

Qualicum Beach Memorial Golf Club - Men's 18 Hole Club

Operating Procedures and Operating Guidelines

1. Procedures.

1.1 Name.

The club's name shall be Qualicum Beach Memorial Golf Club Men's 18 Hole Club (M18HC).

1.2 Purpose.

To stimulate interest in golf at the Qualicum Beach Memorial Golf Club (QBMGC) by bringing together a group of male golfers desirous of forming an 18 hole golfing organization.

To promote and foster among the members a closer bond and fraternity for their joint and mutual benefit, and to promote and conserve the best interests and true spirit of the game of golf as embodied in its ancient and honorable traditions.

To encourage conformance to the rules of golf including those of Royal Canadian Golf Association's (RCGA) Rules of Golf, QBMGC local rules and M18HC amendments.

To maintain a uniform system of handicapping as set forth in the RCGA handicapping system.

To provide an authoritative body to govern and conduct M18HC's competitions.

To stimulate and maintain a healthy golf and social relationship with all members of the QBMGC including the Men's 9 Hole Men's Club and 18 and 9 Hole Ladies' Clubs.

1.3 Men's Club Membership.

Membership in the M18HC shall be open and available to all male QBMGC members who are 18 years of age or older. Male members of the club who are under 18 years of age will become eligible upon the recommendation of the Club Professional.

The membership and fiscal year shall be for a period of one year expiring mid March of any calendar year.

All members shall pay annual membership dues that are established by the M18HC Committee, as they deem adequate to operate and maintain the M18HC activities.

Membership confers no special privileges in connection with any golf course including QBMGC other than being able to take advantage of the M18HC assigned tee times.

The M18HC Committee will decide any situations not covered by this document, all QBMGC bylaws and associated operating guidelines.

In the event that any member of M18HC shall commit any act which reflects, discredits or disrepute thereon or shall refuse or neglect to comply with the procedures and guidelines adopted by the M18HC Committee and/or Board of Directors of QBMGC or the duly appointed officers, such member may be subject to suspension.

Male guests of M18HC members are eligible to play in Men's Club events other than tournaments and championships but the M18HC member introducing the guest must be taking part in that particular event.

By taking up membership, each member agrees to play with everyone in the men's club roster and their guests. Male QBMGC Winter members can take part in M18HC winter competitions providing they formally join M18HC as a Winter Member.

Membership of M18HC also allows participation in the Men's 9 Hole Club events as a guest and joint events organized between the ladies' club and men's clubs. Participation in the Men's 9 Hole tournaments and the club championship is not allowed unless the M18HC member is also a member of Men's 9 Hole Club.

Similarly membership of the Men's 9 Hole Club allows participation in M18HC events as a guest with participation in M18HC tournaments and championship not being allowed unless the Men's 9 Hole Club member is also a member of M18HC.

Note: This provision with respect to guests is a concession on the part of both the 9 and 18 Hole Men's Clubs and should not be abused. A member is expected to join the second club if he has taken the guest option on more than three occasions.

1.4 Annual Meetings

An annual meeting of the M18HC shall be held in October each year. The M18HC Committee shall provide for the holding of such general other meetings as necessary or desirable.

A legal quorum at the annual and general other meetings shall be (fifteen) members present in person or by proxy. Each active member in good standing shall be entitled to one vote.

1-5 Men's 18 Hole Club Membership Dues

The M18HC Committee shall establish all membership dues from time to time, in such amounts as they deem to be adequate to operate and maintain the M18HC. Members shall be liable for dues by mid March of each year or in the case of new members before or on the day of their participation in their first M18HC event.

M18HC annual dues are \$20 per annum and are due on or before the first summer competition event of which \$5 is allocated to the Hole In One insurance account. These dues are only modified after approval by a majority vote of members attending the Annual Meeting.

The dues for QBMGC winter members, wishing to play in M18HC winter competitions, are \$5. They can elect not to pay the \$5 but they will not be covered by the Hole In One insurance.

1-6 Men's 18 Hole Club Committee

The M18HC Committee shall consist of a minimum of four QBMGC members in good standing and they shall exercise all powers of management of the club not specifically excepted by these Procedures and Guidelines. The M18HC Committee shall include, but not limited to, those individuals who fill the positions of Captain, Vice Captain, Treasurer and Draw Master.

At least four weeks prior to the Annual Meeting, the Club Captain will issue a notice to all M18HC members requesting nominees to fill the above four positions for the upcoming year.

Following this and at least one week before the Annual Meeting the Captain after consulting with other committee members shall issue a list of all nominees to all M18HC members. After this date names of other members in good standing may be nominated either before or at the Annual Meeting.

Voting shall be by a show of hands at the Annual Meeting.

The M18HC Committee shall meet at such times and places as they may select and a majority of the Committee shall constitute a quorum at any meeting.

In the case of any vacancy through death, resignation, disqualification or other cause, the remaining directors, even though less than a quorum, may elect a successor by majority vote to hold office for the unexpired term of the director whose place shall be vacant, and until the election of his successor.

1-7 Duties of the Men's 18 Hole Club Committee

The M18HC Committee is responsible for the following:

Sunday M18HC events by arranging and scheduling all summer and winter competitions including, tournaments, the club championship and M18HC social events in conjunction with one or all of the following: QBMGC Board, Head Pro, Greens Keeper and other QBMGC men's and ladies clubs as necessary.

Encourage all M18HC members to follow the rules of golf and to maintain a valid golf handicap in accordance with the requirements of RCGA.

Maintain an active and up to date membership list and encourage all male QBMGC members to join M18HC.

Encourage and arrange social golf events for special occasions e.g. summer competition kick off and wrap up, New Members Day, championship events.

Manage the finances of M18HC.

Maintain records of the club activities and events, membership and finances and archive for future reference.

Maintain M18HC Procedures and Guidelines to ensure that they reflect the current objectives and needs of the club.

1-8 Responsibilities of M18HC Committee Members

Captain

To be the figurehead in all matters to both golf and associated social events.

Represent M18HC at the monthly QBMGC Board meeting.

Attend all M18HC, committee, sub meetings and other meetings.

Act as the club representative on all occasions relating to internal and external M18HC events.

Raise the profile of the club both internally and externally.

Encourage the participation of Memorial Club members in M18HC and M18HC members in the weekly events help by the club.

Be prominent in the club throughout the year.

Be approachable and available to all the membership, championing their issues.

Encourage a close working relationship with other clubs within QBMGC.

Vice Captain

Be prepared to substitute for the Men's 18 Hole Club Captain when required.

Be prepared to fill in for other M18MC Committee members when required.

Note: Although it is generally understood that the Vice Captain will assume the position of Captain upon the retirement of the Captain, this will apply only with the agreement of the Vice Captain.

Draw Master

Planning and facilitating all scheduled events of M18HC.

By preceding Sunday, post signup sheets, including description and rules of event.

Make and publish the draw by noon on the Friday before the event.

Collect and verify scorecards.

Rank the order of all players using '1 hole' retrogression as required.

In General, based on money collected from pro shop, award prizes equal to 2/3 of total ball sweep money in ratio of 2to1 net to gross.

Publish results before noon on the Monday following the event.

Maintain all associated records including those for year-end awards.

Ensure all trophies are engraved with winners name by end of November of that year.

Treasurer

Maintain knowledge of the organization and personal commitment to its goals and objectives.

Have a basic knowledge of accounting procedures for non-profit organizations.

Serve as bookkeeper for the M18HC's accounts including the segregated accounts for the QF Amateur competition and the Junior Program.

Assist the Draw Master in the preparation of a budget for the Summer Competitions.

Act as the primary signing authority for all expenditures.

Maintain a roster of all M18HC members for the current year.

Ensure that records are kept of the current year's M18HC activities including, membership, finances and outcomes of events, tournaments and championships (in conjunction with Draw Master) and archive for future reference.

2. Guidelines

Unless specified otherwise, R.C.G.A. Rules will be in effect.

2.1 Handicapping

Handicap calculations will follow R.C.G.A. guidelines. If a player has an established handicap that handicap will be utilized. Men's Club Members are encouraged to enter all valid scores as soon as possible after completing any round of golf for both summer and winter competitions.

2.2 Men's Club Events, Tournaments and Championship

At this point in time all events and tournaments will generally be scheduled for the first 18 hole round of the day at the course on a Sunday but no earlier than 7:00 am. The Men's 18 Hole Club Championship is a two-day event on Saturday and Sunday. During the year there will be a small number of shotgun starts on a Sunday and they will start a little later to allow the grounds crew to complete their course preparation work.

2.3 Golf Tournament Sign Up

All members and their guests, who confirm to play in any event, will be required to pay the cost unless sufficient notice is given prior to the event or a substitute can be found to fill the space. Any player who does not show up on an event day without informing the club in advance will be required to pay the associated costs prior to the start of their next confirmed date.

All event's will be played as scheduled regardless of weather conditions, unless the QBMGC Pro Shop and/or Greens Keeper cancels due to unplayable conditions.

Each event's schedule will be posted on the clubhouse notice board in the pro shop no later than the Friday before the event. All players are requested to be at the Pro Shop a minimum of 15 minutes before the scheduled start time.

Confirmations and special requests for all events will have a deadline of 12 noon on the Tuesday prior to the event. After this time anyone wishing to play will only be added by contacting the Draw Master or the pro shop and if a vacant spot is available.

A signup sheet will be available at the pro shop for all events at least 9 days before that event.

Tee times will generally be set up using four players per tee time.

2.4 Tee Boxes

Men's Club will generally use white tees unless otherwise stated for any individual event.

2.5 Maximum Score Per Hole

There will be no maximum on scores; all players will play each hole until complete.

2.6 Guidelines of Play

The Rules of Golf

Rules shall be as set forward by the RCGA unless otherwise stated below:

Local QBMGC Rules – Rules of QBMGC as put in place by the Board and endorsed by RCGA.

Winter Rules – Winter rules shall apply periodically as designated by the Club Professional.

Note: The rules of golf and as they apply to M18HC are specifically addressed in the Rules Addendum to these Procedures and Guidelines.

Pace of Play Guidelines

M18HC's target time to complete 18 holes of golf at QBMGC is 4 hours or less. Be aware where time is lost and keep pace with the group in front of you.

When looking for a lost ball - allow only 3 minutes to look for a lost ball.

Golf Etiquette

It is expected that all M18HC members make themselves aware of what represents good golf etiquette and practice it at all times.

Rules and Etiquette

Part of these Procedures and Guidelines is Addendum A1 outlining some of the key rules of golf and golf etiquette as a reference for M18HC members. The expectation is that all members will adhere to these rules and etiquette as outlined

2.7 Summer Competition Format

For events and tournaments there will be one flight. Club Championship will normally have 4, approximately equal, flights that are generally based on handicaps, unless decided otherwise by the Men's Club Committee. The tournaments will be either medal play format or team events, net scores being used to determine the final standings.

2.8 Tie Breaking Methodology

Retgression will be used to overcome any tie.

2-9 Order of Merit - Points System

A point system based on net score will be used to award each player with points for any given event, tournament or championship. At the completion of those events designated as Order of Merit events, the member of the Men's Club who is leading the Order of Merit will be awarded the Player of the Year title. Each M18HC member will accumulate points from participation throughout the summer competitions and the final standings will be based on the their **best 15** point getting rounds. Points will double for tournament and championship rounds.

2-10 Club Championships

Will be a two 18 hole rounds in a two day (Saturday and Sunday) event in August. Gross score will be utilized to determine overall and flight champions.

2-11 Winter Competition Format

There will be no sign up for the winter competition. It will be based on first come first served combined with an effort to mix up the foursomes form week to week.

Entry fees will be the same as summer competition.

Competitions will generally be stroke play.

2-12 Prizes

All event prizes will be in the form of a ball sweep and will be held for each winner in the Pro Shop. All prizes for tournaments and championship will be awarded at the Annual Meeting. An optional prize pot will be available for each event and tournament where men's club, members can enter. This will generally take the form of a KP on one of the 3 par 3 holes at QBMGC and cost is \$2 to enter.

2-13 Entry Fees for Events, Tournaments and The Championship

In general entry fees are \$3 for events and \$5 for tournaments. If any event or tournament has a meal included, costs will be changed to reflect that additional cost. The entry fee for the club championship will also reflect additional cost for catering.

2-14 Other Events and Competitions

In addition to the above events outlined above the M18HC may organize other golfing events and competitions such a match play, events with the other QBMGC men's and ladies clubs and other local golf clubs. It is the intent that all such events shall be open to all M18HC members.

2-15 Posting Of Results

For Summer Competitions the Draw Master will post the results on the Monday immediately following events and tournaments and as soon as possible after completion of the round on the two days of the Club Championship.

In the case of the former, results will be posted on the notice board of the Pro Shop and by email to all M18HC members and in the case of the latter in a public place within the Clubhouse.

For Winter Competitions results will be published in the clubhouse by the Pro Shop as soon as practical after the completion of the event.

Addendum–A1. Rules of Golf and Golf Etiquette

A1-1 Summer and winter rule times will be determined by the Golf Professional. Winter rules allow players to “lift, clean and place” the ball “through the green”. The latter term refers to the entire course with the exception of the greens, hazards and teeing areas. The placement must be within **6 inches** of the original ball position.

A1.2 In all **hazards** (bunkers included) players cannot “test” the lie nor can they alter the space in the swing line. A club may **not be grounded** in the hazard and branches and shrubs may not be altered **except** on the actual swing. Penalty: 2 strokes.

Options in the hazard are:

- Drop ball 2 club lengths from point of entry not closer to hole
- Drop ball as far back from entry point as needed staying on line with hole.
- Return to tee

Penalty: one shot

A1.3 O/B, lost or unplayable ball: Any part of a ball on the line of the O/B markers is considered **in play** i.e. no penalty. If, after the tee shot, there is uncertainty about the status of a ball, a **provisional** ball must be played. If the ball is found to be O/B and no provisional ball has been played, the player must return to the tee. **Failure to do this will result in disqualification.**

A “lost” ball, if found within the 3 minute period, **must be played** and the provisional ball picked up.

During fall and winter play, a lost ball in the fairway either by a “plug” or covered by leaves may be replaced without penalty from where it was determined to have disappeared. The decision of placement will be determined by consensus from the foursome.

Unplayable ball: A player may deem his ball to be unplayable anywhere on the course except in a water hazard. In this case he may:

- Drop at the nearest spot from where the **original** shot was struck
- Drop behind the unplayable lie keeping the same line to the hole
- Drop within 2 club lengths of the unplayable lie no nearer the hole.

Penalty: 1 shot.

- A1-4** During all Men's Club events, **balls in play must be putted out** (i.e. no gimmies).
- A1-5** Loose impediments may be removed from hitting area provided they are completely loose except in a hazard (in a bunker, only "foreign" objects may be removed. Leaves or pebbles are **not** considered foreign objects).
- A1-6** A ball may be marked to the side, not necessarily on the backside, however it must be replaced in the same spot.
- A1-7** A player **cannot** have relief from tree roots **without penalty** (see #3 above). Relief from a tree is given only if the tree is staked (none are staked as we begin the season)
- A1-8** A player may have **relief** of a ball in its own pitch mark when not in a hazard.
- A1-9** If a ball is played into water in a bunker, the player is entitled to relief from the water but must drop at the nearest site within the bunker, **no closer** to the hole.
- A1-10** Teeing Ground: the rectangular area bounded by tee makers and a line two club lengths behind the markers.
- A1-11** Relief is given without penalty from all sprinkler heads and red or yellow stakes (hazard markers). **No relief** is given from O/B stakes (O/B is defined by white markers on inside of wooden posts and inside margin of metal posts).
- A1-12** Hole #5: If the ball lands in the gully the option is to rehit (hitting 3rd shot) from the tee side of the hazard or choose to play from white marked area at the front of the green (also hitting 3rd shot). This latter option is considered to be a local rule.

The gully is an ecosensitive area and balls **may not** be played from inside the staked zone. Penalty: Disqualification.

A1-13 Incorrect scorecard:

- If score is less than actual score - DQ
- If score is more than that recorded, the Drawmaster only accepts the incorrect score.

A1-14 Etiquette:

Pace of play: To reach a target play time of two hours for each 9 holes, please ensure that no gaps develop between groups. Each player should be prepared to play when it is his turn. Bags and carts should be positioned for prompt exiting of each green.

Consideration for others: Please rake all bunkers, repair ball marks on the greens and replace divots on the fairways, remembering that during summer rules, the ball must be played as it lies!

Addendum A1 Disclaimer

The above are not intended to be a complete set of rules but only as a guide for those unfamiliar with the accepted rules of golf. In many cases more precise definitions may be needed. Some, such as 1, a part of 3 and 12 are considered to be local rules.

Amendments to Procedures and Guidelines

The Committee shall have the power to repeal or amend any of these procedures and guidelines provided that there is no formal objection from the QBMGC Board or M18HC membership. In case of the former the Club Captain must resolve any such objection with the Board. In the case of the latter any such revision made by the Committee shall remain in effect until the next meeting of M18HC members at which time it is either ratified or repealed by the membership.

Note - It is the responsibility of each M18HC member to review these procedures and guidelines before signing up and to check them for changes.

NOTE:- This is Rev 2 of this document and supersedes all previous revisions.