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**LAGUNA WOODS VILLAGE  
MEN'S GOLF CLUB**

REVISED 5/18/2010

**POLICY AND PROCEDURES  
MANUAL**

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## INTRODUCTION

This manual is established as a general guide to assist ~~in~~ the Board of Directors and Committees in their administration and operation of the Laguna Woods Men's Golf Club. The Manual contains both formal and informal policies and procedures, as well as general practices that have adopted over the years by the Golf Club.

It is the intent of the Board of Directors that this Manual be considered a living document. That is, that the contents will not only be utilized, but updated and expanded on a continuing basis.

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## Section 1 TOURNAMENTS – MAJOR & WEEKLY

**POLICY:** The value and success of any Golf Club is largely determined by the quality of the Club Tournaments. Although each tournament has a designated chairman, it is the policy of the LWMGC, that the Board of Directors, as a whole, is responsible for the Tournaments and Special Events which are presented to our members. When a Tournament or Special Events Chairman needs assistance, all Board members should consider themselves “available” to help as needed.

Annual Major Tournaments (2010 dates shown)

February 10	Players Skins
March 10 & 17	Eclectic Tournament
April 7	Designated Driver & Beat the Pro
May 12	Stableford System
June 9 & 16	President's Cup
July 7, 14, and 21	Club Championship
August 11	Team Skins
September 8	Best Score – Nassau
October 13	Foursome Scramble
November 10	15-24-33 Tournament
December 8	Partners Best Ball

### CONSTITUTION AND BY-LAWS

**Wednesday Tournament Committee:** To schedule and manage the regular weekly tournaments.

**Major Tournament Committee:** To schedule and conduct monthly intra-club competitions.

### TOURNAMENT RULES

Tournament rules are contained in the Member Manual. Please refer to that document for the most current statement of Tournament Rules.

### BOARD POLICY

Tournament Committees (Approved July 21, 2009)

Members of the Wednesday Tournament Committee, including the Chairman, will be accorded free entry into the Wednesday Tournaments and Flight Competitions.

Members of the Major Tournament Committee, including the Chairman will be accorded free entry into the Major Tournaments.

The Special Events Chairman (or Chairmen) and one guest will be accorded free entry into the Member-Guest Tournament.

PROCEDURES:

**MAJOR TOURNAMENTS**

**A. CHAIRMAN'S JOB FUNCTIONS**

- (1) PREPARES FLYERS WITH INSTRUCTIONS AND TOURNAMENT RULES WITH NAME AND DATES FOR EACH TOURNAMENT.
  
- (2) ATTENDS ALL BOARD MEETINGS , IF UNABLE TO ATTEND ASKS ANOTHER BOARD MEMBER TO PASS OUT FLYERS TO BOARD MEMBERS AND EXPLAINS HOW THE TOURNAMENT WILL OPERATE.
  
- (3) PREPARES FOR GENERAL MEETING THE FOURTH TUESDAY OF EACH MONTH WITH FLYERS, SIGN-UP CARDS NUMERICALLY NUMBERED AND CALLS COMMITTEE MEMBERS TO ASSIST WITH SIGN UP, AT LEAST 3 COMMITTEE MEMBERS ARE NEEDED.
  
- 4) AT THE GENERAL MEETING THE PRESIDENT OF THE MENS CLUB CALLS ON YOU TO DISCUSS THE UP COMING TOURNAMENT AND TO GO OVER THE FORMAT, RULES, AND ELIGIBILITY.
  
- 5) PREPARES AND POSTS STARTING TIMES FOR EACH TOURNAMENT FOR PLAYERS TO CHECK THEIR OWN STARTING TIMES.
  
- 6) FINALIZES STARTING LIST FOR STARTERS USE THE DAY BEFORE EACH TOURNAMENT.
  
- 7) CONTACT COMMITTEE MEMBERS SO THEY ARE AVAILABLE TO ASSIST THE TOURNAMENT CHAIRMAN WITH FINAL RESULTS AND NOTE SCORES ON THE FORMS MADE AVAILABLE FOR THAT PURPOSE.
  
- 8) PREPARES AND POSTS RESULTS WITH AWARDS BY FLIGHT. AWARDS ARE MADE TO ABOUT 35% OF THE FIELD OF PLAY.
  
- 9) PREPARE PAY-OUT LIST FOR ONE OR TWO WEDNESDAYS FOLLOWING TOURNAMENT AND FINAL PAY-OUT AT THE NEXT GENERAL MEETING.
  
- 10) MAKE USE OF COMMITTEE MEMBERS WHO VOLUNTEERED TO ASSIST IN SIGN UP, PAY OUT, AND TOURNAMENT DAY FUNCTIONS. CALL EACH COMMITTEE MEMBERS FOR ASSISTANCE.

**B. DETAIL JOB DESCRIPTION**

SIGNS UP PLAYERS FOR TOURNAMENTS AT THE GENERAL MEETINGS EACH MONTH PRIOR TO THE GENERAL MEETING FROM 7:00 TO 8:25 AM ( SEE SIGN UP CARD ).

COLLECTS ENTRY FEES PREVIOUSLY DETERMINED FOR EACH TOURNAMENT.

- 1) **ENTRY FEES :**

ALL ENTRY FEES COLLECTED ARE DEPOSITED TO OUR GOLF CLUB CHECKING ACCOUNT IN ACCORDANCE WITH PROCEDURES ESTABLISHED BY THE CLUB TREASURER. TOTAL ENTRY FEES ARE USED FOR AWARDS LESS ANY REFUNDS TO BE RETURNED TO PLAYERS THAT CANCELLED IN TIME FOR REFUND.

2) **STANDBY LIST**

FOLLOWING THE GENERAL MONTHLY MEETING A STAND- BY LIST IS POSTED AT THE MAJOR TOURNAMENT BOARD FOR PLAYERS TO SIGNUP FOR THE TOURNAMENT THE CHAIRMAN CHECKS THE LIST OFTEN AND UPDATES HIS ALPHA LIST. (SEE COPY OF STAND BY LIST).

3) **CANCELLATION LIST:**

A CANCELLATION LIST IS ALSO POSTED FOR PLAYERS THAT FOR SOME REASON MUST CANCEL. CANCELLATION LIST SHOULD BE IN A DIFFERENT COLOR PAPER FOR EASY REFERENCE. PICK UP LIST ON MONDAY NOON THE WEEK OF THE TOURNAMENT. (SEE COPY OF CANCELLATION LIST).

4) **STARTERS LIST:**

ON THURSDAY NOON THE WEEKEND BEFORE THE TOURNAMENT HE PICKS UP STAND BY LIST AND PREPARES FOR POSTING A STARTERS LIST WITH TIMES, AND POSTS FRIDAY AM A COPY OF STARTERS LIST, SO PLAYERS CAN CHECK THEIR STARTING TIMES. ALSO SENDS A COPY TO OUR WEBB MASTER FOR POSTING ON THE WEBB SITE.

**C. GENERAL PRACTICE DAY BEFORE TOURNAMENT (TUESDAY):**

- 1) ON TUESDAY PREPARES THE FINAL STARTERS LIST OF TOURNAMENT AND DELIVERS THE LIST TO THE STARTER ALONG WITH A LIST OF PLAYERS THAT SIGNED UP FROM THE STAND BY LIST SO STARTERS CAN COLLECT THE ENTRY FEES. THIS CAN ALSO BE GIVEN TO THE STARTER BEFORE THE TOURNAMENT AROUND 6:30 AM.
- 2) HIGHLIGHT IN YELLOW THE NAMES ON THE STARTERS LIST, THE PLAYERS THAT MUST PAY THEIR ENTRY FEES.
- 3) PREPARE A LARGE ENVELOPE FOR USE BY THE STARTER TO USE FOR THE ENTRY FEES. ADDRESS THE ENVELOPE WITH YOUR NAME AND PICK IT UP AFTER THE LAST FOURSOME TEES OFF.

**D. FOLLOWING THE TOURNAMENT:**

- 1) PREPARE FOR POSTING A LIST WITH THE FINAL RESULTS OF THE TOURNAMENT WITH AWARDS, AND POST THE LIST AS SOON AS POSSIBLE.

EVERONE IS INTERESTED ON HOW THEY DID. ALSO PREPARES A LIST OF PAY OUT AMOUNTS FOR EACH POSITION.

- 2) BEGIN WORKING ON THE UP COMING TOURNAMENT FLYER AND POSTS A COPY AT THE MAJOR TOURNAMENT BOARD.

## **E. CHAIRMANS PREPARATION FOR TOURNAMENT**

### **1) BOARD MEETINGS:**

- a. PREPARES FLYER OF THE UP COMING TOURNAMENT AND MAKES ~~(15)~~ COPIES TO BE DISTRIBUTED TO EACH BOARD MEMBER FOR THEIR REVIEW AND COMMENTS
- b. GIVES A VERBAL REPORT ABOUT THE TOURNAMENT FORMAT AND RULES OF PLAY
- c. CORRECT FLYER WITH ANY CHANGES TO BE MADE TO THE FLYER AND MAKES ABOUT 135 COPIES TO HAVE AVAILABLE DURING PLAYER SIGN UP AT THE GENERAL MONTHLY MEETINGS THE EXTRA COPYS TO BE USED THE DAY OF THE TOURNAMENT SO PLAYER CAN BECOME FAMILIAR WITH THE FORMAT AND RULES OF PLAY.

### **2) COMMITTEE MEMBERS:**

USE OF COMMITTEE MEMBERS FOR SIGN UP AT LEAST (3) COMMITTEE MEMBERS ARE NECESSARY.

ONE (1) FOR COLLECTING ENTRY FEES , ONE FOR ORGANIZING SIGN UP CARDS ALPHABETICALLY AND PLACES CARDS IN BOX PREPARED FOR THIS PURPOSE , AND ONE (1) FOR PAY OUT ON THE PREVIOUS TOURNAMENTS.

AT NO TIME SHOULD COMMITTEE MEMBERS BE PERMITTED TO CHANGE FORMAT OR RULES OF PLAY, THIS IS THE JOB FOR THE CHAIRMAN TO RESOLVE. MONEY COLLECTED FOR TOURNAMENT SIGNUPS IS GIVEN TO THE CLUB TREASURER FOR DEPOSIT.

## **WEEKLY TOURNAMENTS**

### PROCEDURES:

#### **A. NON-MAJOR WEDNESDAY TOURNAMENT PLAYERS' CLUB**

Rather than a weekly \$1.00 fee to play in each regular Wednesday Tournament, membership will be offered in a Tournament Players' Club (TPC) for an annual fee of \$20. This will cover all regular Wednesday Tournaments, Quarterly Scrambles, and Flight Competitions for the calendar year 2010. At the General Membership meeting in October the 2010 TPC membership may be purchased at a discount rate of \$15. Typically, we schedule 26 Wednesday Tournaments and Flight Competitions during the course of a year.

For occasional players or members who do not wish to join the TPC, a "Player's Card" will be offered at a cost of \$10 for 5 tournament plays. Clearly, the TPC membership is a better deal. The Board encourages members to support the Club and our Wednesday Tournament Program by accepting the Annual Membership option. You will not be able to just "show up" on Wednesday morning and pay \$1.00 to play in the tournament.

During the year, TPC Membership and the Player's Card (5 plays) will be available for purchase at each monthly General Membership meeting and from Marc Bayer.

**Here is how it works:** Instead of paying each week and filling out a card for the following week, TPC players will sign-up their group on a tee sheet posted in the lounge. The tee sheet will be posted, as currently done, prior to the next regular Wednesday Tournament. Sign-up for Wednesday Tournaments will not be available on Major Tournament days. Single players can join an incomplete foursome or sign a separate "Singles Sheet", and the Wednesday Tournament Chairman will assign a tee time.

All Wednesday sign-ups will be pre-verified for TPC membership by the Tournament Chairman and exceptions noted. On tournament day, any non-TPC member must present a Player's Card to the Starter or be denied play in that tournament.

The Standby List and Cancellation List will continue as in the past.  
Tee sheets will be posted on the bulletin board and web site as in the past.

Awards will be \$1.00 for each tournament participant. Awards will be distributed at Membership Meetings and on the 1<sup>st</sup> Regular Wednesday Tournament day of the month.

## **B. PROCEDURE & RECOMMENDED PRACTICE:**

The following is a Daily Calendar of Activities to assist the Tournament Chairman and Committee:

### 1. Wednesday Morning (Tournament Day):

Arrive at Lounge at 6:30 am. Have these items ready to distribute:

- a. Tee sheets & alpha sheets for Starter & bulletin board.
- b. Tee sheet & alpha sheet for Committee
- c. List of Hole in One members for Committee
- d. "Money Owed" list for Committee
- e. List of awards to be paid to players.
- f. Cash box containing envelopes with award money to be paid out.
- g. Sign (tape to table) telling them the date of the tournament which they are entering.

### 2. Get the following items from the cabinet:

Entry Cards  
Box for entry cards  
Hole in One Jar

If the Chairman is playing golf that day, tell the Supervisor to have a Committee member lock the cash box and Hole-in-One jar in the cabinet when he closes at 12:00. Committee members work on Wednesdays from 7:00 am till 12:00 Noon. The Computer Committee begins scoring the cards at approx. 3:00 pm. They will finish about 5:00 or 5:30 pm and leave the results in the Wednesday Tournament Chairman's mail slot.

### 3. Wednesday Afternoon and Evening:

Chairman or committee member, pick up the entry cards after Noon, and begin putting together the Tournament. The commitment is to post the tee sheet for the next tournament on the bulletin board and web site no later than Saturday morning (10:00 am). An exception to this time line occurs when there is a Major Tournament the following week. There should never be both Major Tournament and Wednesday Tournament starting times posted at the same time. "Dual Postings" is a certain disaster, as players will be confused and read the wrong posting.

As soon as the results are available, begin preparing the posting of winners. That posting also has a time line of being posted by Saturday morning at 10:00 am. It is suggested that each player pay \$1.00 to play in the Tournament. Usually, there is more or less than that amount collected, because not everyone pays on a given day.

NOTE: Committee members do not pay. The Committee Chairman defines who is part of his Committee. It is important to have this list printed so the people collecting money will know the other Committee members.

4. Thursday thru Sunday:

In the first few days following the tournament, the Chairman updates the Hole-in-One membership list and the list of players owing money for previous tournaments. Those lists are posted on the bulletin board. A problem is how long to leave a person on a list when he owes a dollar. Some of the guys on the current list have been on there prior to September, and haven't played in a Tournament since that time. Some are ill, moved, deceased - - who knows?

There are people whom we owe for tournament awards who don't pick them up. After two months, remove their money from the envelope and transmit it to the Treasurer (put in lock box) as "unclaimed awards".

Prior to the next tournament the award money is put into envelopes, labeled with the player's name; amount; and date of tournament when it was won. Sort those envelopes alphabetically so it can be easily found by the Committee person paying the awards.

In determining the amount of the awards, pay out the amount of \$1 for each person who played in the tournament. That isn't exactly the same as the amount collected on that day. (As noted above: Wednesday Committee members do not pay). Some players tee off without paying. Some players pay money owed for previous weeks. Thus, there is always an over or short situation – usually a small amount.

Within a couple of days after the signup, put out a "Standby Signup List", and a "Cancellation List" outside the Pro Shop.

## Section 2 SPECIAL EVENTS

- A. President's Ball – The outgoing Club President creates a planning Committee to plan and conduct this event.
- B. Family Member – The Special Events Chairman creates a planning Committee to conduct this event. Each Club Member may invite one family member to play with him in the event.
- C. Memorial Tournament – The Club doesn't "sponsor" this tournament. We support the Event by advertising it to our members, and encouraging them to participate.
- D. Home / Away – This event is conducted by the Special Events Committee. Currently the Costa Mesa match is the only Home and Away Tournament.
- E. Member Guest – The Special Events Chairman creates a Planning Committee to conduct this event. A member may invite a guest of his choice to play with in the Tournament. The guest may not be a member of the LWMGC, unless an exception is approved by the Special Events Chairman.
- F. Men's and Women's Mixer – This event is planned and conducted by the Ladies Golf Club with assistance and cooperation from the LWMGC.
- G. Appreciation Day – This tournament honors those Club Members who serve on Committees and otherwise assist with the operation of Club events.
- H. Skills Challenge – This event is actually run by the Golf Pro. We support it with a donation from our budget and by encouraging members to attend.

## Section 3 MEMORIAL RECOGNITION

**PURPOSE:** To establish criteria for placement of a member's name (plaque) on the Memorial Board. This Memorial Board was created to honor the passing of members of the Laguna Woods Men's 18 Hole Golf Club.

**POLICY:** To be considered for placement on the Memorial Board, a member must meet one or more of the following criteria:

- Current member, in good standing, for the past 24 months
- Current or past Board Member
- Significant contribution to the function and purpose of the Club.

**PROCEDURE:** Upon learning of a potential placement on the Memorial Board, the current Board of Directors will consider all possible vital information prior to voting for placement on the Memorial Board Plaque.

## Section 4 MEMBERSHIP

**PURPOSE:** This section is to define the Policy and Procedures of the Men's Golf Club related to: (1) Membership Dues, (2) New Member and Renewal Application handling process and (3) Member Orientation and Handbook.

**OVERVIEW:** Part A (Membership Dues) defines the club's membership categories, annual dues and dual SCGA membership. Part B (Member Application Processing) defines the roles and responsibilities of specific Board Officers and key Club Chairmen and the procedures for handling applications. The accurate processing and controls relating to Golf Club Member Applications (new & renewal) are critical to the Golf Club to insure proper SCGA certification. Parts C & D define the member orientation process and new member handbook.

### A. MEMBERSHIP – DUES

#### 1. MEMBERSHIP CATEGORIES--Regular and Associate

- a. Regular Membership—Members must be 55 or older and must either own or lease and occupy a manor. Annual dues are \$50.00 per member. SCGA charges the Club \$30.00 per year for each member and the Club retains \$20.00 for Club expenses.
- b. Associate Membership—annual dues are \$12.00 for members who wish to join the Club, but do not want to play in any club sponsored tournaments. Associate Members do not have an SCGA handicap.

#### 2. ANNUAL RENEWALS

Regular members are required to submit their renewal application each year, with their dues of \$50.00, prior to the annual SCGA cut off date which is usually Dec. 1<sup>st</sup>. If an individual does not submit a renewal, he will be deleted from the Club membership list submitted to SCGA. In the case of a late (after Dec. 1<sup>st</sup>) renewal, the Club will charge \$60.00 to a member who wants to be re-instated.

#### 3. DUAL MEMBERSHIP IN SCGA

If a member belongs to another golf club and has paid the SCGA fee through the other club, the policy is as follows:

- a. For dual members, both Clubs are charged \$30. The SCGA bills for renewal members are received in January. The SCGA bills for new and reinstated members are received the month after the individual joins, (i.e., the application is processed).

### B. MEMBER APPLICATION PROCESSING

The procedure for processing a membership application varies depending on when an application is received, that is, during or after the annual renewal period. Therefore, this procedure is divided into two parts, after the annual renewal period and during annual renewal period.

**NOTE:** If a member's address, phone number or e-mail changes anytime during the year, he should notify the Club Secretary directly via e-mail or phone call.

#### 1. AFTER the Annual Renewal Period --New (or Late Renewal) Members Entering the Club

The Annual Renewal period is typically from early October to the first of December. Hence, this section covers anytime during the year, (other than the October-December

period), when individuals may apply for (new or renewal) membership. Completed applications are deposited either in the lock box in the Pro Shop or mailed to the Clubs P. O. Box

#### **TREASURER**

On a regular basis, the Treasurer collects new member application forms, with the dues attached, from: (1) the collection box in the Pro Shop, and (2) mail sent to the P.O. Box 2307, Laguna Hills post office.

- a. Any irregularities in the Application must be resolved before further action is taken, including an incorrect dues amount paid. The Treasurer will notify the member directly and request a correction.
- b. After resolution of irregularities, the Treasurer updates his records and deposits the dues in the Club Bank account.
- c. If it is a NEW Member application, make two copies of the Membership Application, (for a Late Renewal, make only one copy) and distribute as follows:
  - If a NEW Member, send one copy to the Orientation Chairman, then send the original and second copy to the Club Handicap Chairman.
  - If a Late RENEWAL, send the original application and one copy to the Club Handicap Chairman.

**(NOTE: The intent is for the Orientation Chairman to contact a new member as soon as possible after they submit their application)**

#### **NEW MEMBER ORIENTATION CHAIRMAN**

The Orientation Chairman receives the New Member Application and proceeds as follows:

- a. Contact the individual(s) to give them the option of attending a new member's orientation session.
- b. Conduct the orientation session as outlined in Part C of this procedure.
- c. Distribute the Laguna Woods Village Men's Golf Club Handbook, as described in Part D of this procedure.
- d. Maintain a record of orientation session attendance to ensure that all new members had the opportunity to attend a session.

#### **HANDICAP CHAIRMAN**

The Handicap Chairman is responsible for the handicap processing interface with SCGA, including initially establishing and maintaining the current individual member status with SCGA, as well as determining the proper Club remittance due to SCGA. For new members, this involves the initial establishment of an SCGA index (see procedure for establishing first a temporary handicap and then an official one), and a member ID number. Member renewals only require proper reconciliation with SCGA files, and update of any changes noted on the form.

The Handicap Chairman receives the original application, plus a copy from the Treasurer, and processes them follows:

- a. New Member applications--assign the individual an SCGA number and enter that new number on the application form.
- b. Update the SCGA records as necessary (see Handicap Chairman Procedure).

- c. Send the copy of the application form (received from the Treasurer) to the Secretary, with the new SCGA number noted on the application form.
- d. Retain the original Membership Application form. The original forms are to be maintained as a vital Club record by the Handicap Chairman.

### **SECRETARY**

The Golf Club Secretary shall be responsible for maintaining the Men's Club Membership Official Roster and the Club's Membership Manual and Calendar. This is primarily accomplished by receiving the applications (additions, change updates and deletions) directly from the Club Handicap Chairman.

The Secretary is also responsible for periodically issuing to the membership an updated Membership Manual addendum. The Board appoints a Membership Manual Chairman designated to complete the tasks necessary to annually publish and distribute the Member Manual. Typically, this Chairman is a nominated position, with Board approval of the appointment.

The Secretary receives Applications from the Handicap Chairman and processes them follows:

- a. Update the Club's Official Membership Roster.  
For New members, this is an addition to the Roster with entry of all member data, (name, address, phone number, e-mail, etc).  
For Renewals, (including Associates), this means verifying the member's record and entering any information changes submitted.
- b. Retain one (1) copy of the membership application, as backup to the Handicap Chairman's file. If required, distribute a copy of the application form to the Membership Manual Chairman.
- b. Maintain a "New Member Applications Log", (see Exhibit A at the end of this procedure) reflecting applications received after the annual renewal period. On a regular basis (typically weekly, if there are changes) distribute this log to the following:
  - i. New Member Orientation Chairman
  - ii. Communication Specialist, responsible for updating the membership e-mail distribution list.
  - iii. Membership Manual Chairman.
  - iv. All Board Members

Based on the New Member Applications Log, maintain a Membership Manual Addendum file to be periodically published and distributed to the membership, depending on the quantity of applications received. If few applications are received, the addendum may be held until the publication of the Annual Membership Manual.

**NOTE:** If a member's address, phone number or e-mail changes any time during the year, he should notify the Secretary directly via e-mail or phone call.

### **MEMBERSHIP MANUAL CHAIRMAN**

The Membership Manual Chairman receives the Application copy from the Secretary and processes it follows:

- a. Update the Membership Manual's Master file.
- b. Assist in the preparation of any manual addendums.

**2. During the Annual Renewal Period – Regular Membership Renewals and New Member Applications**

**TREASURER**

During the Annual Renewal Period, the Treasurer collects the renewal and new member application forms, with the annual dues attached, from: (1) the collection box in the Pro Shop, and (2) mail sent to P.O. Box 2307, Laguna Hills post office.

- a. Any irregularities in the Application must be resolved before further action is taken, including that the correct dues amount is remitted. The Treasurer will notify the member directly and request a correction.
- b. After resolution of irregularities, the Treasurer updates his records, deposits the dues in the Club Bank account and forwards the original applications to the Handicap Chairman.
- c. Forward (a batch) of the original membership applications to the Club Handicap Chairman.

**HANDICAP CHAIRMAN**

The Club Handicap Chairman is responsible for the handicap interface with SCGA, including initially establishing and maintaining current individual member status with SCGA, as well as determining the proper Club remittance total due to SCGA. For new members, this involves the initial establishment of an SCGA index and ID number based on member applications. Member renewals require proper reconciliation with SCGA files, as well as updating changes.

The Handicap Chairman receives the batches of applications from the Treasurer, and processes them follows:

- a. New Member applications--assign the individual an SCGA number, notify them and enter that new number on the application form.
- b. Associate Member—no action necessary
- c. Member Renewals— verify the member data against the SCGA renewal data base. Determine if there is any personal data that was changed.
- d. Delete a member from the SCGA data base, if their renewal application is not received by the deadline date.
- e. Update the SCGA records file as necessary (see Handicap Chairman Procedure).
- f. ONLY make a copy of the New Member applications and Renewals if they have data changes noted. Send the copy to the Club Secretary for updating the Official Club Roster and Membership Manual.
- g. File (retain) all the original Membership Application forms. These original forms are to be maintained as a vital Club record by the Handicap Chairman.
- h. After submittal of the complete Membership Data Base to SCGA, submit a copy of the data base (electronic file) to the Secretary.

**SECRETARY**

The Golf Club Secretary shall is responsible for maintaining the Men's Club Membership

**Official Roster and the Club's Membership Manual and calendar. This is accomplished by receiving applications (additions, change updates and deletions) as well as the complete data base file submitted to SCGA, directly from the Club Handicap Chairman.**

**The Member Applications and the updated annual SCGA data base (received from the Handicap Chairman) are processed as follows:**

- a. Update the Club's Official Membership Roster, adding new members and entering changes noted on renewal changes.  
For New members, this is an addition to the Roster and entry of all member data, (name, address, phone number, e-mail, etc).  
For Renewals, (including Associates), this means verifying the member's record and entering any data changes submitted.**
- b. Forward the Application copy received from the Handicap Chairman to the Membership Manual Chairman.  
(Note: During this processing period, the Secretary does not retain any backup copies.)**
- c. Upon receipt (from the Handicap Chairman) of the complete SCGA Membership Data Base, proceed to coordinate with the Handicap Chairman to reconcile & verify that the Club's Official Roster agrees with the SCGA file content.**
- d. Maintain a "New Member Applications Log", (see Exhibit A at the end of this procedure) listing new members. On a regular basis (typically weekly), distribute this log to the following:
  - i. New Member Orientation Chairman**
  - ii. Communication Specialist, responsible for updating the membership e-mail distribution list.**
  - iii. Membership Manual Chairman.**
  - iv. All Board Members**
  - v.****

#### **MEMBERSHIP MANUAL CHAIRMAN**

**The Membership Manual Chairman receives Applications from the Secretary and processes them follows:**

- a. Update the Membership Manual's Master file.**
- b. Reconcile the Membership Manual Master file with the Official Club roster, in preparation of the annual Manual's publication.**
- c. The Membership Manual is issued each year at the January Membership Meeting. A Membership renewal application is included in the October mailing of the newsletter.**
- d. Perform all tasks necessary for the actual composition, editing, publication and distribution of the annual Membership Manual.**

#### **NEW MEMBER ORIENTATION CHAIRMAN**

**The Orientation Chairman receives the "January New Member" report from the Secretary and uses it to schedule the initial orientation sessions:**

- a. Contact the individuals to give them the option of attending a new member's orientation session.**
- b. Conduct the orientation session as outline in Part C of this procedure.**
- c. Provide the new members a copy of the Laguna Woods Village Men's 18 Hole Golf Club Membership Manual as defined in Part D of this procedure.**
- d. Maintain a record of orientation session attendance to ensure that all new members had the opportunity to attend a session.**

### C. MEMBER ORIENTATION “ONE-on-ONE” SESSIONS

1. The Orientation Chairman is responsible for scheduling regular (as needed) orientation sessions for all new members. These sessions are aimed at familiarizing the new member with the rules, policies and general practices of the Golf Club.
2. The sessions should also allow the new members to ask questions and generally become generally acquainted with the location of relevant items (the posting computer, bulletin boards, score card box etc.)
3. These orientation sessions should not try to cover everything in the new member Handbook or the By-Laws, but it is important to insure each new member does have a copy of both these documents.

### D. LAGUNA WOODS VILLAGE MEN’S GOLF CLUB HANDBOOK

#### NEW MEMBER ORIENTATION – OUTLINE

There are two key sources of information for members of the LW Men’s Golf Club, namely:

1. Membership Manual: Use your Membership Manual to locate the names, phone numbers, and E-mail addresses of all members. In the front of that book, is information about Board Members and employees who can help with your questions. There is also a calendar of Club meetings and events. We have two pages of “Local Rules”. Players are responsible for knowing these rules when they compete in our competitions.
2. The Laguna Woods Men’s Golf Club web site --“[lvmgc.org/](http://lvmgc.org/)”  
Access the web site for the most current information and status of key events. It contains general information about the club and course, member rosters and handicaps, all Tournaments and Skin Game start times and results, plus other items of interest.
3. Starting Times – Lottery:
  - A. Lottery Room – 6:30 a.m. Thursday; Friday; Saturday; Sunday; Monday. If you miss the lottery, you may call the Pro Shop after 10:00 a.m. on that day to secure a starting time for the following week.
  - B. Standby with Starter. On a day when you do not have a reserved starting time, you may stand by, and tee off when openings occur. Tell the Starter that you want to “get on the rail”.

c. Starter sheets are available in the Pro Shop. You may go there to see what times are available for a day when you want to play.

#### Membership Meeting:

- (1) Attendance at monthly meetings is crucial in order to be informed and knowledgeable

about Club events. - - Meetings are held on the 4<sup>th</sup> Tuesday of each month at Clubhouse 2

- (2) 7:30 a.m. to 8:30 a.m. - Coffee and donuts (free); social hour; signup for major tournament and putting contest to be held immediately after meeting.
- (3) 8:30 - 10:00 a.m. - Meeting - - Business; reports of Committee Chairmen; open mike (members talk on topics and questions for Board); Drawings for golf balls and free golf; Guest Speaker.

#### Major Tournaments:

- (1) Major Tournaments are held monthly - usually on the first or second Wednesday of the month (see calendar in your Membership Manual). These are team events with the play format varying each month. You sign up as an individual; the teams are then formed by the tournament committee.
- (2) Best way to sign up is at the Monthly Membership meeting (between 7:30 and 8:15 a.m. on the 4<sup>th</sup> Tuesday of the month. Entry fee will be \$5 or \$10. If you cannot attend the meeting, you can have a friend sign up for you. If your schedule requires an early or late tee time, so indicate on your entry card. Awards from previous tournaments are available prior to the meeting.
- (3) If you miss the signup at the General Meeting, there is a Standby List on the counter below the Tournament Bulletin Board (to your right as you enter the Pro Shop). There is also a cancellation list - put your name on that list if you must cancel from a tournament. If you find that you must cancel on the day of the tournament, call the Starter!
- (4) Tournament Rules are included in your Membership Manual. It is important to read those rules and review them prior to a tournament. Failure to follow Tournament Rules may be cause for disqualification from a tournament. There is also a written description of each Major Tournament containing the format, special rules, and other information specific to that particular tournament. This document is available at the General Meeting and at the table in front of the Pro Shop on tournament day. It is also posted on the Tournament Bulletin Board.
- (5) Starting times for Tournaments will be posted on the Tournament Bulletin Board and the Web Site (lvmgc.org) on or before Saturday Noon prior to the Tournament. Name, phone number and E-mail address of the Tournament Chairman is included with the information posted on the Board.
- (6) Results will be posted on the Tournament Bulletin Board and the Web Site on or before Saturday Noon following the Tournament.

#### Regular Wednesday Tournaments & Flight Competitions:

- (1) In weeks when there is no Major tournament, we have a Regular Wednesday Tournament, or a Flight Competition. See Membership Manual for schedule of Wednesday Tournaments and Flight

Competitions. Entry fee for these tournaments is \$1.00.

(2) In Regular Wednesday Tournaments, you may select your own playing partners. You may sign up as a single, twosome, threesome, or foursome. If you have a preferred starting time, please indicate on your entry card. Do not sign up for a friend, unless you are certain that he intends to play. If you do not select your playing partners, they will be assigned by the Tournament Chairman.

(3) In Flight Competitions, playing partners and starting times are assigned by the Tournament Chairman. The Tournament is played in Flights.

(4) Awards for Regular Wednesday Tournaments and Flight Competitions are by flights. The D and E Flights play the gold tees. Other Flights play the white tees. Flight assignments are as follows:

<u>Flight</u>		<u>Flight Index</u>
A	=	00.0 - 14.2
B	=	14.3 - 18.4
C	=	18.5 - 23.9
D	=	24.0 - 29.1
E	=	29.2 - 36.4 (max.)

(5) The Wednesday Tournament Committee works in the Lounge (Lottery Room) from 7 a.m. to 12:00 Noon on days when there is a Wednesday Tournament, or Flight Competition (see calendar in Membership Manual). This is the best time to sign up for the next Wednesday Tournament and collect prize monies from past tournaments.

(6) See "Tournament Rules" in the Membership Manual. Failure to be familiar with the rules can result in disqualification from a tournament.

(7) Standby lists; cancellation lists, posting of tee times, and results are much the same as for Major Tournaments. Review the procedures outlined under Major Tournaments.

#### Handicaps:

(1) Your SCGA number will be listed on the New Members' Bulletin Board.

(2) Post your scores in the computer. The Handicap Chairman will issue a temporary handicap when you have posted 5 scores. Put your score cards in the New Member Box.

(3) You will receive a regular handicap index by the SCGA at the time of the monthly handicap revision. A Handicap Index is based on a minimum of 5 posted scores. A complete score file consists of the best 10 of 20 eighteen-hole scores. Those scores are shown in red in the member's score file on the computer.

(4) Your handicap will vary depending on the combination of the Laguna Woods Courses you

play. The SCGA provides a chart to convert your index to a handicap for any course you play. This information is posted at all golf courses. At our Course, the information is posted on the bulletin board at the side of the building (nearest the first tee). You can also obtain your handicap for each course and tee combination from the posting computer under Member Information.

#### Name Badges and Membership Cards:

The Club furnishes name badges to new members upon request. SCGA membership cards come with the January issue of Fore Magazine – the official SCGA publication. Monthly index cards are placed on the Tournament Desk for pick up by members (beneath the Tournament Bulletin Board).

#### Derby

The Derby is a two-man team event that is scheduled once per month on a Thursday afternoon at 2:00 p.m. Watch the Calendar on the wall (across from the Pro Shop) for the Derby schedule each month. Typically there will be 10 or 12 teams. All teams tee off on the first hole. The team with the high score is eliminated on each hole. Ties are broken by a “chip-off”. After 6 holes of play, the remaining teams compete in a “chip off” to decide the winners.

#### Tuesday Skins Game:

Tuesday is Ladies Day. The Tuesday Skins Game tees off at approximately 10:45 a.m. after the ladies tournament is under way. It is team scramble format. Foursomes are organized by the Game Organizer on Monday evening. Deadline for sign-up is Monday at 4:00 p.m. Entry fee is \$25 plus \$8 for green fees. Maximum handicap is 30. The Major Event of the Year is the Annual Game and Dinner Dance in the Fall. In 2009, the event will be held on Thursday, October 15. Additional information is available on our web site at [lvmgc.org](http://lvmgc.org)

#### Shoot your Age; Holes in One; Eagles:

A record of the above accomplishments is maintained in a ledger book in the cabinet below the Tournament Bulletin Board (lift the cabinet lid). The Club awards bag tags for holes-in-one. In addition, there is a Hole-in-One Club (see details in Membership Manual). Members, who have shot their age, are remembered with a chart on the front of the Starter Building. All of these accomplishments are often mentioned in Club’s newspaper column in the Laguna Woods Globe.

#### Hooks ‘N Slices:

The Club has a weekly newspaper column called Hooks ‘N Slices. The column is found in the Sports pages of the Laguna Woods Globe.

#### Volunteer Opportunities:

Committee Chairmen frequently need the assistance of volunteers. Look at the Membership Manual on the page called “Officers and Directors”. On that page is a list of Committee Chairmen and others in charge of our activities. If you are interested in volunteering for an activity, you are

encouraged to contact the appropriate individual, or the Club President.

**CONSTITUTION AND BY-LAWS**

See Sections III and IV of the Club By-Laws for information concerning Membership and Meetings.

**REIMBURSEMENT OF BOARD MEMBER EXPENSE**

**CONSTITUTION AND BY-LAWS**

No Officer, Director, or Committee Member may obligate the Club to an amount in excess of one hundred dollars (\$100) without the approval of the Board of Directors. Event Chairmen, however, may spend as indicated in their approved budget. All expenditures in excess of five hundred dollars (\$500) will require two authorized signatures, or approval by the Board of Directors.

**POLICY**

Actual and necessary expenses incurred by Board and Committee Members in the performance of Club business shall be reimbursed by the Club. Expenses of Committee members shall be approved by the Manager of the appropriate budget program before being reimbursed by the Treasurer.

**PROCEDURES**

**COPYING – on a Regular Basis**

In the course of conducting Club business, if copies are required on a regular and reoccurring basis, the following practices are suggested:

For a small number of copies (less than 75 pages) use the Pro Shop.

For coping jobs larger than 75 pages, use the print shop at the Administration Building.

Using one's home computer/printer is not recommended.

**REIMBURSEMENTS**

Refreshments at Board Meetings—the cost of minimal refreshments (ex. Donuts) for a board meeting will be reimbursed by the Club.

Requests for reimbursements shall be presented to the Club Treasurer, summarized on a Request for Reimbursement form, with the receipts attached.

## Section 6 COMMUNICATON

- A. LWMGC WEB SITE
  
- B. GLOBE NEWSPAPER – “HOOKS n SLICES”

## Section 7 COMPETITIONS SECTION 7

### CONSTITUTION AND BY-LAWS

**COMPETITIONS COMMITTEE:** To promote interest in SCGA competitions and other tournaments between Golf Clubs. To publicize opportunities for participation in SCGA tournaments, Senior League Play, the Saddleback Match, and other competitions that may be developed. The Competitions Committee will be appointed annually by the Board. The Competitions Committee will appoint Team Captains annually, select and assign players to specific teams, arrange for Club House reservations and make other arrangements as required by the competitions. The term of office for the Competitions Committee and Team Captains shall be from July 1 through June 30.

### BOARD POLICY

#### COMPETITIONS PROGRAM:

It is the intent of the Board that the Competitions Program should be "inclusive" of members who are active participants in the Club, and desire to participate in Inter-club competitions. If 50+ people desire to participate, the challenge of the Competitions Committee is to develop ever increasing activities for participation in Inter-Club competition.

#### COMPETITIONS COMMITTEE

##### Mission Statement

The Committee shall develop a selection process that considers the following factors:

- a. Rewards the outstanding performance of players in Club Events
- b. Encourages participation of players in events designated by the Board to be used for purposes of qualifying for League Play, and other Inter-Club Competition.
- c. The selection process must include an objective way for players to "earn" their way onto a team.
- d. Records and statistics shall be maintained by the Competitions Committee which can be used to assist in choosing team members.
- e. Procedures of the Competition Committee shall seek to expand the opportunities for Club members to participate in Inter-Club activities.

Eligibility of Players Effective April 1, 2010, a player must meet the following criteria to be eligible for selection to a Club Team:

1. His handicap must be current – 20 games must have been posted within the past 6 months.
2. Within the past 12 months, he must have participated in a minimum of three competitions designated

by the Board as “Competition Tournaments”. The following tournaments have been designated as “Competition Tournaments”: All Flight Competitions, President’s Cup (first round), Club Championship (all three rounds), Best Score Nassau, and Eclectic (first round).

3. In selection of teams, preference shall be given to players who are active participants in Club tournaments. Part-time residents are eligible to compete if they meet the minimum eligibility requirements.

The Competitions Committee may waive an eligibility requirement if they find that extraordinary circumstances prevented a player from complying with the requirement.

## **PROCEDURES**

**January:**

**February:**

**March:**

**April:**

**May:**

**June:**

**July:**

**August:**

1. At the August Board meeting, the Treasurer provides a suggested budget for the following year, including any required changes in the dues for the following year.

**September:**

1. Nominating Committee submits slate to the Board prior to September meeting
2. A list of candidates is publicized prior to the September meeting
3. Candidates for President must submit names to Secretary by the September Board meeting.
4. List of Candidates for President to be posted on Club bulletin board one month before October meeting.

**October:**

1. *At least ten weeks before the October meeting, the President, with consent and approval of the Board shall appoint a nominating Committee.*

2. Petitions from candidates due at least two weeks prior to October meeting

**November:**

December:

1. An audit shall be conducted by December 31.

NOTE: We can also include items in this section that are not in the By-Laws, such as deadline dates for submission of changes to the Membership manual; Date for Board approval of a Budget, etc., etc.

## Section 9 DOCUMENTS AND RECORDS CONTROL

A. A centralized storage system (repository) has been established for the Golf Club's key documents, records and general reference material. A simple, but effective, set of control procedures have been established for access, update authorization and file backup.

The effective use of commercially available software products (namely Carbonite and My PC) have allowed the Club to implement a very useful on-line shared environment that will aid in the general operation of the Men's Golf Club as well as aid the transition of new Board members and Chairman.

B. The new computer in the clubhouse for centralizes and backs-up all the club files. All club documentation and files have been or will be migrated to the new computer. All Programs necessary to conduct club business are on the computer. Those board members and others granted access will see the following benefits:

- Faster communication
- Automatic backup of club files
- One place to find all club files
- Security (Quicken Files)
- And many..many..more

## Section 10 SPONSORSHIP PROGRAM

BOARD POLICY (Approved – October, 2009)

### Sponsorship Chairman

The Sponsorship Chairman will contact local business establishments in order to obtain financial sponsorship for the Club. By working with the business sponsors and the Board of Directors, he will develop a program mutually beneficial to the Club and the Business Sponsors.

The Sponsorship Chairman will be appointed annually by the Board of Directors, and will report to the Club President. The Chairman will recruit a Committee of Club members to assist in the fundraising and related activities in support of Club Sponsors. Funds needed for support of the Sponsorship Committee will be allocated by the Board in the Annual Budget.

Letter to Potential Sponsors: (See next Page)



***Laguna Woods Men's Golf Club***  
***P.O. Box 2307***  
***Laguna Hills, CA 92654***

**Officers:**

Verne Smutz,	President
Marc Bayer,	Vice President
Tony Tarvin	Secretary
Don Durbin,	Treasurer

**Directors:**

Dan Davis  
Robert Figeira  
David Talcott  
Fred Teixeira  
Fred Yune

The Laguna Woods Men's Golf Club is preparing for its annual sponsorship program. Many companies in our community have supported the golf club in the past with generous donations of money, goods, and services used for club operations, tournaments and our member Manual. We would appreciate your company's participation in this year's program.

As we are all suffering the effects of the economic down turn it is necessary to seek the most efficient ways of spending advertising dollars to get results. The Laguna Woods Village Men's Golf Club may be one of those ways to get connected with local residents in Laguna Woods as well as others that are guests of resident tournament players. These are influential people that not only have their personal buying decisions to be made, they counsel their families, and introduce friends to good companies that help out in sponsoring the Laguna Woods Men's Golf Club.

We have noticed that your business and others have been advertising in local publications and Television spots that focus on Laguna Woods residents. We would like to suggest some additional options for introducing your products and services to these residents. By sponsoring the Laguna Woods Men's Golf Club, you can demonstrate your commitment to both the community and your current and future customers.

All sponsorships are recognized as an advertising expense and can be used as a tax deduction, rather than a donation.

The Laguna Woods Men's Golf Club has a sponsorship program designed to provide advantages to both our Club and our sponsors. We look forward to discussing your participation as a Club sponsor and to showing you the benefits that we can help you achieve for your organization. We have four levels of participation:

**Sponsorships of \$100**    **Benefits include:** A tee box sign at our Member-Guest Tournament

**Sponsorships of: \$300**    **Benefits include:** A one quarter page advertisement in the member manual, and a link to the Sponsors website on the LWMGC club website. If you do not have a website we will display your contact information on our site.

**Sponsorships of: \$500**    **Benefits include:** A one half page advertisement in the member manual, and a link to the Sponsors website on the LWMGC club website. If you do not have a website we will display your contact information on our site.

**Sponsorships of: \$700**    **Benefits include:** A one page advertisement in the member manual, and a link to the Sponsors website on the LWMGC club website.

We think this program provides mutual benefits to our organizations, and look forward to discussing it with you. Check out our Web Site and notice the sponsor links at [lvmgc.org](http://lvmgc.org).

