

**Shadow Hills Men's Golf Club  
Procedures Manual**

Last revised: 12 June 2014

**Membership**

The Shadow Hills Men's Golf Club (SHMGC) was formed for the purpose of promoting fellowship among male resident golfers. Golfers interested in joining the club should contact the Membership Chairman.

**Elections**

Elections for SMGC officers are held each March at the annual General Membership Meeting.

For a timeline of SHMGC election activities, see attached Exhibit A.

**Term Lengths**

Board members are elected for 2-year terms. Two positions are elected in odd years and 3 positions elected in even years. Terms run from 1 July through 30 June.

**Officers**

Following each election, the newly elected and incumbent members meet to determine officers for the upcoming year. Officers are President, Vice President, Secretary, Treasurer, and Director-at-Large. These 5 positions form the Executive Committee.

**Committees**

The newly elected officers appoint chairmen for the following committees: Membership, Rules, Handicap and Tournaments. The officers along with the four committee chairmen constitute the Board of Directors. All 9 members have voting privileges. The committee chairmen are responsible for selecting their committee members.

**Board Meetings**

The Board of Directors shall meet a minimum of four times per year. The Shadow Hills Men's Golf Club shall have a general membership meeting a minimum of four times a year. The annual general membership meeting is held in March each year.

**Communication**

The Shadow Hills Men's Golf club uses an internet site, <http://www.myshmgc.net/> as its primary mode of communication. This site can be accessed to sign-up for events, view current handicaps of all members, review results of previous events, view pairings for Thursday play, view the master schedule of events for the year, view year-to-date standings for Thursday Pro Shop Credits, Golf League, and Al Hodgkins Cup, learn about our members, review minutes of the general meetings and the Golf Advisory Committee, and access links to other golf sites.

The master schedule of events posted on the website is subject to change at the discretion of the Tournament Chairman.

**Golf Events**

The Shadow Hills Men's Golf Club plays their regular events every Thursday at Shadow Hills South Golf Course. The competitive games played include but are not limited to, individual, two-man team and four-man team events. During the summer months, three-man team events are frequently held.

The fields are flighted by handicap. In team events, where the pro shop blind draws for team makeup, every effort is made to assemble teams in each flight on an equal handicap basis.

A subsidiary Men's Club event is held on most Mondays at Shadow Hills South Golf Course. The game played on the Monday events is usually individual low net. The field is flighted by handicap.

A variety of Special golf events are also held throughout the season. Among those are the Member/Guest, Member/Member, Club Championship, Individual and Team Match Play Tournaments, Canadian-American Cup, Interclub Team Play, Golf League and the Al Hodgkins Cup.

### Qualification Requirements

To qualify to play in Monday and Thursday events, participants must have a verifiable handicap index published by a golf handicap computation service such as GHIN or Golf Canada.

### Guests

Only members of the Shadow Hills Men's Golf Club are allowed to participate in the Thursday events each week.

### Signing Up to Play Golf

To play on Thursday, participants must sign up by 5:00 pm on the Monday preceding play. Signup must be done on the Men's Club website. Players who fail to sign up by 5:00 pm will be placed on a waiting list. They will be permitted to play on Thursdays only if there is room for them.

To play on Monday, participants must sign up by Saturday on the signup sheet located on the bulletin board in the pro shop. There is room for only 48 golfers on Mondays.

### Pay On-line

Participants on Thursdays are encouraged to pay their green fees on-line in advance to avoid long lines at the pro shop on Thursday mornings.

Go to the Men's Club website at <http://www.myshmgc.net/>

Click on "Thursday Play" and then select the "Pay On Line Tab". At that point, you can choose the Tab to pay with Player's Card or Credit Card.

### No Shows

Participants who fail to show up, show inconsideration for their member golfers and the pro shop personnel. No-shows disrupt the game and create much additional last minute work for the pro shop staff. Participants who sign up but fail to show up to play without calling or emailing the pro shop (Tournament chairman?) will be subject to penalty. The penalty will be a reduction of 2 points on their Player Card.

### Sign-in Table

Upon arrival at the event, and no later than 30 minutes before tee time, golfers must check-in at the sign-in table

located outside the pro shop. If not already paid on-line, fees are then paid inside the pro shop.

### Entry Fee

The fee to play on Thursdays is \$11. (\$10 is collected for the competitive game and an additional \$1 is collected for the closest-to-the-pin contests.) During the main season, while the Al Hodgkins Cup is being contested, an additional \$1 is collected for a total \$12 entry fee. The Entry Fee must be paid to the pro shop prior to play.

The fee to play on Mondays is \$20. Payment must be made prior to play at the table in front of the pro shop.

### Payouts

Payout amounts for the competitive game will depend on the size of the field. Approximately 1/3 of the field will receive payouts.

Payouts for closest-to-the-pin (KP) contests will depend on the size of the field. There are usually 4 KP's awarded in full fields - two for higher handicap players and two for lower handicap players. It is not necessary to validate (i.e., par the hole) in order to win the KP.

All winnings earned on Thursdays will be returned in the form of pro shop credits applied to your Player Card. Pro shop credits can be accumulated and used at the pro shop for all sorts of purchases, including green fees, golf attire and golf equipment. All winnings earned on Mondays will be returned in the form of cash.

### Tees Used in Play

The white tees are the official tees although some participants may elect to play from the green tees. When competing against competitors playing from the white tees, those players playing from the green tees are assessed a three-stroke reduction in their green tee handicap. On the other hand, if there are enough participants competing from the green tees to form a separate green tee flight, green tee handicaps will be used.

### Scorecards

Scorecards are issued when you check in at the sign-in table. It is strongly suggested that you exchange scorecards with a fellow competitor(s) so that you can monitor each other's scores during the round. It is also strongly recommended that a second scorecard be kept and that they are compared at the end of the round to ensure scoring accuracy.

At the end of the round, ensure that the scorecard is dated, the appropriate tee box marked, signed by the scorekeeper and attested by a fellow competitor before turning it in to the pro shop.

### Rules of Play

The Men's Golf Club uses USGA rules to govern all play, except for local rules as defined by the Sun City Shadow Hills Men's Golf Club. Local rules are listed herein and indicated on the back of the scorecard. It is incumbent for each golfer to know the rules and play by them. The ball must be played as it lies unless stated otherwise on the morning of play. All putts must be holed out and all strokes counted for your final score.

### Pace of Play

The goal of the Men's Club is to complete rounds in 4 hours and 12 minutes if playing in foursomes. Marshals have been directed to warn groups who fall behind the group in front of them and who do not maintain pace. Slow groups are given adequate time to pick up the pace and catch the group in front of them. If the group has not picked up the pace by the next time the marshal comes around, each member of the group will incur a two-stroke penalty for slow play.

In the summer, during threesome play, the goal is 3 hours and 30 minutes. The penalties for slow play are the same as for foursome play.

### Handicap Policies and Procedures

All play on Mondays and Thursdays is flighted by handicap. Players are given their full handicap for use in Thursday and Monday play up to a maximum handicap of 41 (index 36.9).

On Thursday play, the Handicap Committee will post all scores. Members will not post their own scores.

On Mondays, members must post their own scores.

For further discussion of handicap policies and procedures, see Appendix B.

### Tie-breaking Procedures

The following policy is in effect for ties in all Men's Club events except for the Club Championship and the Al Hodgkins Cup Playoff (sudden death playoffs will be used to break ties in these two events):

In match play events where ties are not warranted, a match that ends all square shall be played off hole-by-hole until one side wins a hole. The playoff should start on the hole where the match began. Handicap strokes shall be allowed as in the original 18 holes.

In stroke play, ties will be broken using matching scorecards. The winner will be determined on the basis of the best net score for the last nine holes. If the tying players have the same net score for the last nine holes, the winner will be determined on the basis of the last six holes, the last three holes, and finally the 18th hole.

For further discussion of tie-breaking procedures, see Appendix C.

#### Hole-in-One Insurance

The Men's Club does not provide a subsidy to members who score a hole-in-one during Men's Club play. However, the club does maintain a Hole-in-One Insurance Fund for members which covers most Men's Club events. The cost to purchase the insurance is \$5.

For further discussion of the Hole-in-One Insurance, see Appendix D.

#### Local rules

##### *Relief from 150 yard markers and surrounding crushed granite.*

The 150 yard markers and surrounding crushed granite area is to be played as an immovable obstruction.

##### *Interference*

Interference occurs when the ball lies in or on the obstruction, or when the obstruction interferes with the player's stance or the area of his intended swing.

##### *Relief*

The player must lift the ball and drop it, without penalty, within one club-length of and not nearer the hole than the nearest point of relief.

##### *Line of play*

There is no relief if the obstruction is merely in the line of the intended play.

##### *Relief for staked trees.*

Trees that are staked are to be protected. If such tree (or stake) interferes with a player's stance or the area of his intended swing the ball must be lifted without penalty and dropped within one club-length of and not nearer the hole than the nearest point of relief.

#### Local Rule Hole #7

If there is doubt whether or not a ball is in the water hazard or is lost in the water hazard from the tee shot on Hole #7, the player may play another ball provisionally under any of the applicable options in Rule 26-1.

If the original ball is found outside the water hazard, the player must continue play with it without penalty.

If the original ball is found in the water hazard, the player may either play the original ball as it lies or continue with the ball played provisionally under Rule 26-1.

If the original ball is not found or identified within the five-minute search period, the player must continue with the ball played provisionally.

Penalty for breach of local rule: Match play-loss of hole; Stroke play-two strokes.

**Local Rule Hole #12**

If there is doubt whether or not a ball is in the water hazard or has skipped across the water hazard from the tee shot on Hole #12, the player may play another ball provisionally under any of the applicable options in Rule 26-1.

If the original ball is found outside the water hazard, the player must continue play with it without penalty.

If the original ball is found in the water hazard, the player may either play the original ball as it lies or continue with the ball played provisionally under Rule 26-1.

If the original ball is not found or identified within the five-minute search period, the player must continue with the ball played provisionally.

Penalty for breach of local rule: Match play-loss of hole; Stroke play-two strokes.

**Local Rule Ball Deflected by Power Line**

If a ball strikes a power line during play of any hole, the stroke is cancelled and the player must play a ball as nearly as possible at the spot from which the original was played in accordance with Rule 20-5. (Making Next Stroke from Where Previous Stroke Made).

**Appendix A**

**Shadow Hills Men's Golf Club**

**Timeline for SHMGC Elections**

	(A)	(B) & (C)	(B-1)	(D)	(D-1)	(E)	(E)	
<b>Date</b>	December Board Meeting	January Board Meeting	February Board Meeting	February Board Meeting	March General Meeting	March General Meeting	April Board Meeting	May Board Meeting
<b>Task</b>	Appoint Nominating Committee	Present list of Nominees to Board  Post List of Nominees.	Prepare and Send out ballots via email (indicate counting date as "Deadline" )	Appoint Ballot Counting Committee	Count Ballots and Report Results to Board	Announce Results of Election to Members at Annual Meeting	Post List of Election Results and Send out via email	New nominees attend May Board Meeting
<b>Assign to:</b>	Board	Nominating Committee	Board	Board	Ballot Counting Committee	Board President	Secretary	
	Also: Petition Members for Nominees	Also: Cutoff for Petition Nominees by Members					Board + new nominees meet to determine officers	

- A. At least **3 months** prior to Annual Meeting the Board shall appoint nominating committee.
- B. At least **2 months** prior to the annual Meeting, the Nominating Committee shall post the list of nominees.
  - 1. The Board shall prepare a ballot to all members **3 weeks** prior to the annual meeting.
- C. Names of other members may be nominated by petition **4 weeks** prior to annual meeting.
- D. All votes must be submitted on official ballot prior to ballot counting.
  - 1. Board shall appoint 3 members (not on board or a candidate) to supervise election and count the votes.

The Board shall announce the results of the election at the annual meeting. Secretary shall post the election results.

## Appendix B

### Shadow Hills Men's Golf Club

#### Policies and Procedures for Handicapping

The Handicap Committee within the Shadow Hills Men's Golf Club (SHMGC) is responsible for all aspects of the USGA Handicap System, including the computation of each member's Handicap Index. As a committee, they verify that all acceptable scores are reported for handicap purposes. Also, scorecard audits are performed and all recorded scores are available for peer review.

As a committee, they ensure compliance with the USGA Handicap System, including peer review. The entire committee consists of members of the Shadow Hills Men's Golf Club. The Handicap Committee has set forth the following policies and procedures for all members using the USGA Handicap System:

1. Post all acceptable home and away scores, including from 9-hole rounds.
2. All scores must be posted within **48 Hours** of the round being played.
3. Equitable Stroke Control adjustments must be applied to all gross scores for posting purposes.

What is an Acceptable Score?

- If 7 to 12 holes are played, the player must post a 9-hole score.
- If 13 or more holes are played, the player must post an 18-hole score.
- Scores from match play, stroke play and team competitions.
- If a player in match play or team match play is requested to pick up when out of contention on any hole. In these cases, a score for any unfinished hole must be recorded as the most likely score had the player completed the hole not to exceed Equitable Stroke Control. For an unplayed hole, a score must be recorded as par plus any handicap strokes that the player is entitled to receive on that hole (net par).
- If a player is disqualified from a competition but has an acceptable score, it must be posted.

All acceptable scores must be posted within **48 Hours** using one of the following methods:

- Posting computer at any golf course utilizing GHIN
- scga.org website
- ghin.com website
- Returned to the Handicap Chair for posting

**Disciplinary Actions for failure to post or for manipulating a Handicap Index will be:**

1. **First failure to post or potential manipulation of your score will result in an email warning**
2. **Second and subsequent failures will result in an email advising you of the appropriate penalty round issued. (A penalty round is the lowest score of the last twenty rounds).**
3. **Also, after your Third and continued failure to post your score or manipulation of your scores, further disciplinary action may be taken by the Handicap Chair and Committee that is deemed fair and equitable to the members of the Shadow Hills Men's Golf Club.**

**A player must earn a Handicap Index. No player has an inherent right to a Handicap Index without providing full evidence of his ability to the Handicap Committee. Also, the Handicap Committee has the ultimate authority and obligation to the Shadow Hills Men's Golf Club to adjust a Handicap Index if it feels necessary to do so.**

**Please direct any questions or concerns to the Handicap Chairman.**

**Revised June 1, 2014**

## Appendix C

### Shadow Hills Men's Golf Club

#### Policy for Breaking Tie Scores

The Shadow Hills Men's Golf Club has adopted the following policy regarding ties in Men's Club events:

##### Match Play

Whenever feasible, a match that ends all square shall be played off hole-by-hole until one side wins a hole. The playoff should start on the hole where the match began. In a handicap match, handicap strokes shall be allowed as in the original 18 holes.

##### Stroke Play

Matching scorecards will be used to break ties. The winner will be determined on the basis of the best net score for the last nine holes. If the tying players have the same net score for the last nine holes, the winner will be determined on the basis of the last six holes, the last three holes, and finally the 18th hole.

In competition with a multiple tee start, the "last nine holes, last six holes, etc." will be holes 10-18, 13-18, 16-18, etc.

Handicaps will apply as follows:

- For the last nine holes, apply 1/2 of each competitor's handicap strokes.
  - For the last six holes, apply 1/3 of each competitor's handicap strokes.
  - For the last three holes, apply 1/6 of each competitor's handicap strokes.
  - For the last hole, apply 1/18 of each competitor's handicap strokes
- Fractions of 1/2 stroke or greater shall count as one stroke, and fractions less than 1/2 stroke shall be disregarded.

In Summary:

If 2 or more players are tied at the end of regulation,

- Step 1. GROSS SCORE last 9 minus 1/2 Handicap. If still tied, continue to Step 2
- Step 2. GROSS SCORE last 6 minus 1/3 Handicap. If still tied, continue to Step 3
- Step 3. GROSS SCORE last 3 minus 1/6 Handicap. If still tied, continue to Step 4
- Step 4. GROSS SCORE hole 18 minus 1/18 Handicap.



## **Appendix D**

### **Shadow Hills Men's Golf Club**

#### **Hole-in-One Insurance**

**The SHMGC provides members with the opportunity to purchase hole-in-one insurance at a cost of \$5.00. There is no contribution or subsidy from the Men's Club.**

**Whenever a member scores a hole-in-one he will receive the total money paid into the Insurance Fund, if he has contributed his \$5.00 to the fund beforehand. It is expected that the member having the hole-in-one will buy members playing on that day a beverage of their choice. The balance remaining will be retained by the lucky/skillful member who scored the hole-in-one.**

**Following a hole-in-one, the members will again be requested to purchase the hole-in-one insurance to replenish the fund. The cost will again be \$5.00.**

**The hole-in-one insurance covers officially sanctioned Men's Club events which are all Thursday Men's Club events as well as the Member/Member Tournament and both days of the Club Championship. Additionally, the insurance applies to the Al Hodgkins Cup Playoff and the CAN/AM event.**

**However, the insurance does not apply to certain Special Events such as the Individual Match Play Tournament, Team Match Play Tournament, Member/Guest Tournament and Inter Club Team play.**

**Also, the insurance is not applicable to the Monday event which has a limited field.**