

METRO ST LOUIS SENIORS GOLF ASSOCIATION

POLICY AND PROCEDURES

It shall be the duty of the Executive Committee to establish and enforce these Policies and Procedures, herein referred to as 'Policies' of the Metro St. Louis Seniors Golf Association herein after referred to as 'MSLSGA'.

The Policies are provided to address those issues that are not specifically covered in the MSLSGA By-Laws.

The Executive Committee shall have the authority to add or delete said Policies by a majority vote. It shall be required that all members of the Executive Committee vote on any additions or deletions of these Policies.

No Policy may be made which goes against any part of the By-Laws of the MSLSGA.

These Policies shall be kept in written form, and shall be maintained by the Secretary of the MSLSGA.

These Policies shall be made available to all members.

It shall be the responsibility of each member to abide by and see that other members adhere to these Policies at all MSLSGA activities.

Article I – MANAGEMENT, COMMITTEES and MEETINGS

Section 1 – Management

Operations of Metro Seniors will be managed by the executive officers elected by the Board and assigned duties as described in the Bylaws.

Section 2 – Committees

Certain committees have been defined in the Bylaws.

Audit Committee – (see Bylaws)

Nominating Committee – (See Bylaws)

Tournament Committee

Chair – First Vice Presidents

Division Vice Presidents (Divisions 1 – 5, 9, and Metro Plus)

Non-voting members may include division members nominated by Division VP.

Tournament Committee Duties:

- Review and propose courses to keep, drop or add for tournaments
- Secure course agreements for tournament schedule (primarily Chair with assistance as may be requested)

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- Maintain, review and develop equitable operations, methods and procedures across all divisions
- Manage disciplinary procedures for suspension or termination of members as recommended by DVP.

Operational or Special Committees -- Operational or special committees may be formed as needed to provide study, review, evaluation and recommendations for action for the executive officers and Board. Committee Chairs will be nominated by the President for confirmation by the Board. Committees will be charged with areas of responsibility and specific duties and reporting requirements by the President.

Committees may include but are not limited to:

- Handicap – maintain rules, systems and data for computation of member handicaps, includes course data, tee selections
- Rules – develop and manage rules of play
- Membership – manage membership applications, membership data, and division rosters
- Special Events – organize and manage special events tournaments as approved by Board
- Metro Plus – organize and manage Metro Plus tournaments as approved by the Board
- Financial – assist Treasurer with financial management and control
- Bylaws – draft revisions to bylaws as requested by the President and/or Board.

Section 3 -Meetings

Reference sources including Roberts' Newly Revised Rules of Order or summarized guides may be used to guide management and conduct of business meetings of the Board.

Article I – MEMBER DUTIES

Section 1 – Member

A Member herein after as “Member” is expected to pay dues, adheres to the provisions of the By-Laws and the rules. Members will participate with fair play and good sportsmanship and treat others with dignity and respect at all functions of the MSLSGA. All MSLSGA members agree that they will hold harmless, MSLSGA, it's officers and directors in the event they are injured or contract a virus while playing golf in a MSLSGA golf event.

Section 2 – Membership Annual Renewal

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Members must pay their annual dues no later than December 31 of each year to maintain good standing for the next golf year.

Section 3 – Late Membership Renewal

Any Member who fails to pay dues by the required date will be granted renewal membership only after New Members are added, provided there is space available in the requested division.

Section 4 – Membership Contact Information

Members are responsible for providing and maintaining their current contact information mailing address, email address and telephone number to the Membership Chairman and Division VP.

Section 5 – Pace of Play (POP)

Members must play at a good pace, without undue delay. Tournament Committee establishes annual Pace of Play standards and measures based on measurements from weekly tournaments, course information, and tournament organization. Slow players will first be made aware and coached to improve POP. Frequently slow players may be warned and/or sanctioned.

See Addendum 5 for detailed requirements for Pace of Play.

6 – Starter and Scorer Duties

Members are required, per division, to serve as a Starter or Scorer once per season.

Division Vice Presidents shall have the right to assign Starter or Scorer duties to any member who has not served in such capacity in the past year.

Members who fail to serve as a Starter or Scorer when assigned may be subject to:

- 1 Suspension from weekly tournaments for one season
- 2 Forfeiture of existing Handicap Guide.
- 3 Suspension from Metro Plus or Special Events

Members who are suspended for failure to serve will be sent written notice of such action by the Division VP with copies to the President, Secretary, Treasurer, Membership chairperson. Prior to suspension, Division VPs shall first inform members in writing (via email) of the requirement and attempt to work with the member to fulfill starter/scorer duties. Upon failure to secure this duty they shall inform the EC of intent to suspend membership and other sanctions.

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Article II – TOURNAMENTS

Section 1 – Weekly Tournaments

MSLSGA will organize and run weekly competitive golf tournaments to benefit Members. Tournament schedules will be published before the annual March General Membership Meeting.

Tournaments will be net score competitions organized by flights. Handicaps will be computed based on recorded member scores at specified tees, and course rating and slope.

- 18-hole Divisions – Divisions 1 thru 5
 - 26 weekly tournaments
 - Mid-April to early October
 - Thursday and Friday mornings, early
 - Variety of courses in metropolitan St. Louis area
- 9-hole Divisions – Division 9
 - Weekly tournaments
 - Mid-March to Mid-November, weather and attendance permitting
 - Riverside Golf Course, Fenton Mo

Section 2 – Special Events Tournaments

Special Events are events that are not part of the scheduled weekly division tournaments and/or has the MSLSGA name associated with it. Any changes to the format of any Special Event and/or any additions to the list of Special Events will require approval of the Special Events Committee and Executive Committee.

All Special Events will be Net Score tournaments. Handicaps for tournaments will be based on members' established handicaps guides from weekly tournaments for both individual and team competitions. Details on handicap methods are found in Addendum 6.

Each Special Event will require a separate registration and fee for Members. All prizes for flight positions, Closest-to-Pin, or other event competition awards will be paid from registration fees collected for the Special Event.

MSLSGA will pay Hole-In-One and Double Eagle prizes from budgeted, general MSLSGA funds.

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Section 2.1– Special Events Committee

The Special Events Committee will plan, organize and execute all special events. This includes selection of courses, format of tournament, pricing and prizes, promotion, tournament results reporting, and financial reporting.

The Special Events Committee is led by the Special Events Chairman and will include First Vice President, and any additional volunteers that sign up. Operation of events may be delegated to appointed Event Leaders.

Section 2.2– Special Events Refunds and Service Fees

Refunds for Special Events – see Addendum 8 for details.

Section 3– Metro Plus Tournaments

Section 3.1 – Metro Management and Membership

Metro Plus (MP) tournaments will be managed as a separate committee within MSLSGA.

Membership in Metro Plus will be limited to MSLSGA members meeting the MP criteria who have applied and paid the required Metro Plus annual membership fee. Membership is limited annually to allow for speedy pace of play and meet course contract commitments.

Full description with qualifications, rules and regulations for Metro Plus is in Addendum 7.

Section 3.2– Metro Plus Refunds and Service Fee

Refunds for Metro Plus events – See Addendum 8 for details

Section 4 – Championship Tournament

Section 4.1 – Management and Expenses

An invitational Championship Tournament will be presented near the end of each weekly tournament season. The place, time, rules and qualifications for the Championship Tournament will be established by the Championship Tournament Committee. See Addendum 1 for rules and member qualification.

All expenses of the Championship Tournament will be paid as budgeted from MSLSGA membership dues. Cash prize awards for bracket, place awards, Closest-to-Pin, Hole-In-One and Double Eagle prizes or other prizes will be funded from MSLSGA membership dues. All expenses including awards will be proposed by the Championship Tournament Committee and must be approved by the Executive Committee.

Section 4.2– Championship Tournament Committee

The Championship Tournament Committee chairman is appointed by the President with Board approval. Members are appointed by the President. The committee will plan and execute the event. All expenses including awards must be approved by the Executive Committee.

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Article III – DUES

Sections 1- Membership Dues

Dues are set by the Board prior to the November Board meeting in the year prior. A separate fee is required for each division members participate in.

Division	New Members	Renewal Members
Divisions 1 – 5, 18 Hole Weekly	\$70	\$70
Division 9, 9 Hole Weekly	\$25	\$25
Division 9 for D1-5 members	\$5	\$5
Metro Plus (must be D1-5 member)	\$40	\$40

Section 2 – Prorated Dues

Any new member who joins after July 1st in the current year will pay ½ the current dues. Any current member who wish to join an additional division after July 1st will also pay ½ of the current dues.

Article IV – TOURNAMENT RULES

Section 1 – USGA Rules and MSLSGA Rule Modifications

United States Golf Association (USGA) rules will govern all tournament play except for modifications by MSLSGA or local course rule requirements. Rule modifications are intended to assist with fellowship, fun and fair play while allowing for speedy play. All members are expected to understand, follow and enforce the rules while on the course. See Addendum 4 for all MSLSGA rule modifications.

Section 2 – Required Members for Official Tournament

A scheduled weekly tournament will be considered a completed Official Tournament after at least 20% of division's registered membership (as of start of week one (1) of the golf season) complete their round and submit their scores. Only completed Official Tournaments will be considered for prize money, handicaps, and championship qualifications.

Section 3 – Rescheduled Tournaments

In the event a course is closed for play by course management (usually due to weather conditions) or the Division VP cancels the tournament before considered an Official Tournament, the tournament is canceled in its entirety unless rescheduled. Rescheduled tournaments must be completed before the last regularly scheduled weekly tournament of the season. Rescheduled tournaments must meet requirements of a completed Official

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Tournament to be considered official for prize money, handicaps and championship qualifications.

Section 4 – Tee Group Registration

Members must register with the Division VP to obtain a tee time or thru an approved online program. Registration for tee times will start at the Division VP's designated time and day and will remain open until a few days before the tournament when the tee pairing sheet is locked, by the Division VP representative. Registration for shotgun starts will end in the same manner.

It is important that a member who cancels notify the Division VP at the earliest opportunity and definitely prior to the tee time of a weekly tournament. Repeated "No Show No Call" offenders may be subject to warning and/or sanctions.

Section 5 – Designated Tees

All weekly tournament courses will have three (3) designated tees for Men and two for (2) Ladies. For each tournament, members may choose a position based on tee color. Members may not change tee positions /color played during a tournament.

Members' course handicap, final net score and flight position for the tournament will be calculated based on the tee used. Members must mark the official scorecards to indicate the tee used.

All designated tees for all courses and tournaments will be available at the tournaments, on the course schedules and on the provided websites (golfstlseniors.org or GolfLeague.us).

Section 6 – Scorecards

To qualify for tournament prizes and handicap calculations, members must submit the required scorecards with all required information. It is the members responsibility to ensure that a complete and accurate scorecard is submitted at the end of the round. At the discretion of the Division VP, members may be required to sign scorecards to verify that their scores and scores of their tee group are correct. Incomplete or incorrect scorecards may disqualify one or up to all players on the scorecard for that tournament. In most cases later revisions will not be accepted.

Further details for completion of scorecards is found in Addendum 4

Section 7 – Guest Policy

Guests may be allowed to play at 1 tournament per year as prospective members. Prior approval of Division VP is required to assure that all registered members have priority for tournament play.

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Article V – DIVISION MEMBERSHIP

Section 1 – 18-hole Division Membership Limits

Membership will be limited to one hundred fifty (150) Members in each 18-hole division, unless otherwise approved by the Division VP and the Executive Committee.

Section 2 – Transfer of 18-hole Division Membership

Members may request a transfer to another 18-hole division up to thirty (30) days prior to the start of each season by notifying the Membership Chairman.

Members who request a transfer during the season may do so with the approval of the Division Vice Presidents and the Membership Chairman.

Section 3 – Membership in Multiple Divisions

Members may join more than one 18-hole divisions. Members joining multiple 18-hole divisions must pay full membership dues for each 18-hole division. Separate membership ID numbers and Handicap Guide numbers will be required for each division.

Members in any 18-hole division may join Division 9 payment of a \$5 annual registration and membership fee.

Members for Division 9 may join one or more 18-hole divisions by registering and paying full annual membership for each 18-hole division registration.

Section 4 – Membership Metro Plus

See Article II, Section 4 and Addendum 7 for full information about Metro Plus.

Article VI – HANDICAP GUIDE

Section 1 – Flight Assigned by Handicap Guide

Members will receive a Handicap Guide when playing in weekly Official Tournaments with properly verified and submitted scores. Members renewing from prior year will use their prior year year-end Handicap Guide for flight assignment and course handicap to start the current season. Members with an established Handicap Guide who join a new division or transfer to a new division will use their established Handicap Guide to immediately qualify for flight assignment and flight prizes.

Renewing Members with less than three (3) recorded scores or New Members must record three (3) scores in the scheduled weekly Official Tournaments to establish a Handicap Guide and flight assignment. New Members in their first three (3) rounds may play from any of the selected Men's tee (or Ladies' tee for female members) while establishing their Flight and Handicap Guide.

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Section 2 – Handicap Guide Updates

The Flight and Handicap Guide for each member and the Handicap Guide range for each division flight will be updated weekly.

Section 3 – Course Handicap for Weekly Tournaments

The Handicap Guide will be used to establish a member course handicap and flight for designated tees at each course played in the scheduled weekly tournaments.

Article VII – PRIZE MONEY

Section 1 – Members Flight Prize Qualification

Members in 18-hole divisions will be entitled to qualify for weekly flight prize money based on their Handicap Guide and assigned flight after they have recorded three (3) complete rounds in Official Tournaments within the prior or current year.

Members playing in 9-hole division (Division 9) will be entitled to qualify for weekly flight prize money based on their flight and Division 9 after they have recorded three (3) complete rounds within the prior or current year.

Section 2 – Prize Money by Flight Position Placement and Division Members

- **18-hole Divisions**

Prize money will be awarded to Members who played in the scheduled weekly, completed Official Tournaments based on their respective net scores submitted at the completion of each round.

Each Division's members will be divided into flights with equal numbers of players based upon Handicap Guide that are computed each week based upon standards using course slope and ratings. Each flight will have flight prize winners based upon the total paid members in that division as of week one (1) of the scheduled weekly tournaments. See Addendum 2 for flights and place positions

- **9-hole Divisions**

Prize money will be awarded to Members who played in the scheduled weekly, completed 9-hole Official Tournaments based on their respective net scores submitted at the completion of each round.

Division 9 members/players will be divided into flights with equal numbers of players based upon Division 9 Handicap that are computed each week for the course. Each flight will have flight prize winners based upon the total prize fees collected for that week of play.

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- **Metro Plus**

Membership fees for Metro Plus will be the source of prize money. See Addendum 7 for details for prizes for all Metro Plus tournaments and season.

Section 3 – Closest-to-Pin Prize

Weekly 18-hole divisions, Division 9, Metro Plus, and Special Events Tournaments will have Closest-to-Pin contests on all par 3 holes.

Prize amounts for 18-hole division CTP contests, Special Events Tournaments and Metro Plus will be established before each season as part of the annual budget.

See Addendum 3 for details and qualifications for CTP prize awards for 18-hole divisions.

See Addendum 7 for details and qualifications for CTP prize awards for Metro Plus.

Section 4 – Hole-In-One and Double Eagle Prizes

Any Member who records a properly recorded and verified Hole-In-One and Double Eagle at any MSLSGA officially sanctioned tournament will receive a special award.

Qualifications and verification requirements are found in Addendum 4.

Section 5 – Prize Money Payments

Prize money from all scheduled weekly tournaments for 18-hole divisions and Special Events, and Metro Plus will be paid by check after the end of the tournament season in which the prizes are earned.

For Division 9, prize money for flights and Closest-to-Pin will be paid weekly from total prize fees collected for that week of play.

Prize money for all Hole-In-One and Double Eagle for all divisions and Special Events will be paid by check after the end of the tournament season in which the prizes are earned.

Information for refunds for all Special Events and Metro Plus events – see Addendum 8.

All prize monies will be paid no later than December 31st.

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Article VIII – MISCELLANEOUS

Section 1 – Membership Information and Membership Roster

Membership information and membership rosters will be maintained and available to members on our websites (golfstlseniors.org and GolfLeague.US).

Section 2 – Volunteers

Members may volunteer for any position within the MSLSGA. Requests for all positions shall be made in writing to the President, First Vice President, or Division VP.

Section 3 – Membership Fee Refunds

Members who resign from the MSLSGA may be entitled to a refund of dues paid for that year. See Addendum 8 for details of refund policy.

Section 4 – Memorial Tribute

The Treasurer will have the authority and responsibility to send letters of condolence to the family of any Member that has passed away. The Treasurer shall have the authority to send memorial tributes in the amount of twenty-five dollars (\$25) unless a larger sum is authorized by the Board of Governors.

Section 5 – Delegation of Authority – Contracts and Budgeted Officer and Committee Expenses

Officers and Committee Chairs are granted supervisory authority for budgeted expenses in their assigned control for materials, supplies, and services up to the annual budget limits as approved by the Board of Governors. All expenses must be properly reported to Treasurer with all required receipts for any reimbursement from MSLSGA.

Officer or Committee expenses beyond budgetary approval or for items or services not specifically budgeted must be requested in writing and approved in writing by the Executive Committee prior to expenditure.

Expenses and Reimbursements

No member, officer, executive, or board member may approve their own expenses, reimbursements, contract commitments, or invoices.

1. Line of Authority supervisory review and approval is required prior to commitment of any expense, invoice, or contract commitments.

Committee Chair has supervisory approval for committee members.

First VP has supervisory approval for Division VP or other Tournament Committee.

President has supervisory approval for Committee Chairs and Officers other than Division VP.

Executive Committee (or Board) has supervisory approval required for the President.

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Board (or Executive Committee acting or the Board) has supervisory approval for expenses or commitments for AUDIT, AUDIT Committee, or tax or other financial document preparation.

2. Supervisory approval along with proper receipt documentation is required for all requests for payment of invoices and reimbursable expenses. The requester certifies that the expense is appropriate and accurate. The supervisor certifies the request as accurate and appropriate and within budget limitations.
3. Treasurer will refuse payment of any request without proper supervisory approval or necessary documentation including receipts, invoices, and contracts or performance agreements until properly completed.
4. Treasurer will report failure to present proper documentation or approvals to the AUDIT Committee for review and dispute resolution. AUDIT Committee will report problems and unresolved disputes to the Board with recommendations to resolve.

Contract Review and Approvals

All contracts or agreements that encumber or financially commit MSLSGA for more than \$4000 or span a time of more than 12 months in duration must be in writing and must be included as part of annual budget approved by Board of Governors, and reviewed and approved by Executive Committee.

Sum total financial amount of all contracts in force must not exceed total budgeted amount approved by Board of Governors for the budget period.

These Policies and Procedures were adopted and approved by the Executive Committee.

Revision 2/23/2023

Approved by Executive Committee _____

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MSLSGA Championship Tournament Qualifications

- The Average Net Score accumulated from the first 21 weeks of the season.
 - All rounds will be used from weeks 1 through 21 – NO THROW-AWAY ROUNDS
- A member must compete in a minimum of 12 weekly tournaments.
- A member must have played at least 7 weeks during the prior year.
- Uses the same Championship Handicap Guide (HG) as before.
 - Calculated after January 31 current year from Qualified Members Handicap Indexes.
 - A Qualified Member is – renewed for the 2023 and recorded at least 7 rounds in prior year.
- Four (4) HG Brackets (1-4) with each Bracket based on 25% of Qualified Members.
- Bracket fixed for Current Year season based on Jan 31 calculation.
- There will be weekly standings published on the MSLSGA website.
- Players will be placed into FINAL Championship HG Brackets (1-4) based on players HG after week 21.
- Players whose week 21 HG falls into Bracket 1-4, are invited to Championship based on:
 - Lowest 22 Average Net Score for each bracket (1-4), plus ties. Members invited that decline to participate will not be replaced.
 - Lowest Average Net Score if player qualified in two (2) divisions.
 - If player qualifies in 2 different brackets while playing in 2 different divisions, he must accept the invite for the lowest Bracket.
- The Championship Tournament will held in September.
- MSLSGA organizes and pays cost for tournament, bracket and CTPP prizes and awards.
- Monetary prizes will be paid by check at end of year.
- When the players are notified that they have qualified for the Championship Tournament, they will be informed of the Tee Box and yardages for their bracket for the course that the tournament will be held.
- Players will be competing only against players in the same Brackets.
- Grand Prize – Complete Paid Dues for the following year for the four (4) Bracket Winners.

Monetary Bracket Prizes (each bracket)		
Bracket Placement	Award (each Bracket)	Next Year Dues
1 st Place	\$70	
2 nd Place	\$30	
3 rd Place	\$25	
4 th Place	\$20	
5 th Place	\$15	
6 th Place	\$10	
7 th Place	\$5	

Closest To the Pin \$5.00 (Each Par 3)

- LUNCH will be provided.
- Final Championship Tournament qualifications and rules are subject to revisions by the CT Committee and EC approval.

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WEEKLY TOURNAMENT PRIZE AWARDS

Section 1 - Flights and Handicap Guide

All divisions playing 18-hole weekly tournaments will be divided into flights using members' Handicap Guide. Each flight will have a Handicap Guide range adjusted weekly to maintain equal numbers of members in each flight.

Members' Handicap Guide and flight will be computed weekly during the official season based on members' scores recorded by tee using MSLSGA established courses' rating and slope

Section 2 - Qualification for Flight Prizes

- 1 Tournament must be a completed Official Tournament (at least 20% of membership of division completing tournament with scorecards properly entered).
- 2 Member must play the entire round only from one of the designated tees for Men or Women.
- 3 Member must complete the round and submit properly completed scorecards for their tee group
- 4 New members are not eligible for flight place prize money until after completion of three weekly tournament rounds in their division and assignment of a Handicap Guide and a flight.

Section 3 - Division Flight Position and Prize Allocation

- 1 Total MSLSGA flight prize awards will be budgeted by Executive Committee based on paid membership.
- 2 Total flight prize awards per registered member will be approximately equal between divisions.
- 3 There will be four (4) handicap flights (A-B-C-D) in each division
- 4 Division flights will be adjusted weekly to approximately 25% of members in each flight.
- 5 Handicap Guide ranges for all flights will be calculated and published weekly.
- 6 In case of a tie for flight position place, a tiebreaker formula program will statistically analyze the scores and select the winner.
- 7 Prize Position Payout per Flight – Based on Registered Division Members as of week one (1) of scheduled weekly tournaments
 - 7.1 Divisions with > =140 members, 7 Positions paid:
1st=\$16; 2nd=\$13; 3rd=\$11; 4th=\$9; 5th=\$7; 6th=\$5; 7th=\$3
 - 7.2 Divisions with 120-139 members, 6 Positions paid:
1st=\$15; 2nd=\$12; 3rd=\$10; 4th=\$8; 5th=\$6; 6th=\$4
 - 7.3 Divisions with 100-119 members, 5 Positions paid:
1st=\$13; 2nd=\$10; 3rd=\$8; 4th=\$6; 5th=\$4
 - 7.4 Divisions with less than 100 members, 4 Positions paid:
1st=\$12; 2nd=\$9; 3rd=\$7; 4th=\$5

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Section 4 – Closest-to-Pin Prize

- 1 CTP prizes for all 18-hole divisions are budgeted at \$5 per award for all par 3's for each weekly tournament.
- 2 Qualifications for Closest-to-Pin (CTP) Awards
 - 2.1 All members including new members without a Handicap Guide or Flight are eligible.
 - 2.2 Tournament must be a completed Official Tournament (at least 20% of membership of division completing tournament).
 - 2.3 Members qualifying for Closest-to-Pin prizes must do so with their first tee stroke.
 - 2.4 In 2023 all players regardless of tee compete for closest to pin. There is 1 prize award on each par 3.
 - 2.5 The name and ID number of the member must be recorded on the Closest-to-Pin card.
 - 2.6 No Closest-to-Pin awards will be made without the CTP cards being submitted for the round.
 - 2.7 It is the responsibility of the last group to turn in the Closest-To-Pin card to the Scorers at the conclusion of each weekly tournament.
 - 2.8 Player abandoning (not finishing) a tournament due to rain-out or course conditions are STILL eligible for CTP award. Closest-To-Pin card with player's name, ID number will be used to document prize winning. All qualifications apply.

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Addendum 3

HOLE-IN-ONE AND DOUBLE EAGLE (ALBATROSS) PRIZES

Any Member who records a properly recorded and verified Hole-In-One or Double Eagle (Albatross) at any MSLSGA officially sanctioned tournament will receive a special award.

Section 1 – Prize Amounts

- Only one prize of \$100 will be awarded for either Hole-In-One or Double Eagle (Albatross) prize for each properly documented event.
- Total Hole-In-One and Double Eagle payments will be budgeted annually based on prior experience and as determined by the EC and Treasurer.

Section 2 – Qualifications

- Tournament must be a completed Official Weekly Tournament (at least 20% of membership of division completing tournament), or a Special Event Tournament or regular Division 9 Wednesday tournaments from approximately mid-March to the last Wednesday before Thanksgiving (mid-November), or a completed Metro Plus tournament.
- Members qualifying for Hole-In-One prizes must do so with their first tee stroke on any par 3 or par 4-hole on the course from tees they are using that are properly designated by MSLSGA for that event.
- Members qualifying for Double Eagle (Albatross, 3 under par) prizes must do so with
 - Their first tee stroke from any par 4-hole rated at least 251 yards for Ladies' tees or Men's tees of at least 260 yards for Men's tees. Holes with temporary tees must meet the minimum distance requirements.
 - Their second stroke on any par 5-hole rated at least 380 yards for Ladies' tees or Men's tees of at least 420 yards for Men's Back tees. Holes with temporary tees must meet the minimum distance requirements.
- Player's Score Card signed to verify his member ID, tee played and score. Tee group members must also sign the Scorecard to verify the Hole-In-One or Double Eagle. Score cards must be turned in to Scorers.
- Member abandoning (not finishing) a tournament due to rain-out or course conditions is STILL eligible for a Hole-In-One or Double Eagle prize. Member must complete all qualifications and documentation.
- If a member properly records and verifies a Hole-In-One recorded on a designated Closest-to-Pin hole, the Member will receive the Hole-In-One prize AND the Closest-to-Pin award for that hole.
- Closest-to-Pin, a Hole-In-One, or a Double Eagle (Albatross) prize money may be awarded to New Members (less than 4 tournaments recorded in their division(s)). These prizes are not determined by using a Handicap Guide and Flight assignment.

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RULES OF PLAY

The following rules are consistent with USGA rules but are stated here for emphasis. These are rules that every player should be familiar with and must follow WITHOUT EXCEPTION. Some of these are new rules effective this year.

- There are no “mulligans”. Every stroke counts.
- There are no “gimmies”. Make putts until your ball is in the hole or your score is quad bogey (4 over par). If you pick up your ball without marking it before you hole out, put it back down where you think you picked it up from and continue playing. Add a penalty stroke for illegally lifting your ball. If you pick up your ball without holing out and move on to the next hole without correcting your mistake, score a quad bogey/4 over par for the hole. Violation of this rule may be reason for disqualification of everyone signing the card.
- 1 You may search for your ball for no more than 3 minutes. If you don’t find it in 3 minutes drop a ball where you think it should be and continue playing. Add a penalty stroke for a lost ball. If you find your original ball after you have dropped a new ball you must not play the original ball, unless you declared in advance the dropped ball a “provisional.” Once you drop a ball it becomes your ball in play. However, if you declare and hit a provisional ball and then find your original ball, then you may play the original ball provided it is located and played before the next shot. For Pace of Play, if your ball is clearly deep in the woods and most likely unplayable, declare a provisional and drop a new ball and play it before looking for your ball, minimize your time searching for the lost ball.
- A ball that is accidentally hit more than once when a player makes their stroke no longer incurs a penalty. Play the ball from where it comes to rest.
- A player may move loose impediments (stones, twigs, leaves, etc.) in a bunker.
- If you accidentally move your ball or ball marker on the putting green, there is no penalty. Just put it back in its original location.
- **Identifying Ball Mark:**
 - Members playing in any MSLSGA tournaments are encouraged to place an identifying mark on any ball in play. Players are responsible for distinguishing their ball in play from others in their group.
- **Member ID Number:**
 - Members will be assigned a membership ID number that must be entered on if required by the Division VP on all submitted score cards.
- **Score Cards Completion:**
 - Members are required to complete and submit the designated Score Card(s). Listing of player names in alphabetical order by last name, then first name, is encouraged.

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- **Score Card Signature:**

- Members must sign (if so designated by the Division VP) their Score Card(s) to verify that the color of tee played, hole by hole score, name and ID number (if required) are correct and recorded properly.

- **Record All strokes and Penalties:**

- Members are to record the actual total number of shots played, plus penalty strokes on each hole on their Score Card(s) up to a maximum of quad bogey or 4 over par.

The USGA Rules of Golf govern all play except as noted below.

- **Improving Lie:** A player may improve their lie anywhere on the course except on a putting green, in a bunker, or in a penalty area, by rolling their ball with a club no farther than one foot. In doing so, a player must not move their ball from one cut of grass to another (i.e., rough to fairway) or improve their line of play or the area of their intended stance or swing.
- **Cleaning the Ball and Substituting:** A player may lift, clean, and place their ball back within 1 foot from its original spot at any time, except when it is in a bunker or penalty area. If a player is taking relief from a bunker or penalty area, the ball may be cleaned at that time. Any time a ball is legally lifted another ball may be substituted.
- **Out of Bounds:** When a ball is hit out of bounds a player may take relief as if the ball had been lost in a red penalty area. The player should determine the point where the ball crossed the boundary and proceed with 2 club lengths or Back-On-The-Line relief, for a penalty of one stroke. The ball may not be played from out of bounds.
- **Lost Ball:** When a player loses their ball in an area that is not out of bounds or in a penalty area, they may drop a ball where they believe it was likely lost, for a penalty of one stroke.
- **Bunkers:**
 - Improving lies in bunkers is not allowed, unless the ball is in a footprint, wet sand, or other depression not caused by the impact of the ball itself; then the ball may be lifted, sand smoothed with a rake, and the ball replaced as close to the original spot as possible. A ball in standing water may be lifted and placed in the bunker, no closer to the hole, without penalty. If there is no spot in the bunker without standing water, the player may take Back-On-The-Line relief outside of the bunker, without penalty.
 - Unplayable Ball in Bunker: As an additional measure to deal with bunkers in any condition, a player can declare their ball unplayable and take Back-On-The-Line relief inside the bunker for a 1 stroke penalty or outside of the bunker for a penalty of 2 strokes.

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- Unplayable Bunkers. At the Division VP's discretion they can declare bunkers unplayable. In this case, a player can opt to either play out of the bunker or take Back-On-The-Line relief outside the bunker with no penalty.

- 1 **Penalty Area Carry Over Procedure:** An additional option of relief from penalty areas has been adopted to help players who may not be able to hit their ball all the way across. If a player's ball is lost in or comes to rest in a penalty area, the player may drop their ball "across" the penalty area from where it went in, no more than two club lengths from the margin of the penalty area. The use of this option will incur a three-stroke penalty. For example, if a player hits their tee shot into a lake in front of the tee, they may place their ball across the lake. They will have taken one actual stroke plus three penalty strokes, for a total of four. This option does not preclude a player from taking other, possibly more favorable, relief options, such as dropping in a designated drop zone.
- 2 **Putts on Temporary Greens:** Score no more than two (2) putts on any designated temporary green.

The following local rules of competition are adopted for our tournaments:

- 1 **Maximum Strokes or Quad Bogey or 4 Over Par Per Hole:** Once a player has reached a score of triple bogey or 3 over par on a hole (including penalty strokes), the player must discontinue play, pick up their ball, and score a quad bogey or 4 over par on the hole.
- 2 **Unmarked Areas are Declared Penalty Areas:** Heavily wooded areas, deep native grass areas, waste areas, etc. are to be played as red penalty areas.
- 3 **All Penalty Areas are RED Penalty Areas:** All penalty areas, whether marked red, yellow, or unmarked, will be played as RED penalty areas. This enables the two-club-length relief option, Back-On-The-Line relief, and also allows a player to take relief from the far side of the penalty area if the ball carries over the penalty area and rolls back into it.

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PACE OF PLAY (POP)

Slow play is the #1 dissatisfier from members and courses. Therefore the Executive Committee has asked the Division VPs to actively monitor and whenever necessary assist members in maintaining an appropriate pace of play. It is the responsibility of every member of a group to play in $\leq 4\frac{1}{2}$ hours and/or keep pace with the group ahead.

Section 1 – POP During Tournament Play

It is the responsibility of all members to be aware of the following expectations:

- The target for all events and all tee groups is to maintain $\leq 4\frac{1}{2}$ hour pace (about 15 minutes per hole).
- All tee groups are expected to keep up with the group in front. Pace of play is established by the group in front of you and not the group behind you.
- Groups/players identified or reported to be slow may be subject to warnings or disciplinary action including suspension or revocation of membership.
- All members must be aware of pace of play.
- Play ready golf from tee to green.
- A ball is “LOST” after three (3) minutes of searching. Drop a ball and move on, especially if a ball is clearly unplayable.

It is every group's responsibility to keep up with the group in front of them at all times. There should never be more than one open hole between groups. Groups falling behind with an open hole ahead may be required to move forward immediately to the next open tee. Score on an incomplete hole or a skipped hole will be recorded as the maximum score allowed.

If approached regarding slow play, members who are uncooperative or abusive to other members, Division supervision, or course employees may be disciplined for disruptive behavior.

Any member or group of members must finish their round within 15 minutes of the group in front of them. If not, the group may be warned for SLOW PLAY.

If unusual circumstances (i.e., cart break down, time gap between starting times, serious illness on the course; etc.), those conditions must be noted on the scorecard when turned in.

However, it is possible to maintain an adequate POP ($\leq 4\frac{1}{2}$ hours) and be more than 15 minutes behind the group ahead. An example is your group is off 2nd and the 1st group plays in < 4 hours. Play of $\leq 4\frac{1}{2}$ hours with a gap greater than or equal to 15 minutes will be assessed on a case by case basis.

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Section 2 – POP Season Measures and Discipline

Weekly POP data is compared to standards to identify pace opportunities or problems with courses, organization and members.

Members or tee groups who are identified as frequently slow will be requested to improve by Division VP. The Division VP will also offer advice on how to improve POP as well encourage others in a group to maintain appropriate POP.

Members or groups who remain slow or show unacceptable improvement as determined by the Division VP and Tournament Committee will receive warnings for SLOW PLAY. Members or groups receiving more than three (3) warnings for SLOW PLAY during a tournament season may be recommended for sanctions, up to and including suspension or termination of membership.

The Tournament Committee will review all recommendations for sanctions and implement disciplinary actions for members or groups.

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SPECIAL EVENTS HANDICAP CALCULATIONS

Special Events will be net score tournaments for individuals or teams. Equitable calculations of handicaps are critical for fair play for individuals and for team events. Special Events Committee will calculate individual and team handicaps for each event using the best available information.

The Special Events Committee has the right to revise these P&P as appropriate for Special Events subject to the approval of the Executive Committee.

Section 1 – Individual Player Handicaps

Handicap calculations used in scoring will be based on:

- 18-hole divisions – Member's weekly calculated Handicap Guide, 2 weeks before the Special Event
- 9-hole division (Division 9) – Member's weekly Division 9 course handicap guide 2 weeks before the Special Event as provided by Division 9 Director (handicap will be adjusted for 18 holes)
- Member's tees for the MSLSGA designated tees
- Course slope and rating for the MSLSGA designated tee.

Section 2 – Handicaps for Team Tournaments

Section 2.1 - Handicaps for Scramble and Ryder Cup Team Tournaments

Scramble Team tournaments may include teams of 2, 3 or 4 persons. Formats may include but are not limited to scrambles and Ryder Cup-contests. Team handicaps will use calculated individual course handicaps from members' designated tees. These will be combined for a Team Handicap by team size as follows.

- **2-person teams**
Add 35% of the lowest handicap team player to 15% of the highest handicap team player to get the Team Handicap.

Example:

Player A handicap is 10, Player B handicap is 35
35% of Player A = 3.5
15% of Player B = 5.25
Team Handicap = 8.75

- **4-person teams**
Add 20% of lowest handicap to 15% of next lowest handicap, to 10% of next lowest, to 5% of highest handicap.

Example:

Player A handicap is 10, Player B handicap is 15, Player C is 27,
Player D is 36
20% of Player A = 2.0
15% of Player B = 2.25
10% of Player C = 2.7
5% of Player D = 1.8
Team Handicap = 8.75

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- **3-person teams (if we have a threesome or a person drops out of a foursome)**
Add 20% of lowest handicap to 15% of next lowest handicap, to 10% of the highest handicap.
Example:
Player A handicap is 10, Player B handicap is 15, Player C is 27
20% of A handicap person (lowest)
15% of B handicap person (next lowest)
10% of C handicap person (highest)
- **1-person team (if a person drops out of a 2-man team event or we wind up with a single player after teams have been assigned).**
The single player will get 50% of their calculated individual course handicap from members' designated tees.

Calculations and final handicaps use 2 decimal places to minimize potential tie scores.

Section 2.2 - Handicaps for Shambles and Best Ball Team Tournaments

Shamble and Best Ball Team Tournaments may include teams of 2, 3, or 4 persons. Formats may include but are not limited to Shambles and Best Ball contest. Team handicaps will be the sum of the individual calculated course handicaps from member's selected tees divided by twice the number of players on the team.

Note: This method of calculating Team Handicaps will take into account 1, 2, 3, or 4 person teams. And in effect is 50% of the average of the individual course handicaps.

Calculations and final handicaps use 2 decimal places to minimize potential tie scores.

Section 3 - Net Scores

For Team Play where 1 Team score recorded:

Team Score - Team Handicap = Team Net Score

For Team Play where all player scores recorded:

(Team Score/number of players) - Team Handicap = Team Net Score

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METRO PLUS

ELIGIBILITY FOR METRO PLUS PLAYERS

- Must have played in six (6) Metro Senior events in the prior year.
- Must play in three (3) Metro Senior events by June 30 of current year. If this requirement is not met, member will be suspended from Metro Plus until requirement is met.
- Must play in six (6) Metro Senior events by August 30 of current year to remain eligible. If this requirement is not met, member will be suspended from Metro Plus until requirement is met.
- MP members not meeting these requirements by the end of the season will forfeit any earned prize money.

EVENT REGISTRATION - PREPAID

- All prepaid events will require advance registration using the online registration form. Registrations will be accepted in order of completion and payment. Follow instructions on registration form.
- Registrations will open per an announced schedule (see website). The registration form will be available for about 2 weeks before each scheduled event. Registration will be open about 9 days.
- If registrations exceed space available a wait list will be opened. Wait listed registrations will be filled in order of payment if space becomes available.

REGISTRATION REFUNDS

- Canceled reservations or uncleared wait list registrations will receive refunds. See Policy and Procedures, Addendum 8 for details of refund policy.

PRIZE PAYOUTS

- All awards for events or season will be announced prior to the start of each season by the Metro Plus Committee. All cash awards from tournament flight placements and CTP will be awarded at the end of each season by check as part of the Association prize payments.
- Only individual tournament prizes for flight position and CTP and Hole In One will be offered. No season long competition will be offered.
- Metro Plus Flight Position Awards for Each Tournament
 - Seven (7) paid places per flight for each of 3 flights
 - 1st = \$25, 2nd = \$22, 3rd = \$19, 4th = \$16, 5th = \$13, 6th = 10, 7th = \$7
 - All par 3's Closest-to-the-Pin (CTP) - \$5 each.
 - Hole-In-One/Double Eagles or CTP's prizes will be awarded for any member of Metro Plus, regardless of handicap status. Hole-In-One or double eagle must be witnessed with a scorecard signed by all golfers in that group
 - Tournament flight and CTP results and winners will be posted in Golfleague.us in Documents section for each event and the year to date information can be found in Golfleague.us "Scores and Points" "Points".
- Game of the Day (Optional cash participation and payout)
 - The Game of the Day will always be Gross Skins by Flight.
 - This is optional with a \$2 entry fee.
 - Skins for each event winners will be posted in Documents
 - Cash payments will be prepared for distribution at later tournaments.

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HANDICAPS

Metro Plus handicaps will be different, separate and distinct from division handicaps in MSLSGA. Only Metro Plus scores and handicaps will be used for tournament rankings.

Handicap Calculations

Continuing Member Handicaps

2023 starting handicap calculations as of April 1, 2023 will use the best (lowest) 50% of differential scores from the most recent of up to 16 scores from 2021 and 2022. These will include all 2021 and 2022 Metro Plus scores available

Players with fewer than 16 scores recorded in by 1/1/2023 will have handicaps calculated based on the best 50% of differential scores available from the most recent of any or all Metro Plus scores using the handicap system in Golf League.

New Member Handicaps

New members to Metro Plus will start with the handicap from their Division in Metro Seniors. After one MP event, only scores recorded in Metro Plus will be used to establish a continuing Metro Plus handicap.

For Metro Plus members who play in more than one MSLSGA division, the lowest division handicap will set the up to 16 division scores used to establish their first Metro Plus season starting handicap.

Maximum Handicap

The maximum handicap index is 36

FLIGHTS AND ADJUSTMENTS

Metro Plus will have 3 flights based on Handicap Index to have approximately 1/3 of members in each flight. Flights will be adjusted based on handicaps recalculated following each event. Members will be listed by flight in Golf League reports.

TOURNAMENT SCORING

- Scores will be recorded on the preprinted MP scorecard preprinted for each event as handed out by the Starters.
- Only selected tees will be offered as listed on the scorecard.
- Players must designate on the scorecard which of the selected tee boxes of they used. Any players card without a tee box indicated will be defaulted to the most forward tee.
- Maximum score on any hole will be triple bogey (three over par).
- When the maximum score is reached, pick up and move on.
- No "gimmes", all putts must be holed unless it would result in triple bogey or greater

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PACE OF PLAY

- The target for all events and all tee groups is to maintain 4 ½ hour pace (about 15 minutes per hole).
- All tee groups are expected to keep up with the group in front.
- Groups/players identified or reported to be slow may be subject to disciplinary action including suspension or revocation of membership in Metro Plus.
- All members must be aware of pace of play.
- Be prepared to hit when it is your turn.
- A ball is "LOST" after three (3) minutes of searching. Drop a ball and move on.

SHOTGUN STARTS

2023 Schedule is mostly Shotgun Starts. Please follow instructions of the main starters at registration.

TEE STARTS

For scheduled tee starts including Split Tees please follow the instructions of the main starters at registration.

EVENT ARRIVAL, REGISTRATION AND STARTS

Starter, Scorers and event volunteers are provided from the Metro Plus Committee. At course registrations will start 45 minutes before the first scheduled tee time. All members must register with the Starters before getting carts or paying to confirm their tee times and tee played.

All tee groups must be at their cart at least ten (10) minutes before assigned tee time. Late arrival will forfeit the tee time to the next available group. Late groups will be assigned a later start as determined by the tee starter.

CONDUCT

Remember that we are guest at these Country Clubs. Proper attire is required, no cutoffs, cargo shorts or jeans. Collared shirts are also required. Loud, rude offensive language and behavior will cause us not to be welcome back. Treat the course, staff and workers with respect. Rake traps, repair ball marks and replace divots.

TOURNAMENT DIRECTORS:

Tournament Directors are responsible for assigning tee sheets, designating CTP's and tees.

They will also be the contact point for the golf course in the weeks prior to an event.

Tournament Directors will be recruit Starters and Scorers for each event.

Tournament Directors for 2023

Tournament

Director	Course	Course	Course	Course
Bill Molz	Winghaven (both)	Glen Echo (both)		
Wayne Kaiser	Persimmon Woods	Lake Forest (both)	St. Clair	
Gary Maule	Bogey Hills	Franklin County	Sunset Hills	Green Briar

Metro Plus Vice President

Bob Zaruba

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REFUND POLICY

Section 1 – Refund Payments

This policy includes any and all refunds including:

- MSLSGA membership dues
- Special Events event fees
- Metro Plus membership dues
- Metro Plus events registrations

Any refund requests will be issued at the discretion of the Treasurer – some refunds will be issued within about 60 days or held until the end of the season.

Section 2 – Non-Refundable Service Fees

All payments for memberships and events may have a non-refundable service fee of \$2 per registration. If group payments are made for several players in one financial transaction, the non-refundable fee is deducted from the original payment for each and every individual member registration being refunded. Non-refundable service fees are dependent on fees paid to processing firms. Non-refundable service fees are recommended by the Treasurer and approved by the Executive Committee.

Section 3 - MSLSGA Membership Dues Refunds

Members who resign from the MSLSGA during the year may be entitled to a refund of dues paid for that year. Refunds require a verifiable reason (e.g., moving from the area, medical, **etc.**) and no more than one round may have been played that year. An exception to the one round rule is if the Member won money during that round, then NO refund is granted. Such requests must be made in writing to the Membership Chairman before the end of the current golf season.

Section 4 - Special Events and Metro Plus Events Payment Refunds

Refunds will only be made to the Metro Seniors member who was originally responsible for paying the registration for the event for any or all golfers in the group. That member must play in the group registering and must be listed first on the form or must be identified with the payer of record on registration forms, checks or credit card records

Section 5 - Metro Plus Membership Dues Refunds

Prior to April 1st, Metro Plus members may request a membership due refund for a verifiable valid reason. Refunds will be issued within about 60 days.

No refunds of Metro Plus membership dues will be made after May 1st except under extenuating circumstances and approved by the Metro Plus VP and the Executive Committee.