

Policies and Procedures

**Version 2**

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These Policies and Procedures (P&P) guide the operations of the SBRLN.

# POLICY DEVELOPMENT/ALTERATIONS

The Policies and Procedures will be reviewed each calendar year and changes may be recommended by the membership, Executive Committee and/or the Board.

## Procedure:

1. The policy/alterations will be proposed to the Board. This may be done in advance of or at a Board meeting.
2. The proposed policy/alteration will be reviewed for a period of not less than thirty days.
3. The proposed policy/alteration will be voted on at the next Board meeting.
4. Announcement of the adoption of said policy/alteration shall be made to the membership electronically or at a membership meeting.
5. All policies shall be placed in a designated manual maintained by the President. A copy shall be available in the SaddleBrooke Ranch Pro Shop. All policies shall be available on the SBRLN website.
6. In the case of a policy deletion, said policy shall be removed from the manual and archived.

# MEMBERSHIP

1. To become a member in the SBRLN, a woman must submit a completed membership application and pay the dues.
2. .Our AGA member's dues may be submitted along with the AGA dues on the Arizona Golf Association website using this link: [SBR Lady Niners](https://www.azgolf.org/join-the-arizona-golf-association/join/?cid=10075)
3. Non-AGA members shall pay their dues directly to theMembership Chair of SBRLN. Checks may also be dropped off in the SBRLN box at the Pro Shop.
4. Members must be registered in the Chelsea System which is used to request tee times.

# COMMUNICATION

The major means of communicating with the members is by the SBRLN Website: https://[SBRLadyNiners.home.blog/](https://sbrladyniners.home.blog/). Emails to the membership are used to communicate information regarding tournaments, deadlines, President's Message, and any other information needing attention. Emails to the membership will go through the Communications Chair, or a member of the Board.

# DUES

1. The Board sets the amount of yearly dues.
2. Anyone who has not paid by January 1st will no longer be considered a member until she registers.
3. The Membership Chair will send an email by the end of November each year to remind members to renew.
4. Checks can be dropped off at the Pro Shop in the SBRLN box.

# OFFICERS

In addition to the duties spelled out in the By-Laws, the Executive Officers have the following responsibilities:

1. Each officer shall maintain and transfer complete records of her position to her successor. Printed material in excess of the current and prior two years may be destroyed, while digital records may be retained at the Officer's discretion.
2. By September 1 of each year, the Board will send out an email to solicit members interested in participating on the nominating committee.
3. When developing the annual budget, the intent is to spend income in the year for which it is earmarked. However, due to variations in timing between income and expenses, the Board can recommend a year-to-year carry-over amount of up to $3,000. The SBRLN Board may make exceptions to this requirement in extraordinary circumstances.
4. Once the annual budget is approved by the membership, each Officer will manage her budget and will promptly raise any issues to the Board. In managing the budget, the Board may reallocate monies amongst the budget line items.

# COMMITTEES

Each Committee shall consist of the elected Chairperson and members as she may choose.

## League Day Committee

1. Ensure tee times are equitable with respect to starting holes and pairings.
2. Ensure scores are uploaded to GHIN through Golf Genius.
3. Keep records of League Day participation including all guests.
4. Collect weekly scorecards (non-game day).
5. Enter new members into Golf Genius.

## Social Committee

1. Organize the themes, food, decorations, and prizes for all golf events as designated by the board.
2. Collect payment for special events and pay service providers.

## Membership Committee

1. Maintain a "Member" spreadsheet and email listing ensuring it is current.
2. Notify Treasurer and League Day Chair of new members.
3. Assign mentor to new members to introduce them to other members.

## Tournaments Committee

1. Under the direction of the Tournament Chair, the committee is responsible for organizing all SBRLN tournaments and events, which may include:
	1. Member-Member
	2. Club Championship
	3. Scramble (best ball)
	4. Sadie Hawkins Day
2. Determine the game to be played on Tournament Days (prize days).
3. Collect scorecards and work with Events Committee to determine winners.
4. Report weekly winnings to the Pro Shop.

## Communications Committee

1. Responsible for communication to the membership as directed by the board.
2. Write and submit articles to be published in the monthly SaddleBrooke Ranch Roundup newspaper.
3. See that photographs of members are taken at all significant league events, and share photos in articles for the SBR Ranch Roundup, the Pro Shop League bulletin board, and on the SBRLN Facebook page.
4. Maintain a history of all SBRLN Ranch Roundup publications.

## Website Committee

1. Assist Website Chair managing the SBRLN website, as needed.
2. Update information & graphics as required.
3. Assist in making changes to SBRLN website as directed by the Board.

## Rules/Handicap Committee

1. One member will be certified through AGA in order to monitor handicaps.
2. Provide membership with local rules and any updates as they occur, and ensure that the local rules posted to the SBRLN website are current.
3. Educate the membership on the rules and handicaps.
4. Monitor member handicaps to ensure they comply with USGA requirements.
5. The Handicap Chair will conduct periodic, random audits of SBRLN member postings. Failure to do so could result in the SBRLN losing its license to issue USGA handicaps for SBRLN members. If a member did not post a score, she will be contacted and given 48 hours to post it.

## Sponsorship Committee

1. Promote and develop outside sponsorship of the SBRLN to support tournament and events.
2. Responsible for all sponsor correspondence.
3. Ensure sponsor signs are set-up for **Tournament Days.**

# LEAGUE PLAY

**Tuesday** is the designated league day for SBRLN**.**

## SBRLN Eligibility

1. SaddleBrooke Ranch residents who wish to play twice to determine whether to join the league will be allowed to do so. They will not be able to participate in the weekly winnings during the trial period.
2. To become a member a completed application must be submitted to the Membership Chair along with the membership dues
3. The application will have attached a brief Membership Orientation document. Once you have submitted your application you will be invited to participate in our required New Member Orientation.

## Entry Fees

The entry fee for regular league days is $3.00. A portion will go towards event gatherings with the balance going towards the prize pool.

## Weekly Sign-up

On Chelsea, members must sign-up by noon Wednesday for the following Tuesday play. On Thursday, Chelsea issues emails to confirmed players for the following Tuesday. The League Day Coordinator finalizes tee time pairings at 6PM on Saturday. Special Events may have different sign-up requirements and deadlines.

## Pairings

Pairings will be determined by the League Day Committee using Golf Genius software. Tee sheets and scorecards will be sent out prior to Tuesday. Players are expected to print their own scorecards.

## Flights

The field may be divided into flights by the League Day Committee according to the course handicap or non-handicap, with the players divided evenly.

## Tee Positions

Members must declare from which tee they will play at the start of the season or when they join. An exception will be made for players returning after a debilitating illness, injury or surgery.

### Four Tee positions will be available as follows:

* Gold
* Gold/Plum
* Plum
* Plum/Rust

## Posting Scores

Each player is responsible for attesting her score. Members with handicaps are responsible for posting all their scores to the AGA website. All other members may be required to drop their scorecards in the SBRLN Box in the Pro Shop.

## Cancellation

Cancellation of any League Day or tournament is at the discretion of the League Day Chair and President, or the Pro Shop.

## Pace of Play

In consideration of all concerned, the pace of play must be reasonable. Foursomes should be able to complete 9 holes in two hours and fifteen minutes or less.

## Maximum Strokes

With the exception of tournament days, players must **pick up** their ball after hitting twice the amount of par for any given hole. Otherwise, they will be eliminated from the game of the day.

For example, on a par 3, a player must stop after 6 strokes; and on a par 4, a player must stop after 8 strokes.

# AGA ELIGIBILITY

Members desiring a handicap will need to apply with the Arizona Golf Association (AGA) ) for a GHIN number. The Arizona Golf Association (AGA) sends handicap updates to members on the first and fifteenth of every month.

If a player already has a USGA/AGA handicap from another course, it may be transferred into the SaddleBrooke Ranch System.

# SIGN UP AND FEES

1. The deadline for signing up for weekly league play in Chelsea is 12 noon on the Wednesday preceding play.
2. When checking in at the Pro Shop, participants will pay a league day entry fee in addition to the green fee. The amount of the league day entry fee will be determined by the Board and reviewed periodically as needs change.
3. Tournament play will be designated to twice a month unless otherwise stated by the Board.

# SCORING FOR AGA MEMBERS

1. Scorecards must be attested by all players within a group and turned in to the box in the Pro Shop. Each player is responsible for attesting/certifying the accuracy of all scores on the card by signing the scorecard immediately after play, unless there is a disagreement regarding interpretation on a golf rule or on the correct score for an individual on a specific hole (see [Policy: Scoring Inaccuracies and Rule Interpretation](#_bookmark33), page 5). When there is no disagreement, no adjustment will be allowed after the card has been submitted.
2. If a player does not wish to sign the card because of a rules question or dispute in scoring, she should contact the League Day Chair or a member of the Rules Committee immediately and resolve the issues on the day of play and then sign the score card. If neither the League Day Chair nor a member of the Rules Committee is available the

player should follow the instructions in [the Policy: Scoring Inaccuracies and Rules](#_bookmark33) [Interpretation](#_bookmark33) (page 5). Disqualification will result in forfeiture of weekly prize money.

# CANCELLATIONS

1. A player may cancel league play via Chelsea their REQUEST until 12:00 the Wednesday before play. Once the group is placed, cancelation must be made with the league day coordinator and NOT in Chelsea. On the morning of the play day they can call the pro shop.
2. The evening before league play, players should check the SBRLN website Tee Sheets link for possible changes to tee times caused by other players' cancellations.
3. On league play days, when the weather is questionable, the League Day Chair will check with the Pro Shop at the earliest possible time prior to the first tee time. The League Day Chair will coordinate with the President in determining if cancellation is appropriate. If cancellation/delay is required, the League Day Chair will notify all players by email and the President will advise the Pro Shop.

# PRIZE MONEY

1. The official list of winners from Tournament league play will be posted on the SBRLN website.
2. A copy of the list of winners will be provided to the Pro Shop.
3. All payouts will be in the form of a credit to each winner's name in the NorthStar System for credit at the SBR Pro Shop.
4. The "League Day Entry Fee" size will vary from week to week dependent upon number of entries. Special Tournament events may have a different payout plan as needed. Residual prize money payouts will be used for prizes given at the mid-year and end of year social gatherings.
5. The payouts to the winners of all flights will be distributed equally from the "League Day Entry Feel" collected weekly prior to play. The flights will be set up as close in numbers as possible each week.
6. The " League Day Entry Fee" will be equal to each flight. (How you pair the groups so that they are as equal as possible) The payouts to the winners of all flights will be distributed equally from the " League Day Entry Fee".
7. One-half of the field will receive a prize money payout.
8. The least amount of payout will be no less than the weekly League Day Entry Fee contribution.
9. In the event of a tie, the League Day Entry Fee money will be combined for that position, i.e., 1st or 2nd, and split evenly among winners.
10. Ties for the final payout spot in flights will be broken using a modified AGA/USGA rule 5/3/1. That is, the sum of the last 5 holes (holes 5-9 or 14-18) will be compared. If the tie still exists the sum of the last 3 holes (hole 7-9 or 16-18) will be compared. If the tie still exists, the sum of the last 3 holes (9-18) will be compared. Ties not broken by this method will be resolved by comparing the hole-by-hole scores beginning with the hardest hole and continuing to the easiest hole until the tie is broken. Net hole scores will be used for net games and gross hole scores will be used for gross games.

# QUARTERLY, YEAR-END AND OTHER LEAGUE AWARDS

* 1. The USGA/GHIN formula for handicap players will be utilized.
	2. The SBRLN spreadsheet of scores will be calculated for non-handicap players.
	3. Eligibility requirements are as follows:
		1. been a member of SBRLN for the entire year (joined no later than January)
		2. a minimum of 12 post able scores from league days. (a scramble event would not qualify)
	4. Type of Awards Given:
* **Most Improved Players:** This is an annual award. The winner will be announced at the annual Holiday Luncheon.
* **Birdies and Eagles:** Members will be recognized for each Birdie and/or Eagle on league day.
* **Hole in One:** This is an award given at the time of the hole-in-one. An award of

$25 cash will be presented to any member scoring a hole in one on a scheduled league day. The winner will be photographed and a notice will be placed in the SaddleBrooke Ranch Roundup. She will also get her name placed on the Hole-in- One Plaque in the Pro Shop.

* **Breaking 40, 45 & 50:** Members will be recognized for breaking 40, 45 or 50 for the first time each year on each 9-hole course on a scheduled league day.
* **Chip-Ins:** All chip-ins, on league day, from off the green by the use of any club are recognized.

# TOURNAMENT EVENT DEADLINES

Registration deadlines for SBRLN tournaments (both regular weekly league play and special events) and SBRLN luncheons and/or dinners shall be enforced according to the following:

1. **For golf** - All members wishing to golf in an SBRLN special event, tournament or weekly league play MUST sign up by the advertised deadline. Late sign-ups WILL NOT be accepted.
2. **For special events and tournaments** - Sign-up information and deadlines will be advertised by email.
3. **For weekly league play** - Participants must sign up in Chelsea by 12 noon on the Wednesday preceding play.
4. **For waiting lists** - The Social Chair will maintain a waiting list. In the event of a cancellation, the next person on the waiting list will be offered the spot.
5. **For the food portion of any event** - The advertised deadline to sign up for the luncheon or dinner is firm.

# SCORING INACCURACIES AND RULES INTERPRETATION

All concerns regarding scoring inaccuracies shall be handled according to the rules below.

## Procedure

1. Situations arise during league play where participants disagree regarding interpretation of a golf rule or on the correct score for an individual on a specific hole. It is the responsibility of the tee time group to resolve the situation before leaving the course. If a resolution is not achieved, a complaint may be filed and the following steps taken.
2. The member filing the complaint should not sign the scorecard (signing the card indicates agreement with the score listed on the card). On the front of the scorecard, note that a complaint is being registered with the League Day Chair. On the back of the scorecard, write a brief description of the situation.
3. The League Day Chair will review the situation to determine a resolution and whether additional steps are necessary. A member of the Rules Committee or the club pro may be contacted to clarify a rule situation. If it becomes apparent that an individual league member is involved in repeated situations of this type, the League Day Chair may request a conference with the individual and the SBRLN President and/or Vice President.
4. Should such a conference not resolve the concerns, the President shall have the option, with the advice of the SBRLN Board, to suspend a player or to request a leave of absence from the SBRLN for a determined period of time.
5. All discussions and actions by the President and SBRLN Board shall remain confidential.

# OUTSIDE INVITATIONAL TOURNAMENTS

When outside invitational tournaments have a limited number of participants, a lottery process will be used to ensure that all SBRLN members have an equal opportunity to represent the organization.

The lottery is in effect only when participation is limited and the number of members wishing to play exceeds the number of participants allowed.

## Procedure

1. All outside invitationals will be available to all eligible SBRLN members.
2. Dates for all tournaments/invitationals will be announced by email, along with pertinent information relating to sign-up. Members may sign up directly with the SBRLN chair of outside invitationals.
3. In the event that the number of interested SBRLN members exceeds the number of available openings in an invitational, all interested members will be put into a lottery with names drawn randomly for the available spots. All lottery entrants will be notified of their status.
4. Members who have not been chosen to represent the SBRLN at an outside invitational will be given priority in the next tournament.
5. Alternate players will be chosen in accordance with instructions from the host club.
6. If a lottery winner is unable to participate in an outside invitational, she must notify the SBRLN outside invitational chair.

# SPECIAL SBRLN TOURNAMENTS AND REFUNDS

Special SBRLN tournaments shall adopt the following procedure for participation and refunds.

## Procedure

1. Dates for all tournaments/invitationals will be announced and posted on the SBRLN website, along with pertinent information relating to sign-up. Members may sign up directly with the SBRLN chair invitationals.
2. At the annual June SBR Pro Shop Golfers Meeting, Mike Jahaske will set-up the calendar for the year. This calendar will include league games, special tournaments, SBRLN Innovational Tournaments to outside clubs. The Pro Shop will set a maximum player, start time, fees, and any constraints.
3. A Player who withdraws after the sign-up deadline of a tournament or who fails to show up for the event forfeits her fee.
4. Fees may be reimbursed under the following conditions:
	* In the event of a family/personal emergency.
	* If a waiting list exists and another player is available to fill in.
	* The Tournament Chair will have sole discretion in granting a refund request.