

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

It shall be the duty of the Executive Committee to establish and enforce these Policies and Procedures, herein referred to as 'Policies' of the Metro St. Louis Seniors Golf Association herein after referred to as 'MSLSGA'.

The Policies are provided to address those issues that are not specifically covered in the MSLSGA By-Laws.

The Executive Committee shall have the authority to add or delete said Policies by a majority vote. It shall be required that all members of the Executive Committee vote on any additions or deletions of these Policies.

No Policy may be made which goes against any part of the By-Laws of the MSLSGA.

These Policies shall be kept in written form, and shall be maintained by the Secretary of the MSLSGA.

These Policies shall be made available to all members.

It shall be the responsibility of each member to abide by and see that other members adhere to these Policies at all MSLSGA activities.

### **Article I – MEMBER DUTIES**

#### **Section 1 – Member in Good Standing**

A Member in good standing herein after as “Member” is one who has paid dues, adheres to the provisions of the Constitution and By-Laws and conducts himself in a cordial fashion at all functions of the MSLSGA.

#### **Section 2 – Membership Annual Renewal**

Members must pay their annual dues no later than December 31 of each year to maintain good standing for the next golf year.

#### **Section 3 – Late Membership Renewal**

Any Member who fails to pay dues by the required date will be granted renewal membership only after New Members are added, provided there is space available in the requested division.

#### **Section 4 – Membership Contact Information**

Members are responsible for providing and maintaining their current contact information mailing address, email address and telephone number to the Membership Chairman and Division VP.

#### **Section 5 – Pace of Play**

Members must play at a good pace, without undue delay. Tournament Committee establishes annual Pace of Play standards and measures based on measurements from weekly tournaments, course information, and tournament organization. Frequently slow players may be warned and sanctioned.

See Addendum 5 for detailed requirements for Pace of Play

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### Section 6 – Starter and Scorer Duties

Members are required, per division, to serve as a Starter or Scorer once per season.

Division Vice Presidents shall have the right to assign Starter or Scorer duties to any member who has not served in such capacity in the past year.

Members who fail to serve as a Starter or Scorer when assigned will be subject to:

1. Suspension from weekly tournaments for one season
2. Forfeiture of existing Handicap Guide.
3. Suspension from Metro Plus or Special Events

Members who are suspended for failure to serve will be sent written notice of such action by the Secretary with copies to the Division Vice President, Treasurer, Membership and Handicap Chairmen.

## Article II – TOURNAMENTS

### Section 1 – Weekly Tournaments

MSLSGA will organize and run weekly competitive golf tournaments to benefit Members. Tournament schedules will be published before the annual November General Membership Meeting and annual membership renewal.

Tournaments will be net score competitions organized by flights. Handicaps will be computed based on recorded member scores at specified tees, and course rating and slope.

1. 18-hole Divisions
  1. 26 weekly tournaments
  2. Mid-April to early October
  3. Thursday and Friday mornings, early
  4. Variety of courses in metropolitan St. Louis area
2. 9-hole Divisions – Division 9
  1. Weekly tournaments
  2. Mid-March to Mid-November, weather and attendance permitting
  3. Riverside Golf Course, Fenton Mo

### Section 2 – Special Events Tournaments

Special Events are events that are not part of the scheduled weekly division tournaments and/or has the MSLSGA name associated with it. Any changes to the format of any Special Event and/or any additions to the list of Special Events will require approval of the Executive Committee.

All Special Events will be Net Score tournaments. Handicaps for tournaments will be based on members' established handicaps **guides** from weekly tournaments for both individual and team competitions. Details on handicap methods are found in Addendum 6.

Each Special Event will require a separate registration and fees for Members. All prizes for flight positions, Closest-to-Pin, or other event competition awards will be paid from registration fees collected for the Special Event.

MSLSGA will pay Hole-In-One and Double Eagle prizes from budgeted, general MSLSGA funds.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### **Section 2.1– Special Events Committee**

**The** Special Events Committee will plan, organize and execute all special events. This includes selection of courses, format of tournament, pricing and prizes, promotion, tournament results reporting, and financial reporting.

**The** Special Events Committee is led by the Special Events Chairman and will include First Vice President, Handicap Chairman, **and any additional volunteers that sign up**. Operation of events may be delegated to appointed Event Leaders.

### **Section 2.2– Special Events Refunds and Service Fees**

Refunds for Special Events – see Addendum 8 for details.

## **3– Metro Plus Tournaments**

### **Section 3.1 – Metro Management and Membership**

Metro Plus (MP) tournaments will be managed as a separate membership league within MSLSGA.

Membership in Metro Plus will be limited to MSLSGA Members in Good Standing who have applied and paid the required Metro Plus annual membership fee. Membership is limited annually to allow for speedy pace of play and meet course contract commitments.

Full description with qualifications, rules and regulations for Metro Plus is in Addendum 7

### **Section 3.2– Metro Plus Refunds and Service Fee**

Refunds for Metro Plus events – See Addendum 8 for details

## **Section 4 – Championship Tournament**

### **Section 4.1 – Management and Expenses**

An invitational Championship Tournament will be presented near the end of each weekly tournament season. The place, time, rules and qualifications for the Championship Tournament will be established by the Tournament Committee. See Addendum 1 for rules and member qualification.

All expenses of the Championship Tournament will be paid as budgeted from MSLSGA membership dues. Cash prize awards for bracket, place awards, Closest-to-Pin, Hole-In-One and Double Eagle prizes or other prizes will be funded from MSLSGA membership dues. All expenses including awards will be proposed by the Championship Tournament Committee and must be approved by the Executive Committee.

### **Section 4.2– Championship Tournament Committee**

The Championship Tournament Committee is composed of the First VP as the Committee Chairperson, and one Board Designee of each Division VP. They will plan and execute the event. All expenses including awards must be approved by the Executive Committee.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### Article III – DUES

#### Sections 1- Dues

Dues are set by the Board prior to January 1<sup>st</sup> of the calendar year. For all new Division 1-5 members, \$70.00 will be the fee. This includes current members who decide to enroll in another division and have paid the renewal fee in their current division in a timely manner.

#### Section 2 – Prorated Dues

Any new member who joins after July 1<sup>st</sup> in the current year will pay ½ the current dues. Any current member who wish to join an additional division after July 1<sup>st</sup> will also pay ½ of the current dues.

#### Section 3 – Renewals

Current members in Division 1-5, who renew their membership from November 1<sup>st</sup> thru December 31<sup>st</sup>, 2019 will pay \$65.00 to renew. Starting January Jan 1<sup>st</sup>, 2020 all renewals will be \$70.00.

### Article IV – TOURNAMENT RULES

#### Section 1 – USGA Rules and MSLSGA Rule Modifications

United States Golf Association (USGA) rules will govern all tournament play except for modifications by MSLSGA or local course rule requirements. Rule modifications are intended to assist with fellowship, fun and fair play while allowing for speedy play. All members are expected to understand, follow and enforce the rules while on the course. See Addendum 4 for all MSLSGA rule modifications.

#### Section 2 – Required Members for Official Tournament

A scheduled weekly tournament will be considered a completed Official Tournament after at least 20% of division's registered membership (as of start of week one (1) of the golf season) complete their round and submit their scores. Only completed Official Tournaments will be considered for prize money, handicaps, and championship qualifications.

#### Section 3 – Rescheduled Tournaments

In the event a course is closed for play by course management (usually due to weather conditions) or the Division VP cancels the tournament before considered an Official Tournament, the tournament is canceled in its entirety unless rescheduled. Rescheduled tournaments must be completed before the last regularly scheduled weekly tournament of the season. Rescheduled tournaments must meet requirements of a completed Official Tournament to be considered official for prize money, handicaps and championship qualifications.

#### Section 4 – Tee Group Registration

Members must register with Starters to get tee start sequence number for tee starts or hole start assignment for shotgun starts. Registration will start approximately 1 hour before the scheduled tournament start time. Registration for shotgun starts will end at the scheduled tournament start time.

Registration for tee starts will end approximately 1½ hours hour after the scheduled tournament start time. No members will be registered after the registration end times. Members are expected to have their entire tee group present and ready to play before registration. Foursome tee groups will have

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

priority for registration. Threesome registration will be allowed with approval of Division VP if participation is low and/or foursomes cannot be formed in timely manner.

### **Section 5 – Designated Tees**

All tournament courses will have two (2) designated tees as Forward and Back for each of Men and Ladies. For each tournament, members may choose either the Forward or Back tee position. Members may not change tees positions during a tournament.

Members' course handicap, final net score and flight position for the tournament will be calculated based on the tee used. Members must mark the official scorecards (Universal Scorecard and Course Scorecard) to indicate the tee used.

All designated tees for all courses and tournaments will be available at the tournaments, on the course schedules and on the provided websites (golfstlseniors.org or ourgolfstats.com).

### **Section 6 – Scorecards**

To qualify for tournament prizes and handicap calculations, members must submit the required scorecards with all required information. Members must sign scorecards to verify that their scores and scores of their tee group are correct. Incomplete or incorrect scorecards may disqualify one or up to all players on the scorecard for that tournament.

Full details for completion of scorecards is found in Addendum 4

### **Section 7 – Guest Policy**

Guests may be allowed to play at 1 tournament per year as prospective members. Prior approval of Division VP is required to assure that all registered members have priority for tournament play.

## **Article VII – DIVISION MEMBERSHIP**

### **Section 1 – 18-hole Division Membership Limits**

Membership will be limited to one hundred fifty (150) Members in each 18-hole division.

### **Section 2 – Transfer of 18-hole Division Membership**

Members may request a transfer to another 18-hole division up to thirty (30) days prior to the start of each season by notifying the Membership Chairman.

**Members who request a transfer during the season may do so with the approval of the Division Vice Presidents and the Membership Chairman.**

### **Section 3 – Membership in Multiple Divisions**

Members may join more than one 18-hole divisions. Members joining multiple 18-hole divisions must pay full membership dues for each 18-hole division. Separate membership ID numbers and Handicap Guide numbers will be required for each division.

Members in any 18-hole division may join Division 9 without paying additional annual registration and membership fee for Division 9.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

Members for Division 9 may join one or more 18-hole divisions by registering and paying full annual membership for each 18-hole division.

### **Section 4 – Membership Metro Plus**

See Article II, Section 4 and Addendum 7 for full information about Metro Plus.

## **Article VIII – HANDICAP GUIDE**

### **Section 1 – Flight Assigned by Handicap Guide**

Members will receive a Handicap Guide when playing in weekly Official Tournaments with properly verified and submitted scores. Members renewing from prior year will use their prior year year-end Handicap Guide for flight assignment and course handicap to start the current season. Members with an established Handicap Guide who join a new division or transfer to a new division will use their established Handicap Guide to immediately qualify for flight assignment and flight prizes.

Renewing Members with less than three (3) recorded scores or New Members **must** record three (3) scores in the scheduled weekly Official Tournaments to establish a Handicap Guide and flight assignment. New Members in their first three (3) rounds may play from Men's Forward or **Back** tee (or Ladies' Forward or Back tee for female members) while establishing their Flight and Handicap Guide.

### **Section 2 – Handicap Guide Updates**

The Flight and Handicap Guide for each member and the Handicap Guide range for each division flight will be updated weekly.

### **Section 3 – Course Handicap for Weekly Tournaments**

The Handicap Guide will be used to establish a member course handicap and flight for designated tees at each course played in the scheduled weekly tournaments.

## **Article IX – PRIZE MONEY**

### **Section 1 – Members Flight Prize Qualification**

Members in 18-hole divisions will be entitled to qualify for weekly flight prize money based on their Handicap Guide and assigned flight after they have recorded three (3) complete rounds in Official Tournaments within the prior or current year.

Members playing in 9-hole division (Division 9) will be entitled to qualify for weekly flight prize money based on their flight and Division 9 after they have recorded three (3) complete rounds within the prior or current year.

### **Section 2 – Prize Money by Flight Position Placement and Division Members**

- **18-hole Divisions**

Prize money will be awarded to Members who played in the scheduled weekly, completed Official Tournaments based on their respective net scores submitted at the completion of each round.

Each Division's members will be divided into flights with equal numbers of players based upon Handicap Guide that are computed each week based upon standards using course slope and ratings.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

Each flight will have flight prize winners based upon the total paid members in that division as of the week one (1) of the scheduled weekly tournaments. See Addendum 2 for flights and place positions

- **9-hole Divisions**

Prize money will be awarded to Members who played in the scheduled weekly, completed 9-hole Official Tournaments based on their respective net scores submitted at the completion of each round.

Division 9 members/players will be divided into flights with equal numbers of players based upon Division 9 Handicap that are computed each week for the course. Each flight will have flight prize winners based upon the total prize fees collected for that week of play.

- **Metro Plus**

See Addendum 7 for details for prizes for all Metro Plus tournaments and season.

### **Section 3 – Closest-to-Pin Prize**

Weekly 18-hole divisions, Division 9, **Metro Plus**, and Special Events Tournaments will have Closest-to-Pin contests on designated par 3 holes from selected tee positions.

Prize amounts for 18-hole division CTP contests, Special Events Tournaments and Metro Plus will be established before each season as part of the annual budget.

See Addendum 3 for details and qualifications for CTP prize awards for 18-hole divisions.

See Addendum 7 for details and qualifications for CTP prize awards for Metro Plus.

### **Section 4 – Hole-In-One and Double Eagle Prizes**

Any Member who records a properly recorded and verified Hole-In-One and Double Eagle at any MSLSGA officially sanctioned tournament will receive a special award.

Qualifications and verification requirements are found in Addendum 4.

### **Section 5 – Prize Money Payments**

Prize money from all scheduled weekly tournaments for 18-hole divisions and Special Events, will be paid by check after the end of the tournament season in which the prizes are earned.

For Division 9, prize money for flights and Closest-to-Pin will be paid weekly from total prize fees collected for that week of play.

Prize money for all Hole-In-One and Double Eagle for all divisions and Special Events will be paid by check after the end of the tournament season in which the prizes are earned.

Information for refunds for all Special Events and Metro Plus events – see Addendum 8.

Metro Plus awards will be awarded as detailed in Addendum 7.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### **Article X – MISCELLANEOUS**

#### **Section 1 – Membership Directory and Membership Roster**

Membership Directory information and membership roster will be maintained and available to members on our websites (golfstlseniors.org and ourgolfstats.com).

#### **Section 2 – Volunteers**

Members may volunteer for any position within the MSLSGA. Requests for all positions shall be made in writing to the President, 1<sup>st</sup> Vice President, or Division VP.

#### **Section 3 – Membership Fee Refunds**

Members who resign from the MSLSGA during the year may be entitled to a refund of dues paid for that year. See Addendum 8 for details of refund policy.

#### **Section 4 – Memorial Tribute**

The Treasurer will have the authority and responsibility to send letters of condolence to the family of any Member that has passed away. The Treasurer shall have the authority to send memorial tributes in the amount of twenty-five dollars (\$25) unless a larger sum is authorized by the Board of Governors.

#### **Section 5 – Delegation of Authority – Contracts and Budgeted Officer and Committee Expenses**

The President shall have authority and accountability for execution of all contracts, verbal or written, that may commit MSLSGA to financial liability or otherwise legally encumber operations of MSLSGA.

All contracts or agreements that encumber or financially commit MSLSGA for more than \$4000 or more longer than 12 months in duration must be included as part of annual budget approved by Board of Governors, or reviewed and approved by Executive Committee.

Sum total financial amount of all contracts in force must not exceed total budgeted amount approved by Board of Governors for the budget period.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

Individual contract review and signature authority is delegated to duly elected officers as follows:

Officer	Contract Amount	Contract Duration	Second Officer Signature	Officer for Second Signature
President	Over \$6,000.00	24 Months Max	Required	First VP, Treasurer
President	Up to \$6000	12 Months Max	Not Required	None
First Vice President	Over \$4000	12 Months Max	Required	President, Treasurer, Secretary
First Vice President	Up to \$4000	12 Months Max	Not Required	None
Treasurer	Up to \$1000	< 12 Months	Not Required	None
Secretary	None	None	Not Required	None

### Expense Delegation for Officers and Committees

Officers and Committees are granted authority for ordinary budgeted expenses for materials, supplies, and services up to the annual budget limits approved by the Board of Governors. All expenses must be properly reported to Treasurer with all required receipts for any reimbursement from MSLSGA.

Officer or Committee Expenses beyond budgetary approval or for items or services not specifically budgeted must be requested in writing and approved in writing by the Executive Committee prior to expenditure.

These Policies and Procedures were adopted and approved by the Executive Committee.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### Addendum 1

#### Championship Tournament and Qualifications

There will be a Championship Tournament near the end of the season after week 18. Key elements of the Tournament and Player Invitations are:

**1. Championship Handicap Guide (HG) Bracket Ranges**

- (a) Calculated on Jan 31 Current Year
- (b) From Members renewed by 1/31 and recorded at least 10 rounds in Prior Year
- (c) Four (4) HG Brackets (1 – 4) with 25% each of Qualified Members
- (d) Brackets fixed for Current Year season based on Jan 31 calculation

**2. Current Year Championship Qualified Member**

- (a) Renewed membership by Jan 31 of Current Year
- (b) Recorded at least 10 rounds in Prior Year season
- (c) Must have at least 11 rounds recorded during the first 18 weeks of Current Year

**3. Current Year Championship Invitations from Current Year Qualified Members**

- (a) Players placed into Championship HG Brackets (1 – 4) based on Player HG after week 18
- (b) Players' Average Scores calculated from Lowest 11 Scores recorded from the first 18 weeks
- (c) Players whose week 18 HG falls into Brackets 1 – 4. are invited to Championship based on:
  - i. Lowest 16 average net score for each bracket (1 – 4), plus ties
  - ii. Lowest average net score in one division if Player qualified in two (2) divisions
- (d) If invited players cannot attend, next in line players including ties on appropriate Bracket lists are invited to get a full 16 player Bracket.

**4. Current Year Championship Tournament**

- (a) MSLSGA organizes and pays all cost for tournament, luncheon, bracket and CTP prizes, awards and trophies from MSLSGA membership dues, paid by check at end of year.
- (b) All players MUST inform the Tournament Chair 72 hours in advance, what tee boxes (Men's Forward or Back or Ladies' Forward or Back) they will be playing from. If none provided in that time frame, Flights A and B will play from the Back tee and Flights C and D will play from the Forward tees for the appropriate gender.
- (c) Players will be competing only against players in the same Brackets for Bracket prizes.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### Addendum 2

#### Weekly Tournament Prize Awards

##### Section 1 - Flights and Handicap Guide

All divisions playing 18-hole weekly tournaments will be divided into flights using members' Handicap Guide. Each flight will have a Handicap Guide range adjusted weekly to maintain equal numbers of members in each flight.

Members' Handicap Guide and flight will be computed weekly during the official season based on members' scores recorded by tee using MSLSGA established courses' rating and slope

##### Section 2 - Qualification for Flight Prizes

1. Tournament must be a completed Official Tournament (at least 20% of membership of division completing tournament with scorecards properly entered).
2. Member must play the entire round only from one of the designated tees (Men's Forward or Back, or Ladies' Forward or Back)
3. Member must complete the round and submit properly completed scorecards for their tee group
4. New members are not eligible for flight place prize money until after completion of three weekly tournament rounds in their division and assignment of a Handicap Guide and a flight.

##### Section 3 – Division Flight Position and Prize Allocation

1. Total MSLSGA flight prize awards will be budgeted by Executive Committee based on paid membership.
2. Total flight prize awards per registered member will be approximately equal between divisions
3. There will be four (4) handicap flights (A-B-C-D) in each division
4. Division flights will be adjusted weekly to approximately 25% of members in each flight.
5. Handicap Guide ranges for all flights will be calculated and published weekly.
6. In case of a tie for flight position place, a tiebreaker formula program will statistically analyze the scores and select the winner.
7. Prize Position Payout per Flight – Based on Registered Division Members as of week one (1) of scheduled weekly tournaments
  1. Divisions with 140 members or >, 6 Positions paid: 1st=\$15; 2nd=\$12; 3rd=\$10; 4th=\$8; 5th=\$6; 6th=\$4
  2. Divisions with 120-139 members, 5 Positions paid: 1st=\$14; 2nd=\$11; 3rd=\$9; 4th=\$7; 5th=\$5
  3. Divisions with 100-119 members, 5 Positions paid, 1st=\$13; 2nd=\$10; 3rd=\$8; 4th=\$6; 5th=\$4
  4. Divisions with less than 100 members, 4 Positions paid, 1st=\$12; 2nd=\$9; 3rd=\$7; 4th=\$5

##### Section 4 – Closest-to-Pin Prize

1. CTP prizes for all 18-hole divisions are budgeted at \$5 per award for four (4) CTP holes for each weekly tournament.
2. Qualifications for Closest-to-Pin (CTP) Awards
  1. All members including new members without a Handicap Guide or Flight are eligible.
  2. Tournament must be a completed Official Tournament (at least 20% of membership of division completing tournament).
  3. Members qualifying for Closest-to-Pin prizes must do so with their first tee stroke from the

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

- properly designated tee (Men's Forward or Back or Ladies' Forward or Back) on the specifically marked Closest-to-Pin hole.
4. Member must be playing their entire round from the designated tee.
  5. The name and ID number of the member must be recorded on the Closest-to-Pin card.
  6. No Closest-to-Pin awards will be made without the CTP cards being submitted for the round.
  7. It is the responsibility of the last group to turn in the Closest-To-Pin card to the Scorers at the conclusion of each weekly tournament.
  8. Player abandoning (not finishing) a tournament due to rain-out or course conditions is STILL eligible for CTP award. Closest-To-Pin card with player's name, ID number will be used to document prize winning. All qualifications apply.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### Addendum 3

#### Hole-In-One and Double Eagle (Albatross) Prizes

Any Member who records a properly recorded and verified Hole-In-One or Double Eagle (Albatross) at any MSLSGA officially sanctioned tournament will receive a special award.

##### Section 1 – Prize Amounts

1. Only one prize of \$100 will be awarded for either Hole-In-One or Double Eagle (Albatross) prize for each properly documented event.
2. Total Hole-In-One and Double Eagle payments will be budgeted annually at less than \$1000.

##### Section 2 – Qualifications

1. Tournament must be a completed Official Weekly Tournament (at least 20% of membership of division completing tournament), or a Special Event Tournament or regular Division 9 Wednesday tournaments from approximately mid-March to the last Wednesday before Thanksgiving (mid-November), or a completed Metro Plus tournament.
2. Members qualifying for Hole-In-One prizes must do so with their first tee stroke on any par 3-hole on the course from tees they are using that are properly designated by MSLSGA for that event (Men's Forward or Back or Ladies' Forward or Back).
3. Members qualifying for Double Eagle (Albatross, 3 under par) prizes must do so with
  1. Their first tee stroke from any par 4-hole rated at least 251 yards for Ladies' Forward or Back or Men's Forward tees or 260 yards for Men's Back tees. Holes with temporary tees must meet the minimum distance requirements.
  2. Their second stroke on any par 5-hole rated at least 380 yards for Ladies' Forward or Back or Men's Forward tees or 420 yards for Men's Back tees. Holes with temporary tees must meet the minimum distance requirements.
  3. From tees they are using that are properly designated by MSLSGA for that event (Men's Forward or Back or Ladies' Forward or Back).
4. Player's USC and Course Score Card signed to verify his member ID and tee played and score. Tee group members must also sign the USC and Course Scorecard to verify the Hole-In-One or Double Eagle. Score cards must be turned in to Scorers.
5. Member abandoning (not finishing) a tournament due to rain-out or course conditions is STILL eligible for a Hole-In-One or Double Eagle prize. Member must complete all qualifications and documentation.
6. If a member properly records and verifies a Hole-In-One recorded on a designated Closest-to-Pin hole, the Member will receive the Hole-In-One prize AND the Closest-to-Pin award for that hole.
7. Closest-to-Pin, a Hole-In-One, or a Double Eagle (Albatross) prize money may be awarded to New Members (less than 4 tournaments recorded in their division(s). These prizes are not determined by using a Handicap Guide and Flight assignment.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### Addendum 4

#### Metro St. Louis Seniors Golf - Rules of Play Effective January 1, 2019

The following rules are consistent with USGA rules but are stated here for emphasis. These are rules that every player should be familiar with and must follow WITHOUT EXCEPTION. Some of these are new rules for 2019.

1. There are no "mulligans". Every stroke counts.
2. There are no "gimmies". Make putts until your ball is in the hole or your score is eight. If you pick up your ball without marking it before you hole out, put it back down where you think you picked it up from and continue playing. Add a penalty stroke for illegally lifting your ball. If you pick up your ball without holing out and move on to the next hole without correcting your mistake, score a nine for the hole. Violation of this rule may be reason for disqualification of everyone signing the card.
3. You may search for your ball for 3 minutes. If you don't find it in 3 minutes drop a ball where you think it should be and continue playing. Add a penalty stroke for a lost ball. If you find your original ball after you have dropped a new ball you must not play the original ball! Once you drop a ball it becomes your ball in play.
4. There is no penalty for hitting the flagstick in the hole. For example, if a player is off the green but not ready to play, and you wish to make a putt, you may do so without the delay of removing the flagstick and then replacing it for the other player.
5. A ball that is accidentally hit more than once when a player makes their stroke no longer incurs a penalty. Play the ball from where it comes to rest.
6. A player may move loose impediments (stones, twigs, leaves, etc.) in a bunker.
7. If you accidentally move your ball or ball marker on the putting green, there is no penalty. Just put it back in its original location.

**8. Identifying Ball Mark:**

Members playing in any MSLSGA tournaments are required to place an identifying mark on any ball in play.

**9. Member ID Number:**

Members will be assigned a membership ID number that must be entered on the Universal Score Card or approved electronic score card and Course Scorecard for all tournaments played.

**10. Score Cards Completion:**

Members are required to complete and submit the Universal Score Card, or an approved electronic form submitted electronically and a Course Score Card. Listing of player names in alphabetical order by last name, then first name, is encouraged.

**11. Score Card Signature:**

Members must sign their Universal Score Card and Course Score Card to verify that the color of tee played, hole by hole score, name and ID number are correct and recorded properly. Approved electronic score card submitted electronically not require signature. Course Score

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

Card submitted as backup must be signed for to verify complete and proper scores and course data.

### 12. Record All strokes and Penalties:

Members are to record the actual total number of shots played, plus penalty strokes on each hole on their electronic score card or Universal Score Card and Course Score Card up to a maximum of 9 strokes.

**The USGA Rules of Golf govern all play except as noted below.**

1. **Improving Lie:** A player may improve their lie anywhere on the course except on a putting green, in a bunker, or in a penalty area, by rolling their ball with a club no farther than one foot. In doing so, a player must not move their ball from one cut of grass to another (i.e., rough to fairway) or improve their line of play or the area of their intended stance or swing.
2. **Cleaning the Ball and Substituting:** A player may lift, clean, and place their ball back within 1 foot from its original spot at any time, except when it is in a bunker or penalty area. If a player is taking relief from a bunker or penalty area, the ball may be cleaned at that time. Any time a ball is legally lifted another ball may be substituted.
3. **Out of Bounds:** When a ball is hit out of bounds a player may take relief as if the ball had been lost in a red penalty area. The player should determine the point where the ball crossed the boundary and proceed with 2 club lengths or Back-On-The-Line relief, for a penalty of one stroke. The ball may not be played from out of bounds.
4. **Lost Ball:** When a player loses their ball in an area that is not out of bounds or in a penalty area, they may drop a ball where they believe it was likely lost, for a penalty of one stroke.
5. **Bunkers:** Improving lies in bunkers is not allowed, unless the ball is in a footprint, wet sand, or other depression not caused by the impact of the ball itself; then the ball may be lifted, sand smoothed with a rake, and the ball replaced as close to the original spot as possible. A ball in standing water may be lifted and placed in the bunker, no closer to the hole, without penalty. If there is no spot in the bunker without standing water, the player may take Back-On-The-Line relief outside of the bunker, without penalty.
6. **Unplayable Ball in Bunker:** As an additional measure to deal with bunkers in any condition, a player can declare their ball unplayable and take Back-On-The-Line relief inside the bunker for a 1 stroke penalty or outside of the bunker for a penalty of 2 strokes.
7. **Penalty Area Carry Over Procedure:** An additional option of relief from penalty areas has been adopted to help players who may not be able to hit their ball all the way across. If a player's ball is lost in or comes to rest in a penalty area, the player may drop their ball "across" the penalty area from where it went in, no more than two club lengths from the margin of the penalty area. The use of this option will incur a three-stroke penalty. For example, if a player hits their tee shot into a lake in front of the tee, they may place their ball across the lake. They will have taken one actual stroke plus three penalty strokes, for a total of four. This option does not preclude a player from taking other, possibly more favorable, relief options, such as dropping in a designated drop zone.
8. **Putts on Temporary Greens:** Score no more than two (2) putts on any designated temporary green.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

**The following local rules of competition are adopted for our tournaments:**

1. **Maximum of Nine Strokes Per Hole:** Once a player has reached a score of eight strokes on a hole (including penalty strokes), the player must discontinue play, pick up their ball, and score a nine on the hole.
2. **Unmarked Areas are Declared Penalty Areas:** Heavily wooded areas, deep native grass areas, waste areas, etc. are to be played as red penalty areas.
3. **All Penalty Areas are RED Penalty Areas:** All penalty areas, whether marked red, yellow, or unmarked, will be played as RED penalty areas. This enables the two-club-length relief option, Back-On-The-Line relief, and also allows a player to take relief from the far side of the penalty area if the ball carries over the penalty area and rolls back into it.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### Addendum 5

#### Pace of Play Requirements

Pace of Play (POP) standards are established by the Pace of Play Committee for communication to members.

##### **Section 1 – POP During Tournament Play**

It is every group's responsibility to keep up with the group in front of them at all times. There should never be more than one open hole between groups. Groups falling behind with an open hole ahead may be required to move forward immediately to the next open tee. Score on an incomplete hole or a skipped hole will be recorded as the maximum score allowed.

Members who are uncooperative or abusive to other members, Division supervision, or course employees may receive a warning for SLOW PLAY.

Any member or group of members must finish their round within 15 minutes of the group in front of them. If not, the group may be warned for SLOW PLAY.

If unusual circumstances (i.e., cart break down, time gap between starting times, serious illness on the course; etc.), those conditions must be noted on the universal scorecard when turned in.

##### **Section 2 – POP Season Measures and Discipline**

Weekly pace data is compared to standards to identify pace opportunities or problems with courses, organization and members.

All groups will be evaluated for pace throughout the tournament season. Members or tee groups who are identified as frequently slow will be requested to improve by Division VP or Tournament Committee.

Members or groups who remain slow or show acceptable improvement as determined by the Division VP and Tournament Committee will receive warnings for SLOW PLAY.

Members or groups receiving more than three (3) warnings for SLOW PLAY during a tournament season may be recommended for sanctions, up to and including suspension or termination of membership.

The Executive Committee to review all recommendations for sanctions and implement disciplinary actions for members or groups.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### Addendum 6

#### Special Events Handicap Calculations

Special Events will be net score tournaments for individuals or teams. Equitable calculations of handicaps are critical for fair play for individuals and for team events. Special Events Committee will calculate individual and team handicaps for each event using the best available information.

#### Section 1 – Individual Player Handicaps

Handicap calculations used in scoring will be based on:

1. 18-hole divisions – Member's weekly calculated Handicap Guide, 2 weeks before the Special Event

9-hole division (Division 9) – Member's weekly Division 9 course handicap guide 2 weeks before the Special Event as provided by Division 9 Director (handicap will be adjusted for 18 holes)

2. Member's tees for the MSLSGA designated tees
3. Course slope and rating for the MSLSGA designated tee.

#### Section 2 – Handicaps for Team Tournaments

##### Section 2.1 - Handicaps for Scramble and Ryder Cup Team Tournaments

Scramble Team tournaments may include teams of 2, 3 or 4 persons. Formats may include but are not limited to scrambles and Ryder Cup-contests. Team handicaps will use calculated individual course handicaps from members' designated tees. These will be combined for a Team Handicap by team size as follows.

- **2–person teams**

Add 35% of the lowest handicap team player to 15% of the highest handicap team player to get the Team Handicap.

**Example:**

Player A handicap is 10, Player B handicap is 35

35% of Player A = 3.5

15% of Player B = 5.25

Team Handicap = 8.75

- **4–person teams**

Add 20% of lowest handicap to 15% of next lowest handicap, to 10% of next lowest, to 5% of highest handicap.

**Example:**

Player A handicap is 10, Player B handicap is 15, Player C is 27, Player D is 36

20% of Player A = 2.0

15% of Player B = 2.25

10% of Player C = 2.7

5% of Player D = 1.8

Team Handicap = 8.75

- **3–person teams (if we have a threesome or a person drops out of a foursome)**

Add 20% of lowest handicap to 15% of next lowest handicap, to 10% of the highest handicap.

**Example:**

Player A handicap is 10, Player B handicap is 15, Player C is 27

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

- 20% of A handicap person (lowest)
- 15% of B handicap person (next lowest)
- 10% of C handicap person (highest)

1-person team (if a person drops out of a 2-man team event or we wind up with a single player after teams have been assigned. The single player will get 50% of their calculated individual course handicap from members' designated tees.

Calculations and final handicaps use 2 decimal places to minimize potential tie scores.

### **Section 2.2 - Handicaps for Shambles and Best Ball Team Tournaments**

Shamble and Best Ball Team Tournaments may include teams of 2, 3, or 4 persons. Formats may include but are not limited to Shambles and Best Ball contest. Team handicaps will be the sum of the individual calculated course handicaps from member's selected tees divided by twice the number of players on the team.

**Note: This method of calculating Team Handicaps will take into account 1, 2, 3, or 4 person teams. And in effect is 50% of the average of the individual course handicaps.**

Calculations and final handicaps use 2 decimal places to minimize potential tie scores.

### **Net Scores**

**For Team Play where 1 Team score recorded:**       $\text{Team Score} - \text{Team Handicap} = \text{Team Net Score}$

**For Team Play where all player scores recorded:**

$(\text{Team Score}/\text{number of players}) - \text{Team Handicap} = \text{Team Net Score}$

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### Addendum 7

#### Metro Plus Tournament Rules

##### Section 1 – Handicap Guide

- a. Members in Metro Plus will use their Metro Senior established handicap as of April 1<sup>st</sup> of that current year, for all events played in prior to June 1<sup>st</sup> of that same year.
- b. For all events starting June 1<sup>st</sup> thru July 31<sup>st</sup> their new handicap will be their newly established Metro Seniors handicap as of June 1<sup>st</sup> of that same year.
- c. For all events starting August 1<sup>st</sup> thru August 31<sup>st</sup> their new handicap will be their newly established MSLSGA handicap as of August 1<sup>st</sup> of that same year.
- d. For all events starting September 1<sup>st</sup> thru October 31<sup>st</sup> their new handicap will be their newly established MSLSGA handicap starting September 1<sup>st</sup> of that year. Final flight determinations will be based on handicaps established as of September 1<sup>st</sup> of that year.
- e. If Metro Plus members play in more than one division in MSLSGA their lowest handicap in both divisions will be used for calculations.
- f. New members in Metro Senior must establish a MSLSGA handicap prior to playing in any Metro Plus event to qualify for any flight points awarded.
- g. Hole-In-One/Double Eagles or CTP's may be won if they have not established a handicap in MSLSGA prior to playing in a Metro Plus event

##### Section 2 – Awards

All awards/points given on an event basis and end of the year qualifying awards will be announced prior to the start of each season by the Metro Plus Committee. Information will be published and sent to all members at least 30 days before the first scheduled event.

##### Section 3 – Refunds

See Policy and Procedures, Addendum 8 for details of refund policies.

##### Section 4 – Rules – Metro Plus

All MSLSGA Modifications to USGA rules of golf will be followed with the exception of the following:

- a. Metro Plus members are required to putt out each hole at all Metro Plus events except if the hole score is known or reasonably expected to be more than a "Triple Bogey" for that hole.
- b. Maximum score for a Par 3 is 6  
Maximum score for a Par 4 is 7  
Maximum score for a Par 5 is 8
- c. Metro Plus members may look for a lost ball for a maximum of two (2) minutes. The two (2) minute search starts when the golfer who hit that shot arrives at the point where the ball is thought to lie.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

- d. All scores are to be recorded on two (2) identical course scorecards in any order, but the order must be the same on both cards. An "F" for forward or "B" for back should precede the Last name, then the Metro Senior membership number on matching lines of both scorecards "**Legibly Printed**" All results of unreadable scorecards are subject to DQ.
- e. Scorecards do not need to be signed unless a Hole-In-One or double eagle is witnessed and then the turned in scorecard, must be signed by all of the golfers in that group witnessing this event.

### **Section 5 – Scorecard Completion**

Scores for each hole must be "Legible Printed." The total for the front nine (9), the total for the back nine (9) and the total score of all eighteen (18) holes must be shown.

Completed scorecards must be photographed using a smart phone and sent by email ONLY to [larry@lgr-sri.com](mailto:larry@lgr-sri.com). The photographed scorecard then must be placed in the clear plastic container by the course registration table. Once it is put in there, no one has the combination to the lock, so it cannot be retrieved. If you do not send a photograph, none of the scores will be counted.

The second scorecard is for verification of scores for the weekly contests that some, or all of your foursome decided to participate in. Place them in the envelope.

### **Section 6 – Pace of Play**

Each group on Split Tee formats will tee off in eight (8) minute increments. If we maintain this pace there will be no delay when making the turn for any event. Please follow the instructions of the course starters on 1<sup>st</sup> and 10<sup>th</sup> holes in Split Tee events, and the Main Starter in shotgun starts. In Split Tees or Shotgun events it is imperative that you keep up with the group in front of you and maintain a fifteen (15) minute maximum to complete a hole. On all shotguns there will not be more than 1 group starting on any Par 3 and one hole will have no one on it to allow for Pace of Play to be expedited.

Groups/players identified or reported to be slow may be subject to disciplinary action including revocation of your non-refundable membership in Metro Plus.

### **Section 7 – Miscellaneous**

Members must be at the course a minimum of thirty (30) minutes prior to your assigned tee time or tee hole. Registrations will end fifteen (15) minutes prior to the start time on all shotgun events. For Split tee events registration will end one (1) hour and thirty (45) minutes after the first starting time, for all Split tee events, regardless of when your tee time is. In Split tee event you must be at either hole #1 or hole #10, depending on your assigned starting hole at least five (5) minutes in advance of your tee time.

There are no starters or scores responsibilities in Metro Plus. The Metro Plus committee will handle these responsibilities.

# METRO ST LOUIS SENIORS GOLF ASSOCIATION, INC

## POLICY AND PROCEDURES

### Addendum 8

#### Refund Policy

##### **Section 1 – Refund Payments**

This policy includes any and all refunds including:

- MSLSGA membership dues
- Special Events event fees
- Metro Plus membership dues
- Metro Plus events registrations

Any refund requested will be issued within about 60 days. Refunds requested after August 1 will be issued by check at the end of each calendar year. This may be combined with any winnings or refunds for all other events including weekly tournaments.

##### **Section 2 – Refund Service Fees**

There will be a non-refundable fee of \$2.00 for all Metro Senior transactions with the exception of Metro Plus, where it will be \$3.00 as a service fee for each refund, to offset credit card transaction fees.

##### **Section 3 - MSLSGA Membership Dues Refunds**

Members who resign from the MSLSGA during the year may be entitled to a refund of dues paid for that year. Refunds require a verifiable reason (e.g., moving from the area, medical, **etc.**) and no more than one round may have been played that year. An exception to the one round rule is if the Member won money during that round, then NO refund is granted. Such requests must be made in writing to the Membership Chairman before the end of the current golf season.

##### **Section 4 - Special Events Payment Refunds**

Refunds will only be made to the person who originally paid the registration for the event for any or all golfers in the group.

##### **Section 5 - Metro Plus Membership Dues Refunds**

Prior to the start of the first event, Metro Plus members may request a membership due refund for a verifiable valid reason. Refunds will be issued within about 60 days.

No refunds of Metro Plus membership dues will be made after the start of the season (first event).

##### **Section 6 - Metro Plus Events Payment Refunds**

Refunds will only be made to the person who originally paid the registration for the event for any or all golfers in the group.