

# MPLN Standing Rules and Procedures

**Approved: 12/09/2025**

## **COMMUNICATION:**

The major methods of communicating with MPLN members is through the MPLN website <https://mpln.azgolf.org/>, the annual MPLN handbook, and the weekly President's Niner Notes email message. Members are highly encouraged to read the weekly Niner Notes to be aware of current Niner events and items of interest. General membership meetings are normally held at the luncheons following the Club Championship, President's Cup, and Holly Jolly to disseminate information to members. The annual January meeting identifies the plans for the upcoming year.

## **CHANGES TO STANDING RULES:**

The Standing Rules will be reviewed annually at the last board meeting each calendar year to be held with both the outgoing and incoming executive committees.

- Changes can be recommended by the Board or by the membership.
- Changes will be passed by a simple majority vote of the Board.
- Changes and their effective date will be communicated to the membership by the President and will be posted on the MPLN website.

## **MEMBERSHIP:**

- New and renewal memberships can be completed through the MPLN website <https://mpln.azgolf.org/> or a completed application and a check for the year's dues can 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.
- A member will be able to compete on league day only after a USGA handicap is established.
- 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.
- Disability handicaps shall follow AGA rules.
- All new members are encouraged to participate in the Partners for Par program.

## **WEEKLY LEAGUE PLAY:**

Tuesday morning is designated league day for MPLN. USGA Rules of Golf and the World Handicap System/Rules of Handicapping govern MPLN rules of play and handicaps.

- Once the Golf Association Calendar has been determined, the President and the Board will determine the schedule for Major events for the coming year. The Pairings Team will then determine the schedule for weekly play and determine the schedule of games and the responsible Pairings Team member. The schedules will be prepared per Quarter and posted on the MPLN website. Schedules will be revised as needed.
- Starting tee times will follow the guidance from the Golf Shop and vary with seasons.
- Shotgun starts will be requested for major tournaments and events and are subject to Golf Shop approval.
- A minimum of 8 players is required for a league day.

### **Cancellation of Weekly League Day**

Weekly league play will be cancelled in these situations.

- A minimum of 8 players is required to have an acceptable field for weekly league play. When fewer than 8 players are available, league play will be cancelled.
- If the Golf Shop closes the course for weather issues, or the league president determines that weather has significantly hindered acceptable play, the league day will be cancelled.
- If weekly league play is cancelled for the day, the Golf Shop will post a notice on ForeTees indicating the cancellation.
- The league president or pairings team member will send an email to players that play has been cancelled.
- Individuals who still want to play outside of league can contact the Golf Shop to arrange a tee time.

### **Guests**

- Guests may play with an MPLN member two times per year. They will not be eligible for prize money.
- New members who do not yet have a USGA handicap may play on league day. They will not be eligible for prize money without a handicap.
- Scores for guests or new members without a handicap may be used to establish a handicap.
- Guests may not play in major tournaments (President's Cup, Club Championship, Ace of the Year and Holly Jolly) where handicaps are required for eligibility or when guests would unfairly disrupt the host player's tournament concentration.

### **Weekly Sign Up and Fees**

- Signup for weekly play is done by using the ForeTees system. ForeTees may be accessed directly, through the MPLN website, or through the SBHOA2 website.
- The deadline for signing up for weekly league play is 12 noon on the Wednesday preceding play. Late additions will NOT be permitted.
- Upon checking in for weekly play, a fee covering a player's contribution to the weekly prize pool and the use of range balls will be charged to her Homeowner's Account or Non-resident's credit book account. The amount of this fee will be determined by the Executive Committee and reviewed periodically as needs change. As of 2025 the fee is \$4.00 for the weekly prize pool and \$1.00 for range balls.

### **Player Cancellation**

- A player may cancel league play via the ForeTees system until 12 noon on Wednesday prior to play the following Tuesday.
- A player that must cancel after this deadline through Monday prior to playing must contact the Pairings Team member to cancel.
- To cancel the morning of league day, the player must call the Pro Shop of the course where play is scheduled AND notify the Pairings Team member, preferably by phone call or text.

### **Pairings**

- The Pairings Team is responsible for determining pairings, and members of the committee work together when necessary.
- Pairings are developed using the Golf Genius Tournament Management Program.

- Foursomes are normally paired in an ABCD format, which may be modified for special events, or specific games.
- Foursomes are arranged to allow members to play with a variety of partners and avoid duplication of partners in consecutive weeks.
- The Pairings Team will consider requests for early or late starts for medical or personal reasons if indicated.
- Special pairings such as “pick your partner”, pick your teams, and unusual formats may be utilized from time to time.
- Most league games will utilize Net Scores to provide a level playing field and allow members of all levels to compete. Gross games may be used on an occasional basis, and for special tournaments.
- Team Games will use a team handicap, if possible, be balanced among the field, or if needed, teams may be arranged by flights.
- Various formats will be utilized for weekly games, i.e. team games, match play, games utilizing less than 9 holes for the game score. A document with Game Descriptions can be found on the MPLN website
- Pairings may be amended the morning of play to adjust for cancellations.

### **Tee Sheets and Scorecards**

- Tee sheets will be posted on the MPLN website by the Friday prior to the Tuesday Play date. Each golfer is responsible for checking the tee sheet to determine her tee time and her playing partners.
- Each player must check the MPLN website Monday after 3:00 pm to check to see if a revised Tee sheet was posted. Due to cancellations, pairings and tee times may change significantly.
- Each player is responsible for printing a copy of her foursome’s scorecard and bringing it with her to the course. Scorecards are posted on the MPLN website no later than 3:00 pm on Monday. Set the printer to print the card in landscape mode and print only the scorecard for your foursome.

### **Day of Play**

- All players are requested to arrive 30 minutes before their scheduled tee time and must check in at the Golf Shop for payment of greens fee. This time is used for arrangement of cart assignments and completion of all practice on the driving range, chipping area, and putting green. This also assists the Pairings Team to make any last-minute adjustments due to cancellations and move tee times if necessary.
- Range balls will be provided to the league for practice prior to each round.
- Foursomes should let the starter know when they are all present, and the starter will let them know when it is time to go to the tee.
- For shotgun starts, the starter will advise players when it is time for golfers to move to their starting tee.
- Only two carts per foursome are allowed on the fairways.
- Adverse weather or course conditions may cause the course to be designated as “Cart Path Only”. In this case, more than two carts may be used, but they must always stay on the cart paths.
- For play on the course after overseeding that is designated cart path only, the league may use the “Short Course”. This is an approved and rated course in which the tees on par 4s and 5s are moved forward, to make the course easier to walk. The tee positions will be clearly marked with flags.

## **Scoring**

- Each golfer is responsible for accurately counting her strokes and playing by the rules of golf. The use of beads, counters, tick marks or other methods to keep track of strokes is encouraged, especially for golfers who have difficulty remembering their shots.
- All shots should be counted, including whiffs. Mulligans or “do overs” are not allowed, and the golfer must putt out (i.e. no gimmies). Exceptions are made for “special events” where the mulligan or magic putt is part of the event.
- Maximum strokes allowed: For pace of play, a golfer must pick up when she has reached “Double Par plus 2”. This means 8 strokes on a par 3, 10 strokes on a par 4, and 12 strokes on a par 5. If a golfer picks up, she writes the number of strokes she took and adds an X. If a golfer picks up on a hole that counts for the game, she will not be eligible for prize money for that round.
- Two paper scorecards should be kept by each foursome. Normally Gross and Net scores are recorded, or team scores when playing a team game. Scorecards should be legible, so that the Pairings Team can interpret scores.
- One member of the foursome should enter the scores using the Golf Genius Mobile app.
- When the round is complete, the foursome must check and agree that all gross scores are accurate, and that the scores put in to Golf Genius are the same as what is on the hard copy scorecard.
- Once the scorecards are checked, choose the most legible scorecard to be the “Official Card”. Each player in the group is responsible for attesting/certifying the accuracy of all gross scores on the card by signing her name. This card must be turned into the Golf Shop or given to the Pairings Team member for that week. No adjustments will be allowed after the card has been submitted.
- 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.
- If the paper scorecard and Golf Genius are not in agreement, the Pairings Team will utilize the scores on the signed scorecard.
- The assigned Pairings Team member will post each player’s league day score to GHIN.

## **Disqualifications:**

- Players will be disqualified from winning weekly prize money for not signing the scorecard at the end of the round signifying they attest/certify the accuracy of all gross scores on the scorecard.
- If there is a disagreement regarding interpretation of a golf rule or on the correct score for an individual on a specific hole:
  - A player should play two balls for a hole if she and the foursome cannot agree on the correct application of the rule for the situation.
  - If a player does not wish to sign the scorecard because of a rules question or dispute in scoring, she should contact the Pairings Team member 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 Pairings Team member nor a member of the Rules Committee is available, the player should follow instructions shown under “Scoring Inaccuracies and Rules Interpretation”.

- The player may sign the card and make a notation that she is signing under protest and write an explanation of the issue on the card.

### **Scoring Inaccuracies and Rules Interpretation:**

- All concerns regarding scoring inaccuracies or rules interpretation shall be handled in a fair and valid manner.
- 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 sign the scorecard and state she is signing “under protest”. (Signing the card without an explanation indicates agreement with the score listed on the card.)
  - On the front of the scorecard, note that a complaint is being registered with the Pairings Team member.
  - On the scorecard write a brief description of the situation.
  - The Pairings Team 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 Pairings Team 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.

### **Calculations of Winners - Weekly Play**

- The Pairings Team is responsible for reviewing scorecards and determining winners. These duties are rotated among the Team members and they may collaborate on weekly duties. Review of the scorecards includes:
  - Checking all scorecards for accuracy, presence of signatures, adherence to game instructions, and identification of special achievements.
  - Verifying that Golf Genius has the correct scores for all players. In the event of a disagreement, the signed scorecard takes precedence.
  - Verifying Net, Gross and Game scores for all players.
- Once verified, Pairings will post scores to GHIN.
- The Pairings Team will develop a winner’s report. This includes:
  - Dividing the field into equitable flights.
  - Determining winners.
  - Determining payout amounts.
- 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 Golf Shop.

### **Prize Money – Weekly Play**

- 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 player teams.
- The “prize money pool” size will vary from week to week depending upon the number of players. Special tournament events may have a different payout plan as needed.
- The "prize money pool" will be equal for each flight.
- The payouts to the winners of all flights will be distributed equitably from the pool according to the payout guidelines. Flights will be set up as close in numbers as possible each week.
- At least one-third of the field will receive a prize money payout. More than one-third may be paid if needed to have equal numbers of winners in each flight.
- 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.
- Team payouts may deviate slightly from the payout guidelines, depending on the size of the field and the character of the game.
- When league play is on the “Short Course” after overseed, only chip-ins are awarded. Other special accomplishments including eagles, birdies, broke 45, and broke 50 are not included for pins or annual monetary awards.

### **Tie Breaking**

- 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.
- Tie breaking procedures may be modified for team games or other games that are not amenable to the standard formula.

### **Payout Guidelines**

<b># WINNING POSITIONS PAID PER FLIGHT</b>	<b>FLIGHT POOL \$ PAYOUT RATIO</b>
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
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### **Distribution of Prize Money**

- Prize money for weekly league play is distributed as credits to all winners on their Golf Shop credit book account for homeowners, or in the Golf Shop Credit account for non-homeowners. Credit book funds can be used for merchandise in either the MountainView or the Preserve Golf Shops.
- All winnings **MUST BE USED BY December 31<sup>st</sup>** of the year they are earned except for winnings earned in December which are carried over into the next year.
- Winnings for achievements such as the monthly closest to the pin, or a hole in one, will be paid by a check from the Treasury.
- Winnings from achievements such as birdies, chip-ins, broke 50, 45 or 40, and winnings from Par/Ringer will be paid at the Annual Awards Meeting either in cash or with a check from the Treasury.

### **MAJOR TOURNAMENTS – Held Annually**

#### **The Club Championship**

- Two regular consecutive league days will have an additional low GROSS tournament along with the normal game play.
- The normal weekly tournament will be flighted, and winners paid according to the regular policy.
- Following the second day, the eligible player, among those who participated on both days, with the lowest combined gross score, will be named the Club Champion for the year.
- Ties will be broken using the standard MPLN tie breaking procedures.
- The Club Champion along with the 2<sup>nd</sup> and 3<sup>rd</sup> place winners will receive recognition and a monetary reward.
- The payout for Club Champion and the 2<sup>nd</sup> and 3<sup>rd</sup> place winners will be set by the Executive Committee.
- The money will be distributed to the winners from Sponsorship money.
- The preferred tees for this tournament are the Forward Tees (Yellow at MountainView and the Red/Yellow Combo Tees at the Preserve).
- To be eligible to win the Club Championship, a member must have participated in at least 10 league days over the last 12 months, and have been a member for 3 months.
- The Maximum score pick-up rule will be suspended for this tournament.

#### **The President's Cup Championship**

- Two regular consecutive league days will have an additional low NET tournament along with the normal game play.
- The normal weekly tournament will be flighted, and winners paid according to the regular policy.
- Following the second day, the eligible player, among those who participated on both days, with the lowest combined net score, will be named the President's Cup winner for the year.

- Ties will be broken using the standard MPLN tie breaking procedures.
- The President's Cup winner along with the 2<sup>nd</sup> and 3<sup>rd</sup> place winners will receive recognition and a monetary reward.
- The payout for the President's Cup winners will be set by the Executive Committee.
- The money will be distributed to the winners from Sponsorship money.
- The preferred tees for this tournament are the player's usual default tees.
- To be eligible to win the President's Cup, a member must have participated in at least 10 league days over the last 12 months and have been a member for 3 months.
- The Maximum score pick-up rule will be suspended for this tournament.

### **Ace of the Month**

- 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.
- The Year for Ace of the Month will run from 1 December to 30 November so that the Ace of the Year Competition can be held in December.
- 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 player may not win both low gross and low net in the same month. Gross takes precedence over net.
- If a player has already won in a category, the golfer with the next lowest score will be selected.
- Ties will be broken using the standard MPLN tie breaking procedures.
- League weeks with games that are not postable are not included in the Ace of the Month competition

### **Ace of the Year**

- A playoff among all the monthly winners will be held in December to determine the Aces of the Year.
- 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, qualify for both Ace of the Year competitions.
- All monthly qualifiers may compete, regardless of their membership status on the day of the playoffs.
- Ties will be broken using the standard MPLN tie breaking procedures.
- Winners of the Ace of the Year tournament will receive recognition and their award (currently a trophy) at the annual January meeting.
- Pairings for Foursomes for the Ace of the Year Tournament will be done in order of handicap rankings.

### **Disrupted Tournament**

- If for any reason, days of the Club Championship or President's Cup or Ace of the Year tournament must be postponed, rescheduling will be attempted.
- The Pairings Team, in conjunction with the President and Executive committee, as well as the Golf Shop, will determine when the tournament can be rescheduled



## **AWARDS**

### **Weekly Play Awards**

Awards will be tracked throughout the year. Most monetary Awards accrue and will be presented at the Annual Meeting. Holes-in-one, Closest to the Pin, and Ace of the Month awards will be presented as they are achieved.

- Birdies and Eagles
  - Members will be recognized for each Birdie and/or Eagle on league day
  - Recognition will include a pin for the first occurrence and then a monetary award of:  
\$3 per Birdie  
\$25 per Eagle.
- Breaking 50, 45, & 40
  - Members will be recognized for breaking 50, 45, or 40 on a scheduled league day.
  - Recognition will include a pin for the first occurrence and then a monetary award presented for each additional occurrence:  
\$3 per breaking 50  
\$5 per breaking 45  
\$10 per breaking 40
- Chip-Ins
  - Members will be recognized for chip-ins on league day, from off the green by the use of any club.
  - Recognition will include a pin for the first occurrence and then a monetary award presented for each additional occurrence:  
\$3 per chip-in
- Closest to the Pin
  - One league day per month a “closest to the pin” contest will be sponsored by one of the MPLN sponsors.
  - The player winning will be awarded \$10.
- Ace of the Month
  - Pin awards will be given to monthly Gross and Net winners
- Hole in One
  - Anyone making a Hole in One on a league day will be awarded \$50.

### **Annual Awards**

- State Medallion
  - State medallion winners who agree to represent MPLN at the state tournament (low gross/low net) will be awarded AGA medallions and will have the opportunity to play in the state-wide tournament.
  - Procedure for determining State Medallion winners:
    - 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 Mountain

View 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.
- Most Improved Player
  - The USGA formula will be utilized by the Handicap Chairs 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 Year
  - The Gross and Net winners will be recognized.
  - The winners will receive their trophies at the annual January meeting.
- Par Board
  - The Par Board tracks each participant's pars, birdies and eagles on league day throughout the year.
  - Three flights are determined using the December 31<sup>st</sup> handicaps.
  - The player, in each flight, with the most gross pars or better will receive an award (money) at the annual 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.
  - Three flights are determined using the December 31<sup>st</sup> handicaps.
  - The board then creates a composite score for each player in each flight for each of the nine holes used in league play.
  - Awards (money) will be given for the best composite game in each flight on each nine of each course.
  - The awards (money) 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.

### **POSTING REQUIREMENTS:**

Under the World Handicap System/Rules of Handicapping all acceptable golf scores must be posted. Acceptable scores are those played according to the USGA Rules of Golf.

### **League Day:**

- All acceptable league day scores will be posted by the Pairings Team.
- The GHIN app will adjust all scores for allowable maximum hole scores according to the rules of handicapping.

### **Non-League Day:**

- Players will be responsible for posting all acceptable non-league day scores on the GHIN app as soon as possible after play, preferably on the day of play.
- Scores from any rated course anywhere in the world are acceptable for posting.
- Players will notify the Handicap Chairs if any corrections to posted scores are needed.
- For a 9-hole round, scores for all 9 holes must be posted.
- All scores must be adjusted for a maximum of net double bogey for each hole.
  - Net double bogey is defined as double bogey plus the number of handicap strokes (pops) that the player would receive on that hole (e.g. par + 2 + pops).
  - The preferred method of posting is Hole by Hole rather than Total Score so that each hole will be automatically adjusted for net double bogey by the system.
- If a player “picks up” and does not putt out on a hole, the score recorded should be net double bogey for that hole.

### **PACE OF PLAY**

If we all do our part and keep play moving, golf will be the enjoyable experience we all want it to be. Keep in mind that under normal conditions, the expected time to complete 9 holes is under 2 hours per the USGA. While that may be hard to achieve, it is possible if we all do our part. Ask yourself these three questions:

#### **ARE YOU PREPARED AND READY TO PLAY?**

Being prepared and ready to play, reduces stress and makes league play more enjoyable for all.

- Arrive at least 30 minutes before your tee time or shotgun start time.
- Have an extra ball, tee and marker in your pocket.
- Plan your next shot on your way to the ball, including on the green.
- Have all the clubs you may need with you.
- Position your cart so you don't waste time going back for it.

#### **ARE YOU PLAYING SMART GOLF?**

When an hour is up you should be halfway through. Smart Golf is the way to get there.

- If you're ready and can safely do so, don't wait for the person who is farthest away.
- On the green, if your ball is clean and not on another's line, there's no need to mark it.
- Watch your playing partners' shots so that in case of an errant shot, the ball can be found more quickly.
- If you're having a bad hole and your maximum score is inevitable, pick up and take your maximum, placing an “x” beside the score – even before you get on the green.
- Enter scores on the next tee and not the hole you completed.

#### **ARE YOU ‘IN POSITION’?**

The term ‘position’ describes where you are on the course in relation to the group in front of you. Here is an easy way to know when you are out of position on the course:

- PAR 3 – If the group in front of you has left the green before you arrive at the tee box.
- PAR 4 – If when you are teeing off, the group in front of you is leaving the green.
- PAR 5 – If you're not at or approaching the mid-point of the fairway when the group in front of you is leaving the green.

If you're ‘in position,’ then you are doing your part in keeping a good pace of play, even if a group is waiting behind you.

## **EVENT PLANNING FOR SPECIAL EVENTS**

The event Co-Chairs will start planning at least 3 to 6 months before the event.

### **Meetings/communications to include:**

- President and Vice President. Vice President will attend event meetings as needed and appropriate.
- Someone from Pairings Team when discussing any and all aspects of the game to be played, event pairings, tees to be used, scorecards, and deadline for sign up if no lunch.
- Social Chair if lunch is part of the program. She is liaison with MV F&B on:
  - Menu
  - Table décor options
  - Sign up deadline required for F&B
- Golf Pro with Vice President and co-chair to discuss items as appropriate:
  - Number of players expected (max 72)
  - Range balls comped
  - Special holes (closest to pin, drive by Pro on a Par 5, etc.)
  - Greens fees if non-MPLN players
  - Scoring/scoreboard
  - Pro intro to explain event rules (if a shotgun)
  - Pro attend lunch
  - Discuss possible Golf Shop discount for event
- Report to Board regular updates regarding event

### **Determine budget with VP**

- See Budget Worksheet
- Save all original receipts of expenditures to submit to Treasurer within 1 month of event for reimbursement

### **Committee/volunteer and staffing decisions**

- Event theme
- Event signage, decorations
- Registration
- Placing measuring tools for closest to pin(s)
- Goody bags – purchase items, assemble
- Raffle (50-50, possible charity) and responsibilities for handling cash
- Sale of mulligans, etc., and responsibilities for handling cash
- Lunch room set up

### **Coordination with Executive Committee Chairs**

- Flyer details and requested date – Graphics Chair
- Flyer distribution – President to include with Niners Notes, post on website
- Photos at event – Photography and Publicity Chair
- Sponsor signage – Sponsor and Sponsor Sign Chairs

### **Maintain Event Notebook**

- Return to VP with final event/budget report within 1 month of event

### **Attend Board meeting after event**

- Give final report/answer questions/make recommendations for future

### **Sign-up and Deadlines**

- Procedure for Golf and Meal – when MPLN is hosting the event
  - Sign-up for golf and/or lunch/dinner on ForeTees, including meal option if applicable.
  - Sign-up information and deadlines are available on ForeTees and will be advertised in the event flyer, available on the MPLN website and in the President's Niner Notes.
  - Late sign-ups for golf WILL NOT be accepted.
  - Late registrants for the meal must call the Social Chair to be placed on a waiting list in the event of a cancellation.
  - Fees for golf and meal will be charged to the participant's homeowners account by the golf shop. Participants who don't have HOA2 charging privileges will pay their fees for golf and/or meal by check to the treasury.
- Procedure for Golf and Meal – when MPLN is NOT hosting the event
  - Occasionally another golf association (e.g., HOA 1 Lady Niners, Quail Creek Lady Niners) invites MPLN to attend a golf event at their facility.
  - Sign-up for golf and/or lunch will be communicated to MPLN by the host association with information and deadlines advertised in the event flyer, available on the MPLN website and in the President's Niner Notes.
  - Late sign-ups for golf WILL NOT be accepted.
  - Late registrants for the meal must call the Event Chair to be placed on a waiting list in the event of a cancellation.
  - Fees for golf and meal will generally be paid by check to Preserve Lady Niners. Checks will be placed in the MPLN black box in the hallway outside the Mountainview Pro Shop.

### **Fees and Refunds**

- Fees are determined by the event committee.
  - Lunch only fee
  - Lunch and prize money fee
- Refunds will be issued up until the deadline date on the event sign-up form.
  - Possible refund if event has a wait list for lunch only

### **Prize Money Payout Guidelines**

- The event planning committee will determine whether to award prizes or prize money for their event.
- An event may be treated as merely a social or charity event with no prize money awarded. Tee gifts, mementos or other tokens may be given to participants as an alternative to prize money being paid.
- The event flyer will describe how the event is to function and what is included in the entry fee.
- If prize money is being paid, the amount of the prize money pool will be determined by the number of players participating in the event. At times, the prize money pool may be

supplemented with funds from the treasury, said supplement being paid directly to the golf shop by the treasurer.

- Prize money will be paid to 1/3 of the field. When possible, the payout guidelines stated in Standing Rules should be used to determine percentages paid to winners. The payout guidelines may be adjusted if the field is larger than usual or if the format of the game requires an adjustment.
- Winnings will be added to the participant's HOA2 credit book or paid via golf shop gift card.
- Bring a Friend exception to these prize money guidelines:
  - Many golfers at Bring a Friend do not have current USGA handicaps.
  - Prize money cannot be awarded for team games where teams cannot be created with relatively equal team handicaps.
  - If prize money is awarded, it can be randomly given to either individuals or teams.
  - Hole prizes (e.g., Closest to the Pin, Closest to the Line, etc.) or prizes for non-golf achievements (e.g. best costume) can be awarded to players regardless of whether they have a handicap.

### **Raffle Guidelines**

- Price of raffle tickets are:
  - 6 tickets for \$5.00
  - 15 tickets for \$10.00
- The distribution of money collected from sale of raffle tickets is as follows:
  - 50% is designated to a preselected charity by the event committee. The Lady Niners will then match the amount collected for the charity not to exceed \$300.00.
  - A raffle will then be held to distribute the remaining 50% of money from sale of tickets
  - The prize money for raffle tickets will be in increments of \$20.00 per winning raffle ticket. When the winning prize money is divided into \$20.00 payouts, if the last payout is short by \$5.00 or less the Treasury will make up the difference to have equal \$20.00 payments.

### **PARTNERS FOR PAR**

Partners for Par is a way to welcome and orient a new MPLN member to the league. Once the member has been oriented, she will be assigned a "Partner for Par", by the Partner for Par Coordinator. Golfers serving as orienting partners should have a sound knowledge of the league and its policies, and an understanding of the rules of golf.

#### **Partner for Par: Veteran Niner**

- Serves as a resource on the Club, both courses and Niner functions.
- Plays golf with the new member 1-2 times to familiarize her with how the league functions, league resources, course nuances, local rules, Niner procedures, golf cart use, and pace of play. Ideally, partners will play together one time each at both MountainView and The Preserve.
- The goal is to have both play dates completed within two months.
- If the partners are having difficulty getting their schedules coordinated, the coordinator may assist by finding a substitute Veteran player.
- The concept of the program is to provide the newcomer with a "big sister", someone who can help sort things out and ensure a comfort level for the newcomer.

**Partner for Par: Newcomer exposed to -**

- Signing up for golf, finding course schedules and tee sheets, printing scorecards.
- Checking in, paying fees, arranging for cart partners, options for players who don't have carts.
- Appropriate rules of golf, especially things specific to local courses.
- Keeping score and turning in scorecards.
- Resources for MPLN information and getting questions answered.
- Getting to know other members

**OUTSIDE INVITATIONAL TOURNAMENTS:**

Outside invitational tournaments are held each year by other nine-hole golf clubs across the area. They invite a limited number of participants from each visiting club. 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.

- All MPLN members are eligible to attend Outside Invitationals.
- The Outside Invitational Chair collects "Save the Date" Information for Clubs offering outside invitationals. Information is publicized on the MPLN Website and at the MPLN annual meeting. Sign-up sheets are available at the MPLN annual meeting, and interested ladies are able to sign up for advertised invitationals. If an interested lady does not sign up for an outside invitational at the MPLN annual meeting, she may sign up until January 30th by contacting the Outside Invitational Chair.
- All registrants for outside invitationals will be put into a lottery held before the first invitational, with names drawn randomly for the spots available to MPLN. This should allow all ladies to be able to attend at least one invitational. At least two people, including the Outside Invitational Chair, participate in drawing names for the lottery.
- Once names of selected participants and alternates are known for each invitational, ladies are notified by the Outside Invitational Chair. If a selected participant declines to go to the invitational, an alternate is selected from the pool of alternates chosen in the lottery.
- The Outside Invitational Chair makes certain all ladies going to outside invitationals are given appropriate information about their specific Invitational. Flyers for all Invitationals are placed on the MPLN Website.
- The Outside Invitational Chair collects required information about each lady, as requested by the Club having the invitational. (i.e., Name, phone #, e-mail, GHIN #, handicap).
- Each Club has a requirement about how ladies will pay to participate in their invitational. The Outside Invitational Chair assists in collecting money for the invitationals. In general, the hosting Club will request checks from each lady. The Outside Invitational Chair will collect these checks. She may have assistance from the MPLN Treasurer. If there is enough time, each lady will put her check in the MPLN black box, adjacent to the MountainView Golf Shop, and the Treasurer will give the checks to the Outside Invitational Chair. The checks, along with information about all MPLN participants, are then mailed to the Club hosting the invitational. Caution is used in collecting and transferring checks.
- The Outside Invitational Chair acts as a liaison between MPLN registrants and the Club hosting each invitational. She sends regular updates, as appropriate, and makes certain everyone has her contact information.
- After all invitationals have been completed, the Outside Invitational Chair provides a brief summary to the MPLN Board.

**VOLUNTEER IN THE MPLN**

MPLN offers many benefits to its members. We are both a social organization and a sanctioned golf league. This means having fun at golf, while playing an organized sport with rules and regulations, enjoying the outdoors, making new friends, and spending time with old friends among other benefits. To use an often-overused cliché “it takes a village” to make the league run.

An organization like ours runs better with a regular infusion of volunteer energy with fresh ideas and enthusiasm. The MPLN leadership tries hard to be inclusive and provide opportunities for golfers of all levels to participate and enjoy the sport of golf. If you see areas you feel might be better organized or managed, feel free to pass along your thoughts to a board member. Or better yet, offer your time and energy to help the league succeed.

All MPLN activities, whether weekly events or major tournaments, are made possible by the investment of many hours of energy from numerous volunteers. The more events in which you participate, the more enjoyment you will receive in return, not to mention the opportunity for financial success.

Please consider volunteering your time and talents to help the league. Opportunities abound whether it be as a board member, a committee member, an officer, a partner for par, or numerous other positions. Just ask how you can help!