

## M18HC Procedures & Guidelines

# **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.

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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.

Minutes of the annual meeting shall be recorded and at a minimum, shall include: decisions of resolutions; results of election of directors; names and positions of outgoing and incoming committee members. Minutes shall be distributed to members by email.

### 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 allocate 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 five 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, Draw Master and Handicap Chair.

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 five 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

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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, Handicap and Rules Committee 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 held 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.

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### **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 TwoSomes 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.

### **Handicap Chair**

By Wednesday of each week print off in electronic format or hard copy a Handicap List for all Men's 18 Hole members.

Compare the handicaps shown on the tee sheet for the following Sunday. Any deviations reported to the Draw Master for the final Tee Sheet for Sunday.

Draw Master provides the results for the Sunday (or Club Championship) along with the scorecards to Handicap Chair.

Conduct a spot check to see that scores have been posted and posted correctly using Equitable Stroke Control.

Monitor scores that are being posted whenever any member participates in Interclub,

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Team play or Zone Tournaments.

Members who are tardy or incorrectly entered a score should be sent an information email.

Continual problems are to be reported to the Men's 18 Hole Committee

## **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.

The M18HC Committee will appoint a member of the club to sit on the QBMGC Handicap and Rules Committee (HRC) for a one-year term. An appointee may be appointed to further terms at the discretion of the M18HC Committee. The appointee cannot be the M18HC Handicap Chairman. The appointee will work with M18HC Committee by attending M18HC Committee meetings to ensure open lines of communication. The appointee's duty is to ensure the RCGA handicap and rules are followed.

### **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 events 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 distributed to members by email and/or 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.

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### 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. However, Equitable Stroke Control will be applied only for entering scores to the Golf Canada website for handicap purposes.

### 2.6 Guidelines of Play

#### The Rules of Golf

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

All players are encouraged to become familiar with the rules of golf as amended for 2019 and on. These are available on line at

<https://www.randa.org/rules>

<http://www.golfcanada.ca/rules-of-golf>

<https://www.usga.org/rules-hub.html>

The Official Rules of Golf App is available free for iPhone, iPad and Android from AppStore, Google Play or RandA.org/apps

A hard copy book of "Player's Edition of the Rules of Golf" (2019) is useful for on-course reference during a round, as well as presenting illustrations of many golf situations. It is available online from Golf Canada.

Local QBMGC Rules – Rules of QBMGC as put in place by the Board and endorsed by RCGA. These supplementary Local Rules are posted on the [www.golfqualicum.ca](http://www.golfqualicum.ca) website (where you make on-line tee time bookings) under the Membership section. <http://golfqualicum.ca/membership-benefits/> They are also posted on the bulletin board in the Pro Shop.

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

#### 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 it.

#### Golf Etiquette

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

### 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.

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For some of the summer events the M18HC will offer some event winners a trophy along with small cash awards at the year-end AGM. The list of events that offer a trophy, and cash award amounts, is maintained in "Addendum A-4 Trophy and Cash Prize Awards". The M18HC Committee may make changes as needed. All changes are to be ratified at the M18HC annual AGM and if not ratified changes will return to pre-change Trophy and Cash Prize Awards list.

### **2.8 Tie Breaking Methodology**

Retrogression will be used to overcome any tie except for the Club Championship, which will be decided by a playoff of one or more additional holes as required.

### **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 their **best 15** point-getting rounds. Points will be doubled 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 champion.

The M18HC Committee will follow the Tournament Guideline in Addendum A-3 for organizing the M18HC Championship. The M18HC Committee may deviate from the Tournament Guideline if required by the QBMGC, the HRC or to enhance the Tournament for the betterment of the members.

### **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 from 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 Trophy tournaments and Club 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. During the summer season a deduction of \$5 will be made from the KP prize pot each week to provide support to the QBMGC Juniors program, subject to a minimum participation of 20 players.

### **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.

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### **2-14 Other Events and Competitions**

In addition to the events outlined above the M18HC may organize other golfing events and competitions such as 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/or by email to all M18HC members and in the case of the latter by email and in a public place within the Clubhouse.

For Winter Competitions results will be published in the clubhouse by the Pro Shop and/or by email to all M18HC members as soon as practical after the completion of the event.

## **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

Revision (Rev 2) to this document was made on 21<sup>st</sup> March 2017 to incorporate changes approved at the 12<sup>th</sup> March 2017 Breakfast Meeting.

Revision (Rev 3) to this document was made on 25<sup>th</sup> October 2018 to incorporate changes approved at the 14<sup>th</sup> October 2018 Breakfast Meeting

Revision (Rev 4) to this document was made on 18 October 2019 to incorporate changes to reflect modifications to Rules of Golf (2019) and Local Rules and as approved at the 06 October 2019 AGM



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### Addendum–A1. Rules of Golf and Golf Etiquette

Members are encouraged to rely on the actual Rules references as well as Local Rules as posted on QBMGC website.

**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 in the “general area”. The latter term refers to the entire course with the exception of the greens, penalty areas, bunkers and teeing areas. The placement must be within **6 inches** of the original ball position, no closer to the hole.

**A1-2** During all Men’s Club stroke play events, **balls in play must be putted out** (i.e. **no** gimmies). If you fail to do so, you must correct that mistake before making a stroke to begin another hole or on final hole before returning your scorecard. Failure to correct the mistake in that time results in disqualification (Rule 3.3c)

**A1-3** Hole #5/14: If the ball lands in the gully penalty relief **MUST** be taken. The option is to rehit (hitting 3rd shot) from the tee side of the hazard or choose to play from white marked drop area at the front of the green (also hitting 3rd shot). This latter option is considered to be a local rule for casual play.

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

**A1-4** 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!

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### **Addendum A-2 Guide for M18H Club Championship General**

#### **Comment:**

The M18H Club Championship is our most important event of the year. To help our M18HC Committee a Guide has been developed to assist in organizing the tournament.

The Guide is just that a Guide so the M18HC Committee can make changes to the organization and format of the Tournament.

Any changes must be noted when sending out the first notice for the Club Championship.

At the following AGM of the M18HC the Guide should be amended if the plan is to continue using the changes – the goal is to keep this Guide up-to-date. This will also ratify the decision of the M18HC Committee changes.

#### **Guide for the Tournament**

- In November contact the Club Pro and confirm dates and times for the Tournament for the following August. Notify QBMGC Board and other clubs of the actual dates for Club Championship
- Confirm Tee times: confirm with the Club Pro that tee times will be used on Saturday and the preference for shotgun start on Sunday (hopefully you will get the shotgun start). Follow-up with the Club Pro to confirm shotgun when preparing the summer schedule and finalize when you have the actual number of participants.
- When the Committee finalizes the summer schedule meet with Thalassa setting out the dates for events that have a meal (breakfast or lunch) and negotiate food selection and costs. In the past the Treasurer and made arrangements for payments.
- First Notice for the Club Championship should be sent out 3 full weeks prior to the Tournament.
- The Notice should at least contain dates, start times, order of play, tees, announce balls sweeps and entry fee, list skill prizes (if being offered), lunch selections and cost and method of payment, list of awards and closing date for entries (pro shop or email). Include the number of players needed to get a shotgun start on Sunday and keep members up-to-date to get the number needed.
- Send reminder emails at least once a week...based on how entries are being submitted.
- Tee choices – blue Saturday and white Sunday
- Tee Placements - the Course Superintendent to be contacted 7 days out and should be asked to set both blue and white tees and pins to approximate the overall distance of the course.

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- Pin placement – blue tee easier pin placements – white tees more difficult pin placements.
- Establish Flights: set the number of flights based on number of entries with a maximum four flights. If your number of players is less than 20 only have three Flights.
- Making foursomes Saturday - random grouping
- Making foursomes Sunday - based on Saturday scoring
- Score Cards: Scorecards for each player to be prepared in advance to be given out at the Pro Shop on both days of play.
- Score Cards: ensure you have announced the exchanging of scorecards by the players and properly signed for submission at the end of play
- Organize a crew to help Draw Master record scores and then post on score sheet immediately following play (minimum 3 people)
- Trophy - Low Gross (Club Champion) presented at post game meal on Sunday
- Plaques – Low Net and Flight winners will be announced at the post game meal. Recognize second low net winners.
- Note: Low Gross, Low Net, Flight and 2<sup>nd</sup> place flight winners to receive a cash award at the AGM
- Ball Sweeps – for both Saturday and Sunday \$5.00 and \$2.00 KP
- To add interest to the weekend you may want consider offering skill prizes (e.g. longest putt, putt offs, closest chip, etc.) and set an entry fee for prize money
- Grounds Crew and Pro Staff: If on Sunday you are having a shotgun start Thalassa should be contacted a few days prior to play to confirm that the M18HC will purchase breakfast for Grounds Crew and Pro Staff after play is underway.
- Head Pro: maintain continual contact with the Head Pro to ensure open communication. Day before the tournament visit the Club Pro to ensure all is in place for the weekend.
- Thalassa – confirm numbers on Saturday
- Local Rules: there are local rules governing daily play. The primary purpose of local rules is to help speed of play. For the club championship the RCGA rules of golf for competitive play should be used. The most significant place for a difference between RCGA Rules of Golf and Local Rules is hole 5/14. While the drop area in front of the green is available for play in most club events, for the Club Championship it will NOT be available as an option.

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**Addendum A-3 Trophy and Cash Prize Awards**

|                            |                           |
|----------------------------|---------------------------|
| <b>F.O. White Trophy</b>   |                           |
| <b>Low Net</b> - \$25      | Low Gross - \$25          |
| 2nd Low Net - \$20         | 2nd Low Gross - \$20      |
| <b>Chapman Trophy</b>      |                           |
| <b>Low Net</b> - \$25      | Low Gross - \$25          |
| 2nd Low Net - \$20         | 2nd Low Gross - \$20      |
| <b>Mertz Hadden Trophy</b> |                           |
| <b>Low Net</b> - \$25 each | 2nd Low Net - \$20 each   |
| <b>Jamieson Trophy</b>     |                           |
| <b>Low Net</b> - \$25      | Low Gross - \$25          |
| 2nd Low Net - \$20         | 2nd Low Gross - \$20      |
| <b>Club Championship</b>   |                           |
| Champion - \$25            | Overall Low Net - \$25    |
| A Flight Winner - \$25     | A Flight Runner Up - \$20 |
| B Flight Winner - \$25     | B Flight Runner Up - \$20 |
| C Flight Winner - \$25     | C Flight Runner Up - \$20 |
| D Flight Winner - \$25     | D Flight Runner Up - \$20 |
| <b>Redden Net Trophy</b>   |                           |
| Low Net - \$25 each        | 2nd Low Net - \$20 each   |
| <b>2019 Match Play</b>     |                           |
| Winner - \$100             | Runner Up - \$60          |
| <b>Order of Merit</b>      |                           |
| Winner \$25                | Runner Up - \$20          |