



Sun City Grand Men's 18-Hole Golf Club



POLICIES AND PROCEDURES

2019 Revision

Club Membership Policy

Any resident of SCG can join the Men's 18 Hole Golf Club. Our golf season begins in November and runs through September. Membership information and application forms are located on the club's Website and in the Granite Falls pro shop. All members must renew yearly and pay applicable club dues to play to the end of December.

Club Executive Board Meeting Policy

It is the policy of the Men's 18-Hole Golf Club to hold monthly meetings of its Officers and Directors to manage club business and operations. The meeting location, dates, and times will be posted on the club's website (typically third Thursday of the month at 2:00 PM). These meetings are open to all members of the club.

Club Executive Board Term of Office Policy

The club's Executive Board will consist of the President, Vice President, Secretary, Treasurer, Tournament Director, Immediate Past President, and any other Directors "elected" by the membership. The elected Officers / Directors shall serve for a one year term and can succeed themselves provided they receive a majority vote of those in attendance at the election. Non-elected positions appointed by the President of the Board include Handicap Chairman, Social Director, Web Site Manager, Election Committee Chairman, and any other position deemed by the President to be necessary.

Position descriptions of elected and non-elected members are in Appendix A of this document.

Club Handicap Policy

All new or existing Sun City Grand Men's Club members can and/or will obtain a handicap through the Golf Handicap Information Network (GHIN). The Handicap Chairman will maintain a procedure for handicapping players using GHIN. Handicapping is at the discretion of the Handicap Chairman.

Club Fine Policy

Fines List: The Tournament Director shall maintain a list of members who have been fined.

Tournaments: Fines are assessed at the discretion of the Tournament Director, Tournament Manager, or Social Director. The fine policy for cancelling from Tournaments after the sign-up Deadline (Noon on the Thursday before the Tournament), showing up late



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for your tee time, or failing to show up for your tee time without “properly canceling” is as follows:

The fine is \$5 for canceling from an individual tournament and \$10 for canceling from a team event. For special events, the fine will be the entry fee of the tournament. True emergencies for cancellations and no shows fines will be forgiven. The discretion of whether or not a cancellation or no show fine will be forgiven is at the discretion of the Tournament Managers and Tournament Director. For example if you were hospitalized or have a death in the family, and could not notify us, there would be no fine. If you were injured and could not play that day, you would have to notify us and there would be no fine. If there was a frost delay, and you would have commitments that prevent you from playing, you would have to provide notification to the Tournament Manager and/or the Tournament Director before the start of the tournament that you need to cancel. Failure to show up without canceling will result in a fine.

Banquets: The fine policy for signing-up for a banquet dinner and then not showing-up at the banquet is \$15. This fine is to off-set the club's additional cost for the uneaten, but charged for dinner by the caterer.

Club Slow Play Policy

The purpose of this policy is to promote four-hour rounds on Men's Club Wednesday tournaments.

1. The course ranger will give the slow group two warnings to catch-up.
2. If the group does not catch-up after the second warning, all members of the group will be directed to pick-up and move up. All of the members of the group will be disqualified from the tournament.
3. Any verbal abuse toward the golf staff will result in an immediate request to leave the course.
4. Should the offending individual/foursome not leave the course, a 2-week suspension from playing in the Wednesday Men's Club will be invoked. This would be after an investigation is conducted and the infraction is determined to be true.
5. Should any individual that has received prior warnings for slow play, verbal abuse or other infractions receive a warning again this could lead to a 30-day suspension.

Club Cell Phone Policy

Members may use cell phones on the course provided that they do not disrupt the other players in the group. Extensive phone conversations are discouraged. Cell phone use for purposes of live scoring is also permitted. Be courteous.



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Club Local Rules

Local rules applicable to Men's Club tournaments are posted on the Men's Club Bulletin Board at the Granite Falls.

Artificial Devices Policy

The club hereby adopts the following local rule regarding the use of artificial distance measuring devices. During league play, it is permissible to use GPS and Laser devices for the purpose of determining distances. These devices shall provide distance information only, not gradient or slope.

Note: It shall be acceptable to share distance information with other members of the foursome, in fact it is expected that whenever practical this information is to be shared. The spirit of this local rule is to improve the pace of play for all players and not to provide special information for the people in position of these devices.

Note: At no time should club use information be shared or given freely as this would be a violation of Rule 8-1 of the Rules of Golf.

Rock Rule

1. All rock retaining walls are considered an integral part of the course and you do not receive free relief.
2. If a player's stance or the area of his / her intended swing interferes with either Riprap Rock or River Rock, you may proceed under rule 24-2.

Stones in Bunkers Rule

Stones in bunkers are movable obstructions; you may proceed under rule 24-1.

Sprinkler Head Rule

Sprinkler head rule is in effect. A ball that is within two-club lengths of an immovable obstruction and the obstruction is within 2 club-lengths of the green is granted free relief. You may proceed under Rule 24-2.

Weekly Golf Tournament Club Membership Monitoring Procedures

Step 1. The club's official membership roster is maintained by the Membership Director. It is updated weekly as new applications are received from the club's information box which is located in the Granite Falls Pro shop. Membership data is entered and maintained in the club's data base and the USGA's GHIN computer database.



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Step 2. The Membership Director is responsible for providing complete membership information (updated weekly) to the Club's Handicap Director who maintains Club handicaps for all members on the UWSGA's GHIN computer database.

Step 3. The Handicap Director is responsible for maintaining the membership's handicaps after each tournament. The Tournament Director, once each week's tournament (s) are scored and finalized will post all scores to the GHIN computer network. The GHIN computer network automatically updates all indexes on the 1st and 15th of every month. The updated indexes are then available to all Tournament managers when setting-up tournaments.

Step 4. The tournament managers prepare the tournaments each week under the direction of the Tournament Director.

Step 5. Tournament Managers will provide the score cards from the tournaments to the tournament scorers.

Step 6. The completed weekly tournament records are maintained by the Tournament Director.

Club Membership Procedure

The Membership Chairman is responsible for processing all membership requests and maintaining the membership information on the membership roster(s) and the Arizona Golf Association's (AGA) computer system.

The Club roster contains all active member names, CAM numbers, addresses, telephone numbers, email address, GHIN number and handicap information. The Membership Chairman will establish and maintain a current club membership roster(S). A file of all men's club applications must be maintained by the Membership Chairman for the current year.

Membership renewal guidelines are sent each year from the AGA during the summer prior to the actual membership renewal process for the upcoming calendar year. These guidelines must be strictly adhered to as written. Any questions or concerns should be directed to the AGA before the renewal process begins. The following is a general description of the current renewal process.

1. On September 30th post the renewal application for the upcoming year on the club website (scgmqc.com) and place a supply of renewal applications in the men's club caddy on the wall at the Granite Falls (GF) pro shop.
2. On or about October 1st, begin processing renewal applications as they are received for the upcoming calendar year. This includes entering the applicant's current data in both the AGA and the Men's Club data bases. The renewal process continues through December 15th. It is important during these two and one half months to check the Men's



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Club box at Granite Falls at least 3 times per week for new applications as they generally arrive at a rate of 40 or more each week.

3. As renewal applications are received, verify the applicant's CAM number, GHIN number, handicap index, tee box choice, email address, phone number, resident address etc. against data from the current Club roster and the AGA roster. If any identifying information is different, call or email the applicant to verify the new data. Change the members choice of tee box as per their request on the membership application. As renewals are processed the membership expiration date must be updated in the club roster(s) data base.
4. For new members, the same information as listed above must be entered into the club roster(s). The GHIN index for new members must be verified using the AGA data base, or other acceptable handicap data bases such as the Canada Golf. etc. All members must have a current established GHIN within the last 12 months to compete in tournament competition. For those members who do not have an establish GHIN they will be listed as NH on the roster(s) data base and allowed to play FSO (for score only) until a GHIN is established. If there is any issue or question concerning a handicap index for a new member the Membership Chairman must consult with the Handicap Chairman to resolve the concern.
5. Once a new member is entered into the Club roster data base they must be sent a confirmation email with their user ID, password (CAM#) and a letter describing in detail the process for joining the Club's tournament play. This email must be specific to the individual circumstances of the new member or reactivation of a previous member.
6. On an ongoing basis (two times monthly during Oct 1-Dec 15 and one time per month for the remaining months) provide the Treasurer a listing of renewals, activation of inactive members and all new members. The listing needs to include names, GHIN#s, CAM#s. an identification for each person as a new member or renewal of an existing or inactive member and the amount of the member's payment for each transaction. This information along with all payments (cash and checks) is to be given to the Treasurer as per the aforementioned schedule.

Between December 16th and January 1st the AGA closes access to their roster and no new members or renewals of existing members can be processed with the AGA. On January 2nd access to the AGA roster is reopened and any applications received after December 15th as well as those going forward can be processed through AGA.

From January 2nd to Jan 7th the Membership Chairman in consultation with the Treasurer must complete a detailed review of the AGA roster and the Club Roster(s) to ensure all members that have paid their membership fees are included on both rosters. Those members who did not pay their renewal fee for the new calendar year will be deactivated by the AGA and should be deleted from the Clubs Roster(s). At this point only those members in good standing are on The AGA and Club rosters.



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Using the Arizona Golf Association (AGA) Program Roster

Use the club password to open the AGA Roster for the *SCG Men's 18 Hole Golf Club*.

The AGA data base provides information on each member such as name, address, GINN#, email address and their current handicap index.

The AGA program includes the ability to add, delete, transfer, activate or edit an existing or new members information. The AGA data base contains all current active members of the club and should be an exact reflection of the current data base maintained by the SGC Men's Club.

Annual Membership, Season Fall Start-up, and End of Season Banquets

The Social Director will arrange for and oversee all major meetings / banquets. Club members must sign-up and pay for the dinner served at these events. The Social Director shall process member sign-ups, turn all checks over to the Treasurer, prepare a list of all members attending the event, check all members into the event using the event sign-up sheets, and notify the Treasurer and Tournament Director of all members who were no-shows at the event.

BILLINGS from AGA

The Treasurer in consultation with the Membership Chairman will verify the individual transactions listed on the monthly billing from the AGA before sending payment.

Club Tournament Set-up Procedure

Procedures for setting-up tournaments are maintained by the Tournament Directors and/or Tournament Managers.

The club will run weekly golf tournaments on Wednesday mornings. The Tournament Director / Tournament Managers are responsible for setting up all tournaments. The set-up process begins on Saturday for the following Wednesday's tournament.

- Every Wednesday a Tournament is posted on the website for sign-up. The cancellation date is automatically set to **noon** the Thursday before the Tournament.
- Tournament Manager gives back unused holes to the pro shop that is hosting the tournament. This is done by calling the pro shop and sending a confirming email to the golf staff.
- The Tournament Manager will check the handicap indexes for the current tournament. Those with no index will play for score only (FSO).



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- On the Saturday prior to the tournament, the Tournament Manager sets up tournament pairings and prepares the tournament for posting to the Website by Sunday at noon.
- On Tuesday prior to the Wednesday Tournament the Tournament Manager will check the fines list, prepare the closest to the pin cards, scorecards and money form and will send the tee sheet for the tournament to the hosting pro shop. Any remaining times/holes due to cancellations are returned to the pro shop.

Club Tournament Scoring Procedure

Tournament scoring will be done by entering each player's hole-by-hole gross scores into the tournament manager software - for the specific event being scored. The program will determine all players correct scores and calculate / rank (by flight or tournament) all players / teams scores for each tournament.

Tournament scoring results will be submitted to the Treasurer, who will calculate the equitable distribution of weekly winnings to the winning members identified on the weekly tournament scoring sheets. He will provide a copy of that list along with a check to the Granite Falls Pro Shop to add to the winners individual's credit book. He will post a distribution list weekly on the club's Website.

Club Tournament Descriptions

The Tournament Director shall maintain a description of the tournaments played by the Men's Club, and are posted on the Men's Club Web Site.



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APPENDIX A

BOARD POSITIONS SCG MEN'S 18 - HOLE GOLF CLUB 2019

EXECUTIVE BOARD

The Club's Executive Board shall be made-up of the Club's elected officers (President, Vice President, Secretary, Treasurer, and Tournament Director). The Executive Board shall act as a unified body. Unless authorized by the Executive board, no individual Executive Board member may speak or act on behalf of the Executive Board.

PRESIDENT

The President shall be the chief executive officer of the club and shall exercise general supervision and direction of the business of the club. He is a member of the Executive Board of Directors and shall be elected by the club members at the annual meeting.

The President shall appoint all non-elected club Board members to perform specific club duties/responsibilities after a full discussion with other Board members.

The President shall preside at Board meetings called once per month, or as adjusted. He shall follow the agenda prepared by the Secretary, which is based on continuing old business, new items as dictated by present circumstance and shall give each Committee Director the opportunity to discuss his particular area of activity. The minutes of the previous meeting shall be reviewed and approved. The report from the treasurer shall also be reviewed and approved.

The President shall provide the opportunity for all member guests to present topics for discussion at the end of the board meeting if time allows.

VICE PRESIDENT

The Vice President shall act in the President's absence and shall have all powers, duties and responsibilities provided for the President when so acting. He is a member of the Executive Board of Directors and shall be elected by the club members at the annual Meeting.

The Vice President shall carry out additional duties as directed by the President and shall assist in every way he can, the standing committees of the club.



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SECRETARY

The Secretary shall be responsible for recording and retaining the minutes of all meetings of the club, the club executive board, and all committees of the club. He is a Member of the Executive Board of Directors and shall be elected by the club members at the annual meeting. He shall post the minutes on the club's website and provide copies to all other club Board members on a timely basis.

The Secretary shall maintain records (hard copy or electronic copy) of all meetings (Board meetings, Annual meeting, and Special meetings) and copies of current club By-Laws, club Policies and Procedures, club Board Position Descriptions, club Participation Reports, club Annual Treasurer's Report, and club Budget for five years. He is responsible for filing and amending the club's By-Laws as needed and shall have full knowledge of the By-Laws and the Association's Governing Documents and Charter Club Rules.

The Secretary shall prepare the agenda for all club meetings and distribute them to all other Board members. He shall prepare and submit club participation reports (Form CCF-10) to the SCG Activities office.

The Secretary will review all postings and correspondence for compliance with the Sun City Grand By-Laws prior to distribution to the membership (except items pertaining to regular weekly business).

TREASURER

The Treasurer is a Member of the Executive Board of Directors and shall be responsible for all funds collected by the club and shall deposit all funds into the bank accounts established for this purpose. He shall be elected by the club members at the annual meeting.

The Treasurer shall maintain the club's various bank accounts in FDIC approved accounts. He shall coordinate with the club's financial institution an authorized "Signature Card" for the current President, Vice President, and Treasurer for the purposes of issuing checks from the club's bank accounts. Two signatures shall be required on all checks – the President's and the Treasurer's. The Vice President can sign the checks in the case of the President's or Treasurer's absence. Two signatures shall be required on all checks.

The Treasurer shall receive all new or renewed member membership checks, special event checks, and tournament entry fees and deposit them on a timely basis. He will input winnings for each week's event, which will be posted on the club's website.

The Treasurer shall calculate the equitable distribution of weekly winnings to the



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winning members identified on the weekly tournament scoring sheets, and provide that list and a check to the Granite Falls Pro Shop to add to the individual's credit book. He will post a distribution list weekly on the club's Website.

The Treasurer shall publish a Treasurer Report and offer it at each Board meeting with copies to all Board members. He shall prepare an annual budget for the club, maintain detailed records of the receipts and expenditures of the club, and prepare/submit the club's annual financial statement to CAM when required. The Treasurer shall open his books and records to the appointed Auditor so as they may complete their business in a timely manner. The Treasurer will prepare annual financials and present these at the annual club meeting.

TOURNAMENT DIRECTOR

The Tournament Director is responsible for the set-up and running of all club tournaments. He is a Member of the Executive Board of Directors and shall be elected by the club members at the annual meeting. He shall provide tournament schedules for each season (winter / summer), including publishing a calendar of events at least one month in advance of the season. He will solicit suggestions from the Board and the general membership on potential games.

The Tournament Director shall make recommendations to the Board for the position of Tournament Managers. He will train and have oversight of the Tournament Managers. He will oversee all tournaments through the Tournament Managers appointed to run each tournament. He is responsible for providing coverage for all tournaments and providing opportunities for new or alternate Tournament Managers.

He will ensure the Tournament Manager has properly prepared each tournament consistent with existing policy and tournament procedures and that each tournament is prepared in a timely manner, including all postings and electronic files needed by other directors and officers of the club. He will work closely with the Tournament Managers, the Handicap Director, the scorers, the Rules Director, and the Treasurer to help resolve any conflicts which may occur. The Tournament Director oversees the tournament committee consisting of the three Tournament Managers.

The Tournament Director will work with the Tournament Managers to set-up and run the weekly tournaments. For the functions of a Tournament Managers, see the Tournament Manager write-up below.

IMMEDIATE PAST PRESIDENT

The Immediate Past President, if he chooses, may continue to serve as a (voting) member of the board. His past knowledge and experience may be of assistance to the new board and help assure club continuity.



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BOARD NON- ELECTED POSITIONS

CLUB WEBSITE ADMINISTRATOR

The Website Administrator shall develop, modify, and maintain the club's website. Maintaining the club's Website includes, but is not limited to making the site accessible from the SCG Community Website, providing club contact information, providing club Board of Directors information, club meeting (date, time, and location) information, tournament sign-in access, tournament rosters, tournament results, events calendar, membership information / forms, membership list, club policies and procedures, etc.

He may add additional features / items to the Website to enhance its appearance, the club's prominence, and general information relating to club activities.

He shall train other individuals to serve as "back-up" Website Administrators who can maintain the Website in his absence.

This position is an active participant in board activities as a non-voting member.

TOURNAMENT MANAGER

Tournament Managers are in charge of running each tournament including the Club Championship and the Presidents Cup. They will select additional committee members as necessary to run each tournament, such as, but not limited to tournament table volunteers, collecting tournament fees, checking in members, etc. He will ensure that scorecards are collected and given to the appointed scorer.

With assistance from the Handicap and Rules Directors, he will provide guidance to ensure each tournament is run in accordance with USGA rules. He will provide a tournament sign-up program button on the club's website for members to sign up for each tournament. He will review cancellations and add-ons as may be required to provide an accurate listing of players. He is accountable to provide the pairing and hole assignment/tee times of players scheduled for each tournament.

The pairing sheets will be posted on the club's website by the Sunday noon of the week of the event. With the help of his committee members will provide direction and oversight on the collection of monies, including the collection of fines, and provide an accounting to the Tournament Director and the Treasurer of the no shows, fines collected, and the number of players and monies collected. This position is an active participant in board activities as a non-voting member.



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TOURNAMENT SCORER

Tournament scorers are responsible for entering each player's hole-by-hole gross score into the Tournament Managers Software Program for the specific event being scored. The scorer will use the program to determine all players correct scores and calculate / rank (by flight or tournament) all players / teams scores for each tournament. The scorer will also send the tournament scoring information to the Treasurer for weekly payouts to the winners. This position is an active participant in board activities as a non-voting member

HANDICAP DIRECTOR

The Handicap Director is responsible for the accuracy and up-to-date maintenance of the handicaps in the GHIN system. He shall be approved by the club's Executive Board and appointed by the President.

The Tournament Director and/or his committee (scorers) will enter the scores for all tournaments into the system. This is done by member, by hole, so that the computer can make the necessary adjustments for posting. He will forward the scoring results of each tournament to the Treasurer for use in providing prize money to the winning individuals / teams.

The Handicap Director, after receiving the results of each will review the results and post the scores to the GHIN system.

The Handicap Director will be notified of new members by the Membership Director, where he will verify that the new members have a valid, current GHIN index. Any new member who does not have a valid, current index will play For Score Only (FSO) until he meets that criteria.

The Handicap Director will also assist members who need help in such matters as posting the wrong score, using the wrong information to post a score, changing scores that may have been posted in error, etc. in the GHIN system.

MEMBERSHIP DIRECTOR

The Membership Director shall, in coordination with the Treasurer and Handicap Director, maintain a roster of all members paid and in good standing. His records will be published, as requested, in a form determined by the club's Board. He shall be approved by the club's Executive Board and appointed by the President.

His records shall be used as the official count of membership. He is responsible for making sure the membership applications forms are posted on the club's Website and hard copies placed in the Granite Falls pro shop by Mid-September of each year.



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He shall process all Club membership renewals and applications, submit membership payments to the Treasurer, and assure that membership information is shared with the Handicap Director to assure club rosters are current and correct. He shall maintain a file of these application forms for two years. These applications will only be accessed by board members for information within the Men's Club.

The Membership Director, if he so elects, may request other committeemen to assist him in his work.

SOCIAL DIRECTOR

The Social Director shall arrange proper facilities for membership events / meetings and the monthly Board meetings. Other social events may also be scheduled if supported by a majority vote of the Board. He shall be approved by the Club's Executive Board and appointed by the President.

The Social director shall serve, with the President, as the club's room coordinator. He shall ensure the club's Room Request Form (CCF4) is completed and returned to the Activities Office before the March deadline. (This form may also be turned in by the President at the Club Presidents Meeting in January – February.)

The Social Director will arrange for and oversee the following events: Arranging / overseeing these events includes, but is not limited to getting the room, obtaining catering services processing member sign-ups, checking members into the event, leading event activities, etc. He shall appoint committee volunteers as required to assist him in managing the club social events.

The annual member's kick-off meeting for the coming year will be held in November.

The "General Membership Meeting and Social Event" shall be held early in the calendar year at which all business and financial reports shall be made to the membership. In addition, the election of Officers and other Appointed Board Members shall be announced and made official during this meeting. Any special club announcements shall be brought to the attention of the membership in attendance.

A social event shall be held in March/April and will coincide with the completion of the major events, the Presidents Cup and Club Championship. At this event, the winners will be recognized and their names applied to the proper plaques for display.

The Social Director will inform the Treasurer and Membership Director of fines levied for members not showing up for events after signing up.