

**KINGWOOD COUNTRY CLUB MEN'S GOLF ASSOCIATION
OPERATING GUIDELINES
(Revised March of 2018)**

The following document presents the guidelines by which the Kingwood Country Club (KCC) Men's Golf Association (KMGA) operates, as directed by the KMGA Board. The KMGA Board is the final authority to revise these guidelines as the need arises, and shall review these guidelines annually. This update is effective July 3, 2017 and supersedes all prior KMGA Board actions.

Basic Rules of KMGA Board Meeting Procedure

1. The KMGA Board shall meet at 6:30 PM on the second Thursday of each month.
2. The rights of the organization (KMGA Board) supersede the rights of the individual KMGA Board member.
3. The organization has the right to make its own rules, which then must be observed by all KMGA Board members.
4. Should a conflict arise between the rights of a KMGA Board member and the rights of the organization (KMGA Board) to do its business, the rights of the organization (KMGA Board) will prevail.

All KMGA Board Members Are Equal and Their Rights Are Equal:

These rights are:

1. To attend meetings;
2. To make motions and speak in debate;
3. To nominate;
4. To vote; and
5. To hold office.

Quorum Must Be Present to Do Business:

1. A quorum is the number of KMGGA Board members who must be present to legally transact business. Unless otherwise stipulated and authorized, a quorum is defined as a majority of the Board.
2. The purpose of a quorum is to prevent an unrepresentative group from acting in the name of the organization.
3. In a committee, the quorum is the majority of its members.
4. At the annual meeting, KMGGA members present constitute the quorum.

The Majority Rules:

The rule is basic to the democratic process. The minority has the right to be heard, but once a decision has been reached by a majority of the members present, representing a quorum, and through voting, the minority must then respect and abide by the decision.

Silence is Consent:

Those members who do not vote agree, by their silence, to abide with the decision of the majority.

One Question at a Time and One Speaker at a Time:

No motion is in order that does not directly relate to the question under consideration. In addition, once a member has been recognized, he has been granted “the floor” and another member may not interrupt him.

Debatable Motions Must Receive Full Debate:

The presiding officer may not put a debatable motion to vote as long as members wish to debate it.

Debate can only be suspended by a two-thirds vote of the members present.

Once a question is decided, it is not to bring up the same motion or one essentially like it at the same time; such motions should be ruled.

Personal remarks in debate are always out of order.

The presiding officer must rule all personal remarks out of order. Debate must be directed to motions, not motives, principles and not personalities.

Tournaments

In a KMGA tournament using a format which is addressed in “The USGA Handicap System” booklet, the event will be conducted according to guidelines and recommendations included in that publication relating to stroke allowance and general participation rules and standards.

Local rules allowed by the USGA (e.g., those related to course conditions, etc.) can be used if determined necessary by the Pro Shop staff. These formats include, but are not limited to, medal play (team and individual), match play (team and individual), Chapman, and foursome (better ball).

Stableford scoring events (both net and quota) can use the USGA recommended system or one of the modified methods as follows:

	USGA	Modified USGA	54-Point
Double Eagle	5	8	12
Eagle	4	6	8
Birdie	3	4	5
Par	2	2	3
Bogey	1	1	2
Double Bogey	0	0	1

In partner events, which will be flighted, the recommendation of the USGA relating to the limitation of an eight-stroke differential between partners will be used. For all KMGA events (both stroke and match), when two players wishing to partner have a stroke differential of more than eight, the higher handicap will be reduced to the lower handicap plus eight.

Handicaps – Current

1. Anyone playing in KMGGA sponsored events shall maintain a current KMGGA handicap. Refer to the handicap policy posted on the KMGGA Website for additional information regarding KMGGA handicaps. Players who play in a KMGGA tournament and who do not have a current KMGGA handicap will play under the Guidelines found below for first time players. If a player maintains more than one handicap, it is the player's responsibility to notify the Pro Shop of all maintained handicaps before playing in an event. The player is responsible for abiding by the USGA rules on this matter.
2. KMGGA members, who are professionals, are allowed to play in KMGGA events and must use their current handicap (including “+” handicaps).
3. All guests in any KMGGA sponsored event must be amateurs.
4. When the KMGGA uses two teeing areas in one tournament, a player 50 years or older may choose the “WHITE TEE OPTION.” If the player's age and **Blue Tee Handicap** add to 75 or more, the player may have the option of playing from the White Tees. The player's Adjusted Blue Tee Handicap will be reduced by 2 strokes. For calculation, the Blue Tee Course Handicap is adjusted by whatever allowance is applied for the format for that event then the two strokes are subtracted from that value, to obtain the Handicap used for the White Tees.
5. Players must declare which teeing area they desire to play from at check in for the tournament and prior to the official starting time. Any player not declaring will be assigned to the blue teeing area unless his flight is playing from the gold or the white tees. No changes will be allowed after the official starting time for the tournament.
6. In a multiple day tournament, a player must meet the White Tee Option criteria (age plus **Blue Tee Handicap** equal to 75 or more) each day of the tournament in order to use the White Tee Option. Further, if a player elects the White Tee Option, the player must play from the white tees each day of the tournament.

Handicap Adjustments & First Time Player Procedures

All scores shall be posted based on the following USGA definitions:

1. Unfinished holes or Conceded Strokes – A player who starts, but does not complete a hole or is conceded a stroke must record the “most likely” score for handicap purposes but not exceed the player’s applicable Equitable Stroke Control (ESC) maximum per the USGA Table(s) (USGA Handicap System 4-1).
2. Holes not played – If a player does not play a hole or plays it other than under the Rules of Golf, the score recorded for that hole for handicap purposes must be “par plus” any handicap strokes the player is entitled to receive on that hole (USGA Handicap System 4-2).
3. Equitable Stroke Control (ESC) – All scores for handicap purposes, including tournament scores, are subject to the application of Equitable Stroke Control (ESC) and should be adjusted accordingly. ESC is used when a player’s actual or most likely score exceeds a maximum number based on the ESC tables (USGA Handicap System 4-3).
4. Tournament Scores will be posted for the following KMGA or Club sponsored events: Kingwood Invitational, KCC Match Play, KCC Open, KCC Senior Open, KCC Member-Member and qualifying Major Series (Masters and Final only as of 2017). Event formats may vary from time to time resulting in an additional tournament score opportunity. Ultimately, any tournament that will yield an individual score will be recorded as a tournament score.
5. Any person (new member, current member, or guest) will be assigned a handicap based on the GHIN Handicap tracking system. Player’s playing in an MGA tournament without a valid established handicap will be assigned a Zero handicap until such time that they obtain a valid USGA handicap.
6. The above handicap will also apply to any other “games” within the tournament such as Skins, 2-man or 4-man competitions.
7. The Handicap Chairman and/or the Head Golf Professional working that tournament, will enforce all adjustments made in the above paragraphs. These rules will cover all KMGA sponsored events where an individual score is maintained, including the Kingwood Invitational tournament.
8. Members are reminded that it is the player's responsibility to monitor their own handicap history to ensure that all scores are posted to the handicap system.
9. As stated above, the USGA index will be used for tournament play. However, the Handicap Committee still has the right to adjust handicaps for exceptional

play, known ability, or extenuating circumstances. Any player with an extenuating circumstance should contact the KMGGA Handicap Chairman for review.

10. Any player with three or more net tournament scores lower than their target score (course rating plus player's course handicap) in the previous 12-month period will be reviewed for a possible handicap adjustment by the Handicap Committee as follows:

- The Handicap Committee will examine all tournament ("T" designated) differentials posted in the GHIN system for the previous 12-month period and then average the lowest (best) 50%.
- The Handicap Committee will then compare the average of the lowest 50% of tournament differentials with the player's current GHIN Handicap Index. (It is very important all holes in a tournament are played out in accordance with USGA rules. - #1 above)
- The lower of the two index values will be used for all KMGGA tournaments unless extenuating circumstances prevail. No adjustment will be made unless the difference in these values is 0.5 or greater.
- A player given a reduction will, of course, have the right to appeal to the Handicap Committee.

The Handicap Committee will review all scores monthly after the GHIN update on the 15th. Players with reductions will be notified via email in a timely manner, giving time to appeal their adjustment if desired. Handicap adjustments will be used the entire following month for all KMGGA tournaments.

Scorecards

1. A completed scorecard shall be turned in for all tournaments where the player plays his own ball for score. Examples: stroke play, team best ball, match play (individual or team), and any team event where
 - a. individual scores are used. Examples where a completed scorecard is not required: scramble, shamble, or alternate shot.
2. To have a completed scorecard, the card must be signed and attested by another player in your group and a score recorded for each hole played in accordance with USGA rules. Any holes not completed should be recorded with what the player would "most likely" have had, had he completed the hole with "x" being placed in front of his score e.g. x-4, x-5, etc. The player's score on holes not played under the rules of golf should be "par plus" a stroke on holes the player would normally get a stroke on based on the player's handicap and have a "x" in front of the score as described above.

3. Posting scores to the Handicap System shall follow USGA Handicap System protocols as follows:
 - a. 0 to six holes played – no score posted
 - b. 7 to 12 holes played – 9-hole score shall be posted after applying “most likely” and “par plus” rules as applicable
 - c. 13 to 18 holes played – 18-hole score shall be posted after applying “most likely” and “par plus” rules as applicable
4. If a player fails to post an acceptable score as soon as practicable after completion of the round, the Handicap Committee shall execute one of the following options:
 - a. Post the actual score made by the player;
 - b. Post a penalty score equal to the lowest/highest handicap differential in the player’s scoring record;
 - c. Post the actual score and a penalty score.
5. The Handicap Committee is not required to notify the player prior to posting a penalty score (USGA Handicap System, Section 8.4b)

Tournament Payouts

Except for the Kingwood Invitational, which has its own payout format between Pro Shop credit and cash, payouts will be posted per team and per player.

1. The goal of tournament payouts in the form of Pro Shop Credit is to return 100% of entry fees (except that \$2 from each entry fee will be placed in the Shoot Out tournament pool). Other prizes (i.e., golf balls, etc.) will be funded by the KMGA general fund. Effective with the July 2014 event, \$5 will be collected with each tournament entry fee to be added to the KMGA general fund and used as deemed necessary by the KMGA Board.
2. The Tournament Chairman and the Head Golf Professional shall be responsible for calculating tournament payouts. Generally, 33% of the field will be paid. For all Individual & Two-Man events, first place may receive a maximum of 5X the entry fee and normally, last place in the payout schedule will receive a minimum of the entry fee. First place for four-man team events will pay less than 5X the entry fee in most cases. If a team is shorted a player, the remaining players on that team receive only the per player payout. The remaining payout shall be returned to the KMGA for future use. .

3. For tournaments with both net & gross winners, the tournament director and head gold professional will work together to achieve a uniform payout per player over the various handicap groups, recognizing parity will not be reached for all events, but over time, an even distribution across the handicap groups should be achieved. The tournament director will review each tournament with this metric, looking to improve each time to better achieve parity. Flighting tournaments and altering the number of payout places paid for gross and net should be explored to achieve parity.

Skins

Skins participation is always optional for competitors whenever skins are made available. The Pro Shop will be in charge of all monies and will be responsible for the collection and proper payout plus the resolution of any discrepancies.

Flighted Tournaments

1. All Flights will be determined by player indexes. An effort will be made to limit the stroke difference within all flights to two strokes (except the last flight). All flights shall be handicapped.
2. In a handicapped match play event, the lowest handicapped player in each flight plays from scratch. The higher-handicapped players in that flight receive the full difference in their course handicap and that of the lowest handicapper player in their flight. Strokes will be given starting on the #1 handicap hole.
3. In an individual stroke-play event, all players play with full handicaps with net scores competing only in their flight. When in a flight playing gross, one set of tees must be used by all players. In flights playing net, section 3-5 of the USGA Handicap system will apply where two sets of tees are used.

Special Formats

1. Scramble format will utilize all the USGA rules except players may stand behind a player putting, and the type of ball may be changed anytime the player is allowed to touch the ball.
2. We will use the USGA recommended handicap allowances in all events. See section 9-4 of The USGA Handicap System manual, and USGA Handicap FAQs Section 9.
3. In a Shamble format tournament, which is not addressed by the USGA, handicap allowances shall be 70% for each player.

Player No-Shows or Late Show

1. If a player no shows for a tournament, that player shall be charged the tournament entry fee.
2. It is the player's responsibility to be at the tee-box prior to his assigned time. For Shotgun starts, the Pro Shop will announce the rules and send the players out to the course. A player is considered late if he shows up after his group has left the tee-box.
3. In stroke play, if the other competitors have not yet hit their second shots, the late player may tee off and a two-stroke penalty shall be added to his score. If everyone in the late player's group has hit their second shots before the late player shows at the tee-box, that player shall be disqualified.
4. In match play, the late player shall lose the first hole and proceed to the second hole. If the other competitors have already teed off on the second hole, the player is disqualified.

Withdrawals and Disqualifications

In tournaments having more than one round, a player who withdraws or is disqualified in a round prior to the last tournament round will be allowed to play in all remaining tournament rounds. However, those players choosing to play in the remaining rounds will not be eligible for any tournament prizes in the remaining rounds unless the tournament was pre-flighted.

Blind-draw

If a player who is scheduled to play in a tournament does not show for a randomly selected team event tournament, and the player cannot be replaced, a blind draw for that player's score from a comparable golfer will be selected. The player's score used in the blind draw will remain anonymous except to the Golf Professionals working the event, the Tournament Chairman, and the KMGA President. This player is not eligible for any prizes or shoot-out points because of this selection. The leftover payout will be returned to the KMGA for future use.

Kingwood Invitational

1. The Kingwood Invitational is conducted by the Clubs of Kingwood and is the annual Member-Guest tournament. The KMGA will offer assistance to the Club and

Professional Staff in presenting and conducting this event.

2. In the event the Kingwood Invitational is a KMGA sponsored event, the following shall apply:
 - The Kingwood Invitational Chairman (KMGA Vice President) will assemble the “Kingwood Invitational Committee” having a minimum of four KMGA Board members as defined in the KMGA By-Laws, at least two KMGA members with Kingwood Invitational tournament and/or Sponsor experience, and the President of the KWGA (as liaison for the KWGA volunteers). The KMGA Treasurer will be a de facto member of the Kingwood Invitational Committee and will be responsible for the collection & disbursement of all Kingwood Invitational funds. The Kingwood Invitational Committee will determine the format rules of the tournament with assistance from the KCC Golf Professional staff.
 - The Kingwood Invitational Committee shall do all the planning necessary to insure a successful tournament. The Kingwood Invitational Committee, as guided by its Chairman, shall contact & secure sponsors, arrange budgets, plan for food & beverages, post sponsor signs on courses, purchase merchandise, verify handicaps, arrange for volunteers, do pairings, secure awards, and perform any other duty associated with this event. The Chairman and the Kingwood Invitational Committee members must be willing to interface with KCC management, vendors, Pro Shop, sponsors, and the KWGA as required to insure a successful event.

Shoot-Out Event

Purpose

The Shoot-Out Event and the point system associated with it are intended to foster maximum participation in KMGA-sponsored tournaments during the year with incentive created by providing a restricted entry event at the completion of the regular schedule for those who meet stipulated criteria.

The criteria include the awarding of points for participation and performance.

Qualification Criteria and Guidelines

Members can qualify for the Shoot-Out Event in the following ways:

1. Members who participate in and complete all the stipulated holes in all designated events during the year;
2. The top twenty and ties of members who accumulate the most points during the year according to the following point system:
 - a. Twenty points for participating in and completing all stipulated holes in an event;
 - b. Performance points are awarded to the top four places within a flight or tournament as follows:

1 st place	10 pts.
2 nd place	6 pts
3 rd place	4 pts.
4 th place	2 pts.

In tournaments paying awards for both net and gross scores, performance points will be awarded for each place of finish recognized by payouts. Players cannot accumulate more than thirty points in any one tournament.

3. The top five money winners (money winnings are shop credit only; skins and other prizes such as golf balls will not count in money winnings) who have played in and completed at least one half of the events during the year and who have not already qualified will qualify.

Funding and Payout

The Shoot-Out Event pool is funded by \$2.00 of each participant's entry fee from designated tournaments throughout the year. The size of the pool will be dependent on the number of players playing in the designated tournaments. Payout shall be in the form of Pro Shop credit and will be allocated to players based on the hole on which each is eliminated. Each player qualifying for the Shoot-Out Event will be guaranteed a minimum of \$50. The winning player may receive up to \$300.

Elimination Breakdown

Hole	Number Eliminated
10	4 plus one half over 20
11	3 plus one half over 20
12	3
13	2
14	2
15	2
16	1
17	1
18	1

Inter-Club

Currently, the KMGGA is involved in one Interclub competition, the Tuesday interclub league. It consists of four, 2-man teams, two at the home course and two at the away course. The teams are selected from those who sign up prior to and during the season. The Interclub Chairman will coordinate all activities and interface with opposing club's MGA and Professional staff representatives. The KMGGA financial support to this league is based on team requests and Board approval.

Juniors

The KMGGA Board will review its sponsorship to on site and off site junior events as needed and may change its commitments as deemed appropriate by the Board.

Trophies/Prizes/Golf Balls

The KMGGA Board may determine if trophies will be awarded for any tournament. The Tournament Chairman will be responsible for ordering any trophies in advance, so that the trophy(s) can be presented to the winners following the event. The Board must determine these events well enough in advance to allow the Tournament Chairman to complete this task.

USGA Rules

USGA rules will be used for all events. Local rules may be in place for a tournament when stipulated on that event's rule sheet. The Pro Shop will put a rules committee together for all events, comprised of at a minimum of two club golf professionals. The use of distance only devices is allowed in all KMGGA events.

Weather - Rainouts

Rainouts will not be determined until the first tee time. The President, or in his absence the Vice President, along with the Tournament Chairman, Golf Professional, and if possible, the Course Superintendent will make the determination. Also, any available KMGGA Board members may be utilized for input. If the courses are closed by the Course Superintendent prior to play and will not be open that day, then the tournament will be canceled or postponed. Once the tournament starts, the Director of Golf or his designee will determine if play is to be suspended or canceled.

Postponed tournaments

Members who register for a tournament that must be postponed due to inclement weather will have three days (priority) from the original tournament date to register for the rescheduled date. After the three days, positions not filled will be open to those who had not registered for the event on the original date. Participation and performance points will be awarded to those who actually play in and complete the event except that members that sign up for the original tournament date and are unable to play the reschedule date will receive 10 points.

Miscellaneous

Elections & Board Vacancies

Refer to the By-Laws for all procedures.

KMGA Web Page

The KMGA web page is organized and funded through the Kingwood KMGA. The KMGA Board will determine the administrator of the page. The administrator will post all requested information to the site in a timely manner.

Operating Guidelines

These Guidelines can have changes made by KMGA Board consent throughout the year. These changes may be added as attachments to the end of the document or an entire new document may be printed at the discretion of the Vice President. When this document is updated, the attachments shall be incorporated into the document. Copies of the Guidelines should be given to all Board members, the Head Golf Professional and made available in the Tin Cup Lounge. They should also be posted on the KMGA website, www.kingwoodmga.org. Procedures in this document cannot override the KMGA By-Laws.

Actions Approved by the KMGGA Board that Supersede Guidelines: