

•

## Policies and Procedures for the



**Originally Adopted 2/13/2013**  
**Augmented 1/14/2014, 1/13/2015, 1/12/2016**  
**Revised and Adopted 4/10/2017**  
**Revised and Adopted 2021**

The following is a collection of the various policies and procedures that were initially generated by the SBMGC Board of Directors in the years before February 2013. All of them were reviewed, adapted where necessary, and finally approved by the Board on February 13, 2013. Any additions or changes subsequent to that date are identified by the date of adoption.

### **I. CLUB COMPETITIONS**

#### **1. Planning**

In August of each year, the President will establish a long-range-planning committee, made up both of current Board members and other Club members, which will be charged to create and bring to the Board for approval a cohesive plan for Club events for the coming year.

#### **2. Concerning Club Tournaments**

##### **a. Rules.**

- In all Club tournaments, all players will play from the same tees. For each tournament, the Tournament Director will specify which tees will be used. (Adopted 6/10/14)
- USGA Rules Apply for all Club tournaments (All members are encouraged to carry a rule book.)
- Summer Rules apply to all tournaments unless otherwise stated prior to the tournament start.
- No member will be allowed to participate in a tournament if he has already played on the course the same day (this includes practicing on the course, on any green and in any bunker).
- For each tournament whose format differs from the standard individual scoring, information explaining the details of the format will be attached to, or printed on, the tournament scorecard.

**b. Eligibility**

- All club members with a current SCGA handicap are eligible to enter the Club's tournaments.

The Handicap Chairman may assign a temporary handicap when a player has posted a minimum of five (5) scores.

Anyone without a handicap may play as a zero (0) handicap.

**c. Payouts**

- 40% of the field and ties are paid, except the November Turkey Shoot which is 50%.
- In the future for all flights, the Low Gross and all Low Net scoring players will be paid equally but no one player will collect both. Following that, only Net scoring players will be paid, and that payment will continue down until 40% of the players in the flight are paid. (Adopted 12/8/15) For low gross ties, refer to Section I.2.d below. Monday Tournaments pay net only, not gross.
- For team events and Stableford Scoring events no Gross winners will be paid.

**d. Procedure for Ties**

- Gross winners in all stroke competitions will use the USGA recommended procedure for matching scorecards to break 1st Place ties if a playoff of any type is not feasible or planned for prior to the Tournament start. That is, the winner is determined 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, they check the last six holes, then the last three holes, and finally the 18th hole
- Net Flight player ties are maintained unless stated prior to the event, ties are broken by using course index instead of course handicap.
- Exception for Club Championship where there will be a 4-hole aggregate playoff to determine the winner. If no winner is determined it will go to a sudden death hole by hole playoff.
- All other ties will stand.

**e. Fees**

- The entry fee for monthly tournaments will be \$11.00 for Regular Members and \$21 for Associate Members.
- For each entry fee, \$1.00 will be set aside by the Treasurer in two Hole-in-One insurance pots, one for Monday and one for Sunday tournaments. The funds in these two pots will accumulate. Any Club member playing in a tournament for which this \$1.00 fee was collected will win 100% of the accumulated contents of the pot collected from tournaments played on that day if he achieves a gross Hole-in-One. (Adopted 9/10/14; Amended 3/14/17)  
If more than one player achieves a hole-in-one in the same tournament, the prize pot will be evenly divided among them. (Adopted 6/9/15)
- The cost of all tournament buy-ins except the Club Championship should be the same, regardless of the tournament's length. Buy-in for the 2-day Club Championship should be twice the cost of a one-day tournament.
- For 9-hole tournaments conducted by the Club, the buy-in will be \$5.00 plus \$1.00 for the hole-in-one ante. The money from this ante will be contributed to

the Monday hole-in-one pot. A skins game will not be played during these tournaments. (Adopted 2/10/15)

**f. Club Contribution**

- Beginning with the January Sunday tournament and continuing indefinitely, the Club contribution to tournament payouts will be \$15.00 unless otherwise voted on and change by the Board.

For regular club tournaments, the Club will contribute a number of Golf Shop Credit Points for each participant. Each year, the number of Golf Shop Credit Points contributed shall be set by the Board. Each Golf Shop Credit Point shall be equal to One US Dollar (\$1.00). From the Golf Shop Credit Points contributed by The Club, one (1) point shall be set aside for the Club Championship "Pot". This Club Contribution and the participants' entry fees will together constitute the "pot" for which the participants compete in the tournament.

- For three special tournaments – the Club Championship, the President's Cup and the Turkey Shoot – the Board of Directors will designate the amount of the Club's contribution. This designation should be made by the Board each year at the regular board meeting that precedes each tournament and should take into consideration the balance held in the Club's account. (Adopted 3/12/13)

**g. Players' Handicaps**

- For any tournament that lasts more than one consecutive day, the Course Handicap or CH, as appropriate, used for the first day of competition will be used for all days. This is established on the day the signup for the event is closed. It is noted that this does not apply to competitions that are not played on consecutive days. For those competitions, the Course Handicap or CH, as appropriate, established on the day the signup for the event is closed.

(Adopted 9/10/13)

- For all Men's Club members, if the conditions of play are substantially altered because of maintenance projects, the Club's Vice President for Tournaments may direct members to post Net Par scores for the holes effected. This applies for ALL rounds played, not just Club tournaments. (Adopted 12/10/13)

**h. Player Responsibilities**

- Players are expected to conduct themselves in a polite and rational manner while on the course, abide by rules of golf and demonstrate proper golf etiquette.
- Members must cancel their unwanted registrations by either informing the Tournament Director or the Pro Shop by 5:00 PM two days before the event. (Adopted 1/12/16) Failing to do so may result in entry fee payment penalties.

**i. Scorecards**

Players will exchange scorecards and serve as Marker for their playing partner. In addition, each player will keep track of his own score, on the same card. Scorecards must be signed and attested after the scores have been verified. Cards are to be turned in promptly at the end of play.

- At every Men's Club tournament, a box with a slit top will be placed on or in close proximity to the scorers' table. Following their rounds, players **MUST**

submit their properly signed and attested score cards by placing them into this box. For purposes of application of Rule 6 of The Rules of Golf, this “placing” constitutes the player’s submission of his scorecard to the Committee.  
(Adopted 10/14/14)

- Taking the position that a player’s withdrawal is both voluntary and final, if a player does not submit a complete and signed scorecard for the event, this will constitute a withdrawal from all competitions related to the event. (Adopted 8/11/15). Participants repeatedly posting a DNF, WD, NS or DQ can be subject to the loss of those event credits toward the minimum four tournament requirement for the Club Championship participation.

#### **j. Posting Scores**

Policy for members posting Club tournament scores in GHIN Systems is as follows:

- The Club will post SBMGC event scores. Members therefore do not post scores.
- All eligible scores will be posted as non-tournament scores with the following exceptions which will be posted at Tournament Scores:
  1. the two rounds of the Club Championship,
  2. the 2-Man/Best-Ball tournament,
- Player participation will be noted as follows:
- DNF: Did not Finish / WD: Withdraw / NS: No Show / DQ: Disqualified

#### **k. Members Using Club Events to Qualify for SCGA Competitions**

SCGA qualifying rules and requirements will be used for all Club events that are used to select members to represent the Club in SCGA events.

#### **l. Increasing Participation**

- For a number of Sunday tournaments designated each year by the Board the Club will pay for lunch for members. The lunch will be negotiated with the Mulligan’s Cafe management. (Adopted 1/14/14). Lunch will be provided for all members who attend, whether they play in that day’s tournament or not. (Adopted 6/10/14) Alcoholic beverage not included.
- A Hole-in-One fund will be established and maintained by the Club. (See Section 2 e. 2nd bullet above.)

#### **m. Tournament Formats**

The Club will not hold tournaments with a Front-Nine/Back-Nine format,  
(Adopted 4/12/16)

Tournament Formats shall be set each year by in December by the Tournament Director and approved by the Board.

For individual Net tournaments an optional Net and Gross Skins competition is available for entry with a cost of \$5 each competition. See Section 8, page 6, Bullet point 3.

### **3. Concerning the Club Championship a. Requirements for Play**

All entries must have played in four (4) monthly tournaments since the previous Club Championship.

Board of Directors may approve exceptions and/or modifications to the requirements of play based on but not exclusive of the following:

- Medical

- New Membership
- Effort to play in events but: subjected to tournament cancellation, weather or participation cancellation, partner no show or withdrawal from team events,
- Tournament day participation
- Field count pairing and/or tee time limitation that prevent Tournament day participation.

**b. Procedure for Deciding Winner in Case of Ties**

In Case of Ties for 1st Place winners will be determined as follows:

- Club Championship Gross Division will be decided by a sudden death playoff beginning on the first hole.
- Club Championship Net Flight will be decided by a four (4) hole playoff starting at the first hole (four-hole handicap system will apply). If there is still a tie, play will continue hole by hole until a winner is decided.
- Payouts: To be determined by the Board of Directors
- Over-all Low Gross and Low Net winners will receive higher payouts than the flights.

**4. Concerning the Annual Turkey Shoot**

**a. Payouts (Adopted 11/12/13)**

- 50% of the field will receive a payout.
- The better scoring 25% of the players will receive a credit for the golf shop in an amount to be designated by the Board each year.
- The next best scoring 25% of the players will receive a credit for the golf shop in an amount to be designated by the Board each year.

**5. Concerning the Annual Member/Guest Tournament**

If we have one, the annual Member/Guest tournament will be tentatively scheduled for the Saturday before the fall punching of the greens is scheduled to occur.

**6. Concerning the Annual President's Cup**

**a. Pairings Round**

- Tournament will be either Single or Double Elimination as decided by the Board prior to sign up for the event
- Play for the President's Cup will begin with a Pairings Round. This will be a stroke-play competition held for the sole purpose of seeding all entrants. For this round, in case of ties, the USGA recommended procedure for matching scorecards will be used. (See Section 1.2 above.) The entry fee for the Presidents Cup round of competition will be \$25.00. (Adopted 4/9/13)
- If a member cannot participate in the Pairings Round but wishes to participate in the competition, he will need to pay double the entry fee and he will be seeded last in the bracket. (Adopted 6/10/14)

### **b. Regular Competition**

- The regular competition will begin on the following Monday following the Pairings Round. The regular competition will be a match-play tournament played over a number of weeks depending on the number of entries. Each round must be completed in seven days. Play will be to current index at time of qualifying and current index at the time of all matches
- The President's Cup tournament will have a one-time entry fee of \$25.00. (Adopted 6/10/14)

### **c. Payout**

The Club will add to the Presidents Cup pay-off pot an amount to be determined by the Board.

For the present and future years, the pay-out structure for the Presidents Cup should be that presented as follows:

- Quarter-Final losers (4 players) will each receive 5% of the pot.
- Semi-Final losers (2 players) will each receive 10% of the pot
- Loser of the finals (1 player) will receive 25% of the pot
- Winner of the Finals (1 player) will receive 35% of the pot. (Adopted 10/8/13)

## **7. Concerning the Annual SCGA Better-Ball Tournament**

- All SCGA Rules for this competition apply, including:
  - Maximum index = 18.4
  - Each player plays to 90% of his course handicap
  - If partners' course handicaps differ by more than 8 strokes, an additional 10% reduction will be applied to their course handicaps
- The regular \$10.00 + \$1.00 buy-in will be collected for the Qualifying Tournament and allocated to winners according to our normal tournament procedure.
- The top scoring eight (8) teams and ties will qualify to compete in the Club's Better-Ball Playoff
- The qualifying teams will carry their scores into the Playoff. That is, the scores for the Playoff will consist of each team's qualifying score PLUS their score in the Playoff.
- A \$10.00 + \$1.00 buy-in will be collected from all teams playing in the Better Ball Playoff. Golf Shop credit for this entire sum will be given to the winning team.
- If any teams who qualify for the Playoff do not wish to play, their places may be taken by the next lowest scoring team.
- The Club will pay the registration fee of the Playoff winning team. If the 2nd place team wishes to compete in the SCGA competition, they must pay all their own expenses. (Adopted 2/10/15)

## **8. Concerning Skins Competition**

- Separate and apart from the tournament event. On Sunday events, there will be a skins game funded by those who wish to participate. There is no contribution to the Skins Competition by the SBMGC or the Board of Directors.
- When personnel are available, the Club will conduct NET and GROSS skins games for two pools of players. The pools will be formed by splitting both the NET and the GROSS fields at the median of the handicaps of the players choosing to play on the day. (Adopted 10/14/14)
- There must be a minimum of 24 tournament participants for a Skins Competition to take place
- Uncollected skin money and a list of skin winners will be placed in the Golf Shop. Winners may pick it up during regular hours. (Adopted 2/11/14)
- Beginning in October, 2016, the Board members will discontinue the conduct of a Skins Game on Mondays. (Adopted 9/13/16)

## **9. Concerning Knuth Points**

### **a. Discontinuance**

Beginning 4/9/13, the Club will immediately discontinue use of the Knuth system. (Adopted 4/9/13)

## **10. Concerning Club Support of Members Representing Club**

The Club will pay the entry fees for members who participate in SCGA events based on winning any of the following Club events:

- 4-Ball Championship
- Club Championship – Gross  
Club Championship – Net
- Club Championship – Senior Gross

## **II. OTHER CLUB EVENTS**

### **1. Concerning the Annual Membership Meeting,**

The cost, time and location of the Annual Membership Meeting will be determined by the Board no later than its September meeting.

## **III. BOARD DUTIES AND STIPENDS**

### **Board Members' Support for Annual Meeting**

Each year the Board will consider ways in which Board members might support the Annual Meeting.

### **Board Members and Duties**

#### **1. President**

- Sets and distributes the agenda for Board Meetings distributed via email to board members prior to the monthly meeting.
- Directs activity and discussion during Board meetings.

## **2. Treasurer**

### **a. Reporting**

- The Treasurer is directed to provide, at each monthly Board meeting, an accounting of the Club's finances which will include: 1) Beginning monthly balance, 2) Itemized income, 3) Itemized expenditures, 4) Ending monthly balance.
- The above report is to continue to be attached to the monthly Board meeting minutes. (Adopted 5/10/16)
- The minutes and monthly accounting of the Club's finances are to continue to be published to the SBMGC membership via the SBMGC web site. (Adopted 5/10/16)

### **b. Purchase of Script**

Board approval must be obtained before the treasurer purchases script from Men's Club members or board members.

## **3. Secretary**

### **a. New Members**

One of the responsibilities of the Club Secretary will be to send new members an information packet.

### **b. Recording and Posting Minutes**

Because the members may not be aware of Board actions, the Secretary will post, to the SBMGC.com website, a summary of the approved minutes by which any member may download a full copy of the minutes if desired.

Secretary may assign the duty of recording minutes to another board member if absent or unable to record meeting notes for SBMGC board meetings.

### **c. Members and Mailing List**

We will use the Members mailing list for any and all Club-related communications and persist with the policy that limits use of the Club's e-mail list to business related to the Club. It will not be provided to other entities for other purposes.

### **d. E-Mails to Members**

To ensure that e-mails sent to the entire membership are attractive, informative and not so numerous as to discourage opening by the members, all e-mails aimed at the entire membership will be released only by the Club Secretary. Any members of the Board who want information to be distributed to the members should forward it to him.

### **e. Website**

Update and maintain website.

## **4. VP of Tournaments**

- a. Sets yearly schedule of tournaments to be approved by the board.
- b. Sends email members for tournament signup.
- c. Sends email with tee times to members.

## **5. Handicap Chairman**



- a. Reviews and analyzes handicap information of members with relation to tournament scoring, posted handicaps and played rounds in order to preserve the integrity of SBMGC club events

### **Payments to Board Members**

#### **a. Stipends**

The Board will continue the previous policy of giving the following monthly stipends to specific Board Members:

- VP for Handicap: \$125.00
- VP for Tournaments: \$125.00
- Treasurer: \$125.00
- Secretary: \$125.
- President: not eligible for monthly stipend.
- Members-at-large: Not eligible for monthly stipend.

It is noted that this action is both within current Men's Club Policy and consistent with past practice.

#### **b. Other Compensation**

- The Club will pay the yearly SCGA and Club Membership Fees for all Board members.
- No other positions will be compensated.
- Board members working a tournament will have their Greens Fees paid by the Board. Board member must submit receipt to the Treasurer to receive reimbursement for the Greens Fee.

#### **c. Meal Allowance for Tournament Workers**

For any person designated to work a tournament (i.e., verifying and posting scores, and collecting and tracking "skins" participation), a meal will be provided in accordance with the following guidelines.

- A meal not to exceed \$15.00, and a non-alcoholic beverage.
- Alcohol and deserts will not be paid for by the club.
- Members are responsible for paying cash "on the spot" for meal charges in excess of these guidelines.
- In order to receive reimbursement, the Board member must submit a receipt to Treasurer.

#### **d. Responsibilities of Tournament Workers (added 7/9/13)**

When a member of the Board who has been assigned to work a tournament on a designated day finds that he cannot do so, he should:

1. Locate another Board member who is willing to substitute for him.
2. Notify, via e-mail, the VP for Tournaments, the President, and the Golf Professional who works with the Club, that this substitute has been made.
3. The above notification must be made at least 4 days before the tournament (e.g., Wednesday before a Sunday tournament.)

## **5. Contributions from the Club**

It is appropriate for the Board, on occasion, to contribute Club funds to a charitable cause and may be considered by the Board on a case-by-case basis.

## **6. Meeting Agenda**

The last item of action at each Board meeting should be the setting of the date, time and place for the next month's meeting.

## **IV. ELECTIONS 1. Schedule**

- Any individual nominating himself or being nominated by another member must fill out, sign and submit a "Nominating Form" attesting to his willingness to serve if elected. (Adopted 8/12/14)
- As nominations are received over the 30-day nomination period via email or in person in the pro shop, a list of nominees will be emailed to Regular members.

## **2. Eligibility to vote**

- All members who enjoy paid-up Regular membership on the date of the close of voting for the election will be eligible to vote. This includes all previous year members, (in this case, 2012 members) and any new members who have joined and paid their membership dues before the close of voting. Associate members do not vote for Board Members.

## **3. Receiving and Counting**

- The Board will request that a member of the Golf Shop Professional Staff serve as Inspector of Elections to receive and tabulate all electronic and paper ballots and report the results to the Board.

## **V. TEAM PLAY**

### **1. Player Selection**

Selection of the members of the team will be the responsibility of the team captain and, if one exists, the assistant captain. All members of the SBMGC with a qualifying "index" will be eligible to tryout. The team selection will be based on performance during practice matches, prior team experience and overall participation in club events as determined by the team captains. The selection criteria will be subject to Board approval.

### **2. Captain Selection**

Team Captain is designated by the Board of Directors. NOTE: To be qualified to participate as Team Captain or a member must have played in at least four (4) tournaments over the previous twelve (12) months and have a current max. L.I. of 18.4. (Adopted 3/8/16). Team captain qualifications require having experience as member of a previous SCGA Team.

### **3. Captain's Responsibilities**

The Captain's Responsibilities include:

- Attend Men's Club board meetings when requested.
- Keep the Board apprised of the Team's progress and needs.
- The current year's Captain is empowered to negotiate with other clubs to form a competition group for the following year. (Adopted 3/8/16)
- Outline plans for the following year in May or June and communicate them to the Board.
- Report to Board of Directors the following
  - o Participants
  - o Competitor Clubs
  - o Schedule
  - o Status/Results – Win/Loss
- Submit practice round schedule earlier in the year.
- Interface with the men's club Secretary so team play activities can be included in the newsletter.
- Coordinate and select Team competition participants.
- Any SBMGC member-in-good-standing, whether Regular or Associate, is eligible to participate.

### **4. Financial support from Men's Club**

The Men's Club's contribution will be established with each year's budget.

### **5. Player's Responsibilities**

Player's Responsibility to the Team and Club include:

- Players must play in enough Men's Club tournaments to qualify to play in the Men's Club championship.
- Players should also compete in the President's Cup.
- Players who join our Men's Club too late to fulfill the above requirements will be exempt during their first team play season.
- Players must be available to play a practice round prior to away matches.

## **VI. EXTERNAL RELATIONSHIPS**

### **1. Golf Advisory Council of City of Santa Barbara**

The Men's Club Golf Advisory Council (GAC) Representative is asked to recommend to the GAC that, in the future, when golf course quality is significantly degraded for any reason (e.g., construction, creek restoration, green deficiencies) that green fees be temporarily lowered.

## **VII. Membership Fees and Payment**

### **1. Methods of Payment**

The club will use the membership fee payment system offered by the SCGA.

## 2. Types of Membership

Note: Requirements for playing in the Club Championship and Team Play apply. Beginning with the 2017 year, the Club will have a two-tiered cost structure for membership as follows:

- a. Tier 1 – Full Membership Cost = \$100.00 per year

Benefits:

- SCGA membership with privilege to participate in all SCGA events
- USGA/GHIN Handicap index
- Privilege to participate in all SBMGC events

- b. Tier 2 – Limited/Associate Membership Cost = \$65.00 per year

Benefits:

- SCGA membership with privilege to participate in all SCGA events
- USGA/GHIN Handicap index
- Privilege to play in any regular monthly SBMGC tournament by paying the normal buy-in fee of \$11.00 PLUS an additional \$10.00. **(TOTAL: \$21.00)**