



Harvest Ladies Golf

Members Handbook



WELCOME TO HLGC

Welcome to the Harvest Ladies Golf Club!

Although being part of a golf club can sometimes feel intimidating, at the Harvest Ladies Golf Club we want every member to feel comfortable from day one . . . so we have put together this member handbook to help you along.

This Members Handbook has been created to cover the basic, frequently asked questions related to the game of golf. Some of these and other questions can be covered more thoroughly on a one-to-one basis with your assigned Ambassador—should you have any additional questions.

For new members, we have organized a New Member Mentor program so that you do not feel alone. Each new member is assigned a mentor who is available on a one-on-one basis to guide you along—introduce you to other members and just really make your transitioning easy.

The goal of the HLGC is the “enjoyment and furtherance of golf”.

We want everyone to have fun out there while ensuring that we are all trained in the basic rules and regulations for the game of golf.

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In addition to this Handbook, please refer to the Harvest Golf Club Handbook (includes a complete member list, calendar of events and general information) and the “Easy Guide to the Etiquette & Rules of Golf “ by Golf Canada, a copy of which is provided to you compliments of the HLGC - **A MUST READ!**

Membership Dues

Annual Dues are \$50.00, subject to change, payable at the start of the season. Payment for the dues will be put on your Harvest account. For more information, contact our Treasurer.

Tuesday Game Sign Up: Online through Harvest website (not Chelsea system)

To sign up for the Tuesday games:(see pages 6 and 7 for details on format of play)

1. Go to Harvest website **www.harvestgolf.com** and click on **Member Area**
2. Login using: **User Name:** Harvestmember
Password: grannysmith
3. Go to the **“Tuesday Game & Event Sign Up & Schedule”** listed under the **“Ladies Club”**
4. Find the date you want to sign up for and **‘Register’** for the game by entering your name. The list will be automatically populated with names. The system can be slow so please make sure to check before re-entering your name to avoid being entered twice



NOTE: you will only be able to sign up 2 weeks in advance.

- Sign-up for Tuesday games opens the Monday 2 weeks prior to the game at 9:00 pm and closes the following Tuesday at 6:00 pm - 7 days prior to the game.
- Draws, including your time of play, will be emailed out to you the Thursday prior to the game day.
- If you did not sign up for play prior to the deadline and are interested, call the Pro Shop and check for an opening. Advise the Vice Captain by e-mail if you are given a tee time.
- If you are trying to sign up after the list is full, please call the Pro Shop and advise the Vice Captain by e-mail so that you can be placed on the wait list.
- If you cannot play, **you must cancel your tee time**, either on-line or call the Pro Shop and advise the Vice Captain by e-mail.

Cancelling Tee Times—IMPORTANT!

Understandably things come up and sometimes we can't keep a tee time previously committed to. You are **STRONGLY** advised as a courtesy to call the Pro Shop if you are unable to play, preferably the day before, but even as late as the morning of scheduled play. Knowing there will be an absent player helps the Club fill the gap and maintain pace of play.

If more than 50% of the ladies who have signed up for Tuesday play do not play, the game will be cancelled. The HGC starter will notify the Captain and Vice Captain who will officially cancel the game. For anyone who does play that day, there will be no \$3.00 charge and therefore no deuce pot or carryover.

Tuesday golf is played with RCGA handicaps

If you do not have an established handicap, you will start at ZERO, until you establish your handicap - see page 18 on establishing a handicap.

Foursomes will be created by trying to rotate players as much as possible so that you play with a variety of members. At times, depending on the format of the game that week, foursomes may be created with handicaps in mind.

Tuesday golf is a “money” game with money collected and awarded weekly, often according to flights, as follows:

- \$2.00 fee to play the game
- \$1.00 deuce pot



The number of flights per game is based on the number of golfers: 4 flights if greater than 36 players, otherwise 3 flights

Following the round, all members are invited to join the group for lunch or a beverage at the reserved tables on the patio. This is a great opportunity to get to know one another in a relaxing setting, celebrate personal wins and record birdies, chip ins and ringer cards (see page 21).

Tuesday Tidbits

- Discuss the formality of game format with your foursome prior to teeing off: ie. Ready golf or as otherwise agreed to
- Gimme's when putting out are allowed and even encouraged to help with pace of play except for a pin round; reminder they are about 12" or roughly the width of the flag, and count as 1 stroke
- While the \$3.00 fee is mandatory, a member may "opt out" of the game at any time, but will not be eligible for any payouts for that game.
- Know your current Course Handicap for the Harvest for each of your Tuesday games. If you do not have a handicap, you start at 0 (please go to page 19 to see how to establish an official handicap).
- Prize money is awarded weekly based on:
 1. Gross Scores, 2. Net Scores, and occasionally, 3. Net "Hole Handicap" Scores calculated using Handicaps by Holes (similar to format used in Match Play). Pay outs for Tuesday games are by flight with a minimum pay out of \$2.00
- Make sure you fill in your Ringer Cards (see page 21)

Please arrive 15 minutes before your tee time to check in with the Pro Shop.

When you show up to play, please go to the Pro Shop to confirm your attendance, and then proceed to do your warm up & practice.

Then at least 5 minutes prior to your scheduled round, proceed to the Starter hut by the 1st tee box to meet up with your foursome. Applicable weekly fees will be charged to your Harvest account once you check in. Any winnings from prior weeks can be collected from the Pro Shop.



Tuesday golf has applicable fees, see page 6 for details.

Arriving:

- ◆ Arrive early enough to give yourself time to warm up properly & meet your fellow golfers.
- ◆ Be an advocate of Pace of Play (see page 12).
- ◆ Place an identifying mark on your ball and inform other players of the make of ball.

Course Maintenance:

- ◆ Maintain the course by filling in divots with soil/seed mixture when possible.
- ◆ Rake all bunkers. Return rake to lay inside the bunker, per HLGC etiquette.
- ◆ Repair ball marks on greens; NOTE: you are allowed to repair ball marks, spike marks, and old hole plugs, but not aeration holes.

On the Green:

- ◆ Be careful to not step on your fellow players putting lines, including beyond the cup.
- ◆ Do not stand where you might distract a fellow player and try to remain still.
- ◆ Do not stand behind a player who is putting to see their line for your putt.
- ◆ Be respectful of a player preparing to putt and do not talk or make noises.

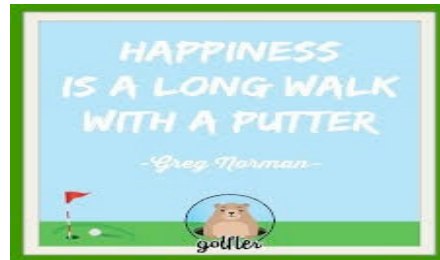
- ◆ Mark balls closest to the pin and those on the lines of others players balls with a marker or coin.
- ◆ If your marker interferes with a players putt, use your putter to measure one putter club head length to the right or left (ask the player for their preference), REMEMBERING to return ball to its original placement by reversing the procedure; otherwise you will incur a 2 stroke penalty.
- ◆ Flagsticks no longer need to be removed during putting.
- ◆ Should a player request the flagstick be removed, you are reminded to be careful when laying down flagsticks so as to not damage the green and ensure it will not be in a players line of play.

Miscellaneous:

- ◆ As a player you have a responsibility to learn and understand the Rules of Golf; if unsure of rules ask a fellow player, read you Easy Guide to the Etiquette and Rules of Golf, by Golf Canada (complimentary copy provided to you)
- ◆ For safety's sake, NEVER hit when there is even a remote chance you might be able to reach the group ahead of you or another player. In the event that you hit into someone yell FORE as loudly as possible and make sure to apologize afterwards.

- ◆ It is wonderful to acknowledge a fellow golfer's great shots, but it is not necessary to acknowledge EVERY shot made, in fact fewer, well intentioned acknowledgements have more value than multiple unnecessary ones.
- ◆ See additional common rules regarding Out of Bounds, Water Hazards, Unplayable Lies, etc on page 14: 10 Most Asked Questions.
- ◆ At the end of your round, shake hands with your fellow golfers and thank them for the round. If possible move off the green when doing this to allow the next group to play up.

***KEEP IN MIND,
that the best part of the game
is time spent with
friends both, old and new!***



Here are a few tips to keep the game moving:

1. Keep up with the group in front; don't worry about the group behind you.
2. Play ready golf (unless you're in a match competition).
3. Leave your cart in a strategic place when going to putt, ie:
 - # 1—leave pull carts on path to hole 2, not on the shortcut
 - #13—leave pull carts past back part of the green, and
 - #16—leave pull carts at the back of the green instead of the front
4. "Gimmies" are allowed; approximately 12" or the width of the flag.
5. Keep an eye on other players shots when possible, in case of an errant shot we can all use an extra pair of eyes.
6. If your group falls behind—try continuous putting for a few holes to catch up.
7. Start reading your putt when you get to the green, don't wait for your turn.
8. Mark you score on the next tee box—also, if group falling behind, acceptable for 2 players to proceed to next tee box.
9. Try to limit practice swings to one.
10. Continuous putting is encouraged



If we all keep these tips in mind; we can play in the recommended **4 hours**.

HLGC golf will be played based on the Rules of Golf defined by Golf Canada, refer to the “Easy Guide for Etiquette and Rules of Golf” by Golf Canada unless superceded by local course rules; see below:

- To assist with pace of play, “Gimmies” are allowed except for Pin Rounds and Zone 2 Games (ex. Beat the Champ). Your ball must be approximately 12” or the width of the flag
- Play ready golf (unless you’re in a match competition).
- Errant shots into the orchards are considered out of bounds

NOTE: see page 29 and 30 for “20 Must Know Rules of Golf”



1. Can I change my **BALL**?
 - You may change balls between play of holes, but not during the play of a hole, unless the ball becomes cut, cracked or otherwise damaged.

2. Can I ask for **ADVICE** from a fellow player?
 - A fellow player cannot give advice. Advice can only be given by a caddie or a partner.
 - You may give information, not advice, about positions of flagsticks, Hazards and factual distances from a distance device or sprinkler cover.

3. Where do I **TEE** the ball?
 - Ball must be teed between the two markers and within 2 club lengths behind them.
 - If your ball falls off accidentally, you may re-tee without penalty.
 - If you hit your ball during a practice swing, you may retee the same ball without penalty; or retee an alternate ball if lost and in the interest of pace.
 - If you “whiff” your shot, while intending to hit the ball and the ball falls off the tee, the stroke counts and you **MUST** play the ball as it lies!

4. What happens if I play the **WRONG BALL**?
 - If you play a ball other than your ball, you **WILL INCUR 2 stroke penalty** and you must continue playing with the correct ball, and put the wrong ball back. (In match play you automatically lose the hole)
 - If you cannot find the correct ball, return to last spot you hit and incur 1 penalty stroke.

5. What happens if my ball **HITS** something or someone?
- If your ball hits you, another player or an outside agency, including equipment, either yours or another player's; play the ball as it lies, with no penalty.
 - If your ball hits another ball, the other ball must be placed back where it was and you play your ball as it lies, with no penalty.
 - If BOTH balls were on the putting green when you play, it is a 2 stroke Penalty for you and you return other ball to where it was
6. What if my ball is **UNPLAYABLE**?
- If you are unable to play a shot for any reason, you may deem your ball unplayable anywhere you like, EXCEPT in a water hazard.
 - Add a penalty stroke AND:
 - i) play another ball within 1 club length from the spot you played your last stroke, or
 - ii) keep the spot where your ball lies between you and the hole and drop a ball on that line as far back as you like,
 - iii) drop a ball within 2 club lengths of your ball, not nearer the hole.



7. What if I hit my ball in the **WATER?** (. . . now called **penalty area**)

- Penalty areas are identified by either yellow or red markers.
- If you play your ball in a penalty area as it lies, no penalty.
- If your ball is lost in a penalty area, identified by yellow markers and you choose not to play it, you must take 1 penalty stroke and take relief by:
 - i) dropping and playing a ball 1 club length from where you last played, or
 - ii) drop a ball behind the penalty area on the line that it entered the area and go as far back as you like.
- If your ball is in a penalty area, identified by red markers, you must take a 1 stroke penalty and in addition to options i) and ii) above, you may also:
 - iii) drop a ball within 2 club lengths of where your ball crossed the margin, not nearer to the hole.

8. What if a fellow players' **BALL IS INTERFERING** with my play?

- If their ball is interfering with your stand, swing or line of play, you may ask that player to mark and lift their ball, but they are not allowed to clean it.



9. What if my ball lies in **GROUND UNDER REPAIR** (marked by white lines) or in **CASUAL WATER** (water accumulation, other than a water hazard)?
- You may play your ball as it lies or you may drop the ball within 1 club length, no closer to the hole, without penalty, or
 - You may drop a ball by dropping ball at knee level.
 - If the ball rolls back you may drop it again without penalty.
10. What if I suspect that I have **LOST MY BALL?**
- The Rules of Golf allow you to play a 2nd or provisional ball. You then have 3 minutes once reaching where you suspect the ball is to find it; otherwise you must declare it lost and play provisional ball with 1 stroke penalty.
 - If you play the provisional ball and subsequently find your original ball in-bounds, you must pick up your provisional ball and continue to play the original ball. (Check Rule 18 for exceptions)
 - If found, but is out of bounds, you are assessed the penalty of a 1“stroke penalty and you go back to the position of your last shot to play your ball”; or follow local rules.

If ever in doubt, play both balls, record scores separately and ask the Pro in the Pro Shop for their ruling.

As a member of the HLGC you are automatically a member of Golf Canada and are given log-in information to record your scores on the RCGA web site. This may be done on the computers outside the change rooms or from your computer at home.

Go to: golfcanada.ca
Log-in Username: given by the Harvest, usually your full name
Password: created by you

It is important to enter your scores on a regular basis to maintain a current Factor.

Once you have scores of 54 holes (3 games of 18 holes, 6 games of 9 holes or a combination of 9 or 18 hole games) entered, a handicap factor can be calculated. Thereafter, your factor will be based on the average of the 8 best scores out of your most recent 20 posted scores.

(Note: in Canada it is a handicap factor and in the USA it is a handicap index)

A Handicap Factor is a number that is calculated based on how well you play relative to the difficulty of the courses you have entered including the slope and course ratings.

A Handicap Factor is calculated to the closest single decimal point; whereas Course Handicaps are a whole number.

29.6/30	
Handicap Factor	Course Handicap

A Course Handicap translates your handicap factor relative to THAT particular course.

Depending on format of play, it is important to know your handicap by holes.

How to Calculate Handicap by Holes:

At the bottom of a scorecard, for both men and women, there is an assigned “handicap number” for each hole, that rates the difficulty of each hole, with most difficult being 1, which is the 2nd hole at the Harvest. See the following chart:

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Hole Handicap	5	1	9	13	15	11	3	17	7	4	18	6	16	12	2	8	14	10

Eg. A 30 handicap: to calculate your Net Handicap by Hole, subtract 1 stroke on each of the 18 holes, plus subtract an additional stroke on the 12 (30-18) most difficult holes

Eg. A 40 handicap: to calculate your Net Handicap by Hole, subtract 2 strokes on each of the 18 holes, plus subtract an additional stroke on the 4 (40-36) most difficult holes.

The HLGC honours the Adjusted Gross Score System (AGS).

With AGS the maximum hole score for each player is Net Double Bogey, which is the equivalent of Par +2 + any handicap strokes the player gets for that hole based on their present handicap.

Eg If your handicap is 24, and you get a 10 on hole 2, you enter:

5 (Par for the hole) + 2 + 2 (the handicap strokes you are entitled to based on your handicap of 24, see pg 19).

Therefore, you enter 9 on hole 2.

You are advised to enter your scores on the Golf Canada site **HOLE BY HOLE**, as the system automatically calculates your maximum for each hole.

It is further recommended that you enter your scores the day you played as the system automatically calculates for PCC (Playing Conditions Calculation)

Maximum Handicap Factor for women is now 54 (previously 40). Local course Committees may set alternative maximums for entry into tournament competitions.

Ringer Cards:

A ringer card is a scorecard where you keep track of your best score on each hole on Tuesdays throughout the season. A black box which holds a ringer card for each player is available on the patio table where the ladies group meets following their game.

Following your first game, fill in your score on the first line. Following subsequent rounds enter improved scores by hole. You need not date the lines nor use a line for each round. At the end of the season, awards are given for most improved scores.

Chip-in and Birdies:

If you chip in a ball from off the green or you get a birdie, you can fill in a form with the information: date, hole and signature of fellow player to attest it. Forms are found in the Ringer Box with all entries to be tallied for awards at the year-end dinner.

Hole in One:

A portion of your annual dues goes towards a hole in one account. If you get a hole in one at the Harvest during the HLGC regular golf season (defined in bylaw 8a), no matter the day, you will get your name engraved on a plaque located in the lobby by the locker rooms AND you will be entitled to your portion of the available funds. All winners in any given year will share the winnings with the money being awarded at the year-end dinner.

NOTE: You are required to show a completed attested scorecard to the Pro Shop and provide the original to the Captain or Vice Captain

Pin Rounds:

The HLGC and the BC Ladies Golf Association support Pin Round days. The BC Ladies Golf Association select 6 Tuesday's a season that are designated Pin Rounds. On those select days scorecards are collected with the lowest Net Score noted. At the year-end dinner the golfer with the lowest score is acknowledged by her peers and awarded a PIN. This member's name is then submitted to the BC Ladies Golf Association for eligibility for the BC Ladies PIN!

. . . BREAKING 110, 100, 90, 80, ...

Golfing is a social activity yet it is also a game of personal bests and we like to recognize when people have break throughs!

No matter the level you are at, breaking a barrier is a huge accomplishment. We want to help you celebrate it with an acknowledgment at our year-end dinner and the presentation of a Pin, so please be sure to record milestone achievements in the Ringer Box and let your fellow players know when you have a personal break through!

NOTE: to qualify for any of the milestone Pins at year end, you need to make a copy of the attested scorecard and give it to the Captain.



HARVEST CUP

This is a 2 day event on a Tuesday and Thursday where participants who sign up, will be randomly placed on either the “Apple” team or the “Peach” team.

Different games will be played on both days, such as match play, or best ball, etc .

At the end of the 2 days, the points are totaled up and the winning team gets their names on a trophy that is kept in the awards cabinet in the club.

CLUB CHAMPIONSHIP

Once a year in August the Harvest Golf Club sponsors the Club Championship weekend.

Scores from the 2 day event are totaled and prizes are awarded to the 1st and 2nd place winners of best net, best gross scores.

Participation in this event is included in your annual fees.

MATCH PLAY

The HLGC organizes one match play event a season. There is a \$5.00 entry fee for each player.

Sign up sheets are available at the Spring dinner and are then posted on the bulletin board in the locker room.

Awards for the match play winner and runner up and the match play consolation side winner and runner up are awarded at the Ladies year-end dinner.

INTER-CLUB CHALLENGES

This is an opportunity for members to play some competitive golf against other Okanagan clubs. Everyone who participates in this is always pleased with the experience of meeting and playing golf with other women.

Sign up sheets are at the Spring dinner and will then be posted in the locker room.

There is a cost to play at each particular course.

OPENING DINNER & SPRING MEETING

Mid-April the Harvest Ladies Golf Club organizes a Spring meeting/ dinner* to officially launch the upcoming season.

It is an exciting evening when members come together after the winter break to share a meal, stories and laughter.

The Executive is introduced and details about the upcoming season are shared with the membership.

FALL DINNER & AWARDS

In early October the Harvest Ladies Golf Club holds a Fall Annual General Meeting to wrap up the season.

A dinner* is organized and awards are given at the meeting for Match Play, Most Improved, Most Birdies, Most Chip-Ins, Ringer Cards, BCLGA Round Winner and Breaking Milestones.

* dinners are not included in the annual fees



TEES FOR TWO

Once a month, from May to September the Harvest Executive sponsors a 5 star Sunday golf event that includes a round of golf complete with range balls, a savoury buffet dinner & desserts with wine and prizes. There is a cost for members and non-members to participate. This is a great opportunity to play as a couple or with a friend and also introduce non-members to the course and the “red carpet” experience at the Harvest.

SPRING MEMBERS RECEPTION

Early March the Harvest hosts a spectacular spring event for all members. Course opening is announced and key staff are introduced. The event features local wineries and breweries showcasing their beverages and the chef serves up a gastronomical feast. As well there are select representatives providing you with a sneak peak of the latest trends in golf clubs and attire.

FALL WINE & CHEESE

In November a wine and cheese is held to wrap up the season. Members committing to the upcoming season are entered into a draw for some great prizes, ie. Custom-fitted clubs, a TV, and other premium prizes.

**The furtherance and enjoyment of the game of golf
for the members of HLGC.**

www.harvestgolf.com 250-862-3103

1. Dropping the Ball – A drop is to be made from Knee height (NOT shoulder height) Rule 14.3b
2. Measure the Area to Drop – The area to drop is measured with the longest club in your bag (except a putter). Remember if you use a shorter club, your longest one determines the size of the Reference Area
3. Relief Area – Drop ball in relief areas and play from the relief areas Rule 14.1
4. Dropping the Ball on a Line – when dropping back-on-the-line, your ball cannot be played from nearer the hole than your chosen reference point. A player should mark the reference point with a tee or other small object (ie. Coin) Rule 17.1d(2), 19.2b, 19.3b
5. Time to Search for a Lost Ball – The allotted time to search for a lost ball is 3 minutes (Not 5 minutes) Rule 18.2a
6. Accidentally Moving the Ball while Searching – If you accidentally move your ball when searching for it, replace it without penalty Rule 7.1, 7.4
7. Double Hit – No penalty for an ‘accidental’ double hit. It only counts as one stroke. Rule 10.1a
8. Ball Accidentally Hits You or Your Equipment – No penalty if your ball accidentally hits you or your equipment after a stroke Rule 11.1
9. Ball Strikes the Flagstick – No penalty if your ball strikes the flagstick when you have chosen to leave the flagstick in the hole Rule 13.2a
10. Repairing Damage on the Green – Spike mark(s) and other shoe damage on the putting green can be repaired Rule 13.1c
11. Ball or Ball Marker Accidentally Moved on Putting Green – No penalty and ball or ball marker must be replaced Rule 13.1d

12. Ball Moved by Wind on Putting Green – Ball marker, lifted and replaced on putting green is moved by wind to another position – replace ball on the original spot Rule 13.1d(2)
13. Penalty Areas (PA) – replaces water hazards. You can move/remove loose impediments, ground your club and take practice swings in a PA without penalty, just as you can in the general area, provided you do not cause your ball to move Rule 17.1 Def. Penalty Area
14. Relief from Penalty Areas – You can't take relief from a penalty area unless you are 95% certain your ball is in the penalty area Rule 17.1d
15. Loose Impediment in Bunkers – In bunkers, you can move loose impediments, provided it does not cause your ball to move Rule 12.2a
16. Grounding Your Club in Bunkers – In bunkers you cannot touch the sand with your club in the area right in front of or right behind your ball during your back swing or in taking practice swings Rule 12.2b
17. Free Relief for Embedded Ball – Free relief is allowed if your ball is embedded on the general area (but “embedded” means part of your ball is below the level of the ground, in its own pitch-mark – not from a divot in the general area Rule 16.3
18. Unplayable Ball in Bunker – extra option to drop outside the bunker for 2 penalty strokes, back-on-the-line Rule 19.3b
19. Caddie or Partner Standing Behind You – you cannot have your caddie or your partner standing behind you once you take your stance for that stroke Rule 10.2b
20. Pace of Play – it is recommended a player takes no longer than 40 seconds to make a stroke (and usually you should be able to play more quickly than that) and Ready Golf in stroke play is encouraged Rule 5.6b

To learn more about the Rules of Golf, visit golfcanada.ca/rules