



# State Golf Manual

2012

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

## **INTRODUCTION**

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

## **ORGANIZATION**

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

The State Golf Committee shall be comprised of, but not be limited to a Chairman, a three member Policy Subcommittee, a six member Operations Subcommittee, and a three member Finance Subcommittee, all appointed by the State President for a term of one year. The chairman of the Committee may not serve in that capacity for more than three years.

The SIR Vice President shall serve ex-officio without the right to vote.

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

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

## **PURPOSE**

The purpose of the State Golf Committee is to:

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, in any way, the conduct or extent of golf activities at the Branch level.
2. Promote, by counsel and advice, the maximum enjoyment and fellowship among golfers throughout Sons In Retirement.
3. Establish procedures for playing, scoring, and posting of scores, so that each member wishing to participate in State Tournaments will compete on an equitable basis.

## **STATE GOLF COMMITTEE CHAIRMAN**

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

1. Preside at all meetings of the committee.
2. Recommend appointments of all members of the SSGC to the SIR State President. Review individual recommendations with the current committee members prior to submitting names for approval by the SIR State President.
3. Appoint such other subcommittees and chairmen thereof as may be deemed advisable or expedient.
4. Issue or arrange for issuance of the Newsletter (either printed or electronic) as needed to be distributed to members of the Committee, Area and Branch Golf Chairmen, the State President and Vice President, Regional Directors, Areas Governors and such other interested parties as may be identified.
5. Maintain a history of the committee activities, including the results of State Tournaments.
6. Direct the activities of the subcommittees, including the assignment of special projects that will enhance the enjoyment of golf for Sons In Retirement and implement directions or requests of the State President.
7. Monitor the Budget and Financial Reports and activities of the State Golf Treasurer and the Finance Subcommittee.
8. 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.

## **STATE GOLF COMMITTEE SECRETARY**

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

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

## **STATE GOLF COMMITTEE TREASURER**

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

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

## **STATE GOLF FINANCE SUBCOMMITTEE**

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

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

## **STATE GOLF POLICY SUBCOMMITTEE**

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

1. Review and study the activities of Sons In Retirement, Incorporated and its Branches pertaining to golf.
2. Maintain and publish (printed and/or electronic as appropriate) copies of the SIR State Golf Committee Manual and updates as approved by the committee.
3. Review each revision to the SIR State Golf Manual and note any change that affects the SIR State Golf Committee. In a timely manner, inform the SIR State Golf Committee Chairman and Subcommittees, as appropriate, of the revision and recommend modification(s) to the SIR State Golf Manual.

4. Submit to the Committee such changes in the SIR State Manual Standing Rules, By-laws, and/or the SSGC Manual as deemed necessary or desirable. Changes to the above referenced rules, bylaws and manual may be initiated by the Policy Subcommittee or as requested by the Committee Chairman or other Subcommittee Chairman. With the approval of a majority of the entire Committee, its recommendations may be submitted by the State Golf Chairman to the SIR President proposing such changes in the Standing Rules, Bylaws, and Golf Manual. In addition, the Policy Subcommittee conducts such other studies related to golf as may be directed by the President, the Board or the SIR State Golf Committee Chairman.

## **CHAIRMAN, POLICY SUBCOMMITTEE**

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

1. Schedule and chair the Policy Subcommittee meetings.
2. Publish minutes of all Policy meetings and distribute copies to all members of the State Golf Committee.
3. Prepare and maintain a Tournament Host Schedule. Scheduling of committee members for host duties is to be made according to the method approved by the committee

## **STATE GOLF OPERATIONS SUBCOMMITTEE**

*It is the duty of the Operations Subcommittee (Chairman & five Division Chairmen) to:*

1. Conduct and administer those tournaments approved by the SIR State Golf Committee (SSGC).
2. Make arrangements for SIR State Golf Committee tournaments including golf course(s), accommodations, transportation and/or other services deemed necessary for a golf tournament as authorized by the SSGC including, but not limited to services provided by:
  - a. Authorized travel agencies.
  - b. Hotels.
  - c. Golf Courses

In making such arrangements, the subcommittee is expected to utilize SSGC Request(s) for Proposal (RFP) and obtain written contracts from services providers. Discussions and negotiations with service providers are always to be conducted by at least two (2) members of the Operations Subcommittee or other member(s) of the SSGC as authorized by the Committee Chairman. In addition, copies of all written agreements with service providers are to be provided to the SSGC Treasurer in a timely manner.

3. Provide Tournament Host(s) with a copy of written contracts/agreements with service providers or with a written summary of pertinent details of arrangements for the tournament. The information should normally be made available to the tournament host(s) at least 90 days before the scheduled date of a SSGC Tournament.

## **CHAIRMAN, OPERATIONS SUBCOMMITTEE**

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

1. Assure compliance with State Policy as outlined in the State Golf Manual.
2. Schedule and chair Operations Subcommittee meetings.
3. Publish minutes of all Operations Subcommittee meetings and distribute copies to all members of the State Golf Committee.
4. Publish information on all State arranged tournaments.

## **STATE GOLF NEWSLETTER**

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

The State Golf Committee Chairman is responsible for the content and timely distribution of the Newsletter.

## **STATE DIVISION CHAIRMAN**

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

1. Oversee all Sir Golf Activities within his Division in accordance with the Golf Manual.
2. Hold Division Qualifying Tournaments each year and report the results to the Chairman and to the tournament Chairman of the Individual State Championship tournament no later than September 10<sup>th</sup>.
3. Implement the correct rules and procedures for conducting Division qualifying Tournaments.
4. Organize and conduct other Division-wide Tournaments at the direction of the Operations Subcommittee Chairman.
5. Assist Area Golf Chairman with Area Tournaments when needed.
6. Keep Sir Golfers informed of the plans and progress of the State Golf Committee and relay to that Committee any suggestions and/or problems received from the Area or Branch Chairmen.
7. Hold Division Golf meetings per Schedule or upon the request of the Operations Subcommittee Chairman.
8. Receive and deposit to the State Golf Committee Treasurer all moneys received for State, Division and Area arranged Tournaments, including Qualifying Tournaments.
9. Notify the Operations Chairman, Area and Branch Golf Chairmen of the date and place of your Division Qualifying Tournament by October 1<sup>st</sup> of the year prior to the tournament.

10. Each Division Chairman will hold an annual Training meeting in the month of February to inform all areas and branches of the current year's programs set by the State Golf Committee. The Area and Branch Golf Chairmen, their assistants, and any other members wishing to attend are welcome. Each Division Training meeting may also be attended by the State Golf Chairman, Policy and Operations Subcommittee Chairman, and any other State Golf Committee members that wish to attend. An open invitation is extended to the State Vice President to attend any Division Training Meetings.

## **AREA GOLF CHAIRMAN**

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

*It is the duty of the Area 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 program by attending scheduled meetings and by promoting participation in State sponsored tournaments.
4. Receive and bank moneys for State arranged qualifying tournaments and forward them to the State Golf Committee Treasurer (in a single check if requested).
5. Organize and conduct Area Qualifying Tournament(s) for the individual State Championship and for the Scramble Team Championship, rank eligible golfers in stipulated Flights for possible qualification for Division Tournaments and report the results on the proper form.
6. Meet with the Branch Golf Chairmen during the year. The State Golf Chairman will contact Area Governors and ask them to invite Area Golf Chairmen to the Governor's quarterly meetings. The Area Golf Chairman should attend these meetings and share with the Branches any pertinent information obtained.
7. Send Branch comments, concerns and questions to the Division Chairman.

## **BRANCH CHAIRMAN**

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

Branch Golf Activities are not supervised by the State Golf Committee except when the Branch Activity is involved with a State arranged event.

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

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

*The Branch Golf Chairman shall:*

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

## **FISCAL MATTERS**

1. The State Golf Treasurer, Division Chairman, and Area Chairmen will maintain separate bank accounts for golf funds and hold records available for audit.
2. The State Golf Treasurer will be audited annually by the SIR State Audit Committee.
3. Area Golf Chairmen shall maintain a bank account specifically for monies received in connection with Area golf events. These monies shall be deposited and distributed through this account. The Area Golf Chairman should use his Branch non-profit ID number for this account. This account will be audited annually by the Area Governor.

4. Branch Golf Chairmen must maintain separate bank accounts for golf funds. They should be able to utilize the Branch non-profit account number. This account will be audited annually by the branch audit committee. If a problem exists, contact the Area Governor or Area Golf Chairman.
5. Keeping money in private accounts is not permissible.
6. Actual and necessary expenses of State Golf Committee members may be paid from committee funds, upon authorization of the State Golf Committee Chairman or Finance Subcommittee.
7. State Golf Committee members and Area Golf Chairmen are eligible for a mileage allowance to attend State Golf meetings (at the current rate established by the State Golf Committee). Mileage may be claimed on either Golf Voucher Form (SGC Fm #15) or the electronic Form 15e. When they are unable to attend such meetings, Area Golf Chairmen may send substitutes, who will receive the mileage allowance, if the State Golf Treasurer is notified in advance. Yearly Divisional meetings mileage will be paid to a Branch Golf Chairmen providing he brings three (3) additional Branch Golf Chairmen in his vehicle.
8. Mileage for attendance at Division or Area Meetings may be paid from Area or Divisions funds if funds are maintained for such expenses. Claims should be directed to Division or Area Chairmen in accordance with rules which may have been established by Division or Area Chairmen.
9. Claims for expenses shall be itemized on a form approved by the Golf Committee and forwarded to the Treasurer/Finance Subcommittee. Upon approval by the Finance Subcommittee, the claim will be forwarded to the Committee Treasurer for payment.
10. There may be added to the entrance fee of each participant in State arranged Tournaments, an amount to cover administrative and promotional expenses associated with the event. As determined by the State Golf Committee, this additional fee may not exceed \$2.00 per day nor \$10.00 in the aggregate, and should be paid to the Treasurer of the State Golf Committee.

## **AREA/DIVISION TOURNAMENTS AND PROCEDURES**

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

1. Select and reserve a golf course in your area for the Area Individual Qualifying Tournament to be held between July 1st and July 31st. Results will be reported to the Division Chair by August 15th.
2. By February 1, notify the Branch Chairmen in your area of the date and place of the Area Qualifying 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 prizes for low tournament gross scores.

5. It is permissible for a Branch Tournament or a Multiple-Branches Tournament to be used as an Area Qualifying Tournament under the following conditions:
  - a. The additional State fees, (for expenses), at any Area Qualifying Tournament must be collected only for those players trying to qualify for the Division Tournament and forwarded to the **Division Chairman**.
  - b. The course played must have a slope of 108 or better.
  - c. It must be played during the month of July, using July indexes.
  - d. It does not have to be played on the same course as the regular qualifying tournament.
  - e. A player may try to qualify only one time.
6. Set up seven (7) equal Flights with an equal number of golfers in each flight, according to their handicaps and set awards appropriate to the number of players in the Area tournament.
7. On completion of the Tournament, record the results on State Form #6a (or its electronic equivalent) for each flight, listing players in the order of their net score.
8. Forward completed Flight Sheets to the Division Chairman and/or to his designated Tournament Chairman immediately (No later than August 15th).
9. The Division Chairman will allocate Flight Quotas for each Area based on each Area's percentage of the total participation for the Division. Each Area must have at least one (1) participant for each Flight, one through seven.
10. Area Golf Chairmen are automatically qualified for the Division Tournament, and will be part of the quota. However, they must pay the Area Qualifying fee and the Divisions qualifying Fee, if required.
11. Upon receipt of the Flight Quotas from Division Chairmen, the Area Chairmen will contact eligible players and ascertain their willingness to continue to the Division Tournament. In the event of cancellations or withdrawals, the Area Chairman will replace cancellations with the next low net golfer in the same Flight from their list of players and will notify the Division Chairman.
12. The Division Chairmen will arrange the players in seven (7) equal flights according to their handicaps for the Division qualifying Tournament. First and second place winners in each flight in the Division Tournaments will automatically qualify for the State Championship. The Division Chairmen will forward the Form #6a information on these qualifiers to the Operations Subcommittee Chairman to make up the pairings for the Championship tournament. The Form #6a information on third place finishers in all seven flights will also be sent in the event that some of the automatic qualifiers need to be replaced. All replacements must be drawn from the same flights/Areas/Divisions, if possible.

13. The Division Level Individual State Qualifier is to be held between August 16th and September 15th and the results reported to the SSGC Operations Chair by September 25th.
14. The Operations Subcommittee Chairman, or his representative, shall arrange the qualified players, two from each of seven (7) flights from the five (5) Divisions, according to their handicaps. He will then form seven (7) equal flights of ten (10) players for each flight. The Operations Chairman will send an invitation to each of the qualifiers inviting them to participate. In the event of cancellations or withdrawals, the Operations Chairman will contact the next qualified player from the same Division and Flight for replacement.

## **ELIGIBILITY**

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

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

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

## **RULES OF PLAY** (See also Appendix "C" for State Scramble Rules)

USGA and local Rules of play will apply with the exception of the following:

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.
  - a) The ball may not be moved from the fairway to the green, from out of bounds to inbounds nor from within a hazard to outside a hazard.
2. For the benefit of saving time, the following rule may be adopted, IF STATED PRIOR TO THE START OF A TOURNAMENT:
  - a) After hitting a ball that is assumed to be playable and finding the ball out of bounds or lost, the golfer may drop a ball inbounds at a place agreed upon by his teammates rather than returning to the previous hitting area. A two (2) stroke penalty will be enforced.
3. Ties will be broken by matching cards beginning with the #1 handicap hole (after allowance for any stroke differential, if applicable) and continuing on to the next handicap hole until the tie is broken.
4. Distance measuring devices may be used only if they are incapable of providing any other assistance beyond measuring distance (whether or not such other assistance is used by the golfer).

## HANDICAPS

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

**APPENDIX “A”**  
**SONS IN RETIREMENT, INC.**  
**SIR STATE TEAM CHAMPIONSHIP**

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

**BRANCH GOLF CHAIRMAN DUTIES:**

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

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

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

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

Each team’s handicap shall be determined by adding the indexes of the B + C + D players and dividing that total by 12. That result will then be added to ½ (50%) of the A players index. (Example: A-12.2, B-18.8, C-23.4 and D-30.4; [18.8+23.4+30.4=72.6 divided by 12 = 6.05]. Then take ½ [50%] of A index of 12.2 = 6.1 and add that to the B+C+D total and the Team Handicap is 12.15). This Team handicap is then subtracted from the Team gross score to arrive at the Team net score for the tournament.

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

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

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

**AREA GOLF CHAIRMAN DUTIES:**

The Area Golf Chairman shall determine the golf course to be used for the **Area Qualifying Tournament** and notify each Branch Golf Chairman when and where the competition will be conducted. **He shall collect a State Golf Committee fee of \$3.00 per player for each player in his qualifying tournament.** This fee shall be remitted to the State Golf Committee Chairman or his designee together with the report of the tournament results on Form 6a or Form 6a-e.

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

The Area Qualifying tournament shall be played under the SIR STATE TEAM CHAMPIONSHIP – FINAL PLAYING RULES (see Appendix “B”).

Once the qualifying tournament has been completed and the team placements determined, the Area Golf Chairman shall send a complete list of all players and teams to the Chairman of the State Golf Committee together with a check payable to **STATE GOLF COMMITTEE** for the **\$3.00** State Fee for each player, plus the team entry fee for the first place team no later than **July 7th**. Send an information copy to your Division Chairman.

### **DIVISION GOLF CHAIRMAN DUTIES:**

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

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

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

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

The SIR State Team Championship shall be played under the SIR STATE TEAM CHAMPIONSHIP – FINAL PLAYING RULES (see Appendix “B”).

After receiving all information from the Areas, the State Golf Committee Chairman shall set up the final competition.

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

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

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

## **PLAYER SUBSTITUTION:**

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

At the SIR State Team Championship, any team arriving with only 3 players will be required to play with no extra strokes by any of the players and drive (tee shot) requirements for the team will remain the same.

## **COSTS:**

Each Branch Team shall be responsible for the costs associated with their Area Qualifying Tournament, including the State Fee of \$3.00 per player. The cost of the SIR State Team Championship will be determined annually by the State Golf Committee. Make checks payable to: **STATE GOLF COMMITTEE.**

## **CHAMPIONSHIP:**

The Championship will be held at a golf course selected by the State Golf Committee.

Chairman for this event will be the State Golf Committee Chairman.

**APPENDIX “B”**  
**SIR STATE TEAM CHAMPIONSHIP – FINAL PLAYING RULES**

**TEAM COMPETITION AND SUBSTITUTION:**

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

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

**TEAM CAPTAIN:**

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

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

**RULES OF PLAY:**

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

**PRIZES:**

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

**DISPUTES:**

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

**APPENDIX “C”** (Formerly SSGC Form 3)  
**SIR STATE GOLF TOURNAMENT RULES (SCRAMBLE FORMAT)**

**TEAM COMPETITION AND SUBSTITUTION:**

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

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

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

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

**TEAM HANDICAP:**

Each team’s handicap shall be determined by adding the indexes of the B + C + D players and dividing that total by 12. That result will then be added to ½ (50%) of the A players index. (Example: A-12.2, B-18.8, C-23.4 and D-30.4; [18.8+23.4+30.4=72.6 divided by 12 = 6.05]. Then take ½ [50%] of A index of 12.2 = 6.1 and add that to the B+C+D total and the Team Handicap is 12.15). The handicap of any player who is scheduled, but does not play, will be used in the handicap calculation regardless, unless a substitute player is found. This Team handicap is then subtracted from the Team gross score to arrive at the Team net score for the tournament.

**TEAM CAPTAIN:**

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

- Instructing Team Members to mark their balls for identification.
- Marking one score on the official score card for the team on each hole as they are played and identifying the team member whose tee shot was selected (A,B,C,D) until the minimum number of tee shots are recorded for all team members.
- Upon completion of the round, have all the team members sign the official score card. Any player who fails to sign the official score card will receive a penalty for the day. The “C” or “D” player or the second cart should 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. Sign and turn in the **“OFFICIAL SCORE CARD”** to the Hosts immediately after play, this **“SCORE”** will be the team’s **“SCORE”** for the day.

**RULES OF PLAY:**

- USGA and local rules apply except as indicated below.

- Use a minimum of three drives each (tee shots) for the “A” & “B” players. The “C” & “D” players shall have three drives (tee shots) between them, in any order.
- If either the “C” or “D” player is missing, the requirement for the other player is “C” two drives, “D” one drive.
- Each member of the team drives from the proper tee box. Drive to be used is selected by mutual agreement and all other team members pickup and move to that position. Each member plays his next shot from this position within a club length of the selected ball, but no nearer the hole. You can not use the club length to move the ball from out-of-bounds to in-bounds, from the fringe onto the green, or to get relief from a hazard. This procedure is used until the ball is on the putting surface.
- Any golfer who has attained the age of 75 AND who has a listed verifiable index of 30.0 or more shall have the option of hitting all tee shots from the forward tees. The Forward Tees shall be designated by the Tournament Hosts and the Team Captain will be responsible for the proper implementation of this rule.
- On the green, a marker is placed immediately behind the ball selected. Balls must be putted within 6 inches of that spot and no closer to the hole.
- In a bunker, the person whose ball is being used, will hit first without bumping or moving their ball. Succeeding players may rake the bunker before placing their ball as close as possible to where the original ball was played and no closer to the hole.
- Each team must complete 18 holes to receive a score. In the event that a particular days round is called off due to uncontrollable circumstances after 16 holes have been completed, that days round will be considered complete.
- Individuals members must complete at least 16 holes to complete the round.
- There shall be no practice putting between holes.
- Penalty for violated rules will be: the guilty player/team will receive a score equal to the highest score posted for the day.

### **PRIZES:**

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

### **DISPUTES:**

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