

**SaddleBrooke Ranch Women’s Golf Association (SBRWGA)
POLICIES and PROCEDURES**

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These Policies and Procedures (P&P) guide the operations of the SBRWGA.

Changes to the Policies and Procedures

The Policies and Procedures will be reviewed each calendar year and changes may be recommended by the membership and/or the Board.

Changes may be passed by a majority vote of the entire Board. The Board may opt to present changes to the general membership for a membership vote, with a simple majority required for passage.

Changes and their effective date will be communicated to the membership via email to all SBRWGA members and will be posted on the SBRWGA website.

Membership

To become a member in the SBRWGA, a woman must submit a completed membership application and pay the dues.

The Association dues include membership in the Arizona Women's Golf Association, Southern District Women's Golf Association (SDWGA), and a USGA handicap through the GHIN service. To be eligible for weekly prizes, she must have an established USGA handicap. This requires at least 3 scores from any USGA rated course.

Members must be registered in the Chelsea System which is used to request tee times.

Communication

The major means of communicating with the members is by the SBRWGA Website: <http://www.SBRWGA.com>. Emails to the members are used to communicate information regarding tournaments, deadlines, President's Message, and any other information needing attention. Emails to the membership will go through the SBRWGA President, or a member of the Board.

Dues

The Board sets the amount of yearly dues. Anyone who has not paid by January 1st will no longer be considered a member until she registers on the AGA website.

The Dues schedule will be posted on the website.

Officers

In addition to the duties spelled out in the By Laws, the Executive Officers have the following responsibilities:

Each officer shall maintain and transfer complete records of her position to her successor. Printed material in excess of the current and prior two years, may be destroyed, while digital records may be retained at the Officer's discretion.

By September 1 of each year, the Board will send out an email to solicit members interested in running for the nominating committee.

When developing the annual budget, the intent is to spend income in the year for which it is earmarked. However, due to variations in timing between income and expenses, the Board can recommend a year-to-year carry-over amount of up to \$3,000. The SBRWGA Board may make exceptions to this requirement in extraordinary circumstances.

Once the annual budget is approved by the membership, each Officer will manage her budget and will promptly raise any issues to the Board. In managing the budget, the Board may reallocate monies amongst the budget line items.

Committees

Each Committee shall consist of the elected Chairperson and members as she may choose.

League Day Committee

1. Determine the game to be played each week.
2. Manage roster tee times, pairings, scores and winners in the appropriate software.
3. Announce winners via email and post all scores to GHIN and the League website following the round.
4. Manage the appropriate software to maintain League Day records.

Social Committee

1. Organize the themes, food, decorations, and prizes for all golf events as designated by the board.

Membership Committee

1. Ensure that the Membership section of the website is current.
2. Maintain a "New Member" information sheet.
3. Assign a mentor to all new members. The mentor will walk the new member through the website, Chelsea and explain our By Laws and Policies and Procedures. She will play with the new member on her first day and introduce her to other members.

Tournament Committee

1. Under the direction of the Vice-President, responsible for organizing major SBRWGA tournaments and events, which include, but may not be limited to those following. The Vice President will be responsible for coordinating related meetings, creating a list of attendees, collecting funds, and managing the budgets.
 - Club Championship
 - President's Cup
 - Cactus Flower
 - Member-Member
 - SaddleBrooke Women's Classic
 - SBR Updegraff Cup
 - Sadie Hawkins

Webmaster

1. Manage and maintain SBRWGA website.
2. Update information & graphics as required.
3. Make changes to SBRWGA website as directed by the Board.

Handicap/Rules Chair

1. Provide membership with local rules and any updates as they occur.
2. Ensure that the local rules posted to the SBRWGA website are current.
3. Is required to take the USGA World Handicap System online training seminar and quiz at least once every four years. The minimal fee will be covered by the SBRWGA. This is a requirement for all newly elected Handicap Chairs.
4. Each year, to maintain the certification, the Handicap/Rules Chair must complete the assessment that is sent in the Spring with a completion date of June 30.
5. Will conduct periodic, random audits of SBRWGA member postings. The Handicap Chair may assess members that fail repeatedly to post their scores a penalty score in accordance with the USGA recommendations.
6. Educate the membership on rules and handicaps.

Sponsorship Committee

1. Promote and develop outside sponsorship of the SBRWGA to support tournament and events.
2. Responsible for all sponsor correspondence and publicity.
3. Ensure sponsor commitments are met.

Membership Handicap Requirements

To promote fair competition, all members must have a valid USGA handicap. The handicap service through GHIN is part of the SBRWGA annual dues.

New members without an existing handicap must establish a handicap by posting at least three attested scores or 54 holes from any USGA rated course. Until a handicap is established, she is not eligible for weekly prizes.

Members are responsible for posting all non-League Day scores within 24 hours of play. Score posting guidelines are on the website.

Tuesday League Day

- USGA procedures will govern rules of play and handicaps.
- **Calendar**. Once the Golf Association Calendar has been determined, the Board will review and approve the League Schedule for the coming year. Changes in Tournament or Special Event dates will be reviewed by the Board, and the League Day Committee will handle any changes.
- **Eligibility**. A player must be a paid member of SBRWGA in good standing with an established GHIN 18-hole handicap to be eligible for competition on official League Days. Maximum handicap to be applied for all play days is 40.
- **Handicaps**. Handicaps will be used for Tuesday League Days. For select Tournaments and Special Events, handicaps may need to be updated earlier than Sunday for turnaround time requirements.
- **Guests**. Members may host guests. The host will be responsible for the League Day fee, with all funds going towards the weekly prize payout. Guests are ineligible for prizes, and they may not play on “team format” days.
- **Entry Fees**. The entry fee for regular League Days is \$5. A portion pays for range balls with the balance going towards the prize pool. When range balls are covered by a sponsor, all funds will go toward the prize pool. Special events may have different entry fees.
- **Weekly Signup**:
 - Sign-up is available approximately 30 days in advance of Tuesday League Days via the Chelsea System. Special Events may have specific sign-up requirements and deadlines. On Chelsea, members must sign up by noon Wednesday for the following Tuesday League Day.
 - On Thursday, Chelsea issues emails to confirmed players for the following Tuesday. The League Day Coordinator finalizes tee time pairings and flights at 6 p.m. on Saturday.
 - If a member has failed to sign up on Chelsea by the Wednesday noon cutoff, she MAY have an opportunity to play on an exception basis as follows:
 - If she emails SBRWGA@gmail.com before the pairings and flights are established, she will be placed on a waitlist.

- If an opening occurs, she will be added to the roster by the League Day Coordinator.
- **Size of Field**. A minimum of 12 players is required to establish a League Day game. Cancellation of any League Day or tournament is at the discretion of the League Day Chair, with concurrence of the SBRWGA President or Vice President, and/or the Pro Shop.
- **Pairings** will be determined by the League Day Committee using Golf Genius software. Tee sheets and scorecards will be sent out prior to Tuesday. Players are expected to print their own scorecards.
- **Flights**. The field may be divided into flights by the League Day Committee according to the course handicap, with the players divided evenly or along natural breaks in the entries.
- **Tee positions** for League Days.
 - The PLUM tee will be the default tee position for the Club Championship. The Board may specify that a specific tee position will be used by all players for certain events.
 - Four tee positions will be available as follows:
 - Gold
 - Plum/Gold blended
 - Plum
 - Plum/Rust blended
 - Members must declare from which tee they will play at the start of each quarter (Jan, April, July, Oct) or when they join. Upon joining the League, new members, in a meeting with their mentor, will be asked to select which tee they would like to play from.
 - All members must commit to their selected tee position until the start of the next quarter (Jan, April, July, Oct). At that time, players may declare a different tee position.
 - Members may additionally change their tee position for non-tournament play once per quarter by sending an email request to the League Chair at SBRWGA@gmail.com. Any changes will remain in place until the end of that quarter.
- **Posting Scores**. Each player is responsible for attesting her score. On regular League Days, the League Day Committee will post member scores to Golf Genius and GHIN. Members are responsible for posting all their other scores outside league play within 24 hours of play. Score posting guidelines are maintained on the website.
- **Pace of Play**. In consideration of all concerned, the pace of play must be reasonable. Foursomes should be able to complete 18 holes in four hours or less.
- **Maximum Stroke of 10**. With the exception of President's Cup, Club Championship, Del Sud and Telegraph tournaments, players must **pick up for a**

maximum stroke of 10 for any given hole without being eliminated from the game of the day. League Day chairs will post scores to GHIN per the World Handicap System (WHS) guidelines of Net Double Bogey.

- **Prize Money Payouts:** to provide consistency and credibility to the weekly prize money allocations, the following guidelines will be observed when determining payout amount for Pro Shop credits.
 - All monies collected on any Tuesday will be distributed to the people playing that day. There will be no carry over of the prize pool.
 - For payout purposes, entrants shall be defined as individuals, or 2 or 4 women teams.
 - "Prize Money Pool" size will vary from week to week depending upon the number of entries. Special events and tournaments may have a different payout plan.
 - The League Day committee targets half of the field to be paid out.
 - In the event of ties, the money for the positions is added together and divided by the number of ties or it will be determined by a scorecard playoff. (USGA rule - Total of back nine, if still tied back six, back three and finally 18th hole. If handicaps are used, one-half, one-third, one-sixth, etc. should be used.)

Quarterly, Year-End and Other League Day Awards

- **Most Improved Player:** This is an annual award. The handicap dates will be January 1 to December 1 the following year. The winner will be announced at the annual Holiday Luncheon. The USGA/GHIN formula for calculating the "most improved" will be utilized. Eligibility requirements apply as follows. The player must have:
 - been a member of the SBRWGA for the entire year (joined no later than January).
 - a minimum of 12 postable scores from League Days. (A scramble event, for example, would not qualify as a postable score.)
 - a minimum of 50 posted scores for the year, not necessarily all for SaddleBrooke Ranch.
- **Hole-in-One Club:** Members have the option of joining the Hole-in-One Club for \$5. A member making a Hole-in-One from regulation tees on a League Day or during an SBRWGA tournament will receive all the money in the pot.
- **Chip-in-Club:** Members have the option of contributing to a chip-in club on League Days. Members making a chip-in (or putt-in from off the green), will receive a portion of the pool which is distributed quarterly.

Tournaments and Special Events

At the Board's discretion, tournaments and events may include:

Club Championship / Senior Club Championship:

This is two-day gross score tournament. Participants must play both days. To be eligible to play in this tournament, a member must have an established USGA handicap. To be eligible to win either the Club Championship or Senior Club Championship, a member must have played and posted ten (10) SBRWGA League Day events within the prior 12 months of the tournament date. The SBRWGA President may make exceptions to this requirement in extraordinary circumstances. To qualify to compete in the "Senior Club Championship" award category, a player must be 70 years of age or older on the tournament date. Members meeting the qualifying age can compete in both categories but can only be awarded a win in one category. All members are eligible to win in their respective flights. In the event of a tie, a USGA sudden death play-off will ensue until the winner (Club Champion and/or Senior Club Champion) is determined.

President's Cup:

This is a two-day low net score tournament. Participants must play both days. To be eligible to play in this tournament, a member must have an established USGA handicap. To be eligible to win the President's Cup tournament a member must have played and posted ten (10) SBRWGA League Day events within the prior 12 months of the tournament entry date. The SBRWGA President may make exceptions to this requirement in extraordinary circumstances. All members are eligible to win in their respective flights. In the event of a tie, a USGA sudden death play-off will ensue until the winner is determined.

Updegraff Cup:

Two SBRWGA teams compete for prizes. The Team Captains are selected by the Tournament Chair from past Updegraff Cup participants. The Team Captains select their teams from those members registered to play and the pairings are made by the Captains. The format for Day 1 is Four-Ball Match Play. The Day 2 format is Chapman or Pinehurst Match Play. Participants must be available to participate both days.

SaddleBrooke Women's Classic:

SBRWGA, MountainView/Preserve and SaddleBrooke One will annually rotate hosting members for a one-day tournament at their home course. The Classic is a team event with both gross and net prizes awarded.

Sadie Hawkins:

Sadie Hawkins is a one-day, two-person (one female/one male) invitational. Any SaddleBrooke Ranch resident with a current USGA handicap is eligible. The event is flighted with 40 being the maximum handicap allowed. The tournament committee decides the game of the day. Members may not play with the same partner as in the prior year.

Member-Member:

SBRWGA members compete with a partner in a two-day two-person competition. Members may not play with the same partner as in the prior year.

Cactus Flower

The Cactus Flower is an invitational tournament. The format is determined each year by the Tournament committee. The tournament is flighted, and teams compete for prizes within their flight. Each person must have a current USGA handicap index and will play to a maximum handicap of 40.

Special League Days:

The following play occurs during regularly scheduled Tuesday League Days. There are no entry fees required by participants. Casual celebrations may or may not follow play.

1. **AGA State Medallion.** This is an annual, statewide tournament hosted by the AGA for the low gross and low net winners determined from a series of four qualifying rounds played at AGA member clubs. SBRWGA will pay the tournament entry fees, along with a stipend to help offset travel expenses, for the winning SBRWGA members who represent our Club in the statewide tournament.
 - The League Day Committee designates four regular golf play days as the qualifying days for the State Medallion
 - To be eligible, a player must play a minimum of two out of the four qualifying rounds. A player's best two scores are used to determine her State Medallion score.
 - The maximum handicap to be used for the net scores will be 40.
 - Gross supersedes net.
 - In the event of a tie for either gross or net (after completion of the qualifying rounds), an 18-hole playoff should be held within two weeks of the final qualifier to determine the winner. If an 18-hole playoff is not feasible, a scorecard playoff will be used per AGA recommendations.
 - Players playing from the PLUM tee qualify for the Gross and Net competition. Players playing from their designated Plum/Gold and Gold tees will only qualify for the Net competition.

2. **SDWGA Del Sud Tournament.** The Del Sud Tournament is a two-day net ringer tournament played on two regular League Days. It is partially funded by members' dues to the Southern District Women's Golf Association (SDWGA).
3. **SDWGA Telegraph Tournament.** The Telegraph Tournament is a one-day net tournament played on a regular League Day. It is partially funded by members' dues to the Southern District Women's Golf Association (SDWGA).

Outside Events

In the interest of providing additional opportunities for our active members wishing to participate in competitive events in the greater Tucson area, information is provided on our website concerning the following outside Associations and events. All expenses to participate in any of the following events are the responsibility of the player.

1. **Catalina Cup.** This is a Gross and Net Match Play competition among local clubs that takes place each month between November and April. The membership will be polled to determine those interested in playing. Players are limited to a maximum handicap index of 26. Six members are selected from among the eligible candidates for each month. Points awarded at each competition are accumulated throughout the season. The Club with the most Gross points, and the Club with the most Net points are honored.
2. **Kachina Dolls.** This event is a casual monthly day of golf and lunch at a participating golf course during the months of October through May. The membership will be polled to determine those interested in playing. Attendees having a HC greater than 36 must play to a 36. Each foursome is comprised of members from different clubs, using the ABCD method. The format is the lowest two net best balls of the foursome.
3. **Southern District Women's Golf Association (SDWGA)** schedules three tournaments each year.
 - **Fall Partners tournament** – a two-day tournament for teams of two players. The format is better ball of partners using Stableford scoring. There are gross and net winners by flight.
 - **Winter Scotch tournament** – a one-day event for teams of two players. The Scotch format is a modified alternate shot game where both players hit their tee shot and then they alternate shots into the hole. There are gross and net winners by flight.
 - **Spring Four-Ball tournament** – This is a two-person better ball event. There are gross and net winners by flight.
4. **City Women's Golf Association of Tucson (CWGA)** schedules six events from November through April. All golf for CWGA is governed by the USGA Rules of Golf. Each CWGA - Golf Tracks golfer must have a verifiable USGA handicap, be an amateur golfer, be 18 years of age or older. At each event, golfers compete as

individuals - gross and net in flights according to handicaps. The format is individual stroke play with Stableford scoring. One third of each flight is awarded wins according to earned Stableford points.

5. **Arizona Golf Association (AGA)** schedules several golf events throughout the year and across the state. They conduct both competitive tournaments and fun events.

SaddleBrooke Ranch Local Golf Rules

Current local rules will be maintained on the SBRWGA website and in the Pro Shop.

Discipline Policy

So that all SBRWGA members may enjoy participation in league day activities, members must act with integrity in applying rules and penalties to themselves; show consideration to others by playing at a prompt pace; observe safe behavior; take good care of the course and not disrupt other players. (USGA Rule 1.2).

A claim against the good standing of any member may be made when an action or behavior results in the violation of USGA Rule 1.2. This rule includes destruction/abuse of the golf course, discourteous conduct, abusive language, or physical abuse or threat. The claim must be communicated to a member of the Board by at least two SBRWGA members who witnessed the incident within 5 days of the alleged incident. The Board member will document the claim in writing and the witnesses will attest via signature.

Upon receipt of the claim, the SBRWGA Board shall meet to review the claim and gather information about the incident. After reviewing the facts, one of the following actions will be taken:

1. Two members of the Board will be selected to meet with the charged member to discuss the claim and develop a resolution plan. This meeting shall occur within 10 days of the original notification. The Board may extend this period for good cause.
The two selected members of the Board will report back to the full Board with details of the meeting and a resolution plan. The resolution plan may include a warning, and/or placement on probation, and/or suspension from SBRWGA activities for a specified period.
The charged member will have the right to request a meeting with the full Board.
2. The charges will be dismissed.

Any suspension or removal of member requires a final decision by Robson Management.

The proceedings of the incident shall remain confidential.