



# **State Golf Manual**

**2016**

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# **SIR STATE GOLF COMMITTEE STATE GOLF MANUAL**

## **INTRODUCTION**

Golf is enjoyed by many members of Sons in Retirement (SIR). The SIR State Board of Directors has established a State Golf Committee to guide SIR golf activities, to conduct State Championship Tournaments and to arrange or sanction other tournaments conforming to the SIR State Golf Manual.

## **ORGANIZATION**

The organization of golf activities generally coincides with the basic SIR State Organization, except that some Areas may play qualifying tournaments in neighboring Divisions. To facilitate inter-branch play, Areas are combined into five Divisions designated as North Coastal, North Sierra/Valley, South Coastal, South Sierra/Valley and South State.

The Chairman of the Committee shall be an ex-officio member of each subcommittee of the SIR State Golf Committee (SSGC).

The Committee meets at the call of the Chairman. The Committee should hold regular meetings not less than four times each year. The Chairman may call special meetings as he deems necessary or desirable.

## **PURPOSE**

1. Foster participation in State sponsored golf events and arrange for State Golf Tournaments to be hosted on an annual basis, with members from all SIR Branch NCGA Golf Clubs being given an equal opportunity to participate. This will not limit, in any way, the conduct or extent of golf activities at the Branch level.
2. Promote, by counsel and advice, the maximum enjoyment and fellowship among golfers throughout Sons in Retirement.
3. Establish procedures for playing, scoring, and posting of scores, so that each member wishing to participate in State Tournaments will compete on an equitable basis.

## **RULES GOVERNING THE GOLF COMMITTEE FROM THE SIR STATE MANUAL**

**RULE 500** The State Golf Committee ("Committee") shall be composed of a Chairman and 11 members. Upon application from the Committee to the President or at his discretion, the number of members may be altered. The Vice President shall serve as ex officio without the right to vote. (Revised 6/3/03)

**RULE 501** The Committee Chairman may appoint such subcommittees that he deems necessary. (Revised 6/3/03)

**RULE 501.1** The Committee shall review from time to time the golf activities of SIR and its Branches. Proposed changes or additions to the Standing Rules or Bylaws pertaining to golf shall be coordinated with the State Rules Committee to avoid conflict, overlap or duplication with other Standing Rules or Bylaws. (New 6/3/03)

**RULE 502** The Committee shall undertake such activities in the conduct of State and Regional golf events and the coordination of Area Golf events as may be specified by the President, with due consideration being given to the responsibilities and functions of the Regional Directors and Area Governors. (Revised 6/3/03)

**RULE 503** (Deleted 6/3/03)

**RULE 504** The Committee Chairman shall not serve for more than three consecutive years, excluding any partial year immediately preceding the first such year. He shall continue to serve until his successor is installed. If he vacates the position for one or more calendar years, eligibility is reestablished. He may serve as a host at State Tournaments on a rotational basis with the balance of the Committee members. (Revised 9/13/05) (1/13/15)

**RULE 504.5** The State Board may authorize the Committee to sponsor State Golf events. Each event shall be specifically authorized for that single identified event. When travel is involved, procedures are outlined in Rule 375. (Revised 11/11/08)

**RULE 505** The Committee, upon the approval of a majority of its members, may recommend to the State Board the authorization of a State Golf event. When the event includes travel, the procedures are outlined in Rule 375. (Revised 11/11/08)

- a. (Deleted 11/13/07)
- b. (Deleted 11/11/08)
- c. The State Golf Committee shall comply with applicable provisions of the SIR Travel Code -- Rules 360 et seq. Notwithstanding some of the terminology used, since most of those rules were designated for Branches, they apply equally to the State in most instances. (Revised 11/13/07)

**RULE 505.5** When travel is involved as part of an approved Committee event, the Committee shall be responsible for enforcing compliance with applicable provisions of the Travel Code. (New 6/3/03)

**RULE 506** A proposed event shall not be publicized or otherwise promoted by the Committee or the Branches or Members before it is authorized by the State Board. The Committee is responsible for preventing the distribution of any literature concerning such an event prior to its authorization by the State Board. (Revised 6/3/03) (Moved from Page 41.2 - 11/13/07)

**RULE 507** All funds received by the Committee or its representative, in connection with a golf activity, shall be processed in accordance with Rule 37. (Revised 6/5/07) (Moved from Page 41.2 - 11/13/07)

## **STATE GOLF COMMITTEE CHAIRMAN**

*It is the duty of the Committee Chairman to:*

1. Preside at all meetings of the Committee.
2. Recommend appointments of all members of the SSGC to the SIR State President. Review individual recommendations with the current Committee members prior to submitting names for approval by the SIR State President.
3. Appoint such other subcommittees and chairmen thereof as may be deemed advisable or expedient. The Chairman of the Committee shall be an ex-officio member of each subcommittee of the SIR State Golf Committee (SSGC).

4. The Committee meets at the call of the Chairman. The Committee should hold regular meetings not less than four times each year. The Chairman may call special meetings as he deems necessary or desirable.
5. May appoint a Vice-Chairman for a term of one year from current committee members. In the event that the Committee Chairman is incapacitated or unable to perform his required duties, the Vice-Chairman shall act as Committee Chairman until such time as he is able to resume his duties or is replaced by an appointee of the SIR State President.
6. Issue or arrange for issuance of the Newsletter (either printed or electronic) as needed to be distributed to members of the Committee, Area and Branch Golf Chairmen, the State President and Vice President, Regional Directors, Areas Governors and such other interested parties as may be identified.
7. Maintain a history of the Committee activities, including the results of State Tournaments.
8. Direct the activities of the subcommittees, including the assignment of special projects that will enhance the enjoyment of golf for Sons in Retirement and implement directions or requests of the State President.
9. Monitor the Budget and Financial Reports and activities of the State Golf Treasurer and the Finance Subcommittee.
10. Direct the issuance of such Subcommittee reports as will reflect the performance of each subcommittee and monitor such reports to assure the proper fulfillment of the duties of each subcommittee.
11. Host the State Team Championship or appoint a Committee Member to host the Championship.

## **STATE GOLF COMMITTEE VICE-CHAIRMAN**

*It is the duty of the Committee Vice-Chairman:*

1. The Vice-Chairman shall be appointed for a term of one year and be a member of the current Committee. He shall perform the duties of Vice-Chairman in addition to the duties of his current position.
2. In the event that the Committee Chairman is incapacitated or unable to perform his required duties, the Vice-Chairman shall act as Committee Chairman until such time as the Chairman is able to resume his duties or is replaced by an appointee of the SIR State President.
3. The Vice-Chairman will perform other duties as requested by the Chairman.

## **STATE GOLF COMMITTEE SECRETARY**

*It is the duty of the Committee Secretary to:*

1. Prepare and keep the minutes of each meeting of the full Committee. A copy of the minutes of each meeting should be distributed to each member of the Committee and the President and Vice President within 30 days following the meeting.
2. Prepare and distribute notices thirty days prior (if possible) to the appropriate persons of the meeting date and place as directed by the Chairman.
3. Maintain a current copy of the Golf Manual as prepared by the Policy Subcommittee.
4. Maintain a current mailing list of all State Golf Committee members, Area and Branch Golf Chairmen, Regional Directors, Area Governors and others deemed necessary by the Golf Committee. Issue mailing labels as needed to members of the Committee.
5. Keep Golf Committee property records.
6. In the event that the Treasurer is incapacitated or unable to perform his required duties, the Secretary shall act as Treasurer until such time as the Treasurer is able to resume his duties or is replaced by an appointee of the SIR State President.

## **STATE GOLF COMMITTEE TREASURER**

*It is the duty of the Committee Treasurer to:*

1. Keep accurate and complete records of all financial transactions and of the receipt and disposition of funds subject to the approval of the SIR State Golf Chairman.
2. Deposit all funds received by the Golf Committee in an established banking facility in a single account or in sub-accounts in the name of the SIR State Golf Committee. The Committee Chairman and other members of the Finance Subcommittee shall be authorized signatories on such accounts.
3. Prepare, in conjunction with the Finance Subcommittee, an annual Golf Committee budget for submission to the Committee at the last yearly meeting of the Committee.
4. Prepare an updated financial report for submission to the Committee Chairman at each regular Committee meeting. A copy of each report is sent to the State Treasurer.

## **STATE GOLF FINANCE SUBCOMMITTEE**

*It is the duty of the Golf Finance Subcommittee (Chairman, Treasurer, & Secretary) to:*

1. Prepare, in conjunction with the State Golf Treasurer, a budget for the State Golf Committee for the next fiscal year.
2. Approve, by a majority vote, all expense vouchers submitted to the Golf Treasurer.
3. Publish and distribute in conjunction with the State Golf Treasurer, monthly financial reports to the Committee Chairman depicting receipts, expenditures and budgetary performance.
4. Project anticipated revenues from Tournament Fees and recommends to the Committee Chairman any adjustment in fees.

## **STATE GOLF POLICY SUBCOMMITTEE**

*It is the duty of the Policy Subcommittee (Chairman & two members at large) to:*

1. Review and study the activities of Sons in Retirement, Incorporated and its Branches pertaining to golf.
2. Maintain and publish (printed and/or electronic as appropriate) copies of the SIR State Golf Committee Manual and updates, as approved by the Committee.
3. Review each revision to the SIR State Golf Manual and note any change that affects the SIR State Golf Committee. In a timely manner, inform the SIR State Golf Committee Chairman and Subcommittees, as appropriate, of the revision and recommend modification(s) to the SIR State Golf Manual.
4. Submit to the Committee such changes in the SIR State Manual Standing Rules, By-laws, and/or the SSGC Manual as deemed necessary or desirable. Changes to the above referenced rules, bylaws and manual may be initiated by the Policy Subcommittee or as requested by the Committee Chairman or other Subcommittee Chairman. With the approval of a majority of the entire Committee, its recommendations may be submitted by the State Golf Chairman to the SIR President proposing such changes in the Standing Rules, Bylaws, and Golf Manual. In addition, the Policy Subcommittee conducts such other studies related to golf as may be directed by the President, the Board or the SIR State Golf Committee Chairman.

## **CHAIRMAN, POLICY SUBCOMMITTEE**

*It is the duty of the Chairman of the Policy Subcommittee to:*

1. Schedule and chair the Policy Subcommittee meetings.
2. Publish minutes of all Policy meetings and distribute copies to all members of the State Golf Committee.
1. Prepare and maintain a Tournament Host Schedule. Scheduling of Committee members for host duties is to be made according to the method approved by the Committee.
2. In the event that the Secretary is incapacitated or unable to perform his required duties, the Policy Subcommittee Chairman shall act as Secretary until such time as the Secretary is able to resume his duties or is replaced by an appointee by the SIR State President.

## **STATE GOLF NEWSLETTER**

The Newsletter will be published periodically either in electronic or paper form and contain news items, golf results, tournament applications, tournament schedules, the State Golf Chairman's comments, highlights of State Golf Committee Meetings, hole(s)-in-one and other personal SIR golfer achievements. The State Golf Committee Chairman is responsible for the content and timely distribution of the Newsletter.

## STATE DIVISION CHAIRMAN

*It is the duty of the Division Chairman to:*

1. Oversee all SIR Golf Activities within his Division in accordance with the Golf Manual.
2. Hold Division Qualifying Tournaments each year for the State Individual Championship and report the results to the Chairman and to the Tournament Chairman of the Individual State Championship tournament no later than September 15<sup>th</sup>.
3. Implement the correct rules and procedures for conducting Division qualifying Tournaments.
4. Organize and conduct other Division-wide Tournaments at the direction of the Chairman.
5. Assist Area Golf Chairman with Area Tournaments when needed. Division Chairmen will receive the results of the Area Qualifying Tournaments for the Team Championship on Form 6a or 6ae together with a check payable to the **State Golf Committee** for the \$3.00 State Fee for each player, plus the team entry fee for the first place team, ensure that the forms are completed properly, then forward this information and fees to the Chairman of the State Golf Committee or his appointee, no later than July 7th. Division Chairman will keep a copy of the Form 6a or 6ae and coordinate any Team changes that may occur with the State Golf Committee Chairman or designated host.
6. Keep SIR Golfers informed of the plans and progress of the State Golf Committee and relay to that Committee any suggestions and/or problems received from the Area or Branch Chairmen.
7. Hold Division Golf meetings per Schedule or upon the request of the Chairman.
8. Receive and deposit to the State Golf Committee Treasurer all money received for State, Division and Area arranged Tournaments, including Qualifying Tournaments except for the State Team Championship (see Page 7, item 5).
9. Notify the Chairman, Area and Branch Golf Chairmen of the date and place of your Division Qualifying Tournament by October 1<sup>st</sup> of the year prior to the tournament.
10. Each Division Chairman will hold meetings to inform all Areas and Branches of the current year's programs set by the State Golf Committee. The Area and Branch Golf Chairmen, their assistants, and any other members wishing to attend are welcome. Each Division Training meeting may also be attended by the State Golf Chairman and Policy Subcommittee Chairman, and any other State Golf Committee members that wish to attend. An open invitation is extended to the State Vice-President to attend any Division Training Meetings.



## AREA GOLF CHAIRMAN

*It is the duty of the Area Chairman to:*

While Area Golf Chairmen are appointed by the Area Governors, they function under the operational control of their Division Golf Chairmen.

1. Provide guidance and assistance to the Branches within his Area.
2. Encourage and promote Golf Activities within the Area.
3. Keep the Branches informed of the State Golf Activities by attending scheduled meetings and by promoting participation in State sponsored tournaments.
4. Organize and conduct Area Qualifying Tournament(s) for the **State Individual Championship**. Rank eligible golfers in stipulated flights for possible qualification for Division Qualifying Tournaments. Once the Qualifying Tournament has been completed and the qualifiers determined, the Area Golf Chairman shall send a complete list of all players together with a check payable to the **State Golf Committee** for the \$3.00 State Fee for each player in his tournament, to his Division Chairman. Form 6 or 6e is to be used for the Individual Championship
5. Organize and conduct Area Qualifying Tournament(s) for the **State Team Championship**. Once the Qualifying Tournament has been completed and the team placements determined, the Area Golf Chairman shall send a complete list of all players and teams on Form 6a or 6ae, together with a check payable to the **State Golf Committee** for the \$3.00 State Fee for each player in his tournament, plus the team entry fee for the first place team, to his Division Chairman. Division Chairmen will forward this information to the Chairman of the State Golf Committee no later than July 7th. Division Chairmen will keep a copy of the Form 6a or 6ae and coordinate any Team changes that may occur with the State Golf Committee Chairman.
6. Receive and bank money for State arranged qualifying tournaments and forward them to the State Golf Committee Treasurer in a single check within 15 days of said tournament except for the Area Qualifying for the Team Championship (see Page 7, item 5).
7. Meet with the Branch Golf Chairmen during the year. The State Golf Chairman will contact Area Governors and ask them to invite Area Golf Chairmen to the Governor's quarterly meetings. The Area Golf Chairman should attend these meetings and share with the Branches any pertinent information obtained. Send Branch comments, concerns and questions to the Division Chairman.

## **BRANCH CHAIRMAN**

Branch Golf Chairmen are appointed by the Big Sir of each Branch and are charged with the responsibility of organizing golf activities for the Branch.

Branch Golf Activities are not supervised by the State Golf Committee except when the Branch activity is part of a State arranged event.

The Division Chairmen will, upon request, assist Branches in setting up golf programs and/or confer with Branch Golf Chairmen who have special or unique problems or situations. In this connection, solutions developed for special situations may be of benefit to the Branches in formulating programs which will be of benefit to all SIR golfers.

The Branch Golf Chairman should act as liaison for the golfers in his Branch in order that no golfer, meeting eligibility requirements, is deprived of the opportunity to enter and participate in State sponsored tournaments.

*The Branch Golf Chairman shall:*

1. Encourage and promote golf activities within the membership of his Branch at the monthly luncheon meetings and through the Branch Bulletin or Newsletter.
2. Form a Branch Golf Club, if possible, and promote golf tournaments within his Branch and Area. Where there is insufficient interest in his Branch to support a separate club, it may be possible to join with another Branch or Branches.
3. Familiarize himself with the procedures for processing applications of the Northern California Golf Association and perform those duties necessary to allow enrollment by the golfers in his Branch. Establish branch policy for inviting/excepting guests for play in branch tournaments.
4. Function as a representative of the Area Golf Chairman and the State Golf Committee in promoting Area and State Golf Committee arranged tournaments.
5. Cooperate and communicate with the Area Golf Chairman on behalf of the golfers in his Branch.
6. Assist in the promotion and conduct of State Golf Committee arranged tournaments upon request.

## **FISCAL MATTERS**

1. The State Golf Treasurer, Division Chairman, and Area Chairmen will maintain separate bank accounts for golf funds and hold records available for audit.
2. The State Golf Treasurer will be audited annually by the SIR State Audit Committee.

3. Area Golf Chairmen shall maintain a bank account specifically for money received in connection with Area golf events. The money shall be deposited to and distributed through this account. The Area Golf Chairman should use his Branch non-profit ID number for this account. This account will be audited annually by the Area Governor.
4. Branch Golf Chairmen must maintain separate bank accounts for golf funds. They should be able to utilize the Branch non-profit account number. This account will be audited annually by the Branch Audit Committee. If a problem exists, contact the Area Governor or Area Golf Chairman.
5. Keeping money in private accounts is not permissible.
6. Actual and necessary expenses of State Golf Committee members may be paid from Committee funds, upon authorization of the State Golf Committee Chairman or Finance Subcommittee.
7. State Golf Committee members and Area Golf Chairmen are eligible for a mileage allowance to attend State Golf meetings at the current rate established by the State Golf Committee. Mileage may be claimed on either, SIR State Golf Committee Expense Claim Form, SSGC Form #15 or the electronic Form 15e. When they are unable to attend such meetings, Area Golf Chairmen may send substitutes, who will receive the mileage allowance, if the State Golf Treasurer is notified in advance. Yearly Divisional meetings mileage will be paid to a Branch Golf Chairmen providing he brings three (3) additional Branch Golf Chairmen in his vehicle.
8. Mileage for attendance at Division or Area Meetings may be paid from Area or Divisions funds if funds are maintained for such expenses. Claims should be directed to Division or Area Chairmen in accordance with rules which may have been established by Division or Area Chairmen.
9. Claims for expenses shall be itemized on SIR State Golf Committee Expense Claim Form, SSGC Form #15 or the electronic Form 15e and forwarded to the Treasurer/Finance Subcommittee. Upon approval by the Finance Subcommittee, the claim will be forwarded to the Committee Treasurer for payment.
10. There may be added to the entrance fee of each participant in State Qualifying Tournaments and State arranged Tournaments, an amount to cover administrative and promotional expenses associated with the event. As determined by the State Golf Committee, this additional fee may not exceed \$5.00 per day nor \$15.00 in the aggregate, and may be used to cover administrative and promotional expenses associated with the event. This fee may be collected in Area, Division and State tournaments to cover expenses incurred by the Area, Division or State Golf Committee and be held in their own respective accounts.
11. The State Golf Committee shall collect a fee of \$3.00 from each entrant in any Area or Division Qualifying tournament for a State tournament. These fees will be collected by the appropriate Area or Division Chairman holding said tournament and be forwarded by them to the State Golf Committee Treasurer, with a list of all participants, within 15 days of said tournament, except for the Area Qualifying for the Team Championship (see Page 7, item 5).
12. Each Area and Division will file a financial report with the State Golf Committee Treasurer at the end of the calendar year listing income and expenses for their Area or Division during the year and include their current account balance as of December 31st of the current year.

## ELIGIBILITY

SIR Golf starts at the Branch level. SIR Golf Clubs at the Branch level may conduct their golf events as they see fit. They may or may not require all participants competing in their tournament to be members of their Branch or their NCGA Golf Club.

To be eligible to participate in State arranged tournaments, the golfer must be an active member in good standing of a SIR Branch. This does not include inactive members or persons on a waiting list (they are not official members). The golfer must have a current NCGA index with a SIR Associate Golf Club, except when specified by the SIR State Golf Committee.

A SIR Golfer, with a SIR NCGA number, must show some evidence of recent active posting to his NCGA number so that his Handicap Index is current and accurate. If the player has been absent from golf for more than six months due to medical reasons, written verification of these facts will be required by his Branch Golf Chairman and his Area Chairman towards his readiness to play at his current Handicap Index, or an equitable adjustment. Tournament Chairmen will determine the individual's eligibility in accordance with State Golf Policy, particularly to the authenticity of the players SIR Index. The State Golf Committee will have the final decision on the eligibility for all players in State Tournaments.

Golfers who have entered a State arranged tournament without meeting the Eligibility Requirements will be considered disqualified and will not be allowed to collect prizes to which they might be otherwise entitled.

**RULES OF PLAY** (See also the State Team Championship Rules, the State Scramble Rules and the Best Ball Tournament Rules.) Unless noted below, the Rules of Play will conform to the USGA Rules.

1. Preferred lie: The ball **may** be moved 6 inches, no closer to the hole, except in a hazard or on the green, and when being moved the ball may be cleaned. The ball may **not** be moved from the fairway to the green, from out of bounds to inbounds, nor from within a hazard to outside a hazard.
2. If a ball may be [lost](#) outside a [water hazard](#) or may be [out of bounds](#), to save time the player may play another ball provisionally in accordance with Rule [27-1](#). The player must inform his [opponent](#) in match play or his [marker](#) or a [fellow-competitor](#) in stroke play that he intends to play a [provisional ball](#), and he must play it before he or his [partner](#) goes forward to search for the original ball. If the original ball is neither [lost](#) nor [out of bounds](#), the player must abandon the [provisional ball](#) and continue playing the original ball. (USGA Rule 27.2)
3. Matching scorecards is the USGA recommended method for breaking ties. The method of matching scorecards should be announced in advance and should also provide what will happen if this procedure does not produce a winner. An acceptable method of matching scorecards is to determine the winner on the basis of the best score for the last nine holes. If the tying players have the same score for the last nine holes, then check the last six holes, then the last three holes, and finally the 18th hole. If the scores are still tied, repeat the process with the front nine scores.
4. Distance measuring devices may be used only if they are incapable of providing any other assistance beyond measuring distance (whether or not such other assistance is used by the golfer).

## HANDICAPS

1. To ensure fair competition, individual handicaps must be accurate. Golf Committees at all levels are urged to implement strict procedures to ensure that all SIR Golf Tournament score cards are checked for accuracy, properly adjusted and posted as required for all NCGA members. New members should be instructed on procedures for adjusting and posting all scores. If possible, a **qualified Handicap Chairman should serve on Branch Golf Committees.**
2. Handicap Index adjustment (Penalty - see p. 29 USGA Handicap Manual): The NCGA recommends that when a player fails to turn in and post a score to an acceptable round, or posts an incorrect or false score, or if it is impossible to determine the correct score, the player should be given the lowest differential of his last 20 as recorded on the Master Detail Report. The Handicap Committee must not assign par rounds or zero differentials as an arbitrary penalty. This is accomplished by using the excess scores posting sheet. All players who have received this penalty for failure to turn in scores should be notified in writing by the Handicap Chairman before being issued penalty rounds. If the infraction occurs in Tournament Play, the offender must forfeit and return any prize money received.
3. At all Area or Division state qualifying tournaments and all State tournaments, scores will be posted as tournament scores. However, if adjustments to the course specifically made for the tournament affect the rating and slope assigned by the NCGA, scores will not be posted. (Note: Scramble scores are not posted.)

# SIR STATE TEAM CHAMPIONSHIP

Branch, Area, and Division Golf Chairmen should adhere to the following procedures and perform the following functions with respect to Area Qualifying Tournaments for the State Team Championship Scramble.

## BRANCH GOLF CHAIRMAN DUTIES:

Each Branch may assemble as many teams as possible using the following guidelines:

1. Each Team will consist of an A-B-C-D Player within the following Index limits.

When choosing each player, use **May 1<sup>st</sup> NCGA Indexes**.

- **A** Player Index limits = 0 to 17.0
- **B** Player Index limits = 17.1 to 22.0
- **C** Player Index limits = 22.1 to 27.0
- **D** Player index limits = 27.1 to 36.4

Each team's handicap shall be determined by adding the following indexes: 20% of the A Player, 15% of the B player, 10% of the C player and 5% of the D player.

(Example: A=12.2, B=18.8, C=23.4 and D=30.4;  $2.44 + 2.82 + 2.34 + 1.52 = 9.12$ ). This Team handicap (9.12) is then subtracted from the Team gross score to arrive at the Team net score for the tournament.

Once the team has been determined, the information shall be sent to the Area Golf Chairman.

If a Branch does not have players that meet the Index Limits, a player with an index above the maximum flight index may be used but his index for figuring the team handicap can not exceed the limit for the flight in which he will be playing. Example: B with an 18.4 as an A would be limited to 17.0; C with a 23.5 as a B would be limited to 22.0 etc. A lower index can not be used for a higher flight (Example: Index of 15.0 can not play as a B; Index between 17.1 and 22.0 can not play as a C, etc.)

If a Branch does not have sufficient players to form a team, it may use players from another Branch within the same Area provided the index requirements for each flight are met. A player may try to qualify only one time.

## AREA GOLF CHAIRMAN DUTIES for the STATE TEAM CHAMPIONSHIP:

The Area Golf Chairman shall determine the golf course to be used for the **Area Qualifying Tournament** and notify each Branch Golf Chairman when and where the competition will be conducted. **He shall collect a State Golf Committee fee of \$3.00 per player for each player in his qualifying tournament.**

The Area Qualifying tournament shall be held between May 1st and June 30th each year using the May 1st NCGA Indexes. Results will be reported to the Chairman of the State Golf Committee by July 7th.

## **SIR STATE TEAM CHAMPIONSHIP (Continued)**

Once the qualifying tournament has been completed and the team placements determined, the Area Golf Chairman shall send a complete list of all players and teams on Form 6a or 6ae, together with a check payable to the **State Golf Committee** for the \$3.00 State Fee for each player in his tournament, plus the team entry fee for the first place team to his Division Chairman. Division Chairmen will forward this information to the Chairman of the State Golf Committee no later than **July 7<sup>th</sup>**. Division Chairman will keep a copy of the Form 6a or 6ae.

Area Chairmen will be responsible for the accuracy and legibility of all information provided!!

### **DIVISION GOLF CHAIRMAN DUTIES for the STATE TEAM CHAMPIONSHIP:**

Each Division Chairman shall notify each Area Chairman within his Division of the date, cost and location of the SIR State Team Championship.

If any Area does not plan to send a Team to the SIR State Team Championship, he shall notify the State Golf Committee Chairman and his Division Chairman of this fact. Division Chairmen attending the SIR State Team Championship shall assist in the conduct of the tournament.

### **STATE GOLF COMMITTEE DUTIES for the STATE TEAM CHAMPIONSHIP:**

The State Golf Committee shall arrange for the SIR State Team Championship to be held in August of each year at a golf course suitable for a Championship competition.

After receiving all information from the Division Chairmen, the State Golf Committee Chairman shall set up the final competition and perform the duties of Tournament Chairman.

In the event that some Areas have not entered a representative team and there is space available in the tournament field, the State Golf Committee Chairman shall invite additional teams to participate in the SIR State Team Championship. The criteria for these selections will be based on total participation in the Area Qualifying Tournaments. Greater participation in Area Qualifying Tournaments will result in additional teams from that Area being invited to play in the Championship.

After the Championship competition has been completed the Committee will determine the winning Team using the Team gross score less the team handicap to determine the lowest net score. May 1<sup>st</sup> player indexes will be used to calculate the Team Handicap.

The State Golf Committee may establish a prize fund, at its discretion, for the more successful teams. The State Golf Committee may also award a jacket to each member of the winning team. The design of the jacket will be determined by the State Golf Committee.

## **SIR STATE TEAM CHAMPIONSHIP (Continued)**

### **COSTS:**

Each Branch Team shall be responsible for the costs associated with their Area Qualifying Tournament. The cost of the SIR State Team Championship will be determined annually by the State Golf Committee. Make checks payable to: **STATE GOLF COMMITTEE**.

### **TEAM COMPETITION AND PLAYER SUBSTITUTION:**

This tournament is a scramble format with a four member team selected from the Area Qualifiers or by the Area Golf Chairman. The team handicap is based on the May 1<sup>st</sup> NCGA Indexes. All teams must have a minimum of four players. At the SIR State Team Championship, any team arriving with only 3 players will be required to play with no extra strokes permitted by any of the players and drive (tee shot) requirements for the team will remain the same.

Once an Area Team has been selected, substitutions may be made provided the replacement player does not have a lower index than the player he is replacing. All teams will play in the Championship with the same Team Handicap that they started with in the Qualifying Tournament.

### **TEAM CAPTAIN:**

The "A" Player on each team is the Team Captain and his responsibilities include:

1. Instructing team members to mark their balls for identification.
2. Marking one score for the team on each hole and identifying the team member whose tee shot was selected (A, B, C, D) until the number of required tee shots are recorded for each team member.
3. Upon completion of the round, have all team members sign the official score card. If a player fails to sign the score card, the score for the team may be nullified and the team may be disqualified. That decision will be made by the Tournament Chairman. It is suggested that a second score card be maintained for verification of the official card. The Official Score Card is to be turned in to the Chairman immediately after completion of the round.



## **RULES OF PLAY for the STATE TEAM CHAMPIONSHIP:**

USGA and local rules apply except as indicated below:

1. Use a minimum of three drives each (tee shots) for the “A”, “B” and “C” players. The “D” players shall have two drives (tee shots). (Board Meeting on 7/14/2015)
2. Each team member shall hit from the correct tee box. The tee shot to be used is selected by mutual agreement. All other team members pick up their balls and move to the selected position. Each team member must play their next shot from within one club length of this position but no nearer to the hole. **You can NOT use the club length to move the ball from out-of-bounds to in-bounds, from the fringe onto the green, or from inside a hazard to outside the hazard (Bunkers are considered a hazard).** The rough is not considered a hazard. This procedure is used until the ball is on the putting surface.
3. On the green, a marker shall be placed immediately adjacent to the ball selected. Each ball that is putted must be putted from within 6 inches of that spot but no closer to the hole.
4. In a bunker, the person whose ball is being used will hit first without bumping or moving their ball. Succeeding players may rake the bunker before placing their ball as close as possible to where the original ball was played and no closer to the hole.
5. Each team must complete 18 holes to receive a score. In the event that the round is called off due to uncontrollable circumstances, the round will be considered completed after completion of 16 holes.
6. There shall be no practice putting between holes. Each player is limited to having 14 clubs, including the putter, in his bag.
7. The penalty for violated rules will be that the violating team will receive a score 1 stroke higher than the highest score posted for the day.

### **PRIZES:**

There may be a prize fund as determined by the State Golf Committee. The winning team may also receive a jacket for each member of the team. The design of the jacket shall be determined by the State Golf Committee.

### **DISPUTES:**

All disputes or clarification of rules or procedures shall be referred to the Tournament Chairman.

## STATE RULES FOR OTHER SCRAMBLE FORMAT TOURNAMENTS

### TEAM COMPETITION AND SUBSTITUTION:

This tournament is a scramble format with a four member team selected from the field in each handicap flight based on the order of their golf index. All teams will have a minimum of three players.

- **If there is no “A” player:** the “B” player is allowed to play a second ball on each shot through the 18 holes, his ball and that of the missing “A” player. The team handicap will remain the same.
- **If there is no “B” player:** the “C” player is allowed to play a second ball on each shot through the 18 holes, his ball and that of the missing “B” player. The team handicap will remain the same.
- **If there is no “C” player:** the “D” player is allowed to play a second ball on each shot through the 18 holes, his ball and that of the missing “C” player. The team handicap will remain the same.
- **If there is no “D” player:** the “C” player is allowed two extra shots. One extra shot from tee to green and one extra putt. The team handicap will remain the same.

Any player, who starts a round and is unable to finish because of injury, accident or health, shall be replaced by the above missing player scramble format. If the player who is unable to continue play has not completed 16 holes, he will receive the highest posted score for that day

**CLOSEST TO THE HOLE:** The substitute player can have two shots, but only the first shot can be measured and recorded for a prize.

### TEAM HANDICAP:

Each team’s handicap shall be determined by adding the following indexes: 20% of the A Player, 15% of the B player, 10% of the C player and 5% of the D player.

(Example: A=12.2, B=18.8, C=23.4 and D=30.4;  $2.44 + 2.82 + 2.34 + 1.52 = 9.12$ ). This Team handicap (9.12) is then subtracted from the Team gross score to arrive at the Team net score for the tournament.

The handicap of any player who is scheduled, but does not play, will be used in the handicap calculation regardless, unless a substitute player is found. This Team handicap is then subtracted from the Team gross score to arrive at the Team net score for the tournament.

### TEAM CAPTAIN:

The Captain is the “A” player on each team (the “B” player if the “A” player is absent) and his responsibilities include:

- Instructing Team Members to mark their balls for identification.
- Marking one score on the official score card for the team on each hole as they are played and identifying the team member whose tee shot was selected (A,B,C,D) until the minimum number of tee shots are recorded for all team members.
- Upon completion of the round, have all the team members sign the official score card(s). All players must sign the official score card(s). The “C” player or the second cart will keep a second score card to verify the scores on the official card and as a check to make sure that the score for each hole and the total score on both cards are correct and agree. The Tournament Host may require both scorecards to be signed and turned in.
- The tournament Host will determine if one or both of the scorecards must be signed by all members of the foursome and turned in. There are scoring situations where both scorecards are needed.

## **OTHER SCRAMBLE FORMAT (Continued)**

### **RULES OF PLAY:**

- USGA and local rules apply except as indicated below.
- Use a minimum of three drives each (tee shots) for the “A” & “B” players. The “C” & “D” players shall have three drives (tee shots) between them, in any order.
- If either the “C” or “D” player is missing, the requirement for the other player is “C” two drives, “D” one drive.
- Each member of the team drives from the proper tee box. The drive to be used is selected by mutual agreement and all other team members pickup and move to that position. Each member plays his next shot from this position within a club length of the selected ball, but no nearer the hole. You can not use the club length to move the ball from out-of-bounds to in-bounds, from the fringe onto the green, or to get relief from a hazard. This procedure is used until the ball is on the putting surface.
- On the green, a marker is placed immediately behind the ball selected. Balls must be putted within 6 inches of that spot and no closer to the hole.
- In a bunker, the person whose ball is being used will hit first without bumping or moving their ball. Succeeding players may rake the bunker before placing their ball as close as possible to where the original ball was played and no closer to the hole.
- Each team must complete 18 holes to receive a score. In the event that a particular days round is called off due to uncontrollable circumstances after 16 holes have been completed, that days round will be considered complete.
- Individual members must complete at least 16 holes to complete the round.
- There shall be no practice putting between holes.
- Penalty for violated rules will be: the guilty player/team will receive a score equal to the highest score posted for the day.

### **PRIZES:**

In the event that a particular days round is cancelled or called off after the start of play due to uncontrollable circumstances, the winners of the Buy-In (4 – 6 places) for that day will be chosen by a lottery type drawing. Tournament prizes will be paid as a two-day event.

### **DISPUTES:**

All disputes or clarification of procedures/rules shall be referred to the Tournament Hosts or to a member of the SIR State Golf Committee who is in attendance.

# **SIR STATE INDIVIDUAL CHAMPIONSHIP**

## **TOURNAMENT PROCEDURES**

Area and Division Golf Chairmen should adhere to the following procedures and perform the following functions with respect to Area and Division Qualifying Tournaments for the Individual State Championship:

NOTE: Where possible members should participate in their assigned area; however, if that area does not have a qualifier or for medical reason the member cannot participate on the date his assigned area is playing, then he may request a slot from another area chairman for play in their qualifier. . A player may try to qualify only one time.

1. The Area Chairman will select and reserve a golf course in your area for the Area Individual Qualifying Tournament to be held between July 1st and July 31st. Results will be reported to the Division Chairman by August 1st.
2. Notify the Branch Chairmen in your area of the date and place of the Area Qualifying Tournament. By February 1st.
3. Adjust entry fees to include expenses, awards, course fee, cart fee, etc. Sufficient funds should be reserved for future tournament deposits.
4. Do not award prizes for low tournament gross scores.
5. It is permissible for a Branch Tournament or a Multiple-Branch Tournament to be used as an Individual Area Qualifying Tournament under the following conditions:
  - a) The State fees (\$3.00) at any Area Qualifying Tournament must be collected only for those players trying to qualify for the Division Tournament and forwarded to the State Golf Committee Treasurer along with a list of participants. (See "Fiscal Matters" Page 9 #11)
  - b) The course played must have a slope of 108 or better.
  - c) It must be played during the month of July, using the July 1st indexes.
  - d) It does not have to be played on the same course as the regular qualifying tournament.
  - e) A player may try to qualify only one time.
6. Set up seven (7) equal Flights with an equal number of golfers in each flight, according to their handicaps and set awards appropriate to the number of players in the Area Tournament.
7. On completion of the Tournament, record the results on State Form #6, or its electronic equivalent Form 6e, for each flight, listing players in the order of their net score.
8. Forward completed Form 6 or 6e to the Division Chairman and/or to his designated Tournament Chairman immediately. No later than August 7th.

## **SIR STATE INDIVIDUAL CHAMPIONSHIP (Continued)**

9. The Division Chairman will select and reserve a golf course for the Division Individual Qualifying Tournament and notify the Area golf Chairmen of the date and location. Allocate Flight Quotas for each Area based on each Area's percentage of the total participation for the Division. Each Area must have at least one (1) participant for each Flight, one through seven.
10. Area Golf Chairmen are automatically qualified for the Division Tournament, and will be part of the quota. However, they must pay the Area Qualifying fee and the Divisions qualifying Fee, if required.
11. Upon receipt of the Flight Quotas from Division Chairmen for the State Individual Championship, the Area Chairmen will contact eligible players and ascertain their willingness to continue to the Division Tournament. In the event of cancellations or withdrawals, the Area Chairman will replace cancellations with the next low net golfer in the same Flight from their list of players and will notify the Division Chairman.
12. The State fees (\$3.00) at any Division Qualifying Tournament must be collected for those players trying to qualify for the State Tournament and forwarded to the State Golf Committee Treasurer along with a list of participants. (See "Fiscal Matters" Page 10- #11)
13. The Division Chairmen will arrange the players in seven (7) equal flights according to their handicaps for the Division qualifying Tournament for the State Individual Championship. First and second place winners in each flight in the Division Tournaments will automatically qualify for the State Individual Championship. The Division Chairmen will forward the Form 6 or 6e information on these qualifiers to the Chairman or his appointee to make up the pairings for the Championship Tournament. The Form 6 information on third place finishers in all seven flights will also be sent in the event that some of the automatic qualifiers need to be replaced. All replacements must be drawn from the same flights/Areas/Divisions, if possible.
14. The Division Level Individual State Qualifier is to be held between August 7th and September 7th and the results reported to the SSGC Chairman or his appointee by September 15th.
15. The Chairman or his appointee shall arrange the qualified players, two from each of seven (7) flights from the five (5) Divisions, according to their handicaps. He will then form seven (7) equal flights of ten (10) players for each flight. The Vice Chairman will send an invitation to each of the qualifiers inviting them to participate. In the event of cancellations or withdrawals, the Chairman or his appointee will contact the next qualified player from the same Division and Flight for replacement.

## **RULES FOR BEST BALL FORMAT**

The best ball format is played under USGA Medal Play Rules at all times except for the following SIR Adjustments:

1. The teams are made up of an A, B, C and D Player, based on their NCGA Indexes and 100% of the Course Handicap for each player.
2. As far as possible, each player will play with a different team each day.
3. Each player will play his own ball until he holes out. If it becomes apparent that his score cannot be used on a hole, he may pick up and mark an X for that hole, but players are encouraged to complete the hole. All other balls must be putted out; there are “NO GIMMIES”.
4. Two scorecards will be kept, the “OFFICIAL” card by the “A” player and a second card kept by the “C” player. Only the “OFFICIAL” is to be turned in to the tournament hosts immediately upon completion of the round. INDIVIDUAL SCORES MUST BE RECORDED ON THE SCORECARDS. All four players must sign the “OFFICIAL” scorecard, after the round is completed.

**NOTE:** The Tournament Hosts may require that both scorecards are to be signed after the round and turned in.

5. Complete and sign the scorecard after your last hole so that you can turn it in immediately when you return to the clubhouse.
6. If a player is missing, a blind draw will be held from the same flight as the missing player. The blind draw player's score will be used for calculating the team score that has the missing player. The blind draw player can only win with the team that he actually plays with.
7. The team Best Net Ball(s) score will determine winners for the daily buy-in.
8. Individual winners in the Tournament Sweepstakes, if held, will be determined by the total of each player's team score(s) in the four flights (A, B, C and D). This total is calculated by adding the team net score(s) of the team that each player played with.
9. Balls can be bumped, not more than 6 inches or closer to the hole, in fairway and rough, but not in hazards or bunkers. Ball cannot be moved from out-of-bounds to in bounds or from fringe to putting surface.

**Any questions or complaints should be referred to the Tournament Hosts.**