

SIR 93 Golf Handbook

This document is an instrument to help you understand the workings and procedures of the golf program. The Golf Committee is at your disposal to answer any questions you may have about the way the golf program works. Our goal is for you to have an enjoyable experience while you compete in our weekly tournaments.

Please contact any members of the Golf Committee if you have any questions regarding the handbook.

SIR Branch 93 Golf Committee

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I. SIR BRANCH 93 GOLF PROGRAM OVERVIEW

A. GENERAL

1. The club holds weekly tournaments (usually every Wednesday) from March through November. Tournaments are individual medal play with some special team events.
2. There is one three (3) day trip to Carson City a year in June. This trip is run independently of the regular golf tournaments.
3. There is a multi-round Club Championship held each year with Club Champions in each flight. (See Section VII.)
4. Most tournaments will be played from the “white” tees and, where available, forward tees at the player’s option. Other tees may be used as deemed appropriate by the Tournament Chairman. In all cases, the tees for the tournament will be designated on the scorecard.

B. ELIGIBILITY REQUIREMENTS FOR SIR BRANCH 93 GOLF ACTIVITIES

1. Any active member in good standing of SIR Branch 93 may become a member of the Branch golf club.
2. All members must join the Northern California Golf Association (NCGA) through Branch 93 to participate in club tournaments and be eligible for prizes.
3. All members must pay annual dues for the club which will cover the cost of NCGA membership and an assessment to help pay for the administrative costs to operate the club.
4. Members of other SIR Branches may join the golf club if they hold a SIR 93 NCGA membership.
5. Members of other SIR Branches may play with the club as guests.
6. Guests are permitted to play with the club once a year.

C. TOURNAMENT FLIGHTS

1. For **Individual Medal Play** multiple flights will be created based on the current index of each player and the number of club members playing in each tournament. While the goal is to have the same number of players in each flight, adjustments will be made to reflect natural breaks between indices.
2. For **Two-man Teams, Four-man Teams** and **Scrambles** no flights will be created. Each team will be competing against all the other teams in the field.

D. HANDICAPS

1. Authority
 - a. Except for rules adopted in Section I, D.3 of this document, the Club stages events under USGA Rules of Golf.

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- b. The Club Handicap Chairman follows the NCGA Handicap Manual.

2. Posted Scores

- a. The Handicap Chairman will post the appropriate adjusted score for each player participating in a Club medal play event except when the club requires all players to post their own scores.
- b. Club members are expected to follow NCGA rules and post their own adjusted score after every non-Club round of golf. Scores are to be posted as Away (non-tournament) scores.
- c. All Club Championship rounds are posted as Tournament (T) Scores.
- d. All other medal play rounds are posted as Away (non-tournament) scores.

3. Local Handicaps

- a. Local handicaps, as provided for by the NCGA Handicap Manual, (a handicap that is above the USGA maximum handicap index of 36.4) are used by the SIR 93 Golf Club.
- b. SIR 93 has adopted the option with a maximum Handicap Index of 55L. All local handicaps are identified with the letter L following the index.
- c. Local handicaps may be used only at club events where the local handicap option has been adopted by the club. For events where the local handicap option has not been adopted, indexes must be converted to the maximum of 36.4.

E. PRIZE FUND FEE

1. A SIR Branch 93 Golf Club prize fund fee will be established every year.
2. This fee will be used to fund prize points and to help defray the cost of the annual golf award luncheon.
3. The prize fund fee is subject to change by recommendation from the Golf Committee **and** approval by the membership.

F. PRIZE POINTS

1. Prize points are issued and will be accumulated during the year. At the end of the year, a dollar value for each point will be determined and will be distributed at the golf award luncheon.
2. Points are awarded for **four places** in **each** of the **Flights** of each event as follows:
 1. 1st 4 pts,
 2. 2nd 3 pts
 3. 3rd 2 pts
 4. 4th 1 pt

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Each event's low net medalist receives 2 additional points.

3. Breaking Ties

- a. Rule 33-6 empowers the *Committee* to determine how and when a halved match or a stroke play tie is decided
- b. For all Club tournaments, the tie break process is as follows:

When two or more members shoot identical net scores, ties are broken by the player who scores the lowest gross score on the most difficult hole starting with the number one handicap hole. If the tie remains after reviewing the most difficult hole, the review will look at the next most difficult hole(s) until there is a clear winner.

G. CLOSEST TO THE HOLE (C-T-T-H)

1. One Par 3 hole for each nine (front and back) will be designated for closest to the hole competition. Prizes are awarded to the three golfers who are closest to the hole on those designated Par 3 holes.
2. Players will compete with all other golfers in the tournament. Forward tee players will use the forward tees and regular tee players will use the regular tees.
3. Prizes will be distributed at the end of the season along with prize point awards.

H. TEE TIMES

1. All groups will be rotated to ensure that they are given an opportunity to be assigned the earliest tee times. Tee times will be assigned starting with foursomes, then threesomes, then twosomes and then singles.
2. Tee Times will be posted on the SIR 93 Website as early as possible before the tournament:

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II. GOLF TOURNAMENT SIGNUP PROCESS

A. SIGNUP SHEET

1. The SIR 93 GOLF SIGNUP SHEET is made available to the membership in the SIR 93 Monthly Bulletin and on the SIR 93 Website: The sheet will list the tournaments for the following month.
2. Complete the sheet and follow the instructions in Section II E to sign up for the upcoming month's tournaments.

B. ENTRY FEE

1. The Entry Fee for each event will be the green fee negotiated with the golf course plus the SIR 93 Prize Fund Fee.
2. The fee for each tournament will be clearly indicated on the schedule and signup sheets.

C. POWER CARTS

1. The sign-up sheet will indicate for each event whether the Entry Fee includes power carts (Carts Included) or whether there is an additional cost to be paid by the player at the course (Carts Optional).
2. For courses where carts are optional, the cart fees must be paid at the Course.

D. REGULAR FOURSOMES

1. If you have a regular group you wish to play in, you must:
 - a. All sign up on one signup sheet.
 - b. Turn it in along with all your players' entry checks at the Monthly Luncheon Meeting.
2. If individual sign-up sheets are submitted, you may not get paired with your regular players.

E. TURNING IN SIGNUP SHEETS

1. Club event sign-ups will run from 10:30 AM until 11:30 AM on the day of the SIR Branch 93 Monthly Luncheon (the 3rd Monday of each month) for the following month's events. Any changes to this schedule will be announced at a monthly meeting, published in the SIR 93 Monthly Bulletin and be posted to the Branch 93 website.
2. Committee members will be located at a designated location to collect signup sheets. If you are not sure of the location, ask the greeters at the door.
3. **Prepare your form in advance of the meeting. Make sure the form is complete and all the fees are totaled correctly. Do not leave the sheet without a review by the signup staff. If the sheet is not correct, the staff will return it to you for correction.**

July 2017 Revision

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4. Signup sheets must be accompanied by a check from each player on the sheet made out to SIR 93 Golf. Cash is not accepted.
5. If a guest is signing up, please indicate this on the signup sheet by putting a G after the guest's name.
6. If you are ***late with your signup sheet:***
 - a. Contact the Adds/Deletes Chair. The Adds/Deletes Chair is listed in the SIR 93 Monthly Bulletin under Golf Committee and on the website.
 - b. The Adds/Deletes Chair will attempt to get you into any specific tournament and tell you where to send your entry fee. If space is not available, you may be placed on a waiting list.

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III. SIR 93 GOLF CLUB RULES

A. WINTER RULES

1. Unless otherwise announced in advance of an event, the Club plays under “winter rules” year around.
2. A player may lift, clean and place his ball from tee to green except when:
 - a. in a hazard (red or yellow staked), or
 - b. in a bunker; except in standing water.
3. The placing of the ball must be within 6 (six) inches of the original position. The placement may not be:
 - a. any closer to the hole,
 - b. from out-of-bounds to in-bounds, or
 - c. from off-the-green to on-the-green.
 - d. from in a bunker to out of a bunker.
 - e. from the rough to the fairway.

B. PUTT OUT

1. A ball in play must **always** be holed out. No putts may be conceded.

C. PROVISIONAL BALL

1. If there is any question that a shot may have gone out-of-bounds or otherwise be lost outside a water hazard, you must play a Provisional Ball immediately.
2. Upon reaching the spot where you believe your shot has landed and you cannot find your ball (limit search to 3 minutes or less) or you find it to be out-of-bounds you must play the provisional ball and take a one stroke penalty (plus the stroke for the provisional ball).
3. If a ball is not found and no Provisional Ball has been played,
 - a. **DO NOT GO BACK TO THE SPOT WHERE THE SHOT ORIGINATED.** Instead, go back to the approximate spot the ball crossed out of the fairway (get agreement on the spot from at least one of the members of your foursome),
 - b. drop a ball in the fairway in the line of flight of the ball no closer to the hole , and
 - c. take a two stroke penalty (for stroke **and** distance). This means that you are laying three and hitting four from the spot of the drop.

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D. PACE OF PLAY

1. SIR Branch 93 has targeted a pace of play of four (4) hours and thirty (30) minutes or less for each round. It is each player's responsibility to manage their playing habits to eliminate unnecessary delays during each round. Practicing the tips in Section XI, Fast Play Common Sense Reminders will help to meet that responsibility.
 - a. All groups are expected to complete their round within 18 minutes of the group in front of them (starting times are normally set at 8 minute intervals) or finish their round in 4 hours and 30 minutes or less. If a group is not able to maintain this pace, they will be contacted by the Golf Committee as follows:
 1. 1st Incident: A warning letter will be sent to all players in the group.
 2. 2nd Incident: All players in the group will be placed at the end of the tournaments for the month following the incident. (Example: If the incident occurs for the 2nd tournament of April, the group is placed at the end of all tournaments for May. The group is eligible to return to the normal rotation in June if no further incidents occur.)
 3. 3rd Incident: The players in the group will be placed at the end of all tournaments until they show that they can maintain the 18 minute requirement for Pace of Play.

E. FORWARD TEES

1. The forward tees are the standard tees for the club. At the beginning of each year, signups will be taken for those who wish to play the regular (white) tees. Members may also sign up for the regular tees at any time during the season. Anyone opting to play the regular tees may revert to the forward tees during the golf season. However, once a member moves back to the forward tees, he must stay on those tees for the remainder of the season.
2. In some circumstances, players will be allowed to move to the forward tees on an interim basis. Examples are during recovery from major surgery or other reasons that will affect the member's ability to play to their existing handicap. These situations will be handled on a case by case basis and will only be allowed where it is in the best interests of the entire club.

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IV. PLAYER RESPONSIBILITIES

A. EVENT CHECK-IN

1. Prior to the tournament day
 - a. Each player is responsible to know his own starting time for the event.
 - b. Starting Times are found on the SIR Branch 93 website.
2. Tournament Day
 - a. Be at the course at least 30 minutes before your Tee Time.
 - b. Check in with the pro shop as soon as you get to the golf course.
 - c. Pay for carts at Pro Shop if carts are optional.

B. SCORECARDS

1. One Tournament scorecard will be provided for each foursome with each of the group's players name, course handicap and tees listed on the card. The course handicap will be based on the tees assigned for the event. This is the official Tournament Scorecard for the round.
2. Players are encouraged to keep a duplicate group score card for verification of the official scorecard.
3. The entire group is responsible for the Tournament Scorecard. It must be completed as described in Section 4 below and turned in prior to leaving the golf course. **The consequence for turning in an incomplete scorecard or not turning in the official scorecard is ineligibility for prizes for all players on the scorecard.**
4. A completed scorecard is defined as having:
 - a. **All the gross scores added correctly**
 - b. **All net scores computed and recorded on the card**
 - c. **Signatures on the Tournament Scorecard by the scorer and attester verifying the accuracy of the reported scores.**
 - d. **The beginning and ending time of the round completed in the space provided at the top of the card to assist in monitoring pace of play**
5. Resolve any scoring discrepancies before submitting the scorecard. If the discrepancy cannot be resolved, do not sign the scorecard and bring the issue to the Golf Committee Chairman's attention.
6. Place the scorecard in the SIR 93 bag at the desk in the clubhouse. **It is every foursome's responsibility to ensure that the scorecard is turned in and is placed in the bag (do not assume that giving the scorecard to someone at the desk in the clubhouse constitutes turning in the scorecard) prior to leaving the golf course.**
7. Duplicate scorecards will be accepted if the official scorecard is lost or damaged. The duplicate

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scorecard must contain all the information required in Section IV, B, 4 above.

C. SIR 93 TOURNAMENT BAG PICK UP

1. A player will be designated to deliver the SIR 93 Tournament bag to the designated officer of the Golf Committee (only for Tee Time tournaments; not for shotgun starts). That player is responsible for collecting the Closest to the Hole (C-T-T-H) equipment **and verifying that the correct number of scorecards is in the bag (if scorecards are missing, the designated player must make a reasonable effort to locate any missing scorecards).**
2. Another player may deliver the bag if it is more convenient. However, the designated Tournament Bag Pick Up player is still responsible for the contents of the bag.

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V. HOLE-IN-ONE FUND

A. FUND

1. The Club operates a Hole-in-One fund that applies to a hole in one made during an official SIR 93 Golf Club event.
2. Hole-in-One fund participation is not mandatory, but recommended.
 - a. The cost to participate is \$2.
 - b. Entry in the Hole-in-One fund can be purchased at the Monthly Luncheons.
3. In the event there are multiple members who shoot hole-in-ones between Monthly Luncheons, the fund proceeds will be split evenly among the insured "aces."

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VI. CANCELLATIONS

A. PLAYER CANCELLATION

1. Cancellations by a player will be accepted and green fees will be refunded if the cancellation is done by noon of the Monday before the tournament. **All cancellations must be communicated to the Adds/Deletes Chairman.** (The Adds/Deletes Chairman's name, phone number and e-mail address can be found in the SIR 93 Bulletin under the Golf Committee section; and on the SIR 93 website.)
2. The prize fund fee is not refundable.
3. Players that do not play in a tournament without providing proper notification will not be entitled to a refund.

B. CANCELLED TOURNAMENTS

1. Rainout
 - a. A Rainout may be called **only** by the course.
 - b. Cold or wet conditions and/or light rains will **not** be cause for SIR 93 to cancel an event.
2. How to know if cancelled
 - a. **It is the player's responsibility to call the golf course pro shop that morning.** If the course is not closed, you must assume the tournament is still on.
 - b. Whenever possible, notice of cancellation will be communicated to all members via e-mail and/or telephone as soon as possible.
3. Special Conditions
 - a. If you arrive at the golf course and the tournament is subsequently cancelled, you will receive a full refund (including the SIR Prize fund fee).
 - b. If the weather is questionable, you decide not to play and the golf course bills the SIR 93 Golf Club for only those players who decided to play.
 - i. Your entry fee would be refunded less the SIR 93 Prize fund fee.
 - ii. Those who played that day would be eligible for the full prize fund points.
 - c. If the course is deemed playable, any member electing not to play will not be entitled to a refund.

C. REFUNDS

1. Refunds will be processed and distributed at the end of each month.

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VII. CLUB CHAMPIONSHIP

A. GENERAL

1. The goal of the Club Championship is to provide a format which results in Club Champions in each SIR 93 Golf Club tournament flight.
2. There will be multiple club championship rounds. The number and location of rounds and other pertinent information will be announced to members at the beginning of the golf season.
3. The lowest net scores for the championship rounds will determine the Club Champions.

B. ELIGIBILITY / REGISTRATION

1. All SIR 93 Golf Club members are eligible to participate/compete.
2. No preregistration is necessary. All members who compete in the predesignated number of Club Championship Tournament Rounds are automatically entered.

C. FLIGHTS

1. There are Club Champions for all tournament flights.
2. Each flight for the Club Championship will be established each year as follows:
 - a. Club Championship flights are based on each member's handicap index immediately prior to the first Championship tournament for the year. **These flight assignments will only apply to the club championship.**
 - b. The number of golfers in each flight will be as close to an equal number as possible.
 - c. This **flight assignment** will not be affected by any subsequent increases or decreases in the regular handicap index during the remainder of the golf year.

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VIII. AWARDS TOURNAMENT / LUNCHEON

A. PURPOSE

The Club Annual Awards Tournament / Luncheon is held near the end of the season to:

1. Celebrate the close of our golfing year with a tournament and luncheon;
2. Present the Club Championship awards; and
3. Distribute members' tournament prize fund winnings, any special awards and/or refund checks.

B. Eligibility for Participation

1. Any member who plays in 10 rounds for the season is eligible to participate in this event.
2. Members are encouraged to attend the luncheon if they are not able to play in the golf event.

IX. GOLF COMMITTEE JOB DESCRIPTIONS

EXECUTIVE COMMITTEE

GOLF CHAIRMAN:

At the general direction of Big Sir of Branch 93, the Golf Chairman is responsible for the overall operations of the Branch Golf Club. This responsibility is carried out by:

- Appointing committee members as needed.
- Organizing the annual golf schedule and annually negotiating contracts with all golf courses.
- Setting the agenda and conducting the monthly meetings
- Making decisions based on committee recommendations.
- Disseminating relevant committee information at monthly luncheon meetings to the general membership.
- Accepting all communications from the general membership that is deemed necessary for discussion with the golf committee.

ASSISTANT CHAIRMAN:

- Acts in the absence of the chairman in conducting meetings.
- Assists in the development of the annual golf schedule and negotiation of the contracts.
- Serves as chairman of any sub-committee deemed necessary.
- Oversees the monitoring of the pace of play information and distributes it to the members of the golf committee.
- Maintaining the list of members playing from the forward tees.
- Assumes other duties as needed.
-

TREASURER:

- Maintains accurate accounting of all income and expenses and reconciles the branch golf bank account monthly.
- Pays and reconciles all invoices received from the NCGA for membership renewal fees collected.
- Issues golf cancellation refund checks
- Coordinates the annual disbursement of prize fund winnings.
- Maintains record of all golf reservation checks (fees) for reserving tournament dates
- Maintains funds collected for the hole-in-one insurance.
- Reconciles and deposits checks received from golf sign-up committee
- Submits a monthly balance sheet//income & expense report to the golf committee.
- Provides the branch audit chair with financial accounting records for the annual golf audit.

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SECRETARY:

- Records all notes during monthly meetings.
- Distributes type-written (email) minutes to each committee member.

HANDICAP CHAIRMAN:

- Reviews all score cards for accuracy and completeness.
- Posts (with NCGA), all adjusted scores after each tournament.
- Determines Flight, Low Net, and C-T-T-H winners.
- Transmits event results to golf committee and the webmaster.
- Provides handicap information as needed or requested by golf committee or to the individual branch members.
- Chairs the golf club handicap committee.

PAIRINGS CHAIRMAN:

- Receives monthly sign-up sheets from the sign-up committee.
- Prepares pairing sheets for next month's play.
- Distributes pairing sheets to: (1) golf chair, (2) handicap chair, (3) treasurer, (4) adds/deletes chair, and the webmaster.

ADDS/DELETES CHAIRMAN:

- Contacts golf courses to inform of the schedule of play and number of players. Contact with the courses is usually made a week prior to play.
- Accepts calls from members with any additions or cancellations. Update the pairing sheets with any changes.
- Forwards completed sheets (w/changes) to the golf chair, communications chair and treasurer.
- After a tournament, completes change sheet and sends to the treasurer for any refunds or collections.

SPECIAL PLAYS CHAIRMAN:

- Select courses and type of play to be used at each special play tournament.
- Coordinate the rules of play.
- Assist in preparing the special score cards.
- Make team assignments for all special events.
- Transmit team assignments to golf chair, adds/deletes chair, and to the webmaster.

STATISTICS CHAIRMAN:

- Records and retains specific statistical information collected from all SIR 93 tournaments.
- At the year's end, accumulates such information needed to determine the club championships and the total of prize funds.
- Disburses information to: golf chair, handicap chair, treasurer, web master, and to the award (trophies) chair.

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NCGA ACCOUNTS:

- Collects and records fees for annual NCGA membership.
- Maintains NCGA/SIR 93 membership roster (active and inactive).
- Notifies membership of due dates and any other pertinent information.
- Informs new members of their score posting responsibilities.

COMMUNICATIONS CHAIRMAN

- Serves as golf committee's primary contact with the NCGA.
- Acts as webmaster for the website and notifies members of the availability of new information.
- Prepares and disseminates all golf club-wide e-mail notices.
- Maintains the SIR 93 Golf Handbook.
- Coordinates all surveys of club members.
- Determines flights and prepares score cards for all tournaments.

SIGN-UP COMMITTEE CHAIRMAN:

- Collects all golf sign-up sheets and checks.
- Reviews sign-up sheets for accuracy and completion.
- Logs funds and balances with player sign-up sheets.
- Submits the completed sign-up sheets to the pairings chairman and sends funds to the treasurer.

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X. ADDENDUM

This space reserved for future use.

XI. FAST PLAY COMMON SENSE REMINDERS

General:

- Always keep up with the group in front — Don't look back!
- Hit when ready — Forget honors.
- Always be ready to hit.
- Take no more than one practice swing.
- Don't search for lost balls more than three minutes.
- Hit a provisional ball immediately if yours may be lost or out of bounds.
- Always have an observer (behind you) on your tee shot or long fairway shot.
- While others are putting do green chores — Read green, etc.
- Putt out – Don't mark unless essential.
- Keep track of your own scores.

Cart Riders:

- Putt together; thereafter immediately go to next tee!
- Drop-off closest player and drive to the other ball.
- Walk forward to your cart — Don't wait to be picked up.
- Take three clubs when in doubt.
- Plan your shot as you approach your ball.
- Recognize your distance limits!
- After hitting, ride with clubs in hand until next shot
- Park cart between green and next tee.

Walkers:

- Putt out, thereafter immediately go to next tee!
- Go directly to your ball — Don't linger while others hit.
- Put your bag between green and next tee before putting.
- Walk briskly between shots.
- Plan your shot as you approach your ball.

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Remember:

- Slow play is ugly! Relax at the nineteenth hole!
- Let's all strive for four and one half hour rounds on standard courses (Slope ≤ 113).
- Replace divots.
- Fix ball marks.
- Rake bunkers — Take rake into bunker before your shot.