



CALABOGIE HIGHLANDS THURSDAY WOMEN'S LEAGUE HANDBOOK

<p>Calabogie Highlands Thursday Women's League herein after called "WL" Calabogie Highlands Golf Resort herein called "The Club" Calabogie Highlands Golf Resort Women's League Executive herein called "The Executive" Calabogie Highlands Golf Resort Member's Association herein called "Member's Association"</p>

<p>Disclaimer Statement –</p>

<p>This handbook is written in conjunction with the Member's Association Constitution and By-Laws and all WL members are bound by the same.</p>

Topics contained in alphabetical order

Dues

The Executive will establish the annual dues at the beginning of each season that is based on a proposed budget and estimated number of women golfers. The budget will then be presented to the WL at the spring opening luncheon and voted therein.

❖ Dues effective May 2018: \$55 pp

1. Annual fees are due on the opening luncheon/meeting day or before May 31st.
2. If a woman is undecided as to whether she will join the WL, she may elect to pay a day fee. If she decides to become a WL member, then the fees paid to date will be credited to the membership fee.
3. A *guest* may join the play and pay a day fee.
4. Day Players: Any guest player paying a day fee is entitled to all playing privileges on that day including winning prizes and any subsidized social activities following golf except for the WL closing banquet.

E-mail Distribution list

The Executive will have full access to the WL contact list. The Captain will be responsible for maintaining the list ensuring it is up to date and correct. Members have the responsibility of informing the Captain of any errors and updates to their contact information.

During the registration process members will be asked to confirm their consent to share their email and phone coordinates with Members of the WL

Executive Committee

All Members of the Executive Committee must be members in good standing of the WL.

The Executive Committee of the WL shall consist of:

- President
- Vice President
- Past President
- Treasurer
- Secretary
- Women's Captain

Please note that the Calabogie Highlands Golf Resort Member's Association Constitution and By-Laws document outline what WL positions are Officers on the Member's Association. In order to be an Officer of the Member's Association, the WL President, Vice President and Captain Positions must also be a member of the Club.

Term of Office

1. Terms of Office for all WL Executive positions (except for Past President) shall be two (2) years, beginning 15 October and ending 14 October.
2. Following one term, any position can be renewed once.
3. The terms of the WL Executive Members will overlap so that at least one member of the Executive carry over each year.
4. In the event that a position is vacated before the end of its term the WL Executive may name a replacement and the person will be voted in at the year-end closing meeting.

Please refer to separate document entitled "*WL Executive Roles & Responsibilities*" which is posted on the Calabogie Highland's Golf Resort website.

Food & Beverage

The VP is the liaison between the WL and the club house kitchen staff to arrange meals, including opening and closing lunch/dinner and/or special events.

Golf Schedule

The weekly golf schedule will be released by the Captain or Executive to members no later than the opening meeting scheduled in May. The WL Captain will have the responsibility to determine what games will be played throughout the season.

Handicaps

In order to play in the WL and be eligible for prizes, accurate scores must be entered into Golf Canada handicap system and Members are expected to maintain a verifiable up-to-date handicap. It is suggested that a minimum of 3 scores/month from any course be entered; from time to time the Handicap committee may elect to verify handicaps.

Meetings

1. There will be a minimum of two (2) official general meetings of the WL annually, one in May at the Opening Luncheon and one in September at the Closing banquet. A third mid-year review meeting may be held on an *ad hoc* basis as warranted.
2. There will be no less than two (2) meetings of the Women's Executive each year, one in the spring and one in the fall. Additional meetings may be called by the President or other Executive members as required. The agenda of the spring meeting will include but not limited to the presentation to the membership of the WL programs for the year and the approval of the upcoming year's financial budget.
3. The agenda at the closing meeting will include but is not limited to the election of any new members of the Executive.
4. Any member in good standing may attend any Executive meeting with written notice and may only participate if approved on the agenda.

Conduct of Meetings

Two thirds (2/3) of the *Executive* present constitutes a Quorum at any WL Executive meeting.

Two thirds (2/3) of the *Membership* constitutes a Quorum at any given WL general meeting.

Voting

Any member in good standing has the right to attend, participate and vote in the Spring/Fall meetings and at any *ad hoc* meetings.

Mileage Reimbursement

The WL expects members to act responsibly and professionally when incurring and submitting expenses. Executives or authorized Members who travel on behalf of the WL, i.e. to the OVGAs Spring Annual Meeting or other such approved event, will be reimbursed for the cost of mileage and meals, i.e. lunch. A meal includes reasonable cost of restaurant meal and beverage. Alcoholic beverages will generally not be reimbursed.

If Executives or authorized Members use their vehicles for travel, mileage will be reimbursed, at a fair rate that will be determined by the Executive at their fall meeting, and for appropriate parking fees, if any. The WL will not be responsible for reimbursement of fuel or maintenance.

Executives are expected to submit their receipts to the WL Treasurer within one (1) week following travel.

Travelling Members will use personal credit cards or cash to pay for travel expenses.

Parking tickets, traffic violations and other fines or expenses resulting from unlawful conduct is the responsibility of the travelling member and will not be reimbursed by the WL.

New Members

The WL welcomes new members annually. The Members are expected to learn the basic rules of golf and/or be willing to work with a Mentor in order to become more familiar with general rules of golf.

The WL Captain will provide document(s) that outline the Calabogie Highlands Thursday Women's League (WL) golf at the beginning of each season.

Recognition

The Thursday WL has adopted guidelines to ensure that our volunteers are recognized for their contributions in an appropriate fashion. The WL recognizes and values the efforts and accomplishments of our executive volunteers and other volunteers and the contributions they make towards the success of our golf league.

Recognition from the Executive/League may include:

- Giving praise or celebrating and communicating successes
- Roasting/toasting long standing volunteers who have resigned/retired
- Thanking outgoing Executives at the end of their term

League-wide Recognition:

- Annual trophy awards given to Members who win a trophy event, i.e. Bus McConnell, Club Championship.
 - Pins may also be awarded to those members who achieve a goal of <100, <90, etc. or win the Pin Round.
- The WL Budget will not be used at any time to recognize or contribute to a gift for a retiring member.
- The WL Budget will not be used at any time to purchase flowers or similar goods for WL Members or anyone outside the League who may be undergoing medical or personal issues.
- A card will be sent on behalf of the WL to the individual(s) affected.

Amendments

1. This Guidebook may be altered, repealed or amended.
2. Any Member wishing to recommend a change to this Handbook must send the recommendation, in writing, to The Executive at least thirty (30) days prior to a WL meeting. The recommended change will be posted and distributed to all women members fifteen (15) days prior to said meeting.

End of Document