

2021 Handbook



www.ptwgl.com

President's Message

Welcome all golfers! Returning members, and especially our new members of 2021! I hope we will have a semi-normal season this year. All courses are taking the necessary precautions to insure our health and safety. Please obey by the rules of each golf course and respect the other golfers on the course.

This handbook contains information about the league as well as the rules and regulations that need to be followed. All members are strongly encouraged to review this handbook. Please take note that some of the rules of play changed in the past 2 years.

There are two special events this year, The Scramble and our Awards Dinner. A lot of time and effort goes into planning and organizing these events, and I encourage everyone to participate.

Your Flight Secretaries are your go to for all information pertaining to our league. They will communicate through emails with all scoring updates, and league updates.

We are a great group of Diverse Women, who share the love of the game of golf. I look forward to seeing you all and meeting the new members this year!

Swing Well!

Thea Carrubba

OFFICERS

President	Thea Carrubba	973-583-1803
Vice-President	Cari Short	973-981-4350
Secretary	Helene Scott	973-865-3741
Treasurer	Susan Miller	973-615-1305
Past President	Carolyn Russo	973-706-8874

COMMITTEE CHAIRWOMEN

Sunshine	Carol Cronk	973-930-0637
Historian	Connie Cervati	973-600-2555
Publicity	Denise Zeringo	201-247-5402
Website Coordinator	Teresa Toole/Helene Scott	973-202-7789
Scramble	Anita Jennings/Barb Schulien	973-809-3077
Meadows, Tues 9:15		
Awards Dinner	Helene Scott	973-865-3741
Sunset, Mon 4:20		

FLIGHT SECRETARIES

SUNSET

Monday, 4:20 pm	Helene Scott	973-865-3741
Monday, 5:00 pm	Thea Carrubba	973-583-1803
Tuesday, 8:00 am	Linda Williamson	973-777-6008
Tuesday, 4:00 pm	Donna Cerafice	973-728-2294
Wednesday, 4:20 pm	Kate Kay	973-420-9519
	Rose Farrell	973-202-8264
Wednesday, 5:00 pm	Anne Miscia	973-835-2741

MEADOWS

Tuesday, 9:15 am	Anita Jennings	973-809-3077
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TWIN WILLOWS

Tuesday, 10:00 am	MaryAnn Pappa	973-838-5408
	Carole Weingarten	201-615-0071

DEER RUN

Wednesday, 9:00am	Joanne Howard	201-207-8495
	Carol Rose	973-305-6627

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PEQUANNOCK TOWNSHIP WOMEN'S GOLF LEAGUE

ORGANIZATION:

This organization shall be known as the Pequannock Township Women's Golf League. It was organized in 1974 with 31 golfers and is sponsored by the Pequannock Township Department of Parks & Recreation.

As sponsors of the League, Parks and Recreation will support us with the following:

- Notify all previous members of registration period
- All golfers must register by the designated date.
- Publicize the registration period in Township Recreation Guide
- After administrative costs have been deducted from the fees collected, they submit the balance to the League Treasurer
- Assist in the preparation of the League Handbook
- Supply all necessary copies of the Flight Schedules and forms
- Supply necessary flyers for major events sponsored by our League

PURPOSE OF THE LEAGUE:

This League was organized to promote golf as a recreational activity, while enabling members to acquire and develop their knowledge and skill in an old and venerable game. The intent of this League is to provide a variety of golf activities to enhance the fun and socialization of its members.

ELIGIBILITY:

Membership shall be open to all post high school women. Members that display unacceptable conduct or disruptive behavior will not be tolerated and will be subject to dismissal from the league by decision of the Executive Board.

EXECUTIVE BOARD:

The Executive Board shall act as the governing body of the League and shall have a final ruling on all League matters during their term of office. Members of the Executive Board are as follows:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Past President
- f. Flight Secretaries
- g. Sunshine
- h. Publicity
- i. Web site Coordinator
- j. Historian

LEAGUE OFFICERS AND DUTIES

PRESIDENT:

She shall preside at all Executive Board Meetings, the Annual General Meeting and all Special Meetings. She shall serve as liaison to the Pequannock Township Parks and Recreation Department.

She shall assist with the placement of golfers in flights and the selection of golf courses for the flights and assist, as needed, with special events. At the end of the season, when necessary she will send a letter to any golfer whose attendance shows more than six absences. The letter asks the golfer to respond in writing to the President explaining her absences. The Executive Board will review cases due to illness or unusual circumstances and then rule on the appeal. She, with the assistance of the Vice President, is responsible for updating the current year Handbook.

She shall purchase gifts for the officers and flight secretaries, for presentation at the Annual Awards Dinner.

VICE PRESIDENT:

She shall assist the President, and in her absence preside over meetings.

She reviews and assists with the annual update of The Handbook.

She organizes the logo apparel sale.

She chairs the Nominating Committee and is responsible to initiate a meeting in August for the nominating of officers, who are installed at the Annual Awards Dinner.

SECRETARY:

She shall record all business conducted at the General Meeting, Executive Board and Special Meetings. She shall distribute the minutes of such meetings to all members of the Executive Board within two weeks.

TREASURER:

She shall prepare a proposed budget, based on the registration fees collected by the Parks & Recreation Department and the expenditures from the previous year. The proposed budget is presented to the Executive Board, at their fall meeting.

The Executive Board reviews the proposed budget, provides input and final approval. The Treasurer then submits copies of the approved budget for distribution to the Executive Board.

She shall provide a copy of the approved budget to the flights chairing each special event to inform them of the funds budgeted for such event. She shall verify all submissions for payments requesting original bills and receipts for reimbursement.

Each year, if necessary, she will submit to the Bank a signature card. The signature card is to include the signatures of the Treasurer, President, Vice President and Secretary of the League.

Treasurer must be available to provide a check, when needed for various events. If she is not going to be available, she must provide another officer with access to the checks.

She shall submit an end-of-year financial report to the approximately one month after the Awards Dinner. This report will contain individual accountings of each of the League's Major Events, as well as a detailed accounting of all income and expenditures for the year.

TERM OF OFFICE:

Officer positions are for one year, beginning and ending with the Annual Awards Dinner. All officer positions are not to exceed three consecutive years. Flight secretaries have no limit to the time they may serve, but each year should discuss with their flight who will be the secretary for the following season giving others the opportunity to serve if desired.

ELECTION OF OFFICERS:

Each Flight is asked to submit names to the Vice President. The Vice President will prepare a slate of nominees for the following year. If a ballot is necessary, forms will be sent to all Flight Secretaries so that their flights can vote prior to end of the season.

DUTIES OF PAST PRESIDENT

She will assist the current President, when needed. She shall purchase the President's gift to be presented at the Annual Awards Dinner according to the amount in the budget.

DUTIES OF FLIGHT SECRETARIES

Each flight will have a player(s) to serve as flight secretary.

She maintains weekly scores, handicaps and ringers. Each week she posts or distributes the results and standings from the previous week. She organizes the foursomes for position week.

At the end of the season, she submits the final point standings, most pars, most improved, and birdies to the Awards Dinner Committee. She submits to The Department of Parks and Recreation her golfers in handicap order. A copy of all is submitted to The President.

She prepares "Ringer" scorecards to be distributed to her flight, at the Annual Awards Dinner.

She will keep attendance records and also records of any disruptive conduct in her flight and submit both to President at the end of the season.

As a courtesy to her flight, she will report any illness, death or happy events to Sunshine Chairperson.

SUB-COMMITTEES

- **Rules** – The rules and regulations will be reviewed annually and revised as needed. The President and Vice President will chair this committee with an additional volunteer from the Executive Board.
- **Publicity** – The publicity chairperson is responsible for any outside publicity for registration. The Flight Secretaries are responsible to submit any newsworthy stories about her flight to the league publicity chairperson.
- **Sunshine** – Flight Secretaries are asked to notify the Sunshine chairperson about any illnesses, deaths or happy events in their flights so cards can be sent on behalf of the League. In the event of the death of a league member, flowers or a donation to the charity of the family's choice in the amount of \$75 will be sent from the League.
- **Historian** – Maintains ongoing history of league. Each year she shall add to existing files, information such as Handbook, Event Flyers, Flight standings, Publicity, etc. She shall receive copies of minutes from all meetings.
- **Website Coordinators** – Maintains our website: www.ptwgl.com

FLIGHTS

The League is divided into flights playing at various golf courses in the area. Flights are available during the day as well as evening, beginner level thru more advanced levels and for 9 or 18 holes. Players should select flight by convenience and playing experience. The Parks and Recreation Department will set up each flight with the assistance from the President at the completion of registration. There is a maximum of 16 women per flight. A minimum of 8 women are required to establish a flight. An effort will always be made to place players in a flight where they will be comfortable and with golfers of similar ability and experience.

Golfers may play in more than one flight as a regular if openings exist; however, the golfer must designate one flight as primary. Points can be earned in both flights, but awards will only be given in your primary flight. The exception to the rule is an award will be given for all “Birdies”.

In the event of a documented medical leave, the league member has the priority to return to her original flight. The replacement player has to be informed, prior to beginning of play, that it could be a temporary replacement.

The priority for placement in the flights will be as follows:

- Women remaining in the same flight
- **Primary over secondary player**
- Active Substitute in same flight
- Women in the League but switching flights
- New township residents
- New out-of-town residents
- Date of registration

SUBSTITUTES: Any interested golfer may register to play as a sub only. Registration is required for all subs for insurance purposes. It is the responsibility of a sub to play as often as possible, when requested by the flight members. All subs are expected to reimburse the pre-payment fee to the individual golfer they are substituting for.

INSURANCE: Anyone injured while playing golf in the League, is covered by insurance provided by Pequannock Township Parks and Recreation. The injury must be reported within 24 hours to Parks and Recreation at 973-835-5700. Your own insurance pays first and then Pequannock Township picks up the balance up to \$1,000.00.

SPECIAL EVENTS

Each Special Event is planned and organized by a Flight in the League on a rotating basis. All golfers in the league will receive a notice explaining the date, time, place and cost of a special event prior to the registration. Sign up and payment for any event must be done during the designated time frame. **No Late Registrations Will Be Accepted.** Each committee works with time sensitive arrangements, so when you receive the information, mark your calendar and submit your registration by the date requested.

SCRAMBLE

Everyone in the league is welcome to participate in this special day of golf. It's played at a course selected by the committee and teams consisting of 4 golfers compete for the best team score. It is a best ball format and each team is composed of players from different flights with a mixture of handicaps to stimulate camaraderie in the league. It is a 9/18 hole event followed by lunch and a lot of laughs. If you haven't played in a Scramble, we encourage you to sign up and try it this year.

AWARDS DINNER

This event is the culmination of our season. It is traditionally held in late September or early October. Flight members are seated together for an evening of recognition. Prizes are awarded in each Flight for 1st, 2nd and 3rd position according to points earned, Most Pars, and Most Improved Player and for all Birdies. The League presents gifts to all Officers and Flight Secretaries. The evening ends with the introduction of the new Officers for the following year.

LEAGUE REGULATIONS

1. **Schedule of Play** - League play shall consist of 18 weeks of matches, beginning in April/May. The 18 weeks of golf will be broken down into three six-week rotation periods. Golfers will be assigned to foursomes each week, so they will have the opportunity to play against every person in the flight.

Every sixth week is Position Week. The foursomes will be matched according to point totals of all the previous weeks of play.

A 19th week would be added if necessary, to play position week.

2. **Point System** - Our League shall be governed by individual stroke play using handicaps. You will be playing against other members of your foursome for points. No one will be allowed to change foursomes. Points will be determined using Gross Score (-) Handicap (=) Net Score. Points are rewarded as follows:

1 st Low Net	4 points
2 nd Low Net	3 points
3 rd Low Net	2 points
4 th Low Net	1 point

Ties - In case of a tie in low net scores, the points will be split. For Example: 1st and 2nd low net ties; therefore, the 4 points and 3 points are combined to equal 7 points. The 7 points will be split so each golfer gets 3.5 points.

Exception - If one of the tied golfers has a pick-up score, she will lose the tie. If both golfers have pick-up scores, the one with the greater number of pick-up scores will lose the tie. If each golfer has the same number of pick-up scores, the tie will remain. *A pick-up score is the maximum score allowed on any hole to keep play moving and is taken into consideration to break a tie (refer to page 12).*

3. **Handicaps** - Individual handicaps will be computed each week and posted by your Flight Secretary. At the start of the season, the previous year's handicap will be used for all golfers returning to the same golf course for two weeks of play. Golfers staying at the same course, but changing flights, use their established handicap. Golfers changing golf courses, new golfers coming into the League and beginner golfers from Twin Willows will have handicaps computed after two weeks of play and will be retroactive to the first week. **Effective 2010 season, all 18 hole traveling golfers must have a GHIN number for handicap purposes. All handicaps will be capped at 40.**
4. **Attendance** - Golfers missing six or more rounds of golf are not eligible for awards, except for "Birdies". If a golfer is absent more than 6 times during the season, she will be ineligible for play in the League the following year. Attendance records will be submitted at the end of the year to the President. When necessary she will send a letter to any golfer whose attendance shows more than six absences. The letter asks the golfer to respond in writing to the President explaining her absences. The Executive Board will review cases due to illness or unusual circumstances and then rule on the appeal. The President then notifies the golfer of their decision.

A golfer must notify the **Flight Secretary** of an intended absence. The golfer planning to be away must ask another player in her foursome to arrange the tee-off time, should that have been her responsibility. If possible, she should also try to get one of the flight's Subs to fill in for her and notify her secretary.

5. **Make-up Games** - There will be NO allowances for make-up games. If you do not play on your scheduled day, you will receive NO points.

Exceptions: If the Last Position Night/Day is unplayable, a make-up date can be arranged. If all flight members cannot play on same make-up day, each foursome may arrange their own time and day within one week of the cancelled round.

6. **Pick-up Rule** - Players should play out each hole from tee to cup; however, in an effort to keep play moving, the following limits **MUST** be observed:

SUNSET	PICK UP AFTER 10; 8 on par 3
MEADOWS	PICK UP AFTER 10; 8 on par 3
TWIN WILLOWS	PICK UP AFTER 8
MORRIS COUNTY COURSES	PICK UP AFTER 10; 8 on par 3
DEER RUN	PICK UP AFTER 10; 8 on par 3

The scorer must circle the pick-up score and mark a “+” over the circle for any hole the golfer exceeded the limit. If a course ranger tells a player to pick up because of slow play, **YOU MUST COMPLY!**

7. **Scorecards** - It is required that TWO scorecards be kept during play to verify scores. The players with the asterisk (*) indicated on the Flight Schedule sheet, will be responsible for keeping the official scorecard. A second person in the foursome will keep the other scorecard. Both cards are compared at the end of the round for accuracy.

The official scorecard must bear the signature or initials of ALL golfers in the foursome. Failure to sign the card will make all golfers in that foursome ineligible to receive points. In signing the scorecard, the golfer certifies that her score is correct. It is the responsibility of the official scorekeeper, to see that all golfers sign the card. The official scorecard is given to the Flight Secretary, no later than 5 pm on the day following play.

8. **Protests or Discrepancies** - All protests or discrepancies must be addressed on the hole where question comes into play. The foursome should discuss the situation and come to a conclusion before going forward. If it cannot be resolved, it must be referred to the Flight Secretary. If she cannot find a resolution, the protest will be forwarded to the Executive Board for review and a decision before the next scheduled play date.

1. **Weather** - In any instance where the Golf Course Staff feels that play cannot be conducted, the entire schedule for the affected Flight will be cancelled.

In the event of uncertain weather conditions and the Golf Course Staff does not officially close the course, the Flight should vote among themselves, either in person, email or by text with the majority ruling, if they are going to play or not that day. If the flight votes to play, scores will count for all players that are present and complete the required number of holes.

If play is not cancelled but storm conditions, excessive heat/humidity, illness, extenuating circumstances prevent the completion of 9(18) holes, scores will be official IF ALL MEMBERS of the flight complete a minimum of 5(9) holes. The scores will be averaged out to complete the 9(18) hole score. If a portion of the Flight completes 9(18) holes and the remaining players complete 5(9) holes, the scorecards for those completing 5(9) holes will be averaged to complete a 9(18) hole score.

To compute a 9(18) hole score, when only 5(9) holes have been played, the score for the 5(9) holes is totaled and that number is divided by 5(9) for an average score to be used for each of the remaining 4(9) holes.

2. **Making Tee Times** – 18 hole travel flight is required to call for Tee times on a rotating basis as designated on each flight schedule with an asterisk by your number. If you are unable to make the Tee time when it is your turn, you must ask someone in your foursome to make it for you. Your failure to get a time leaves your foursome in jeopardy of not being able to play.
3. **Missed Tee Times** - If you are not present when the scheduled tee time comes up, your foursome will not wait. **Arrive 30 minutes before your scheduled tee time.** This will allow you to get ready and not hold up your group.

A tardy player will receive a pick-up score for a maximum of 2 holes. Your score will not count any time you arrive late and miss more than 2 holes. Seven (Sixteen) holes must be played.

There may be times when the starter has a group tee off before the foursome's scheduled tee time. If a member of the foursome is not ready, or not there when this happens, the player's score will be averaged for the holes she has missed.

4. **Awards** – At the end of the season, prizes will be awarded for first, second and third place in each Flight. In the event of a tie in points, the handicap at the start of play on the last night will be used as the tiebreaker, with the lower handicap winning. If a tie still exists, two prizes will be awarded. Other awards include Most Improved Golfer, Most Pars and Birdies.
5. **Ringers** – The Flight Secretary will keep track of each golfer's score on every hole throughout the season. At the end of League play, golfers will be presented a scorecard showing their best score on each hole. You will then know if you had your "Best Day Ever" in golf, what your score could be.

LEAGUE GOLF RULES

The rules of golf, as outlined by the USGA, will prevail except where such rules are modified by the League or local golf course rules. If there are any questions concerning the rules, refer to this document first. If it is not covered here, then refer to the USGA book. The object of these rules is to enable every golfer to play a uniform game. Players should not be offended if reminded or questioned by another golfer. Questions often are helpful in learning the rules of golf. Failure to abide by the rules and regulations may be reason for dismissal from the league.

1. **Winter Rules** – The ball may be moved in the correct fairway ONLY. You may improve your lie by placing the ball on a spot within six inches of and not nearer the hole, than where it originally lay. A ball in the rough or in the wrong fairway **MUST BE PLAYED WHERE IT LIES**. If in doubt, a ruling must be unanimous by all golfers in the foursome as to the rough or fairway.
2. **Frontal Water** - YELLOW STAKES - Every player must attempt to cross frontal water once. The player will take a ONE stroke penalty for a lost ball. Place the ball within two club lengths from the water on the OTHER side, opposite where the ball entered hazard.
3. **Lateral Water** - RED STAKES – Golfer will take a ONE stroke penalty for lost ball. Place ball within two club lengths from the point of entry.
4. **Out of Bounds** - WHITE STAKES – All woods on the outside perimeter of the golf course are Out of Bounds. There is a ONE stroke penalty. **IF A TEE SHOT IS BELIEVED TO BE OUT OF BOUNDS A PROVISIONAL BALL MUST BE PLAYED.**
5. **Provisional Ball** - If your shot is believed to be lost or out of bounds, a provisional ball is played BEFORE the golfer goes forward to search for the original ball. If the original ball is found and it is in bounds and playable, the golfer may pocket the provisional ball and there is NO PENALTY. If the original ball is NOT FOUND, the provisional ball is played and there is a ONE stroke penalty. If the original ball cannot be found and a provisional ball has not been hit, **BUT THERE IS A CONSENSUS ON WHERE THE ORIGINAL BALL LANDED**, a ball may be dropped and played from that site, with a **ONE STROKE PENALTY**.
6. **Obstructions** - Stakes, wired trees, pipes, signs or poles are considered obstructions. There is a FREE LIFT within two club lengths, no closer to the hole if the obstruction impairs play, stance or swing

7. **Abnormal Ground Conditions** - Casual water, ground under repair, material piles for removal or any hole made by a grounds keeper are abnormal conditions. There is a FREE LIFT within two club lengths, no closer to the hole.

8. **In the Sand Bunker** - If a ball lies in a footprint in the bunker, player may take a FREE LIFT to another part of the bunker, no closer to the hole. DO NOT REST YOUR CLUB IN THE SAND BEFORE YOUR SWING. To speed play, rake may be brought into trap. Rake the bunker afterward, smoothing out your footprints and any swipe marks.

If two balls are in the bunker and you cannot identify the balls as they lie, you are allowed to pick up a ball to identify without penalty. You must then replace the ball where it lied to play.

A player will be allowed to touch or move loose impediments in a bunker.

Player may deem a ball unplayable and choose to drop outside of bunker for a TWO Stroke Penalty.

9. **Putting** - The person furthest from the pin will putt first. Continuous putting is at the discretion of the foursome, but should be utilized when it will speed up play, i.e. if a player is six to twelve inches from the cup. On a temporary green once you are within the designated circle, take a maximum of 2 putts and then pick up.

10. **Playing Wrong Ball** - Playing the wrong ball incurs a TWO stroke penalty and then you must play the correct ball. The owner of the "WRONG" ball shall place a ball on the approximate spot from where her ball was struck. It is advised to mark all balls!!!

11. **Teeing Ball** – If the ball falls off the tee, or is knocked off the tee by the player addressing it, it may be re-teeed WITHOUT penalty.

12. **Specific Hole Situations:**

Sunset Valley - 4th Hole: Drainage ditches on the left of the fairway are hazards. ONE STROKE penalty and place ball within two club lengths from point of entry, no closer to the hole.

Meadows - 14th Hole: If a ball lands in the tall grass/sand and you are unable to retrieve it due to weather conditions take a drop by the birdhouse. You will incur a one stroke penalty.

Twin Willows - All members of the flight should use the same hole on each green. Put the flag back in the hole it was in originally, if members of your flight are behind you

GOLF ETIQUETTE

1. **Never offer golf advice.**

2. Tee off alphabetically on the first tee. On the succeeding holes, the lowest score has the honors. If all golfers par or a tie occurs, revert to the previous hole's score to decide the honors, but "Ready Golf" prevails in the League.

3. **READY GOLF:** Always be prepared to play to keep the course moving. If a golfer who should have honors is looking for a lost ball, be ready and hit your ball.

4. Players must count EVERY STROKE. WHIFFS COUNT AS A STROKE. THERE ARE NO MULLIGANS.

5. No talking while another player is preparing to play the ball when on the tee, on the fairway or on the putting green. Players should be ready to play as soon as it is their turn.

6. Yell FORE immediately if you think your ball may hit another player.
7. The person furthest from the hole has the “honors” and plays first, but you should make your club selection and be ready to hit. Only ONE practice swing may be taken.
8. Try not to delay others. Search a maximum of three minutes for lost balls. If the hole in front of you is open, and the golfers behind you have a smaller group or are playing faster than your group, you should wave the golfers behind you to play through.
9. Respect the course, always replace divots and fix ball marks.
10. Carts (electric or pull) are not allowed near the green, aprons or tees. When you reach the green, leave your cart on the side closest to the next tee, never in front of the green. On the fairway, please drop off your cart partner at her ball and go to yours or vice versa to save time. You can go back to get her after she hits the ball.
11. Use a ball marker or a coin to mark your ball on the green when it is in someone else’s line.
12. When your foursome is on the putting green, do not stand so that your shadow falls across the line of another person’s putt or stand behind the hole. Do not step on the line of another putt.
13. Players should immediately leave the putting green and compute the scores at the next hole.

Please remember this is a league. Any questions about rules, regulations or prepayment must be addressed through your secretary then league officers only. DO NOT involve personnel at any golf course.

2021 SPECIAL EVENTS

SCRAMBLE

June 25, 2021
Meadows Golf Course, Lincoln Park, NJ

AWARDS DINNER

September 30, 2021
Cosmopolitan, Wayne, NJ



PTWGL HOSTING SCHEDULE			
FLIGHT	SCRAMBLE	TOURNAMENT	DINNER
Mon. Sunset 4:20 PM	2013	2017	2009 2021
Mon. Sunset 5:00 PM	2017		2010 2014
Tues. Sunset 8:00 AM	2010	2007 2016	2013 2019
Tues. Sunset 4:00 PM	2015	2009 2018	2012
Wed. Sunset 4:20 PM	2018	2014 2011	2008
Wed. Sunset 5:00 PM	2008 2019	2012	2016
Tues. Meadows 9:15 AM	2009 2021	2013	2017
Twin Willows 10:00 AM	2011		2015 2018
Wed. Deer Run 9:00 AM			2015 2018

The above chart shows a history from the years 2008 to 2021.

Each flight is expected to chair an event on a rotating basis.

