

# POLICIES AND PROCEDURES

**Revisions Approved: 11/14/2023**

## **POLICY DEVELOPMENT/ALTERATION\***

The President or any member of the Executive Committee may present a policy/alteration for adoption by the Executive Committee/Membership. The purpose of these policies will be to facilitate the ongoing general operation of the MPLN.

### PROCEDURE:

- The policy/alteration will be proposed to the Executive Committee. This may be done in advance of or at, an Executive Committee meeting.
- The proposed policy/alteration will be reviewed and investigated for a period of not less than thirty days.
- The proposed policy/alteration will be voted on at the next Executive Committee meeting
- Announcement of the adoption of said policy/alteration shall be made to the membership at the appropriate time.
- All policies shall be placed in a designated manual maintained by the President. A copy shall be available in the MountainView Pro Shop. All policies shall be available on the MPLN website. In the case of a policy deletion, said policy shall be removed from the manual and archived.
- Format for all policies shall include a policy statement and a descriptive procedure.
- Written format for all policies shall be on Microsoft Word in Times New Roman #12.

\* Policy amendment, addition, deletion

## **POLICY: WEEKLY LEAGUE PLAY**

Tuesday is designated league day for MPLN.

### **PROCEDURE:**

#### **Weekly Eligibility:**

- A completed application and a check for the year's dues must be submitted to the Membership Chair.
- Before being eligible to play on League days all new members shall attend a New Member Orientation, held as needed.
- Six 9-hole or three 18-hole scores of games played on any USGA rated course are needed to establish a handicap. The USGA system issues official handicaps daily and the Arizona Golf Association (AGA) sends handicap updates to members on the first and the fifteenth of every month.
- If the player already has a USGA handicap from another course it may be transferred into the MountainView system.
- A member will be able to play on league day only after six 9-hole or three 18-hole scores have been recorded and a handicap is established.
- SaddleBrooke residents who wish to play once or twice to determine whether to join the league will be allowed to do so. They will not be able to participate in the weekly winnings during the trial period. However, they may use these guest play days to work on their 6 required 9-hole scores to obtain a handicap.
- Disability handicaps shall follow AGA rules.
- All new members are encouraged to participate in the Partners for Par program.

#### **Weekly sign up and Fees:**

- The deadline for signing up for weekly league play is 12 noon on the Wednesday preceding play.
- Upon checking in for weekly play, participants will pay a fee covering their contribution to the weekly prize pool and the use of range balls. The amount of this fee will be determined by the Executive Committee and reviewed periodically as needs change.

#### **Weekly Scoring:**

- Scorecards must be attested by all players within a group and turned in to the Pro Shop. Each player is responsible for attesting/certifying the accuracy of all scores on the card by signing the scorecard immediately after play, unless there is a disagreement regarding interpretation of a golf rule or on the correct score for an individual on a specific hole (see Policy: Scoring Inaccuracies and Rules Interpretation, page 10) When there is no disagreement, no adjustments will be allowed after the card has been submitted.

- If a player does not wish to sign the card because of a rules question or dispute in scoring, she should contact the Weekly Tournament Chair or a member of the Rules Committee immediately and resolve the issue on the day of play and then sign the score card. If neither the weekly tournament chair nor a member of the Rules Committee is available the player should follow the instructions in the Policy: Scoring Inaccuracies and Rules Interpretation, page 10.
- A player will be disqualified for failing to sign her card, attesting to its accuracy, at the end of her group's play or after any questions or disputes are resolved with the Weekly Tournament Chair. If neither the Weekly Tournament Chair nor a member of the Rules Committee is available, the player should follow the instructions in the Policy: Scoring Inaccuracies and Rules Interpretation, page 10. Disqualification will result in forfeiture of weekly prize money.
- Players must complete all nine holes in the weekly tournament to be eligible to win prize money for that week's game. A player may pick up on a hole due to pace of play. The player's max score will be recorded for that hole. The player will be eligible for prize money if the hole where the max score was recorded is not used for the game.
- The assigned Pairings' member will post each player's league day score.

### **Cancellations:**

- A player may cancel league play via the ForeTees system until 12 noon on Wednesday prior to play the following Tuesday. From noon on Wednesday through Monday prior to play, the player shall contact the Weekly Tournament Chair to cancel. To cancel the morning of league play, the player shall call the Pro Shop of the course where play is scheduled and notify the Weekly Tournament Chair.
- The evening before league play, players should check the MPLN website Tee Sheets link for possible changes to tee times caused by other players' cancellations.
- On league play days when the weather is questionable, the President will check with the Pro Shop at the earliest possible time prior to the first tee time. The President will coordinate with the Weekly Tournament Chairs in determining if cancellation is appropriate. If cancellation is required, the MPLN President will notify all members by e-mail.

### **Prize Money:**

- The official list of winners from league play will be posted on the MPLN website. The final list will include scores and payout amounts. A copy of the list of winners will be provided to the Pro Shop. All payouts will be in the form of a credit to each winner's HOA2 homeowner card.
- The "prize money pool" will be equal for each flight.
- One-third of the field will receive a prize money payout.
- The payouts to the winners of all flights will be distributed equally from the "prize money pool" collected weekly prior to play. The flights will be set up as close in numbers as possible each week.

- All monies collected on league day will be disbursed that same week. In the event of a team game in which the winning team has a blind, the winnings for the blind will be divided among the other winning teams in a manner that keeps the winnings consistent with league guidelines.
- For payout purposes, entrants shall be defined as individuals or 2 or 4 women teams.
- The "prize money pool" size will vary from week to week dependent upon number of entries. Special tournament events may have a different payout plan as needed.
- The least amount of payout will be no less than the weekly prize pool contribution.
- In the event of a tie, the pool money will be combined for that position, i.e., 1<sup>st</sup> or 2<sup>nd</sup>, and split evenly among the winners.
- Ties for the final payout spot in flights will be broken using a modified AGA/USGA rule 5/3/1. That is, the sum of the last 5 holes (holes 5-9 or 14-18) will be compared. If the tie still exists, the sum of the last 3 holes (holes 7-9 or 16-18) will be compared. If the tie still persists, the score on the last hole (9 or 18) will be compared. Ties not broken by this method will be resolved by comparing the hole by hole scores beginning with the hardest hole and continuing to the easiest hole until the tie is broken. Net hole scores will be used for net games and gross hole scores will be used for gross games.

### Payout Guidelines

One-third of the field will receive a payout.

# WINNING POSITIONS PAID PER FLIGHT	<b>FLIGHT POOL \$</b> PAYOUT RATIO
2	55% --1 <sup>ST</sup> PL 45% --2 <sup>ND</sup> PL
3	45% --1 <sup>ST</sup> PL 35% --2 <sup>ND</sup> PL 20% --3 <sup>RD</sup> PL
4	40% --1 <sup>ST</sup> PL 30% --2 <sup>ND</sup> PL 20% --3 <sup>RD</sup> PL 10% --4 <sup>TH</sup> PL

## **Awards:**

**Birdies and Eagles:** Members will be recognized for each Birdie and/or Eagle on league day.

**Hole in One:** An award of \$50 cash will be presented to any member scoring a hole in one on a scheduled league day.

**Breaking 50, 45 & 40:** Members will be recognized for breaking 50, 45 or 40 for the first time each year on each 9-hole course on a scheduled league day.

**Chip-Ins:** All chip-ins, on league day, from off the green by the use of any club are recognized.

**Most Improved Player:** The USGA formula will be utilized by the Weekly Tournament Chair to determine the winner. Eligibility covers January 1 to December 31. To be eligible to win, a member must have an established handicap as of January 1 of the year in question and must have participated in a minimum of 10 League Days. The award will be presented at the annual January meeting.

**Ace of the Month/Year:** On each league day in which an individual game is played on a full course, the Low Net and Low Gross winners will be identified. After the final week each month, pairings will determine which player in each category has the lowest score. These two players will be identified as Ace of the Month: one Gross and one Net. A playoff among the monthly winners will be held in December to determine the Aces of the Year. To facilitate holding the Ace of the Year Tournament in December, the "Ace Year" will run from 1 December of the previous year to the 30<sup>th</sup> of November of the current year. All monthly qualifiers may compete, regardless of their membership status on the day of the playoffs.

If a player is a monthly Ace-Gross winner, the player only qualifies for the Ace of the Year-Gross competition. If a player is a monthly Ace-Net winner, the player only qualifies for Ace of the Year-Net competition. Players winning both a monthly Ace-Gross and Ace-Net winner, the player qualifies for both Ace of the Year competitions.

In the event of a tie for either gross or net, a scorecard play-off will be used. A player may win Ace of the Month low net once and low gross once during each calendar year. A player may not win both low gross and low net in the same month. Low gross takes precedence over low net. The player with the next lowest gross or net score will replace a player who has already won. This enables more players to compete in the Ace of the Year competition. The awards will be presented at the annual January meeting.

The preferred tees for the Gross competitions in this tournament will be the Forward tees (Yellow at MountainView and the Red/Yellow Combination Tees at The Preserve). Players whose usual default tees are the Red Tees may play from those tees. If they would like to choose to compete from the Forward Tees for these competitions, they should consider changing their default tees for all league days. All players may compete for both Ace Gross and Net.

**Par Board:** The par board tracks each participant's pars, birdies and eagles on league day throughout the year. The player, in each flight, with the most gross pars or better will receive an award at the January meeting. The cost of participation is \$5.00 per year and includes Ringer Board. Enrollment must be completed by the February board meeting for current members. New members during the year will be eligible to sign up when they join the league.

**Ringer Board:** The ringer board tracks each player's best gross score on each hole during league play. Front and back nines on both courses are tracked. The board then creates a composite score for each player in each flight for each of the nine holes used in league play. Awards will be given for the best composite game in each flight on each nine of each course. The awards will be given at the annual January meeting. The cost of participation is \$5.00 per year and includes Par Board. Enrollment must be completed by the February board meeting for current members. New members during the year will be eligible to sign up when they join the league.

## **POLICY: LIMITED TOURNAMENTS**

**Club Championship and Presidents Cup** shall be multiday tournaments held once a year.

### **PROCEDURE:**

**Club Championship:** Two regular league days will have an additional low gross tournament along with the normal weekly tournaments. The normal weekly tournament for both days will be flighted and winners paid according to weekly league policy. Following the second day, a Club Champion will be the player, among those who participated in both days, with the low gross score of the entire field across the two days.

**President's Cup:** The field will be divided into flights according to handicap. Each flight will have a low net winner. The Presidents Cup Champion will be the player with the low net score of the entire field.

### **Tournament Eligibility:**

To be eligible to play in the Club Championship and/or President's Cup a player must have been an MPLN member for a minimum of three months and must have participated in at least ten league days within the 12-month period preceding the event.

### **Tees:**

**Club Championship (gross tournament):** The preferred tees for this tournament will be the Forward tees (Yellow at MountainView and the Red/Yellow Combination Tees at The Preserve). Players whose usual default tees are the Red tees may choose to compete from the forward Tees for this competition OR many choose to compete from their default Red tee.

**President's Cup (net tournament):** Players may compete from their current default tee(s).

### **Ties:**

In the event of a tie for the Club Champion or President's Cup winner, a scorecard play-off will be conducted as follows: For the Club Championship, gross scores will be used. For President's Cup, net scores will be used. Ties will be broken using a modified AGA/USGA rule 5/3/1. That is, the sum of the last 5 holes (5-9 or 14-18) will be compared. If the tie still exists, the sum of the last 3 holes (7-9 or 16-18) will be compared. If the tie still exists, the score on the last hole (9 or 18) will be compared. Ties not broken by this method will be resolved by comparing the hole-by-hole scores beginning with the hardest hole and continuing to the easiest hole until the tie is broken.



For President's Cup, if there is tie among flight winners (i.e., 1<sup>st</sup> & 2<sup>nd</sup> place tie or 2<sup>nd</sup> & 3<sup>rd</sup> place tie), the prize money for the tied places will be combined and split evenly among the winners. If there is a tie for the final payout spot in a flight, a scorecard play-off using a modified AGA/USGA rule 5/3/1 (as described above) will be used to determine the winner.

### **Disrupted Tournament:**

If for any reason, subsequent days of the Club Championship or President's Cup tournament should be postponed the following shall occur:

1. The day in question will be re-scheduled to the nearest available time in conjunction with the Pro Shop.
2. If a participant is unable to play at the re-scheduled time, the entry fee will not be refunded.

### **Prize Money for Club Championship:**

- The payout for Club Champion will be set by the Executive Committee.
- The money will be distributed to the winner from Sponsorship money.
- Any payout the winner received from the weekly tournaments for both days will be subtracted from the overall Club Championship payout.

### **Prize Money for President's Cup:**

- The field will be divided equally into flights of competition based on handicap index. One third of the field will receive a payout.
- Overall winner receives 25% of the total prize money and becomes ineligible for additional money.
- Each of the flights receives an equal amount of the remaining prize money.
- Payout in each flight will be in accordance with payouts for weekly tournaments.

## **POLICY: MPLN TOURNAMENT DEADLINES**

Registration deadlines for MPLN tournaments (both regular weekly league play and special events) and MPLN luncheons and/or dinners shall be enforced according to the following procedure.

### **PROCEDURE:**

**For golf** – All registrants wishing to golf in an MPLN special event, tournament or weekly league play **MUST** sign up by the advertised deadline. Late sign-ups **WILL NOT** be accepted.

- For special events and tournaments, sign-up information and deadlines will be advertised in the event flyer, available on the MPLN website and in the president's newsletter. Participants must also sign up in ForeTees for the golf portion of the event.
- For weekly Tuesday league play, participants must sign up in ForeTees by 12:00 noon on the Wednesday preceding play.

**For the food portion of any event** – The advertised deadline to sign up for the luncheon or dinner is firm. Late registrants for the meal must call the Social Chair to be placed on a waiting list in the event of a cancellation.

## **POLICY: SCORING INACCURACIES AND RULES INTERPRETATION**

All concerns regarding scoring inaccuracies or rules interpretation shall be handled in a fair and valid manner.

### **PROCEDURE:**

Situations arise during league play where participants disagree regarding interpretation of a golf rule or on the correct score for an individual on a specific hole. It is the responsibility of the tee time group to resolve the situation before leaving the course. If a resolution is not achieved, a complaint may be filed and the following steps taken.

- The member filing the complaint should not sign the scorecard. (Signing the card indicates agreement with the score listed on the card.)
- On the front of the scorecard note that a complaint is being registered with the Weekly Tournament Chair.
- On the back of the scorecard write a brief description of the situation.
- The Weekly Tournament Chair will review the situation to determine a resolution and whether additional steps are necessary. A member of the Rules Committee or the club pro may be contacted to clarify a rules situation.
- If it becomes apparent that an individual league member is involved in repeated situations of this type, the Weekly Tournament Chair may request a conference with the individual and the MPLN President and/or the Vice President.
- Should such a conference not resolve the concerns, the President shall have the option, with the advice of the MPLN Officers, to suspend a player or to request a leave of absence from the MPLN for a determined period of time.
- All discussions and actions by the President and MPLN Officers shall remain confidential.

## **POLICY: OUTSIDE INVITATIONAL TOURNAMENTS**

When outside invitational tournaments have a limited number of participants, a lottery process will be used to ensure that all MPLN members have an equal opportunity to represent the organization. The lottery is in effect only when participation is limited.

### PROCEDURE:

- All outside invitationals will be available to all eligible MPLN members.
- Dates for all tournaments/invitationals will be announced and posted on the MPLN website, along with pertinent information relating to sign-up.
- A sign-up sheet will be available at the MPLN annual dinner. Members may also sign up directly with the MPLN chair of outside invitationals.
- In the event that the number of interested MPLN members exceeds the number of available openings in an invitational, all interested members will be put into a lottery with names drawn randomly for the spots available. All lottery entrants will be notified of their status.
- Members who have not been chosen to represent the MPLN at an outside invitational will be given priority over those who have already participated.
- Alternate players will be chosen in accordance with instructions from the host club.
- If a lottery winner is unable to participate in an outside invitational, she must notify the MPLN outside invitational chair.

**POLICY: SPECIAL MPLN TOURNAMENT REFUNDS**  
(Excluding the Club Championship and the Presidents Cup)

Special MPLN tournaments (e.g. Across the Brooke) shall adopt the following procedure for refunds.

PROCEDURE:

- A player who withdraws after the sign-up date of a tournament or who fails to show up for the event forfeits her fee.
- Fees may be reimbursed under the following conditions:
  1. In the event of a family/personal emergency.
  2. If a waiting list exists and another player is available to fill in.
- The Tournament Chair will have sole discretion in granting the request.

### **POLICY: STATE MEDALLION**

State medallion winners (low gross/low net) will be awarded AGA medallions and will have the opportunity to play in the state-wide tournament.

#### **PROCEDURE:**

- To be eligible for Medallion play the member must have a valid USGA handicap.
- Competition is open to all MPLN/AGA members and will consist of the two best low gross and the two best low net 9-hole rounds out of four designated rounds on a league play day.
- Players need not participate in all four rounds to be eligible.
- When competing in the qualifying rounds for the State Medallion both Gross and Net players will compete from the Forward Tees (Yellow at MountainView and the Red/Yellow Combo Tees at the Preserve) with the understanding that if they qualify for the state-wide tournament, they will play from the State Medallion designated tees and with a handicap no higher than the AGA-designated maximum allowable handicap.

**Ties:** If the total of the two best scores for gross and/or net are the same, the tie must be broken: First, use the player who played in the most of the 4 qualifying rounds. If they are still tied, the participant will be chosen by random draw with the tied players present.

### **POLICY: ROBSON CUP CHALLENGE**

This tournament became inactive as of 2017.

### **POLICY: MPLN LOCAL RULE FOR DISTANCE MEASURING DEVICES**

This policy was removed May 2016.