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## **Policies and Procedures**

**Version 3 Draft**

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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 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 posted on the SBRLN website.

## **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 club identification: [SBR LADY NINERS](#)
3. The Association dues include membership in the Arizona Women's Golf Association and a USGA handicap through the GHIN service. To be eligible for weekly prizes, she must have an established USGA handicap.
4. Members must be registered in the Chelsea System which is used to request tee times.

## **COMMUNICATION**

The means of communicating with the members is through the Team Reach Application, Golf Genius and the SBRLN Website: [SBRLADYNINERS.AZGOLF.ORG](#) Emails to the membership are used to communicate information regarding tournaments, deadlines, and other information needing attention.

## 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.

## 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 **\$5,000**. The SBRLN Board may make exceptions to this requirement.
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. Determine the game to be played each week.
2. Manage roster tee times, pairings, scores and winners in the appropriate software.
3. Announce winners via email and post all scores to GHIN and the League website following the round.
4. Collect weekly scorecards.
5. Manage the appropriate software to maintain League Day records.

## **Social Committee**

1. Organize the themes, food, decorations, and prizes for all golf events as designated by the Board.
2. Communicate details to members and maintain the calendars.
3. Collect payment for special events and pay service providers.

## **Membership Committee**

1. Maintain a "Member" spreadsheet and email listing ensuring it is current.
2. Maintain and distribute a "New Member" information sheet.
3. Notify Treasurer, League Day Chair and Golf Pros of new members.
4. Assign mentor to new members. The mentor will walk the new member through software applications and play with the new member on her first day and introduce her to other members.

## **Tournaments/Invitationals Committee**

1. Under the direction of the Vice-President, the committee is responsible for organizing all SBRLN tournaments and events, which may include:
  - a. Invitational
  - b. Member-Member
  - c. Club Championship
  - d. Scramble (best ball)
2. Coordinate communications and sign-ups for outside invitational events.

## **WebMaster**

1. Design and format documents as requested by the Board.
2. Maintain the SBRLN Website.
3. Post current information to the Website as requested by Board Members.

## **Public Relations Committee**

1. Write and submit articles to be published in the monthly SaddleBrooke Ranch Roundup newspaper.
2. 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, the SBRLN Website and appropriate social media
3. Maintain a history of all SBRLN Ranch Roundup publications.

## **Rules/Handicap Committee**

1. One member will be certified through AGA to monitor handicaps. Newly elected Handicap Chairs are required to USGA World handicap System online training seminar and quiz at least once every four years.
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.
6. Determine the “Most Improved Player” from January 1 to December 1 of the current year.

## **Sponsorship Committee**

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

## **LEAGUE PLAY**

### **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 Arizona Golf Association website using this link: [SBR LADY NINERS](#).

### **Entry Fees**

The current entry fee for regular league days is \$3.00. The fee goes toward the prize pool. The fee is paid when checking in at the Pro Shop. The amount of the league day entry fee will be determined by the Board and reviewed periodically as needs change.

## **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. Exceptional requests for mid-year changes may be approved by both the League Day Chair and the President. Available tee positions:

- Gold
- Gold/Plum
- Plum

## **Posting Scores**

Each player is responsible for attesting her score. On League Days, the League Day Committee will post member score to Golf Genius and GHIN. Members are responsible for posting all other scores outside of league play by midnight the day they play.

## **Event Cancellation**

Cancellation of a 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.

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

## **SCORING FOR AGA MEMBERS**

Scorecards must be attested by all players within a group and turned into the box in the Hacienda. 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. When there is no disagreement, no adjustment will be allowed after the card has been submitted.

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 Interpretation](#). Disqualification will result in forfeiture of weekly prize money.

## **PLAYER CANCELLATIONS**

1. A player may cancel league play via Chelsea until 12:00 the Wednesday before play. Once the group is placed, cancellation 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. 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 payouts to the winners of all flights will be distributed equally from the "League Day Entry Fee" collected weekly prior to play. If there are flights, they will be set up as close in numbers as possible each week.
5. At least one-half of the field will receive a prize money payout.
6. 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. 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. Eligibility requirements are as follows:
  - a. been a member of SBRLN for the entire year (joined no later than January)
  - b. a minimum of 12 postable scores from league days (a scramble event would not qualify).
3. 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. She will also get her name placed on the Hole-in- One Plaque in the Pro Shop.
  - **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.  
**For special events and tournaments** - Sign-up information and deadlines will be advertised by email.
2. **For weekly league play** - Participants must sign up in Chelsea by 12 noon on the Wednesday preceding play.
3. **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**

### **Procedure**

1. A member must have played on Niner League Day six times in the previous year to be eligible. Golf Genius records will be used to determine eligibility.
2. A member is limited to play in one outside invitational event each year, unless extra slots become available after the registration deadline has passed. In this case a new posting will be put out.
3. If a member played in a particular invitational the year prior, she should not register for that event the following year.
4. Registrations meeting these criteria will be taken in the order received.
5. Dates for all tournaments/invitationals will be announced by email and webpage, along with pertinent information relating to sign-up.
6. Alternate players will be chosen in accordance with instructions from the host club.

## **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.
2. Annually in June at the SBR Pro Shop Golfers Meeting, the course calendar is established for the year. This calendar will include course closures, league games and special tournaments.
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:
  - a. In the event of a family/personal emergency.
  - b. If a waiting list exists and another player is available to fill in.
  - c. The Tournament Chair will have sole discretion in granting a refund request.