

# **SIR State Golf**



# **State Golf Policy Manual**

Revised March 29<sup>th</sup>, 2022

# Table of Contents

Introduction .....	Page 2
Organization .....	Page 2
Purpose .....	Page 2
Rules from the State Board Manual .....	Page 3
State Golf Committee Chairman .....	Page 4
State Golf Committee Secretary .....	Page 5
State Golf Committee Treasurer.....	Page 5
State Golf NCGA Liaison Chair/Committee.....	Page 6
State Golf Committee Operations Chairman .....	Page 6
State Golf Committee Operations Subcommittee.....	Page 7
State Golf Committee Finance Subcommittee .....	Page 7
State Golf Committee Policy Chairman .....	Page 7
State Golf Committee Policy Subcommittee .....	Page 7
State Golf Newsletter – Web Site .....	Page 8
Regional Golf Chairman .....	Page 8
Area Golf Chairman .....	Page 9
Branch Golf Chairman .....	Page 9
Fiscal Matters .....	Page 10
Eligibility .....	Page 11
Handicaps .....	Page 11
State Team Scramble Championship .....	Page 12
Rules of Play for the State Team Championship .....	Page 15
Other Tournament Scramble Formats .....	Page 16
State Individual Championship .....	Page 18
Rules for Best Ball Tournaments .....	Page 20
Rules for All Tournaments .....	Page 21

# **SIR STATE GOLF POLICY MANUAL**

## **INTRODUCTION:**

Golf is enjoyed by many members of SIR. The SIR State Board of Directors has established a State Golf Committee (SSGC) to guide SIR golf activities, to conduct State Championship Tournaments and to arrange or sanction other tournaments conforming to the SIR "State Golf Policy 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 regions. To facilitate inter-branch play, areas are combined into five regions designated as North Coastal, North Sierra/Valley, South Coastal, South Sierra/Valley and South State.

## **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 branches being given an equal opportunity to participate. This will not limit golf activities at the branch level.
2. Promote, by counsel and advice, the maximum enjoyment and fellowship among golfers throughout SIR.
3. Establish procedures for handicapping, scoring, and posting of scores, so that each member wishing to participate in State Tournaments will compete on an equitable basis.

## **POLICIES AND PROCEDURES GOVERNING THE GOLF COMMITTEE FROM THE SIR STATE MANUAL – POLICY AND PROCEDURE 46**

### **POLICY 46**

C. Standing Committee appointment and organization procedures shall be found under Policy 46. “How to Appoint and Organize Standing Committees”.

### **PROCEDURE 46**

How to Appoint and Organize Standing Committees

A. Activity Standing Committees like: SIRARC, Golf, Bowling, RV, State Sporting Events and Bocce etc.:

1. The President-Elect shall appoint each Activity Standing Committee Chairman, by September 30 if possible. The Chairman shall compose his Committee with an appropriate number of members, organized in a manner he deems appropriate. The Vice President shall serve as ex officio without the right to vote.
2. The Activity Standing Committee Chairman shall: Develop and maintain effective relationships and communications with appropriate leaders at the Region, Area, and Branch level, lead the activity in a manner that is efficient, fiscally sound and optimizes the opportunity of members to participate and enhances recruitment of new members by developing and supporting guest recruiting programs through its activities
3. The Activity Standing 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. Exceptions may be approved by the President.
4. The State Board shall authorize each Activity Standing Committee to sponsor State events. The Chairman, upon approval of a majority of its members for an event, shall request approval from the State Board. Each event shall be specifically authorized for that single identified event. If the event includes a travel package, follow Policy 13 – Travel & Short Bus Trips.
5. All funds received by the Activity Standing Committee or its representative(s), in connection with an activity, shall be processed in accordance with the Policy 12 - Managing Funds of Branch & State.
6. Duties and responsibilities of Activity Standing Committee Chairmen shall be found under the appropriate Committee Chairman job descriptions.
7. An Activity Standing Committee may have a separate Manual (currently State Golf Manual and SIR Bowling Manual) or Handbook (currently Handbook for SIR Branch Travel Chairmen) that details the processes and procedures the Committee has approved for the operation of its activities at the State and/or Branch levels. In cases where there is a conflict between A Standing Committee's Activity Manual and State Policy, Procedures or Bylaws, the State version shall rule.

## **STATE GOLF COMMITTEE CHAIRMAN:**

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

1. Preside at all meetings of the SSGC.
2. Recommend appointments of all members of the SSGC to the SIR State President. Review individual recommendations with the current SSGC members prior to submitting names for approval by the SIR State President.
3. Appoint subcommittees and chairmen as needed. The SSGC Chairman shall be an ex-officio member of each subcommittee.
4. Calls meeting of the SSGC. The SSGC should hold regular meetings not less than four times each year. The Chairman may call special meetings.
5. Issue, or arrange for issuance of, the "SIR State Golf Newsletter" (either printed or electronic) to be distributed to members of the SSGC, area and branch golf chairmen, the State President and Vice President, regional directors, areas governors and such other interested parties as may be identified.
6. Maintain a history of the SSGC's activities, including the results of State Tournaments.
7. Direct the activities of the subcommittees, including the assignment of special projects that will enhance the enjoyment of golf for SIR and implement directions or requests of the State President.
8. Monitor the Budget and Financial Reports and activities of the State Golf Treasurer and the Finance Subcommittee.
9. 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.
10. Host or appoint a member of the SSGC to host the State Team Championship.
11. Contact Area Governors requesting them to invite Area Golf Chairman to their governor's quarterly meetings. Contact regional golf chairs requesting that they invite the Regional Director, Area Governors and the chairman of the Growth and Membership committee to their yearly golf kickoff meeting.
12. Is an authorized signer on the SSGC account and can issue checks for expenses or outstanding bills when the State Golf Treasurer is unavailable.

## **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 SSGC. A copy of the minutes of each meeting should be distributed to each member of the SSGC and the State President and Vice President within 30 days following the meeting.
2. Prepare and distribute notices of SSGC meetings thirty days prior (if possible) of the meeting date to the appropriate persons and place as directed by the Chairman.
3. Maintain a current copy of the "SIR State Golf Manual" as prepared by the Policy Subcommittee.
4. Maintain a current mailing list of all SSGC members, area and Branch Golf Chairmen, Regional Directors, Area Governors and others deemed necessary by the SSGC. Issue mailing labels as needed to members of the SSGC.
5. Keep SSGC property records and maintain historical records.

## **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 SSGC.
2. Deposit all funds received by the SSGC in an established banking facility in a single account or in sub-accounts in the name of the SSGC. The SSGC Chairman, Treasurer, and Operations Chairman shall be authorized signatories on such accounts.
3. Prepare, in conjunction with the Finance Subcommittee, an annual SSGC budget for submission to the SSGC at the last yearly meeting.
4. Prepare an updated financial report for submission to the SSGC Chairman at each regular SSGC meeting. A copy of each report is sent to the State Treasurer.
5. The SSGC will be audited by the State annually.

## **STATE GOLF NCGA LIAISON CHAIR/COMMITTEE:**

*It is the duty of the Committee to:*

1. Represent SIR golf at meetings with NCGA and at any negotiations for NCGA services.
2. Assist in preparing articles for the NCGA magazine, "State Golf Newsletter" and SIR Website.
3. Work with NCGA representatives to obtain additional SIR discounted golf rates and merchandise discounts at NCGA golf courses.
4. Work with NCGA representatives and others to schedule NCGA educational programs such as Rules, Handicap, and Tournament Manager software training sessions for SIR members.
5. Working with NCGA representatives research and determine course(s)/venues for State Tournaments.
6. Attend the NCGA Club Representative Meeting.
7. Make SIR members aware of NCGA sponsored Weekend Net Tour, Members Outings and Members Trips tournaments along with all other NCGA member benefits.

## **STATE GOLF OPERATIONS COMMITTEE CHAIRMAN:**

The Operations Committee Chairperson is appointed by the SSGC Chairman.

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

Make arrangements for SIR State golf tournaments including golf courses, accommodations, transportation and any other services, with assistance from at least one other member of the Operations Subcommittee.

1. Host or appoint a member of the SSGC as Tournament Host for the State Individual Championship.
2. Prepare and maintain a Tournament Host Schedule. Scheduling of SSGC members for host duties is to be made according to availability and event knowledge as approved by the SSGC.
3. In the event that the SSGC Chairman is unable to perform his required duties, the Operations Chairman shall act as SSGC Chairman until such time as the SSGC Chairman is able to resume his duties or is replaced by an appointee of the SIR State President.
4. He is an authorized signer on SSGC account and will issue checks for an expense or outstanding bills when the State Treasurer is unavailable.
5. The Operations Chairman will perform other duties as requested by the Chairman.

## **STATE GOLF COMMITTEE OPERATIONS SUBCOMMITTEE:**

*It is the duty of the Operations Subcommittee members to: (five Region Golf Chairman)*

1. Assist the Subcommittee Chairman in making arrangements for SIR State golf tournaments.
2. Provide tournament hosts with copies of written copies of tournament arrangements.
3. Conduct and administer those state tournaments approved by the SSGC.
4. Prepare and/or distribute event brochures and other SSGC information to area and Branch Golf Chairs for distribution to all interested SIR golfers.

## **STATE GOLF FINANCE SUBCOMMITTEE:**

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

1. Prepare a budget for the SSGC for the next fiscal year.
2. Approve, by a majority vote, all expense vouchers submitted to the SSGC Treasurer.
3. Project anticipated revenues from Tournament Fees and recommends to the SSGC Chairman any adjustment in fees.

## **STATE GOLF COMMITTEE POLICY SUBCOMMITTEE CHAIRMAN:**

*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 Subcommittee meetings and distribute copies to all members of the SSGC.

## **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 SIR, Inc. and its branches pertaining to golf.
2. Maintain and publish (printed and/or electronic as appropriate) copies of the "State Golf Policy Manual" and other committee publications and updates, as approved by the SSGC. Send updates to the President of the State Board.
3. Review each revision to the SIR "State Golf Manual" and note any change that affects the SSGC.
4. Submit to the SSGC any changes made by the Policy Subcommittee in Standing Rules, as deemed necessary or desirable. Changes to the above referenced Rules may be initiated by the Policy Subcommittee or as requested by the SSGC Chairman or another committee member. With the approval of a majority of the entire SSGC, its recommendations may be submitted by the State Golf Chairman to the President of the SIR State Board proposing such changes in the Standing Rules and Bylaws. In



addition, the Policy Subcommittee conducts such other studies related to golf as may be directed by the President, the State Board or the SSGC Chairman.

## **SIR “STATE GOLF NEWSLETTER” / SSGC - WEBSITE**

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

### **REGIONAL GOLF CHAIRMAN:**

*It is the duty of the Regional Chairman to in support of SSGC sponsored events to:*

1. Oversee all SIR golf activities within his region in accordance with the “SIR State Golf Manual.”
2. Annually hold a Region Qualifying Tournament for the State Individual Championship and report the results to the Chairman of the Operations Subcommittee and the tournament director of the Individual State Championship tournament no later than September 15<sup>th</sup>.
3. Implement the correct rules and procedures for conducting region qualifying tournaments.
4. Organize and conduct other region-wide tournaments at the direction of the SSGC Chairman.
5. Assist Area Golf Chairman with area tournaments as needed.
6. Keep SIR golfers informed of the plans and progress of the SSGC and relay to the SSGC any suggestions and/or problems received from the area or branch chairmen.
7. Receive and deposit or forward to the SSGC Treasurer all money received for state, region and area arranged tournaments, including qualifying tournaments except for the State Team Championship.
8. Notify the SSGC Chairman, area and branch golf chairmen of the date, time and location of the Region Qualifying Tournament by January 1<sup>st</sup>. of the year of the tournament.
9. Hold meetings annually or upon request of the SSGC Chairman to inform all areas and branches of the current year’s SSGC tournaments or events. The area and branch golf chairmen, their assistants, and any other members wishing to attend are welcome. Each regional meeting may also be attended by members of the SSGC that wish to attend.
10. Support the area and Branch Golf Chairmen as needed.
11. Appoint, with the consent of the Area Governor, Area Golf Chairmen.

## **AREA GOLF CHAIRMAN:**

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

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 Team Championship. (See State Team Championship).
5. Organize and conduct Area Qualifying Tournament(s) for the State Individual Championship.
6. Receive and deposit monies for state and area qualifying tournaments and forward them to the Regional Golf Chairman in a single check within 15 days of said tournament except for the Area Qualifying for the Team Championship.
7. Meet with the branch golf chairmen during the year.
8. Attend the Area Governor's quarterly meetings and share with the branches any pertinent information. Send branch comments, concerns and questions to his Regional Golf Chairman.

## **BRANCH GOLF 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 SSGC except when the branch activity is part of a State arranged event.

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 and promote golf tournaments within his branch and area. Where there is insufficient interest to support a branch golf club, he should facilitate getting members of his branch to join with another branch or area golf program(s).

3. Be familiar with the procedures for processing NCGA membership applications and perform those duties necessary to enroll golfers in his branch.
4. Establish branch policy for inviting and allowing guests for play in branch tournaments.
5. Function as a representative of the Area Golf Chairman and the SSGC in promoting area and SSGC tournaments.
6. Cooperate and communicate with the Area Golf Chairman on behalf of the golfers in his branch.
7. Assist in the promotion and member participation levels at SSGC arranged tournaments.
8. Support the Individual and State Team Championship tournaments.

### **FISCAL MATTERS:**

1. The SSGC Treasurer, Regional, Area, and Branch golf chairmen will maintain separate bank accounts for golf funds and hold records available for audit.
2. Area Golf Chairmen, or their designee, must 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 will use his branch's non-profit ID number for this account. This account will be audited annually by the Area Governor.
3. Branch Golf Chairmen, or their designee, must maintain separate bank accounts for golf funds, utilizing the branch's non-profit account number. This account will be audited annually by the Branch Audit Committee. If a problem exists, the Area Governor and Area Golf Chairman will be contacted.
4. Keeping money in private accounts is not permissible.
5. Actual and necessary expenses of SSGC members may be paid from SSGC funds, upon authorization of the SSGC Chairman or Finance Subcommittee.
6. Claims for expenses shall be itemized on SSGC required Expense Claim Form (Form 15) and then forwarded to the Treasurer for approval and payment.
7. Added to the entrance fee of each participant in State arranged Tournaments, an amount to cover administrative and promotional expenses associated for the event. As determined by the SSGC, this additional fee may not exceed \$10.00 per day nor \$30.00 total for the event and will be used to cover administrative and promotional expenses associated with the event. This fee may be collected in area, region, and state tournaments to cover expenses incurred by the area, region or SSGC and be held in their own respective accounts.
8. The SSGC shall receive a fee not to exceed \$10.00 from each entrant in any Area Qualifying Team. If no Area Individual Qualifying Tournament is held prior to a Region Individual Qualifying Tournament than a fee not to exceed \$20.00 will be collected from each entrant. If an Area

Qualifying Tournament was held then each entrant will pay a fee not to exceed \$10.00 to participate in the Regional Individual Qualifying Tournament. These fees will be collected by the appropriate Area or Region Golf chairman holding said tournament and be forwarded by them to the SSGC Treasurer along with a list of all participants no later than 15 days prior to the tournament. An exception to the above policy is Area Qualifying for the Team Championship. A fee not to exceed \$10.00 will be collected from each entrant and the Area Golf Chairman will forward these fees along with tournament results to the State Golf Chairman no later than July 7th.

9. Each area and region will file a financial report with the SSGC Treasurer at the end of the calendar year listing income and expenses for their area or region during the year and include their current account balance as of December 31<sup>st</sup> 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 tournament, a golfer must be a member in good standing of an SIR branch.

A SIR Golfer, with a verifiable USGA sanctioned index, must show some evidence of recent active posting to his USGA sanctioned account 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 and area golf chairmen towards his readiness to play at his current Handicap Index, or an equitable adjustment. Tournament chairmen will determine the individual's eligibility, particularly to the authenticity of the player's verifiable USGA sanctioned index. The SSGC 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.

## **HANDICAPS**

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.

Handicap index adjustment: 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.

All players who have received this penalty for failure to turn in scores should be notified in writing by the branch handicap chairman before being issued penalty rounds. If the infraction occurs in tournament play, the offender must forfeit and return any prize money received.

At all Area or Region State Qualifying Tournaments and all State tournaments, scores will be posted as tournament scores by the SSCG. However, if adjustments to the course specifically made for the tournament affect the rating and slope assigned by the NCGA, scores will be posted using the adjustments available in The NCGA Handicap Manual, “Men’s Rating Adjustments from Unrated Tees.”. (Note: Scramble scores are not posted.)

## STATE TEAM SCRAMBLE CHAMPIONSHIP

### TOURNAMENT PROCEDURES:

Branch, Area and Regional Golf Chairmen should adhere to the following procedures and perform the following functions with respect to Area Qualifying Tournaments for the State Team Championship. The Area Qualifying tournament shall be held **between May 1st and June 30<sup>th</sup>** each year **using the May 1<sup>st</sup>** current verifiable USGA sanctioned index.

### 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> verifiable 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 and above

All players in an SIR tournament will play to a handicap of not greater than 45.

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=18.9, C=23.4 and D=45;  $2.44 + 2.835 + 2.34 + 2.25 = 9.865$ , will result in a team handicap of 9.865) their team handicap (9.865) is then subtracted from the team’s gross score to arrive at the team’s net score for the tournament.

Once a team has been formed, the information shall be sent to their Area Golf Chairman. The Area Golf Chairman contact information is on the State Golf website, [www.sirgolf.org](http://www.sirgolf.org)

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 cannot 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 cannot be used for a higher flight (Example: Index of 15.0 cannot play as a B; Index between 17.1 and 22.0 cannot play as a C, etc.)

If a branch does not have sufficient players to form a team, teams may be formed using players from other branches 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:**

The Area Golf Chairman shall select 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. **The Area Golf Chairman shall collect a SSGC fee per participant for each player in his qualifying tournament.**

Tournament results will be reported to the SSGC Chairman by July 7<sup>th</sup>. The Area Golf Chairman will forward the results of the Area Team Qualifying tournament (on Form 6A) to the State Golf Chairman along with a check payable to the State Golf Committee for the State Fee for each participant in his tournament, plus the team entry fee for the first-place team, as applicable (See Section "Costs" below). A copy of Form 6A should also be sent to the Region Golf Chairman.

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

### **REGIONAL GOLF CHAIRMAN DUTIES:**

Each Regional Golf Chairman shall notify each Area Golf Chairman within his region 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, the Area Golf Chair shall notify the SSGC Chairman and his Regional Golf Chairman of this fact. Regional Golf Chairmen attending the SIR State Team Championship shall assist in the conduct of the tournament.

### **STATE GOLF COMMITTEE DUTIES:**

The SSGC shall arrange for the SIR State Team Championship to be held in August of each year.

After receiving all information from the regional golf chairmen, the SSGC 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 SSGC 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 Team Tournaments. Greater participation in Area Qualifying Team Tournaments will result in additional teams from that area being invited to play in the Championship.

After the Championship competition has been completed, the tournament committee will determine the winning team using the team's gross score subtracting the team's handicap to determine the lowest net score.

The SSGC may establish a tournament prize fund, at its discretion. The SSGC may also award a jacket to each member of the winning team. The design of the jacket will be determined by the SSGC.

## **COSTS:**

Each team shall be responsible for the costs associated with their Area Qualifying Team Tournament. The cost of the SIR State Team Championship will be determined annually by the SSGC. Make checks payable to: **STATE GOLF COMMITTEE**. If an Area Qualifying tournament had at least five teams try to qualify, the team placing first in that area will have their green fees and cart paid by the SSGC. The team must pay the prize fund monies to compete in the championship.

## **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. All teams must have a minimum of four players. At the SIR State Team Championship, any team participating 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 to the team 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 Team 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 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.
- 4) The Official Score Card is to be turned in to the Tournament Chairman immediately after completion of the round.

## **RULES OF PLAY FOR STATE TEAM SCRAMBLE CHAMPIONSHIP:**

USGA and local rules apply except as indicated below:

1. Use a minimum of three and a maximum of six drives from each player.
2. Each team member shall hit from the correct tee box. "A" and "B" players will hit from a "Middle Tee" while the "C" and "D" players will hit from a "Forward tee" as determined by the Tournament director. 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. The one club length **CAN NOT be used to move the ball from out-of-bounds to in-bounds, from the fringe onto the green, or from inside a penalty area to outside the penalty area (bunkers are considered a penalty area), or within a bunker or penalty area.** The rough is not considered a penalty area.

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 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. If 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.
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.



# OTHER STATE TOURNAMENT SCRAMBLE FORMATS

## TOURNAMENT PROCEDURES:

### 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.

1. **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.
2. **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.
3. **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.
4. **If there is no “D” player:** the “C” player is allowed two extra shots for the entire round. 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.

### 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=18.9, C=23.4 and D=30.4;  $2.44 + 2.835 + 2.34 + 1.52 = 9.135$ , will result in a team handicap of 9.135). This team’s handicap (9.135) is then subtracted from the team’s 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 Team Captain is the “A” player on each team (the “B” player if the “A” player is absent) and his responsibilities include:

1. Instructing team members to mark their balls for identification.
2. Marking one score on the 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.

3. 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). It is suggested that 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. There are scoring situations where both scorecards are needed.

**RULES OF PLAY:** USGA and local rules apply except as indicated below.

1. 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.
2. If either the “C” or “D” player is missing, the requirement for the other player is “C” two drives, “D” one drive.
3. 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. **The one club length CAN NOT be used to move the ball from out-of-bounds to in-bounds, from the fringe onto the green, or from inside a penalty area to outside the penalty area (Bunkers are considered a penalty area), or within a bunker or penalty.** The rough is not considered a penalty area. This procedure is used until the ball is on the putting surface.
4. 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.
5. In a bunker, the person whose ball is being used will hit first without 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.
6. Each team must complete 18 holes to receive a score. In the event that a particular day’s round is called off due to uncontrollable circumstances, the round will be considered completed after completion of 16 holes.
7. Individual members must complete at least 16 holes to complete the round.
8. There shall be no practice putting between holes.
9. Penalty for violated rules will be: the guilty player/team will receive a score equal to the highest score posted for the day.

# SIR STATE INDIVIDUAL CHAMPIONSHIP

## TOURNAMENT PROCEDURES:

Area and Regional Golf Chairmen should adhere to the following procedures and perform the following functions with respect to Area and Region Individual 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 the member has a valid reason the member cannot participate on the date his assigned area is playing, then he may request a slot from another Area Golf Chairman for play in their qualifier. A participant may try to qualify only one time.

1. The Area Golf Chairman will select and reserve a golf course in their area for the Area Individual Qualifying Tournament to be **held between July 1<sup>st</sup> and July 31<sup>st</sup>**. Results will be reported to the regional chairman by August 1st.
2. By February 1<sup>st</sup>, notify the Branch Golf Chairmen in your area of the date and place of the Area Qualifying Individual Tournament.
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 a prize for low tournament gross score.
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 must be collected only for those participants trying to qualify for the Region Golf Tournament and forwarded to the SSGC Treasurer along with a list of participants.
  - 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 1<sup>st</sup> 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) flights with an approximate equal number of golfers in each flight, according to their indexes and set awards appropriate to the number of players in the Area Tournament.
7. On completion of the Area Qualifier tournament the Area Golf Chairman will record the results on the SSGC required Form 6e, for each flight, listing participants in the order of their net score.
8. Forward the completed SSGC required Form 6e along with a check made payable to SIR State Golf Committee for all State Fees collected to the Regional Chairman no later than August 7th.
9. The Regional Golf Chairman will reserve a golf course for the Region 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 region. Each area must have at least one (1) participant for each flight, one through seven.

Area Golf Chairmen are automatically qualified for the Region Individual Golf Tournament and will be part of the quota. However, they must pay the Area Qualifying fee and the Region qualifying Fee, if required.

10. Upon receipt of the flight quotas from regional chairmen for the State Individual Championship, the area golf chairmen will contact eligible players and ascertain their willingness to continue to the regional golf tournament. In the event of cancellations or withdrawals, the Area Golf Chairman will replace cancellations with the next low net golfer in the same flight from their list of players and will notify the regional chairman.
11. The Region Individual State Qualifier is to be held between August 7<sup>th</sup> and September 7<sup>th</sup> and the results reported to the State Golf Operations Chairman using Form 6e, by September 15th.
12. The Regional Golf Chairmen will arrange the players in seven (7) flights with an approximate equal number of golfers in each flight, according to their indexes for the Regional Qualifying Tournament for the State Individual Championship. First and second place winners in each flight in the Region Tournaments will automatically qualify for the State Individual Championship. The Regional Chairmen will forward the information on the top five finishers in each flight to the Chairman of Operations on Form 6e. All replacements must be drawn from the same flights/areas/regions, if possible.
13. The Chairman of the Operations Subcommittee shall arrange the qualified players, two from each of seven (7) flights from the five (5) Regions, according to their index. He will then form seven (7) approximately flights of ten (10) players for each flight and send an invitation to each of the qualifiers inviting them to participate. In the event of cancellations or withdrawals, the regional chairman will contact the next qualified player from the same Region and Flight for replacement and provide the replacement information to Chairman of the Operations Subcommittee.

## **RULES OF PLAY:**

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, within a penalty area, nor from within a hazard to outside a hazard.
2. 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.
3. 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)

4. Backup score cards are an option.

## **RULES FOR BEST BALL FORMAT**

The best ball format is played under USGA Rules of Play 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 current verifiable USGA sanctioned index and 100% of the course handicap for each player.
2. If 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. All other balls must be putted out; there are “NO GIMMIES”. The tournament committee will follow the NCGA guidelines 4.2 “Holes not played Under the Principles of The Rules of Golf.”
4. INDIVIDUAL GROSS SCORES MUST BE RECORDED ON THE SCORECARDS. Complete and sign the scorecard after your last hole so that you can turn it in immediately to the tournament hosts when you return to the clubhouse. All four players must sign the scorecard.
5. 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.
6. 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, within a penalty area, nor from within a hazard to outside a hazard.
7. 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.
8. 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).

# **RULES FOR ALL TOURNAMENTS**

## **EVENTS RESULTS**

The hosts must maintain accurate records of all scoring, awards and monies involved with each tournament. After each event complete records (using the required SSGC Forms) must be compiled and distributed to the SSGC members. See the SSGC Hosting Publication for specific procedures for Tournament Director (Host) in the running a Golf Event.

## **PRIZES:**

The prize fund allocations for golf events will be determined by the SSGC and posted in the brochure for that event. For the State Team Championship, the winning team may also receive a jacket for each member of the team. The design of the jacket shall be determined by the SSGC. In the event that a particular day's round is cancelled or called off after the start of play due to uncontrollable circumstances, the winners for that day will be chosen by a lottery type drawing.

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