Membership Director's Guide

2/4/2015
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AGA Tournament Guidelines

Tournament Committee

1. The Tournament Committee is responsible for establishing the scheduled dates, sites, and formats for all AGA tournaments. The AGA Board of Directors will oversee and have final say in all Tournament Committee decisions.

2. At the beginning of each year, The Tournament Committee will publish a Schedule of Tournaments for the upcoming year. Tournament dates, sites, costs, formats, deadlines for players to enter tournaments, and other relevant information will be published with this Schedule. The Tournament Director, with the Board’s approval, may change or alter this Schedule from time to time during the year. AGA members will be informed in a timely and appropriate manner of such changes; and, all changes will be posted on the AGA website.

Tournament Rules

USGA Rules

3. All USGA Rules will be adhered to. The only exceptions will be at the direction of the Rules Committee. USGA procedures and guidelines will be followed in enforcing the Rules. The only way to have a fair game is if everyone plays the same game using the same rules.

4. Players are expected to ‘police’ themselves and their fellow-competitors. To protect the rest of the field, if a player observes an infraction by another player, they must act on it, e.g. by informing the player involved and/or the Rules Committee.

Format Rules

5. Official format tournament rules will be posted on the AGA website as part of the tournament description.

Local Rules

6. Any local rules necessary due to course conditions, etc. will be posted on the web site and/or available at the tournament.

Rules Committee

7. The AGA Rules Committee for a tournament will be comprised of three members: a PGA professional at the tournament course and two AGA board members or officers; preferably, but not limited to, the Tournament Director and the President. Other Board members and officers may fulfill this function if the Tournament Director and/or President are not available.
AGA Tournament Guidelines

8. All Rules questions and disputes must be settled before signed and attested score cards are submitted. Players who submit incorrect score cards are subject to penalty and/or disqualification, as per USGA Rules.

9. Each player is responsible for knowing the Rules of Golf, and for correctly applying them to his/her own play, and to the play of fellow competitors. When in doubt as to how to proceed under the Rules, play separate, provisional balls, record the scores for each ball, and bring the matter to the Rules Committee before the score is posted.

Tournament Handicaps & the AGA Handicap Index

10. The Tournament Committee reserves the right, as provided by the USGA Rules of Golf and Handicap Manual, to arbitrarily raise or lower the handicap assigned to a player in AGA tournaments.

11. The AGA tournament handicap system adheres to the same policies and procedures as are used in GHIN except:
   a. To have a fully qualified AGA handicap index, players must have at least five eligible tournament scores. Eligible tournament scores must meet the following criteria:
      1) The player must have entered at least one of the players' pools for their flight (gross and/or net).
      2) The score must be less than 12 months old.
      3) Scores from tournaments that do not adhere to USGA rules or allow players to 'pick up and not complete a hole' are not eligible tournament scores, these include the following AGA tournament formats: match play, scramble, 2-man best ball, 2-man 666, 4-club. Normally, the AGA will hold 18-20 eligible tournaments per year.
   b. The AGA tournament index is calculated using tournament scores only.
   c. Up to 10 of the most recent eligible scores are considered; and in most cases, up to 50% of the lowest differentials are used in the calculations. If fewer than 10 eligible scores are available, the following chart contains the exact numbers used.

<table>
<thead>
<tr>
<th>Total eligible scores</th>
<th>Number of lowest differentials used</th>
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<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<td>3</td>
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<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>
12. Players with less than five eligible tournament scores will be assigned a conditional AGA tournament index using the following guidelines:

a. If a player does not have a valid GHIN index or an eligible tournament score:
   - They will not be eligible to enter the net players’ pool.
   - They will still be eligible to enter the gross players’ pool, skins, and CTP games.
   - These players will play with no handicap (NH) and be assigned to a flight by the Handicap Committee chairman and/or the Tournament Director based on information obtained from the player and other sources if available.

b. If a player has a valid GHIN index and no eligible tournament scores, they will receive a conditional tournament index that is 80% of their GHIN index.

c. If the player has a valid GHIN index and 1-4 eligible tournament scores, they will be assigned the lower of their GHIN index and their lowest tournament differential.

d. If a player has 1-4 tournament scores and no GHIN handicap index, the following is used to calculate their tournament index:
   - 1 score, use 75% of that differential.
   - 2 scores, use 85% of lowest differential.
   - 3 & 4 scores, use 90% of lowest differential.

13. At each course played, a player’s course handicap will be computed using their effective AGA tournament handicap index and the USGA Course Slope Rating Handicap Table.

14. The AGA will post all eligible tournament scores to GHIN. Players in an AGA tournament should not post AGA tournament scores.

**Flights & Tee Assignments**

15. The Tournament Director will determine the tees played at each tournament for each flight.
16. The Tournament Director will attempt to set up each flight with a gap of 6 handicap strokes for tournaments using individual stroke/medal play formats. The reason for this is to minimize any inequities in the gross pool and skins games. If this is not practical or equitable; the Tournament Director will compose flights he/she sees fit under such circumstances.

17. The Tournament Director will attempt to make flight sizes large by minimizing the number of flights.

18. The Tournament Director will attempt to keep flight sizes balanced, i.e. close to the same size.

19. For guests and new members without a handicap, the Tournament Director and/or Handicap Chair will use information from the guest or new member to assign them to the appropriate flight.

20. The AGA generally allows the option of “declaring down”; that is, a player assigned to a higher flight may choose to compete in a lower flight, e.g. move from the 2nd flight to the 1st flight.
   a. The player must notify the Tournament Director at least 24 hours prior to the start of the tournament that he/she wishes to compete in a lower flight.
   b. The Tournament Director has the authority to arbitrarily allow or deny the request.
   c. If the request is granted, the player’s flight and tees will be adjusted to conform to norms in the lower flight. The course handicap of the player will be adjusted to the highest handicap in the new flight.

21. The AGA generally will allow a player to ‘declare up, e.g. move from the 2nd flight to the 3rd flight, e.g. so they could play a shorter tee than in their assigned flight.
   a. The player must notify the Tournament Director at least 24 hours prior to the start of the tournament that he/she wishes to compete in a higher flight.
   b. The Tournament Director has the authority to arbitrarily allow or deny the request.
   c. If the request is granted, a player who ‘declares up may only enter the new flight’s net game, i.e. they will not be eligible to play in the gross game, skins game, or the CTP game. In addition, the player’s handicap will be re-calculated using the rating for the new flight’s tees – this will normally result in the player’s course handicap becoming lower than it was in the original flight.

22. Women’s Tee Assignments:
   a. When competing against men within a flight, women will be assigned tees in which the women’s course rating is closest to the course rating of the assigned men’s tees for that flight. This will minimize any adjustment necessary to the course handicaps.
   b. Women’s course handicaps will be adjusted by the difference (rounded to the nearest integer) in the course rating of the tees the women are playing and the course rating of the tees played by the men in the same flight.
   c. Some courses do not publish the women’s course rating and slope for more than the most forward tees. If that is the case, the handicap chairman shall obtain these from
the course, the Women’s Texas Golf Association, the USGA course ratings lookup service, or by making an adjustment according to guidelines in the USGA Handicap Manual.

**Pairings and Tee Times**

23. For most tournaments, members may request a special tee time or to play with specific players. Those requests can be when registering for the tournament. Every effort will be made to meet these requests; although, there are no guarantees.

24. Tee time assignments for players volunteering to work at the tournament will have precedence over other requests.

25. After meeting pairings and tee times requests, every effort will be made to keep flights together so the players who start early do not have to wait any longer than necessary for the last player in their flight to finish.

26. Tee times and pairings should normally be published 2-3 days prior to the tournament. They are posted as a news item on the AGA web site and sent to register player by email.

**Registering for a Tournament**

27. The Schedule of Tournaments includes the deadlines for entering tournaments. These deadlines may vary, depending on what different courses require, and on other considerations. AGA members in good standing who enter before the deadline will be included in the tournament. The Tournament Director has the prerogative to arbitrarily include or deny inclusion of additional players after the entry deadline has passed.

28. Players register online on the AGA Website.

29. Players should settle all monetary obligations to the AGA prior to participation in a tournament. The Tournament Director or President may arbitrarily refuse to allow a player who has unpaid debts or membership dues to participate in tournaments or other AGA activities.

**Wait List**

30. On the Monday prior to a tournament, we are required to give the golf course the number of tee times we need. That is why if you register by Sunday night, we usually can guarantee that you get to play. Normally, the golf course will allot us two extra tee times which we make available on a first-come, first-served basis for our procrastinators.

   a. Once the extra tee times are filled, we will keep a wait list. If we then have someone withdraw, we will offer that spot to the top person on the wait list, e.g. the one who’s been on it the longest (first-come, first-serve). This continues till the Friday prior tournament day at which time, we release any extra tee times back to the course.
b. On tournament day, if we have a registered player no-show, we will give that spot to the person who arrived at the tournament first – this is not necessarily the person who was on top of the original wait list.

Guests

31. The AGA encourages members to bring guest players, and encourages non-members who are interested in becoming members to participate in tournaments. Non-members may play as guests for one tournament, and additional tournaments with the approval of the Tournament Director or President, after which they are encouraged to become members, or failing this, cease participating in AGA tournaments.

32. Guests may enter the Skins and CTP games at the Tournament Director’s discretion.

Checking In at the Tournament

33. Players must check-in and pay their tournament fees at least 30 minutes before their assigned tee time. Players who check in later than this may lose their spot to someone from the wait list.

34. Players may pay using cash or personal check. Players may also pay using any available AGA member credit for past tournament winnings.

35. Players may not cash a check for cash.

Arriving at the Starting Tee Time On Time

36. Players should report to the first tee at least five minutes before their assigned tee time to make introductions, exchange score cards, establish the order of play, and take care of all other business before your group’s turn to play comes. Per USGA rules, players who arrive late for their tee times will incur a two stroke penalty; players who are more than five minutes late will be disqualified.

No Shows

37. If, after registering for a tournament, changing circumstances preclude playing in the tournament, immediately inform the Tournament Director, either by phone, email, or the Hotline.

38. If the Tournament Director is not notified within 48 hours prior to the first tee time of the tournament, the member will be assessed a $10 fine unless they can show an extenuating medical or other significant reason for not playing. This fine will be assessed as a negative credit and must be paid before the next tournament the member plays.

39. If the AGA incurs any expense because of your cancellation, such as a greens fee that the tournament course will not waive, you must reimburse the AGA for such expenses.
AGA Tournament Guidelines

Dues and Fees

Annual Dues

40. Only paid members are allowed to enter the gross and/or net pools in tournament.

41. Players who were members the previous season may play as members under a grace period in the current season through the last tournament in February. After that tournament, last season’s members who have not renewed will be deactivated.

Course and Tournament Fees

42. Players must pay all fees and outstanding debts prior to play.

43. A small AGA tournament fee (typically around $3.00) will be collected from players at check-in. This money will be used for AGA expenses and for other purposes deemed appropriate by the Board, and which will further the AGA’s interests and influence.

44. At a minimum, players must pay the AGA tournament fee and the course fee.

Optional Game Fees

45. Players may also opt to enter any of the optional games available at the tournament. Fees for these games must be paid at check-in.

IOUs

46. Most golf courses have ATM machines. However, for those times you forget to bring a check and cannot get the cash, we can, upon approval of a board member, accept an IOU. This will need to be repaid from any winnings from the tournament. If your winning do not cover the IOU amount, the remaining amount will be applied as a negative credit and must be paid prior to your next tournament.

47. Guest will not be allowed to use an IOU.

Optional Games

Three optional games are played at all but a few tournament formats, e.g. match play.

48. Members are not required to enter any of the optional games with the exception of team formats, e.g. 2-man best ball.

49. Players who are under 18 years old, still in high school, or who participate in collegiate athletics are ineligible to enter any of the optional games.
50. New members without a GHIN index are ineligible to enter the net pool game; however, they may enter the gross pool, skins, and CTP games.

51. Fees for these games are set by the Tournament Director and published in the AGA Tournament Schedule and in the tournament description on the AGA website.

Players’ Pools

52. Normally, each flight will have a separate gross and net medal-play game. Winners are those players who have the lowest gross and net scores respectively.

53. Within a flight, 30% of the players entered in a pool will receive a payout.

54. Players may enter neither, either or both games. If they enter both games, they are eligible to win both games.

55. Player’s must complete all holes, i.e. they cannot pick up and take an ‘X’ on a hole. Doing so will disqualify them from the pool and their entry fee is forfeit. However, this will not affect their eligibility for CTPs or skins on other holes.

56. Only AGA members are eligible to compete for a players’ pools.

Skins

57. Within a flight, a player with the lowest score on a hole (with no ties) wins a share of the Skins pot for that flight.

58. Guests and non-members may compete for skins, unless the Tournament Director denies this option before play begins.

Closest To the Pin (CTP)

59. Of the players within the tournament field who have entered the CTP game, the player whose tee shot ends up on the green and is closest to the hole on a par 3 wins that CTP. Using the provided tape measure, measure from just inside the hole to the front of the ball (edge closest to hole). Measure to the nearest ¼”. If you are closer than the previous distance on the marker, write your name and distance on the marker.

60. Guests and non-members may compete for closest to the pin, unless the Tournament Director denies this option before play begins.

Scoring

61. The AGA will post all eligible tournament scores to GHIN. Players in an AGA tournament should not post AGA tournament scores.
Unfinished Holes or Holes Not Played

62. If a player does not finish a hole or a round will take an ‘X’ for the holes not played. This will automatically disqualify the player from contending for the players’ pool (except for 2-man best ball or a scramble). Players will still be eligible to win skins or CTPs on holes that were completed.

63. For handicap purposes, sections 4.1 and 4.2 of the USGA Handicap Manual specify the following:
   a. If a player does not finish a hole, the will be assigned their “most likely score”. Since the AGA does not use scores from match play or best ball events for handicapping, it will be assumed that any unfinished holes are due to the player ‘picking up’ after his/her score has gotten too high. In this case, they will be given the ESC max for that hole.
   b. If a player does not play a hole, they will be assigned par plus any allocated handicap strokes.

Scorecards

64. Players will be given tournament scorecards at the check-in table or on the first tee. This card must be exchanged with a fellow competitor in the same group; no player may keep his/her own score.

65. Scores must be kept in accordance with the Rules of Golf and according to the conditions of play for the tournament.

66. Players are responsible for the accuracy of the score recorded for each hole played. Attesting to a score lower than the actual score for a hole will result in disqualification. If a higher score is recorded than the actual score, the higher score is used.

Scoring Table

67. Scorecards must be reconciled, attested, and signed before turning them into the scorer and leaving the “scoring area” as required by Rule 6-6b of the Rules of Golf. Failure to do this will result in disqualification as required in the Rules of Golf. Players disqualified for this reason will be disqualified for contending in the Skins and Pool games. Entry fees for those games will be forfeit; however, those players will continue to be eligible for CTPs, if entered.

68. The “scoring area” will include the scoring table and the immediate area around it, e.g. at Morris Williams – it would include the pavilion; at another course, it might be an indoor room. The “scoring area” does not include the parking lot, pro shop, or snack bar or anywhere away from the scoring table.
Tournament Results

69. Official scores will be recorded on the AGA computer. The official tournament results are calculated using the computer.
70. Scores may also be posted on score sheets at the tournament.
71. Results will be posted on the AGA website as a news item within 5 days after the tournament.

Payouts

Players’ Pool Payouts

72. We pay 30% (rounded to the nearest integer) of the players in each flight who are entered in a pool. Each place will receive a percentage of the pool payout.
73. The percentages and amounts paid out to each place are published on the AGA website.
74. Resolving Issues: In circumstances unforeseen and/or not addressed by the Tournament Guidelines, the Tournament Director, in consultation with the President or other Board Members and officers, will strive to make an equitable and just decision. The AGA Board of Directors, in accordance with the Rules of Golf, has final say in these circumstances.

Players’ Pool Tie Breaking Procedures

75. For most tournaments, winnings will be split equally between/among players who tie. For example, if we have a 3-way tie for 2nd place, we would add the payouts for 2nd, 3rd, and 4th and give each player an equal share of the total. The next place awarded would be 5th.
76. In certain tournaments such as the Club Championship and match play tournaments, the Tournament Director may establish tie breaking procedures before the tournament begins. No other tie breaking procedures may be used without the Tournament Director’s prior, expressed approval.

Distributing Winnings

77. At the Tournament:
   a. Payouts will be made to winners still present at the end of the tournament (or when all players in their flight have finished).
   b. Players who paid their entry fees with a personal check may be paid by returning that check if their winnings exceed the amount of the check.
78. After the Tournament:
   a. Unclaimed winnings will be posted to the players’ AGA member accounts.
AGA Tournament Guidelines

b. Credit from these accounts will be used to pay tournament fees the next time the member checks-in for a tournament. Any credit left after fees will be paid in cash or an AGA check.

c. Upon request, checks for any available AGA member credit will be sent to the member by US mail.

Cancelling a Tournament, Stopping Play

79. If inclement weather threatens, players may find the status of the tournament by calling the tournament course or by calling the AGA Hotline.

80. USGA Rule 6-8 will be observed when rain or other bad weather occurs during a tournament: "...Bad weather is not of itself a good reason for discontinuing play. If the player discontinues play without specific permission from the Committee, he shall report to the Committee as soon as practicable. If he does so and the Committee considers his reason satisfactory the player incurs no penalty. Otherwise, the player shall be disqualified." Thus, a player cannot stop play, temporarily seek shelter, or unduly delay playing a stroke because of rain, wind, etc. Players may take time for rain gear, umbrellas, etc.

81. In general, if the golf course is open, we will hold the tournament. We will not cancel simply because the weather is not good, e.g. there may be some rain.

82. If there are or are likely to be dangerous conditions, the tournament would be cancelled.

83. The Tournament Director will decide whether to begin play or cancel a tournament. Once play begins, the tournament should be played to its end unless there are dangerous conditions such as lightning, or the course becomes unplayable. The Rules Committee or the tournament course staff will determine when and if the course becomes unplayable.

84. If a tournament, once started, is canceled, the Tournament Committee should:

a. If possible, secure refunds / rain checks for all players who did not complete their rounds. Pay out all Closest to the Pin winnings on those CTP holes completed by all players.

b. Refund CTP money for holes not completed by all players. Refund all players’ pool and skins money to players in flights in which all players did not complete their rounds.

c. For flights in which all players did complete their rounds, pay out players’ pool and skins. Canceled tournaments will not be used for Points Race totals.

d. When inclement weather threatens, any player may, before the round begins, withdraw from the tournament; such a player is liable to the AGA for his / her greens fee, if the course holds the AGA liable.

85. If lightening or other conditions make play unsafe, a player may discontinue play and seek shelter. There is no penalty for doing so, and the AGA encourages players to seek safety when danger threatens.
AGA Tournament Guidelines

86. If the course management or Tournament Committee stops play because of danger, players must stop play, as per USGA Rules.

Pace of Play

87. Each group of players and each player within each group must take diligent, efficient, effective measures to stay in position with the group in front. The AGA defines being out of position as: a group not following immediately behind the group in front is out of position. If a group is out of position, it is playing too slowly, and is in the wrong. If a group is playing too slowly, it must make getting back into position the top priority.

88. To ensure speedy play, each group, and each member of each group should adhere to the following:
   a. Report to the first tee at least five minutes of your tee time, make introductions, exchange score cards, establish the order of play, and take care of all other business before your group’s turn to play comes.
   b. Be ready to play your shot immediately when your turn comes. Select a club and go through your pre-shot routine before your turn comes. Address the ball immediately when your turn comes.
   c. Play ready golf: if the away player is unprepared to hit, declare your intention and make your shot. Encourage the other players in your group to do the same.
   d. When another player is unable to locate his/her ball, play your own shot and then help search for the ball. Do not waste time searching for a hopelessly lost ball, or for a difficult to find ball that has entered a water hazard, or for one that has gone out of bounds. Understand that searching for lost balls hinders play on the entire course. Adhere to the USGA Rules of Golf when searching for balls.
   e. On par 5 holes that are reachable in two shots and on par 4 holes that are reachable from the tee (such as the 16th hole at Kizer), once your group reaches their tee shots (par 5 holes) or the green, signal other players in your group to play their shots.
   f. Inform the Tournament Director, President, or other Board members or officers when a player causes a group to not stay in position, causing slow play.
   g. Use the Provisional Ball Rule when unsure of how to proceed, according to the Rules of Golf.

89. The AGA encourages course personnel and marshals to closely monitor and police our tournaments for slow play and for appropriate behavior. Players who are uncooperative, rude, or abusive are subject to sanctions, including suspension or expulsion from the AGA.

90. The AGA Board will set policies, establish procedures, and take actions necessary to ensure speedy play, and to deal with players who cause slow play. All players are expected to comply with these measures. Failure to do so may result in the Board penalizing or expelling non-compliant players.
AGA Tournament Guidelines

Hole-In-One Prize

91. Any player meeting the following requirements that makes a hole-in-one during an AGA tournament will be awarded a $250 cash prize from AGA funds and a Hole-In-One plaque. This is allowed by the USGA Rules of Amateur Status Rule 3-2a.
   a. Players must be an AGA member in good standing; not open to our guests.
   b. Players must be entered into the CTP pool for that tournament

Club Championship

92. To be eligible to play for the club or a flight championship or to participate in the Calcutta, players must have a fully qualified AGA tournament index, i.e. the player has at least five eligible AGA tournament scores since the previous year’s club championship scores.

93. Players without a fully qualified AGA tournament index:
   a. May still play in the club championship tournament as they would any other tournament, opting to play in the pools, skins, and/or CTPs as usual.
   b. Will not be able to compete for the Club or a Flight Championship.
   c. Will not be eligible for the Club Championship Calcutta.

94. Any current AGA member can make a Calcutta purchase.