

**STANDING RULES**

**LINCOLN HILLS LINCSTERS RULES**

January 2024



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# Lincsters Standing Rules



Standing Rules contain the policies governing tournaments and general club procedures and policies. They may be amended by a simple majority vote of the Board of Directors. Additions or revisions to the Standing Rules must be emailed to the members within ten (10) days of change.

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## POLICIES

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### Section 1: MEMBERSHIP AND DUES

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#### A. Membership Requirements

1. Members are required to have a current USGA 18-hole handicap with scores posted within the past 2 years; have an average gross score of 65 or under for 9 holes or a score of 130 or under for 18; and have attended the required Orientation Meeting.
2. If a prospective member does not have a current USGA 18-hole handicap, she must turn in three 18-hole scores or six 9-hole scores attested by another player, (54 total holes).
3. Must play with a Lincsters (Big Sister or Board member), three 9-hole games on Weekly Playday Tournaments, which may be used to complete attested score requirement.
4. Upon complete of these requirements, she will be issued a GHIN number and her name will be added to the Lincsters NCGA roster; sweeps and awards will be in effect; and her check will be processed.

#### B. Social member

1. May not hold any elected or appointed Lincsters position, may not vote and may not be a recipient of any subsidized Lincsters activity.
2. May play four times in a year but are not eligible for Sweeps or Awards.
3. If declared as a Social Member before Dec. 31, she will pay the current annual Social Member rate.

#### C. Guests:

1. Members may invite a female guest to play two times a year. Guests are not eligible for Sweeps, Putt Pools or Awards but must pay current Sweeps/Green Fees.

#### D. Dues:

1. Annual member dues include Lincsters Club dues in the amount of \$30. and NCGA dues as designated, including late fees, if applicable.
2. Social member will pay the current annual Social Member Rate of \$20.

### Section 2: BOARD OF DIRECTORS

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The Directors shall number five and consist of the following positions: Captain, Co-Captain, Secretary, Treasurer and Past Captain (not elected). The remaining Board Members are appointed by the Captain and confirmed by the Directors.

Lincsters Board is comprised of Directors and Appointed Board Members.

#### Directors

- a. Captain
- b. Co-Captain/Tournament Chairperson
- c. Secretary
- d. Treasurer
- e. Past Captain

#### Appointed Board/Chairperson

- a. Weekly Pairings/Sweeps Chairperson

- b. Handicap Chairperson
  - c. Membership Chairperson
  - d. Sunshine Chairperson
  - e. Rules Chairperson
  - f. Web Administrator
  - g. NCGA / PWGA Ambassador
  - h. Social Chairperson
  - i. Photographer
  - j. Publicity
  - k. Awards
  - l. WNHGA Ambassador
- A. The Directors and Appointed Board/Chairpersons meet as necessary to manage and control the Lincsters business, including but not limited to, monitoring rules and regulations, editing changes to membership and to approve the expenditure of funds.
- B. The Directors may select additional members for subcommittees or ad-hoc committees. The subcommittee or ad-hoc members do not have voting privileges.

### **Section 3: DUTIES OF DIRECTORS AND APPOINTED BOARD**

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#### **Captain**

- a. Preside at all Lincsters Board and General Meetings.
- b. Approve all Board and General Meeting minutes.
- c. Appoint, subject to approval of the Board, such committees she may deem necessary to further the purpose of the Club.
- d. Preside and be a voting member at the General meetings in times of ties.
- e. Send emails with current news throughout the month.
- f. Create the calendar for the year.
- g. Work with Treasurer to create yearly Budget.
- h. Represent the Lincsters at external meetings, as necessary.
- i. Supervise all tournaments and other activities of the Club.
- j. Serve as ex officio member of all committees.
- k. Be a signer on the Lincoln Hills Lincsters bank account.

#### **Co-Captain/ Tournament Chair**

- a. Assist the Captain.
- b. Perform the duties of the Captain in her absence.
- c. Assist the Committee Chairpersons and committee members as needed.
- d. Work with Membership Chair(s) to ensure new members have a knowledgeable and rewarding experience. Learn the pairings/awards system to support this team.
- e. Learn the duties of the Captain's job to ensure an easy transition in the following year. It is assumed that the Co-Captain will move into the Captain position the following year.
- f. Be a signer on the Lincoln Hills Lincsters bank account.
- g. Support the planning and implementation of all Lincsters tournaments and events.
- h. Reserve accommodations for all social activities of the Lincsters including booking facilities.

#### **Secretary**

- a. Record meeting minutes and submit to the Captain a copy to be approved and distributed to the Membership.
- b. Assist the Captain in writing necessary correspondence.

- c. Keep roll at general meetings for voting purposes.
- d. Maintain minutes for all Board of Director (or Steering Committee) meetings and for other meetings where Club business or elections are conducted. Meeting minutes are retained for current year, plus two previous years.

#### **Treasurer**

- a. Responsible to pay bills, collect dues, forward fees for any local or outside tournaments/events, keep books and give a financial report at each Board and General meeting.
- b. Prepare a budget to be presented by Dec. 1st of the current year.
- c. File Lincoln Hills Lincsters nonprofit tax returns.
- d. Submit Federal and State tax reports as required and ensure that the club's non-profit status is reported annually to the California Franchise Tax Board.
- e. Maintain financial records for seven years.
- f. Be a signer on the Lincoln Hills Lincsters bank account.
- g. Present the books to be audited on a yearly basis by a minimum of two board members.

#### **Past Captain/Parliamentarian**

- a. Act as advisor to the Board of Directors.
- b. Act as Parliamentarian according to Robert's Rules of Order.
- c.

### **Section 4: DUTIES OF APPOINTED BOARD MEMBERS**

Appointed Board Members are nominated by the Captain and confirmed by the Board of Directors. Ad-hoc committees may be formed by the Board for special assignments.

#### **Weekly Playday Pairings/Sweeps Chair**

- a. Create weekly playday pairings.
- b. Coordinate playday schedule with the LHGC.
- c. Collect and audit scorecards.
- d. Post sweeps and weekly winners in a manner determined by the executive board.

#### **Handicap Chair**

- a. Follow the procedure on handicapping as outlined by USGA/NCGA in accordance with the World Handicap System.
- b. Participate in a USGA Handicap seminar, including passing a test exhibiting knowledge of the WHS.
- c. Utilize both Member Planet and USGA Admin Portal programs to maintain GHIN rosters, update player information, review, and correct scoring records and run necessary reports, including the Most Improved Golfer Report.
- d. Ensure that all scoring records are retained in the Golf Genius program for a period of one year.
- e. Provide handicap information reports to Club Officers when requested.
- f. Track eligibility for Annual Club Championship.

#### **Membership Chair**

- a. Process applications of new members.
- b. Conduct Lincsters Orientation Workshop.
- c. Notify appropriate officers of all new members.
- d. Coordinate with handicap chairperson, captain, treasurer, pairings chairperson, webmaster, photographer, and publicity chairpersons.
- e. Order a name tag for the new member
- f. Attend Board Meetings and General Meetings and introduce new members. Give an update on membership activity.

### **Sunshine Chair**

- a. Provide congratulations and condolences on behalf of the Lincsters to our members by sending cards at appropriate times. Obtain permission to publish on Lincsters website.

### **Rules**

- a. Provide guidance to implement rules according the USGA Rules Book and Local Rules.

### **Webmaster**

- a. Design, develop and maintain the Lincsters Website as well as other computer applications, as necessary.

### **NCGA/PWGA Ambassador**

- a. Provide guidance and serve as the liaison for PWGA and NCGA events and procedures.

### **Social Chair**

- a. Plan and manage the Annual December Awards Luncheon and General Meeting.

### **Photographer**

- a. Take pictures at all tournament play and social events
- b. Provide pictures to members when needed for publications and events.
- c. Provide photos for annual slide show for the Annual December Awards Meeting Luncheon.
- d. Post photographs on the Lincsters bulletin board.

### **Publicity Chair**

- a. Submit articles and deliver to the Compass and Sun Senior News by deadline dates.

### **Awards Chair**

- a. Identify weekly and annual awards (i.e., putts, chip ins, birdies, eagles, pars, low net, etc.).
- b. Maintain records and score sheets pertaining to awards.

### **WNHGA Ambassador**

- a. Provide guidance and acts as the liaison for WNHGA events and procedures.

## **Section 5: EXECUTIVE OPTION**

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If you are recovering from an illness, surgery or are physically challenged, you may take advantage of the Executive Option. However, you are not eligible for Sweeps, Putt Pool or Annual Awards with this option but is eligible for Closest to the Pin (CTTP).

You will play from designated abbreviated tee boxes (use these colored markers in middle of fairway as tee box areas). Details are in the Executive Option Document, including Yardage chart. Game is not postable. This is not NCGA rated yardage.

- A. Par 3, red tees
- B. Par 4, 150 yards out (white)
- C. Par 5, 200 yards out (blue)

## **Section 6: LINCSTERS LIABILITY RELEASE FORM**

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Lincsters agrees not to sue the club for injury, death or damage to property arising from club dues and/or participation in any Lincsters-sponsored events. Liability form to be completed yearly and submitted with Membership Renewal by November 30<sup>th</sup>. New members will sign at Orientation.

## **Section 7: BIG / LITTLE SISTERS' GUIDELINES**

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- A. Once a prospective new Lincsters member has submitted her application, if requested, a Big Sister will be assigned.
- B. The role of the Big Sister from this point forward will be to help the new Lincsters member (Little Sister) to get comfortable with the Lincsters.

1. Assist her to become an integral part of Lincsters by reviewing rules of golf.
2. Encourage her to participate in Lincsters playdays, meetings and tournaments.

### Section 8: ATTIRE

Team shirts and / or team attire are optional. They are usually worn on FYOF, General Meeting Days, and outside activities when you represent the club. You will be supplied with a nametag, which should be worn at all golf events. Proper golf attire must be always worn; no denim or tank tops are allowed.

### Section 9: PERSONAL CARTS

Lincsters members are subject to the current Pro Shop policies regarding the use of personal carts.

### Section 10: SCORECARDS

- A. Scorecards and Pairings for the following Wednesday are emailed to players on Sunday. Players need to print a copy of their scorecard and bring it to the course on playday. Players will need to keep (2) Two scorecards for each foursome. One for Sweeps and the other for Awards. Be sure to record putts as indicated on the "Putt Pool" row of the scorecard for only those who have entered the Putting Contest. Circle all Pars, Birdies and Chip-in's, noting a P B or C on the scorecard.
- B. Record Pars, Birdies and Chip-ins on the line below your score (P, B, C). At the conclusion of play, verify that all four players agree with each total score and initial both cards where indicated. Place both cards in the white basket in the designated area.
- C. Scores will be posted by the scoring / sweeps team on the Golf Genius portal.
- D. If a player scores two 10's in a round; on the third 10, she should pick up her ball and "X" the hole. The player becomes ineligible for Sweeps / Putt Pool; but any Birdies, Pars or Chip-ins will be counted toward Annual Awards. Player may record hole as "*most likely score*" and can post her round.
- E. On Orchard Hole #15 Lincsters aged 80 and above may play from the red takes. For handicap purposes this is a local rule and still a par 5.

### Section 11: MOST LIKELY SCORE (MLS)

When a hole is started but the player does not hole out for a valid reason, the player must record their *most likely score*. The most likely score is used to record a player's probable score. It should be a reasonable assessment of the number of strokes needed to complete the hole.

The Most Likely Score is:

1. The number of strokes already taken to reach a position on a hole, plus
2. The number of strokes the player would most likely require to complete the hole from that position, plus
3. Any penalty strokes incurred during play of the hole.

Most likely scores should be determined on any hole in accordance with the following guidelines:

Position of the Ball	Strokes to be Added
If the ball lies on the putting green and is no more than 5 feet from the hole:	Add one additional stroke
If the ball lies between 5 feet and 20 yards from the hole:	Add 2 or 3 additional strokes, depending on the position of the ball, the difficulty of the green and the ability of the player.
If the ball lies more than 20 yards from the hole:	Add 3 or 4 additional strokes, depending on the position of the ball, the difficulty of the green and the ability of the player.

Example: Par 5 hole – a player is 19 yards from the hole and lies 6 strokes. Based on the chart above, her most likely score for the hole would be:  $6 + 3* = 9$  Her scorecard would reflect a score of X-9 for that hole)

*\*based on the difficulty of the green and estimating a chip and 2 putts.*

When a hole is not played – the score recorded for handicap purposes is **NET PAR**. Net Par is equal to par plus any handicap strokes received based on your course handicap. (Example) *A player with a course handicap of 18 receives 2 strokes for each hole. On a par-4 hole the player's net par score is (par 4 + 2 handicap strokes) = 6*

## **n 12: PUTTING CONTEST (PUTT POOL)**

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The Putting Contest is an optional weekly event. The fee is \$1. You may sign up by initialing next to your name on the membership roster and placing your dollar in the designated bag located near the posting computer in the Pro Shop. Entering the Putt Pool must be declared before play begins.

## **Section 13: DISAGREEMENT IN PLAY**

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- A. If there are any disputes, **DO NOT SIGN THE SCORECARD**. Take the scorecard to the Scoring Committee to settle any disputes. If you attest to the score, and they are wrong, your whole group may be disqualified.
- B. Disagreement in Play occurs when at least one golf partner does not agree with a score submitted by another golfer. The disagreement should be pointed out before playing the next hole. Review each hit for that hole.
- C. If your score is disputed again on two different Playdays, your name will be turned into the Captain. The Captain and her appointed committee may then determine if you will be put on probation.

**IF YOU DISAGREE WITH A SCORE, DO NOT SIGN THE SCORECARD; REPORT THE DISAGREEMENT TO THE SCORING COMMITTEE**

## **Section 14: DISQUALIFICATION**

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In stroke play, every stroke counts, and you must hole out. However, if you pick up at any time, breaking a Rule of Golf or withdraw after six holes, you are disqualified from winning any sweeps.

- A. If you pick up your ball before leaving the putting green, mark that hole with an “X” and note the most likely score for that hole and continue to play.
- B. If you are disqualified for breaking a rule, mark your scorecard with a “DQ” where your gross score is normally posted.
- C. If you withdraw from a round after playing six of nine holes to avoid posting a score, it is considered as “manipulating scores” and is not in the spirit of the handicap system or the Lincsters Spirit of Play.

## **Section 15: TOURNAMENTS - WEEKLY PLAYDAY / ANNUAL**

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**WEEKLY PLAYDAYS:**

- A. Weekly Playdays are on Wednesday's.
- B. Start times are determined by the Pro Shop and Lincsters Board.
- C. All strokes must be counted (including “whiffs”); mulligans are not allowed; and you must hole out (no gimmies) to be eligible for sweeps and awards.
- D. USGA Handicaps will be used exclusively for all Lincsters events and awards.
- E. On Playdays, scores must be attested by all golfers before turning them in.
- F. Your signature/initials indicate your acceptance of all scores for your partners.
- G. Scores will be posted by the scoring/sweeps team; the Handicap Chairperson will monitor posting.

**LINCSTERS ANNUAL TOURNAMENTS:** may be postable or non-postable games

- A. **BRING A FRIEND** – an invitation to invite a non-Lincsters for golf and lunch.



- B. LINCSTERS / XVIII HOLLERS BREAST CANCER TOURNAMENT – a tournament to help raise funds for cancer research, with clubs hosting alternately.
- C. Additional tournaments may be added by the Captain(s) (i.e., Captains’ Scramble, Grandmother’s, Seniors Rules, Tin Cup, Halloween and Fall Tournament).

### **Section 16: WEEKLY / MONTHLY AWARDS**

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Awards will be announced weekly on the Lincsters website and at General Meetings, as appropriate. The Board will determine the Annual Awards. To be eligible for weekly awards, you must be a current member of Lincsters, have achieved the award during Lincsters Playday, be accompanied and attested by a Lincsters member in your foursome and have turned in a second scorecard on the same day of the event.

Awards presented weekly include:

- A. Closest to the Pin “CTTP” Everyone who reaches the green with their tee shot on the CTTP hole, needs to measure their distance, and record it on the CTTP placard. LHGC awards a free round of 9-holes to the weekly winner who is Closest to the Pin.

### **Section 17: ANNUAL AWARDS**

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#### **CLUB CHAMPIONSHIP**

##### **LINCSTERS CLUB CHAMPIONSHIP –**

- A. The Club Champion is the person who has the lowest average gross score. Second place is the person who has the lowest average net score.
- B. Additional Awards are given to golfers with the lowest average net score in each of the four flights.
- C. For this event, the calendar year runs from January 1 to August 31 of the current year.
- D. The Club Champion and other awards are determined from annual reports generated through Golf Genius.
- E. To be eligible a golfer must have played 12\* postable rounds with the Lincsters (Weekly playdays and Yearly Tournaments)
  - a. \*The number of postable rounds will be dependent upon conditions, including weather or course availability and will be reviewed in April / May

#### **ANNUAL AWARDS**

To be eligible for the Annual Awards, you must meet all weekly eligibility requirements and play a minimum of 50 percent Playdays in the calendar year (Jan 1 to Oct. 31 of current year), the award is presented.

- A. MOST IMPROVED GOLFER – Lincsters who reduces her handicap the most.
- B. HOLE IN ONE – sponsored by the Lincsters.
- C. MOST DEDICATED LINCSTERS – awarded to the Lincsters member who has posted the most scores at Lincoln Hills Golf Course on Lincsters Playdays.
- D. GOLDEN PUTTER – awarded to the Lincsters who has won first place in the Putt Pool the most times throughout the year.
- E. PARS / EAGLES / BIRDIES / CHIP-INS – awarded to the Lincsters who have scored the most of each on Playday. First, second and third places may be awarded in each flight.

### **Section 18: SWEEPS**

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Pairings / Sweeps Chairpersons keep track of Sweeps winners and reports this information to the Pro Shop. Winners will be posted weekly on the Lincsters website Golf Genius Portal. Sweeps money can be used for Pro Shop merchandise and / or yearly LHGC membership fees.

### **Section 19: FLIGHTS**

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Lincsters are flighted according to their handicaps (Flights 1st, 2nd, 3rd and 4th). Each month, the Pairings Committee assigns: two In-Flight Pairings (all “1st” Flighters play together, etc. in foursomes); one Mixed Flight Pairings (One each “1st”, “2nd”, “3rd” and “4th” Flights in foursomes); and one FYOF (Form Your Own Foursome or Onesome, Twosome or Threesome).

# PROCEDURES

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## Section 20: FORMAT FOR TEEING OFF

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All teams tee off at the same time (SHOTGUN). Foursomes are stationed on each of the holes being used. Longer holes accommodate more than one foursome. These teams are designated as “Team A” and “Team B” with “A” teeing off before “B”.

## Section 21: PACE OF PLAY / READY GOLF

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Playing at a better pace is not about hurrying up or rushing around the course. It is simply about being more efficient with your valuable time, as well as everyone else’s.

- A. To keep the play moving, a group may agree to play “out of order” or “ready golf”. If you are ready to play and others are not, hit up or putt out to save time if it is safe.
- B. Your foursome should not be more than one hole behind the group in front of you.
- C. Drive your cart to the nearest ball and have your club ready for your next shot.
- D. Wait until the next hole to record scores.
- E. Place rakes in the bunker.
- F. Target of play for nine holes: 2 hours and 30 minutes (plus travel time).
- G. Par 3’s – 10 minutes; Par 4’s – 15 minutes; Par 5’s – 20 minutes.

## Section 22: TO SIGN UP FOR PLAY (Golf Genius)

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Invitations for weekly tournament play are sent out via email. If you intend to play, select the “Playing” box, and you will be automatically signed up to play on that date / round. You will receive email confirmation that you are signed up to play.

Sign up by Sunday noon prior to Wednesday Playday. Go to [www.lincsters.com](http://www.lincsters.com)

- A. Left-hand side of screen: “New Wednesday Playday System – Golf Genius” / click here.
- B. New page opens: “Lincsters Golf Genius Website” / click here.
- C. New page opens on left side of screen: “Upcoming Rounds” This league has rounds open for sign-up.
- D. Select your name: click next.
- E. Find date you are signing up for: “Accepting Sign-Ups” / click on desired date.
- F. Sign-Up box appears confirm sign-up for “Date” you are signing up for.
- G. You will receive e-mail confirmation that you are signed up ([donotreply@golfgenius.com](mailto:donotreply@golfgenius.com)).

## Section 23: TO SIGN UP FORM YOUR OWN FOURSOME (Golf Genius)

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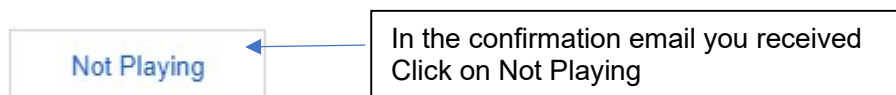
FYOF – same procedure as above; Send message to manager with the list of your foursome names.

## Section 24: TO CANCEL PLAY

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### A. Cancel Prior Noon on Sunday in Golf Genius

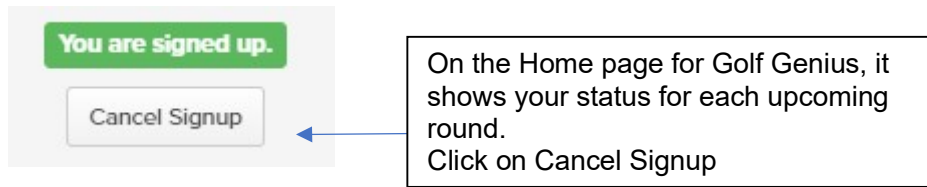
1. Go to your email and open the confirmation notification you received when you signed up. Click on the box.



**Lost your email:**

2. Go to the Lincsters website:

- a. Left-hand side of screen: “New Wednesday Playday System – Golf Genius” / click here
3. New page opens: “Lincsters Golf Genius Website” / Home Tab



#### **B. To Cancel after Noon on Sunday**

1. Cancellation and Round Sign-ups are no longer available on Golf Genius after 12 p.m., Sunday
2. Notify the Pairings Chair
3. Notify someone in your foursome you have cancelled

**DO NOT CALL THE PRO SHOP!!!!**

### **Section 25: EQUIPMENT**

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Always, always mark your balls! If you hit the wrong ball, it is a **TWO-STROKE PENALTY**. (General Penalty). Identify your ball marking to your partners before playing. Also, identify your clubs; use address-type labels on clubs with name, address, and telephone number. If you are uncomfortable using personal information, print your name and use Lincoln Hills Golf Club’s address and telephone number.

### **Section 26: POSTING YOUR SCORES**

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A player should post her score as soon as possible on the day of play, after competition of her round and before midnight (local time).

EXCEPTION: On Lincsters Playdays the scoring team will post your score.

- A. You must post your own score at the conclusion of play. This can be accomplished in the Pro Shop, at home or from the mobile apps (USGA GHIN, myNCGA). If you post from home, you have two options: 1) Go to Lincsters website (lincsters.com) and click on “Post your Score” at top of page or, 2) go to [www.ghin.com](http://www.ghin.com)
- B. Connect to [www.ghin.com](http://www.ghin.com) by one of the above methods.
- C. You must Log In. Click on “Post Score.
- D. Follow the on-screen directions for posting your score, making sure you use the correct date (default is always the current day).
- E. Select “Home” or “Away”. (“Competition” is reserved for special play and this category will be determined by the tournament committee.
- F. Make sure you post using the “Front” or “Back” category and adjusting your maximum score for each hole using the “Net Double Bogey” calculation.

### **Section 27: AUDIT (Posting)**

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Your account will be audited by our Handicap Chairperson to make sure you are posting correctly.

### **Section 28: NET DOUBLE BOGEY**

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The maximum score played for each hole played is “Net Double Bogey”.

Net Double Bogey is calculated as follows:

*Par of the hole + 2 strokes + Any handicap stroke(s) that the player receives on that hole  
= Net Double Bogey*

When using the mobile apps and entering your scores hole-by-hole, the maximum hole score is calculated for you.

## Section 29: GHIN REPORTS/UPDATING YOUR EMAIL ADDRESS

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To update your email address, go to [www.ghin.com](http://www.ghin.com) and click on “your name, my profile”.

## Section 30: POPPING CARDS

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### POPPING CARDS

POPS are the small dots or checks placed on the scorecard which should add up to the player’s handicap allowance (handicap strokes) for a specified game. Once the appropriate handicap has been determined for the course to be played, POPS can be distributed as described in the following examples.

In each case, start the process by dividing the 9-hole handicap by 9.

**Player 1:** Handicap of 18 divided by 9 equals 2. Each hole gets 2 POPS.

**Player 2:** Handicap of 6 is not enough POPS to divide by 9. Give 1 POP to 6 holes in the order of the handicap stroke allocation on the scorecard.

**Player 3:** Handicap of 14 divided by 9 equals 1 POP for each of the 9 holes, with a remainder of 5 POPS. The remaining 5 POPS are to be given in the order of the handicap stroke allocation.

**Player 4:** Handicap of 35 divided by 9 equals 3 with a remainder of 8 POPS. Start by giving 3 POPS to all 9 holes. In this example, please note **you cannot give more POPS than par**. When awarding the remaining 8 POPS, once you come to the Par 3 at hole #3, even though there are POPS remaining to be allocated, you **must** stop. You cannot skip over the Par 3 and continue to hole #4. The player will have to play to a 32, no matter how many strokes remain.

<b>Player 1</b> 18 Handicap	••	••	••	••	••	••	••	••	••	
<b>Player 2</b> 6 Handicap	•	•	•	•				•	•	
<b>Player 3</b> 14 Handicap	••	••	•	••	•	•	•	••	••	
<b>*Player 4</b> 35 Handicap	••••	••••	•••	••••	•••	•••	•••	••••	••••	
<b>Hole</b>	1	2	3	4	5	6	7	8	9	<b>OUT</b>
<b>Red Yardage</b>	280	402	132	433	342	289	124	266	327	2595
<b>Par</b>	4	5	3	5	4	4	3	4	4	36
<b>Handicap</b>	9	1	11	3	13	15	17	7	5	

*\*Even though Player 4 has a 35 handicap, she only gets 32 POPS. (See above.)*

When calculating POPS for 18 holes, follow the handicapped holes, as they are shown on the scorecard but alternate from the front nine to the back nine as the numbers occur on the scorecard.

## Section 31: PAYMENTS FOR EVENTS AND LINCSTER MEMBERSHIP DUES

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Put your payment in an envelope; note the event name on the envelope and place in grey box located on the wall left of the Posting Computer in the Pro Shop.

## Section 32: HOW TO HANDLE EMERGENCIES (INFORMATIONAL ONLY)

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### BEFORE AN EMERGENCY OCCURS:

- Know your own body and respond to any changes such as thirst, feeling shaky, nauseated, or tired.
- Let others in the group know that you are not feeling well.

- C. Drink water, Gatorade, Propel, etc. (at least an ounce per hole) to help stop the symptoms; use a spray bottle or wet towels with water and ice, if available; and / or get to shade to cool down.
- D. Stop playing golf or sit out until you feel better. The Pro Shop will come out and pick you up, if requested.
- E. Agree to have two players in the group keep their cell phones on (silent or on vibrate) ready to make a call to 911, should it be necessary. One player should call 911 and the other call the Pro Shop (916.543.9200, ext. 3).

Suggestion: Add Pro Shop number to your contacts.

**IF AN EMERGENCY OCCURS:**

- A. Call 911; give phone number you are calling from and your name.
- B. Give the address and directions to find the indisposed person.
- C. Describe the person's condition, symptoms and what help is being given.
- D. **DO NOT HANG UP!**

Let the emergency person end the conversation. They may have questions to ask and / or special information until help arrives. Follow instructions given by the 911 Operator.

FYI: The Pro Shop does have an AED (Automatic External Defibrillator) and some of the employees are certified to use it should one be needed.

***Disclaimer: Our intent is not to disperse medical advice but to provide information that may be helpful should an emergency occur. Contact your doctor!!!!***