

# HLGC GENERAL PROCEDURES

## Season Tee Times

**8:30** April and May

**7:30** June, July and August

**8:30** September and October

Except for Shot Gun starts, tee times will be staggered and announced in advance.

Please check in 30 minutes prior to your tee time. You may only sign up for CTPP and chip-ins if the sign-up sheets are on the starter's table.

**Sign-up sheets** for future play are posted online at [www.HLGC.org](http://www.HLGC.org). If you're not sure if you can play, it's better to sign up and then cancel. If you need to cancel, contact the VPs for Pairings, **Charlene Clancy 703 444 9329** or **Janice Esser at 703 476 4689**. If you need to cancel on Wednesday, please call the Pro Shop at 703 471 5769.

**The deadline for weekly signups is 5pm on Monday.** Players signing up after that *may* be worked into the pairings only if a slot is available and at the discretion of the starter. If you are not sure if you've signed up, click on the sign-up sheet tab at [www.HLGC.org](http://www.HLGC.org)

**The deadline for major tournament signups is 5pm on Monday.** Players signing up after that will **NOT** be eligible to compete in the tournament.

**On Shot Gun Start Days** ~ All players must ride and are to be at their designated hole **ready to tee off** at the proper time. Players should check in with the starter 30 minutes prior to tee time; the starter will stop accepting check-ins 15 minutes before tee time.

**Pace of Play** ~ A round of HLGC golf is expected to take no more than 4½ hours (about 15 minutes per hole). Groups must pace themselves accordingly; aim to finish at least 4 holes every hour. The first group needs to pay special attention to its pace. **If you are a foursome and you fall behind, you MUST break up and play as two twosomes until you recover the lost ground. When you catch up with the group in front of you, resume play as a foursome.**

**Most important point ~ Stay right behind the group ahead of you!**

**Lift, Clean and Place** ~ Prior to start of play and if unusual course conditions dictate, "Lift, Clean and Place" may be authorized. When authorized, on her own fairway a player may lift her ball, clean it and place it within 1 club length of its original position, no closer to the hole. [Note: In HLGC play, you do not need to mark your ball; however, if you play in tournaments for which Lift, Clean and Place has been

authorized, the local rule will probably follow USGA and require that you mark your ball (1 stroke penalty) and the placement may be something other than 1 club length.]

**Closest to the Pin** ~ Optional weekly contest with a \$1.00 contribution per player. A Par 3 hole will be selected, and the woman hitting her ball onto the green and closest to the hole wins. The proceeds are divided between the winner and HLGC.

**Chip-ins** ~ Optional contest requiring a \$ .50 contribution per player. Proceeds are divided per chip-in among all winners. A chip-in occurs when the ball goes into a hole as the result of any stroke from the sand, rough, fairway or fringe. If there are no winners, the money is carried over to the following week(s).

**Birdie Pins** ~ All birdies will be announced in the Weekly Winners sheet.

**Score Cards** ~ Two players in each group must record players' scores and putts for each hole. Please circle birdie, chip-in and eagle when earned. One score card with two signatures **must be** placed in the scorecard box after each HLGC round.

**Tournament Sheet** ~ Scores and putts must also be recorded on the Weekly Tournament Sheet. Firmly circle birdies, chip-ins and eagles and also record them on the **Special Shots Sheet**.

**Chip-ins and birdies must be written on the Special Shots Sheet or they may not be recognized.**

**Weekly tournaments** ~ Flighted according to the number of players and handicaps of those who played that day. A tournament is considered official if it starts with a minimum of 8 players for minor tournaments and 12 players for major tournaments. Winners are awarded in each flight and for low putts. A member may win in only one category.

**Major tournaments** ~ HLGC Memorial, Grand Ace and Club Championship. A player must have completed five 18 hole rounds with HLGC to qualify. These tournaments as well as the monthly Ace of Aces will be Shot Gun Start.

**Ace of Aces** ~ In addition to the low net weekly winners on the last Wednesday of every month, HLGC will play a 1<sup>st</sup> and 2<sup>nd</sup> place for Low Gross/Low Net tournament. The monthly winners qualify to compete in the Grand Ace tournament in October. A player only qualifies once during the year. Those who have not qualified may play in the Grand Ace for low putts only.

**Queen of the Links** ~ A season long contest recognizing participation AND Performance. To be the "Queen of the Links" you must play often and play well! The

Running Point Tally will be updated weekly. The member with the most points at season's end will be awarded the "Queen of the Links".

For more details about the Queen of the Links and an explanation of the point system click on the Queen of the Links tab.

**Prize money** ~ Accumulated weekly and may be used for purchases in the Pro Shop (not green fees) at any time during the season, but no later than December 15<sup>th</sup>. To be eligible a player must have a USGA handicap. Any player may participate in the Chip in and Closest to the Pin contests providing the sign up sheets are on the starter's table.

**Breaking Ties** ~ Weekly tournament and monthly Ace of Aces tournament ties are broken by a comparison of score cards starting with the number one handicap hole (#1). The winner for major tournament ties will be determined by a sudden-death playoff immediately after the round, starting on Hole #1, using handicaps for all tournaments except for the Club Championship. Players who tie and leave before the playoff will forfeit. Ties for flight winners in major tournaments will be broken by a comparison of score cards starting with the number one handicap hole.

**Picking Up** ~ To maintain pace of play you are **strongly encouraged** to pick up your ball if you haven't reached the green in 8 strokes (including penalties). You remain eligible for the closest to the pin and chip in contests; if the hole on which you picked up is not included in that day's tournament, you remain eligible for the tournament. For handicap purposes, take the maximum number of Equitable Stroke Control strokes for any hole you pick up on.

## HANDICAPS

**Handicaps** ~ The maximum handicap used in HLGC tournaments is 40. Handicaps are updated bi-monthly in order to calculate weekly winners; therefore it is imperative that players post their scores promptly after each round, regardless of when or where the round was played.

A list of scoring errors will be posted each month. Every effort will be made to contact those who posted incorrectly so that they may correct their score prior to the next revision. Course handicaps may be adjusted at the discretion of the handicap committee for those individuals who fail to post correct scores.

HLGC members must maintain a handicap to be eligible for weekly and special tournaments. Handicap service is available through the Herndon Centennial Pro Shop. If your handicap is at another course, give that information to the HLGC Handicap Chair.

Scores can be posted at the Herndon Club House, through our website at **HLGC.org** or on the internet at **<http://www.ghin.com/>**.

Members must post all rounds of at least 13 holes (7 holes for 9 hole golfers), regardless of where or when played, adjusted by the Equitable Stroke Control (ESC). For incomplete holes (e.g., pick up), enter the most likely score you would have had (strokes already taken plus the strokes you'd typically need to complete the hole), adjusted by the ESC. For incomplete games (e.g., game called for darkness or weather), enter par plus any handicap strokes you were entitled to on that hole.

**Equitable Stroke Control:** The ESC limits the number of strokes you may enter for a hole, depending on your handicap. E.g., if your handicap is 27 and you score a 10 on a hole, reduce your total score by 2 strokes before entering the round into the Handicap System. There is no limit to the number of holes for which you can reduce your score to your maximum number.

<b><u>HANDICAP</u></b>	<b><u>MAX # STROKES/HOLE</u></b>
<b>9 or less</b>	<b>6 strokes</b>
<b>10-19</b>	<b>7 strokes</b>
<b>20-29</b>	<b>8 strokes</b>
<b>30-39</b>	<b>9 strokes</b>
<b>40 or more</b>	<b>10 strokes</b>