pay for a hole-in-one on the 9-hole course (Creekside).

3. All **NCGA** members who score aces on any NCGA member course will receive a specially designed coin to commemorate their shot. Additionally, NCGA has a hole-in-one sweepstakes which runs from Jan. 1 through Dec. 31.

Two NCGA members who score a hole-in-one during this time in accordance with the rules below will win a round of golf for four at Poppy Ridge or Poppy Hills. Winners will be notified Jan. 15 of the following year. To enter the sweepstakes, go to <https://ncga.org/hole-one-sweepstakes/> and submit the form after completion. The NCGA rules to qualify for the sweepstakes:

- Golfers making a hole-in-one must be active NCGA members at the time of the shot.
- All hole-in-ones must be scored on an NCGA member course.
- The hole-in-one must be witnessed by at least two other players and verified by a club official at the course played.
- The hole-in-one must be scored in a stipulated round (at least 9 holes) or tournament format (scramble).
- The hole-in-one must be scored from Jan. 1 through Dec. 31.
- Entry must be received by Jan. 10 of the following year.
- Golfer must post a score from the round of the ace unless hole-in-one is scored in a scramble or another format type where the player is not playing their own ball.

If a member has a Hole-in-One with any Titleist equipment, there is an [award from Titleist](#). [Callaway](#) offers a commemorative plaque to those who get a hole-in-one using our equipment. Other vendors may have similar offers.