

# SGNM Tournament Participation Guidelines – 2020

**Purpose:** This information is intended to update the general procedures and practices used to participate in the SGNM tournaments.

## TOURNAMENT ENTRIES:

**Entry form posting:** The Tournament Chairman posts the entry forms on the SGNM website <http://www.seniorgolfersofnm.org/> for around 3 or 4 successive tournaments at once every few months during the season. The forms are usually posted between sets of tournaments, as one set is being completed and before the next starts. The forms are snail mailed to those few without email service.

**Requested Pairings:** If you wish to play with specific golfer(s), list your requested partner(s) on the entry form. We encourage mixing it up to get to know each other as that is one of the advantages of being in an association, but many have favorites for various good reasons. So we will continue our historical policy of honoring pairings requests as long as possible or practical (no guarantee but with ballpark 90% success rate). Note that around 70% of the entrants have consistently requested pairings in every regular tournament for at least the last few years.

**Move up Tee Options:** (See “**Handicap System**” on website for specific details.) The option to move up one set of tee in any individual tournament had been eliminated for men but retained for women. Women who opt to move up from the Forward tee in any individual tournament to the Next Forward tee (if available) may do so with no adjustment in course handicap for the tee change. However if you check this option on the entry form, you will not be eligible for the Low Gross award due to the move.

**Write Separate Checks:** Please write one check per tournament entry, not one check for the total of multiple tournaments. Financially, each tournament is managed separate from and independent of each other. This minimizes bookkeeping complexities, errors and confusion on our part due to our limited resources and time.

**2-day tournament sets:** However, we have one exception to the one check for one tournament request above. One check may be and is encouraged to be written for the total of a 2-day tournament entry set if you are planning on playing both days (chances of one cancelling only a single day out of a 2 day set have been much less than one cancelling both days).

Note that the 2-day tournament sets are actually 2 separate individual tournaments played on 2 separate but adjoining days. You can elect to play in only one tournament on either day or play both tournaments – just mark your choice on the entry form. The first day tournament starts around noon to accommodate travel time from home that morning, and the second day tournament starts early morning to accommodate travel time back to home that afternoon.

**Don't staple checks:** Please don't staple the checks to the entry forms. It only adds a complication and delay in processing the entry. The checks have to immediately be unstapled from the form anyway while being careful to not damage the checks.

**Mailing Entry Forms:** Mail in the entry form ASAP or at least in sufficient time to be received at SGNM, Post Office Box 16654, Albuquerque, NM 87191, no later than the Entry Deadline (see paragraph below). Be sure to allow for varying Post Office delivery times that we have experienced from 1 day to sometimes as late as 2 weeks. The longest delivery time observed not once but twice was 2 months!

**Email or Phone Entry Requests:** This is not a normal practice and is discouraged, but necessary at times when time is short for everyone. In this case, requests to enter a tournament by phone (505-314-6822) or email (kazandann.kaz@gmail.com) will be accepted and treated as a commitment on your word that your check will be dutifully sent, the same as if you had sent in an actual snail-mail entry with check enclosed. Emails are very much preferred for documentation to help avoid loss of your entry or associated information in busy times. So if phone calls are made, please follow up with an email repeating the same request to the handicap chairman.

**Entry Deadline:** Deadline to receive the entry at the SGNM PO box address is usually the Monday one week prior to the tournament day (unless the course pro very infrequently requires us to commit our entries as early as 2 weeks prior to the tournament). Tournaments during the season are scheduled on Mondays and occasionally on Tuesdays.

If you think your entry may not make this deadline, call and/or email or text (preferable to better track requests) the handicap chairman of your intent to enter and that you have or will be mailing the entry form immediately thereafter so that you can be counted in time as entered.

Important reminder: your call/email entry will be treated the same as the receipt of the formal entry form and check in regards to your commitment to enter.

**Late Entries:** Entries received past the Entry Deadline will have progressively worse chance of getting your pairing preferences or of even being accepted the later you enter. However, we will always try to fit you in if we can minimize the impact on the tournament setups and not adversely affect the assignments already made, the pairing preferences of those already entered, and our arrangements with the course pro. Push come shove, even if you show up at check-in on tournament day without previous notification, we may still be able to accommodate you as openings may occur at the last minute or there are some partially filled hole-groups that one can fit into. Communications is key.

**Verification of receipt of entry form:** The handicap chairman presently emails a canned receipt verification notice immediately or as soon as he can upon receipt of entries, but only to those that have an email address. Verifications are not sent to those without email addresses due to time and effort constraints. If you need to know of your entry status for any reason, especially if you question whether your entry form was received or not, don't hesitate to contact the handicap chairman.

**Waiting List:** All tournaments are filled on a first come-first served basis. If a waiting list is nearing or develops, the membership will be notified. Your place on the waiting/placement list is also based on

first-in / first-on order. You will be notified if a vacancy occurs and you get entered into the tournament.

**PARTIAL ENTRY FEE REFUND/CREDIT BY SPECIFIC HOME COURSE MEMBERS:**

We continue to try to help you attain whatever benefits you might be able to get from your home course pro whenever we have a tournament there. But because we lack the time and personnel to actively do it, and we don't know what the exact benefits are, we have put the onus on you to get it done.

Because enough confusion and losses had occurred in the past with this benefit, we have changed the rules and procedures slightly for clarity and to cover SGNM from potential financial losses in your behalf. You **the player shall pay the full entry fee to enter the tournament regardless of any home course benefits you might receive from the pro.**

Only upon successful arrangements and execution thereof, will the benefit be applied by either:

1. We refund you the course pro's tournament fee portion of the tournament entry fee that the pro would have normally charged us in your behalf or
2. The course pro can provide a course member credit to you if applicable.

You the **player** shall arrange any credit with the course pro and let the handicap chairman know.

Here are the rules:

If our SGNM tournament is at your home course and the course pro can give you a special lower discounted rate for green fee/range balls/cart fee in lieu of the pro's tournament fee they normally charge SGMN in your behalf, we can accommodate you under one condition – **you do all the legwork and make all the proper arrangements** to make it happen. (Due to both lack of knowledge of varying specific benefits of each player and lack of our manpower to research it, we don't make any effort to arrange these special cases but allow it if you do the work.)

Specifically,

1. You pay the **full** entry fee with your entry form to us.
2. You must make all the arrangements with the course pro to achieve your discounted rate, whatever it is, and deal with the pro directly whatever fees or financial arrangements he requires of you.
3. Be sure to **let the pro know** to either charge us or to not charge us for you, depending on the arrangement you made.
4. Then be sure to **let the handicap chairman know** of your arrangements as soon as you reasonably can prior to the tournament so that we will know in advance whether or not to pay the pro his/her normal tournament fees to us in your behalf.
5. **If the pro does not charge us for you, we will refund you the pro's normal tournament fee to us back to you after the tournament.**
6. **If the pro does indeed charge us for you, we will retain that fee to cover that expense.**

## TOURNAMENT SETUP:

**Determining Flights:** Typically, the flights are finalized a day after the Entry Deadline (i.e., the Tuesday prior to the tournament day). Then the individual course handicap adjustments are also completed as needed at this time. Flight assignments within each tee group (Middle and Forward) are based on 1) order of handicaps and 2) total numbers of golfers playing.

**Determining Hole-Groups:** Typically, the hole-groups are then determined later on this same day - Tuesday. Our first priority is to try to honor the pairings requests as much as practical, with a history of roughly a 90-100% success rate. The pairings requests may not be known by all those in the pairing, but they are still honored roughly in the sequence below.

First we will split the paired 5 (or more)-somes into 4-somes or less as necessary, usually trying to avoid a split out resulting in only a single separated from the rest of the group. Then the 3-somes will be filled by singles into 4-somes. Next, most of the 2-somes will be paired into 4-somes. Then the singles will be inserted to the unfilled groups.

During this process, matching flights, tees, and handicaps are integrated into the process as we can. Only after processing the requested pairings, do we then try to group the balance of the golfers by the typically desired criteria of similar flights, tees, and handicaps.

**Tournament Commitment Deadline:** The tournament commitment is a mutual commitment agreement between the handicap chairman and the course pro regarding the scheduled tournament. The tournament commitment deadline varies with the course pro. It may occur as early as 2 weeks prior or as late as the Friday prior to the tournament date. However, in recent history it typically has been the Wednesday noon before the tournament date, with final minor adjustments often allowed on the Friday before the tournament date. On this commitment deadline, we commit that we will play a given number of golfers and hole-groups to the course pro, and the course pro commits to us in advance their list of actual available starting hole numbers based on that and their other priorities to stay in business.

**Hole assignments:** The hole-groups previously determined are now assigned actual starting hole numbers generally later on this Wednesday. A number of factors are considered in the assignments. The scorers are given priority of better located holes to enable them to return to the scoring table before the others have completed their rounds, enabling them to then accept the incoming scores. If we have the whole course, the other golfers are spread out somewhat randomly over the course using the hole-group handicap average as the main criteria for randomness. This has been the practice over a number of years, in the hopes of improving pace of play and the wait factor between groups. If we are limited to only a portion of the course, as has happened in the past few years, the other golfers will be arranged so that in general the lower handicap groups are placed in the front of the pack and the higher handicap groups in the back. This simplistic system assumes that in general the lower handicappers usually play faster than the higher handicappers.

**Tournament Setup Posting:** The tournament setup information (Alpha list, Holes assignments, and Flight assignments) are then usually finalized Wednesday evening and submitted to the webmaster. The webmaster then usually posts the setup on our website for viewing on the next day, Thursday.

**Tournament Setup Review and Corrections:** As soon as you see the postings on Thursday, check to verify that you are indeed entered in the tournament and that your requested pairings, data, etc. are correct. Any corrections and changes should be reported ASAP to the handicap chairman before that Thursday mid-afternoon, so it can be incorporated into and relayed to the course pro ASAP. The changes incorporated will be by necessity very minimal due to lack of time before sending it to the pros.

**Final Hole Assignments to Course Pro:** Please note: Recently the pros asked for and we agreed to submit the assignments to them 4 days prior to the tournament date. Therefore, this final Alpha list and individual Holes assignments will also be sent to the course pro by the Thursday afternoon before tournament date as requested.

Any changes after that may or may not be posted on the website depending on time available. Thus you need to always check your hole assignments at tournament day check in – it may have changed.

**Cancellation Deadline:** Cancellation Deadline is a variable date when we and the course pro make an informal agreement whereby

- 1) We have committed a specific number of playing golfers to the course pro,
- 2) The course pro have committed himself to support us with our committed numbers while simultaneously supporting others in his/her business,
- 3) We have already completed the total tournament setup (flights, hole assignments, awards positions) on our end, and
- 4) You in turn have committed yourself to play in the tournament whereby we have included and represented you.

This Cancellation Deadline often occurs simultaneously with the tournament commitment deadline, typically on the **Thursday mid-afternoon before the tournament date** (see “Tournament Commitment Deadline” and “Final Hole Assignments to Course Pro” paragraphs above). It may also occur **as early as 1-2 weeks** before the tournament date, depending on the course pro (e.g., a Paradise Hills GC surprise experienced recently). To avoid getting mired up in this moving target situation, get your entries in early, well before the deadlines!

**Cancellations and No-Shows:** Because of the above situations and commitments, if you fail to honor your part of the commitment, there are consequences.

- Both 1) Cancellations after the Cancellation Deadline and 2) No-Shows on tournament day will result in the loss of your entry fee. Your check, whether received or to be received, will be deposited and not be refunded.

However, if the course pro does not charge us for your cancellation or absence, we will in turn refund you the course pro tournament fee portion of the entry fee. This is usually, but not always, the case with the pro.

- Cancellations before the Cancellation Deadline will be honored and your entry fee check shredded. However, if the cancellation occurs just prior to the Cancellation Deadline and adversely affects the flight/awards setup, the awards portion of the entry fee may not be

refunded. This situation seldom occurs, but if it happens, your check will instead be deposited and we will send you a return check for the balance.

**Absolutely Final Changes:** Any changes over the weekend are managed at the course itself on tournament day. Last minute changes inevitably occur – that is life. Call it in to the handicap chairman ASAP before the tournament to enable us to deal with it at the course check-in site.

**Disposition of Checks:** The checks are not deposited until immediately after the tournament day. Any checks not deposited are shredded instead of being mailed back to the owner (exceptions can be made if the request is made in time before the shredding). We try to minimize writing refund checks.

### **TOURNAMENT DAY GOLF COURSE ACTIVITIES:**

**Check-in registration:** On tournament day, be sure to register at the pro shop counter when you first arrive, not later. It is crucial that we and the pro can complete our headcount and account for everybody, and with minimum delay. The check-in site is usually the pro shop counter manned by the pro, but it may occasionally be a separate table located near the golf course pro shop manned by Directors and other volunteers. It is usually open at least one hour before shotgun start time.

Be sure to verify your starting hole and tee assignment at check-in as it may have changed from the latest posted information. If there are discrepancies between the information on your scorecard and the check-in information (e.g., starting hole, tee color and handicap), question the accuracy of the scorecard information and use the check-in information as the correct data.

**Tournament practice and warmups:** Range balls on the driving range are usually available approximately 1 hour prior to shotgun time.

**Tournament opening announcements:** About 10-15 minutes before shotgun starting time, the course pro and our President or his/her representative will make announcements, go over local ground rules, introduce new members, etc.

**Tournament Play:** Refer to [SGNM Local Rules](#) and [Pace of Play Guidelines](#) on the website for pertinent, detailed information.

- The Local Rules have been updated to track the 2019 changes in the USGA Rules of Golf. (Be sure to read this important article on the website for details.)
- The Pace of Play Guidelines have also been updated to track the 2019 changes in the USGA Rules of Golf. (Be sure to read this important article on the website for details.) Note that the maximum time allowed to search for lost balls is 3 minutes.

Slow players should allow the group behind them to play through when asked and when there is at least one full hole gap consistently in front of them.

**Scorecards:** There is usually one tournament scorecard per hole-group. It is advisable to maintain a backup scorecard to help check scoring accuracy and to potentially replace a lost master scorecard.

**Scorecard signatures:** At the end of the tournament, you need to sign the scorecard to testify that you and all the other golfers on the scorecard have their respective correct scores. You are verifying not only your own score, but the others as well. Be aware that you are verifying that the individual hole scores are correct, not necessarily the sum total at the end of the round. The scorers will check the sum. Scorecards must be readable. An illegible scorecard may in the worst case result in a highly undesired DQ simply because the scorers could not read it and thus could not determine a total score. Suffice it to say that it is in your best interest that your penmanship in your scorecard is clear and legible.

**Scoring Table:** Turn in the scorecard to the scorers at the scoring table, usually set up near the pro shop. An unreturned or unsigned scorecard is usually grounds for disqualification, which we want to avoid. The scoring table is manned by Directors and other volunteers who check and transfer the scores onto the results sheets before departing. Then the handicap chairman later complete processing the results at home.

#### **POST TOURNAMENT ACTIVITIES:**

**Tournament Results:** The results are posted on the website usually within the next few days after the tournament. Those few winners who don't have email or access to the website will be notified by snail mail.

Winner awards are given in a ratio of one award minimum per 4 golfers and sometimes up to roughly 1 award per 3.5 golfers.

There will be only one winning award per person with the exception of the CTP (Closest to Pin) winners where there is no limit.

There will be a CTP award given for each of all par-3 holes in each tournament round. All flight players irrespective of the tees they played from are equally eligible to win any or all the CTP awards.

All ties are resolved by scorecard playoffs. The gross hole scores of stroke index (previously known as handicap holes) #1, 2, 3, etc., of the Middle Tees will be used in that order until the tie is broken and the winner is determined.

The awards are given in the form of Gift Certificates (GCs) at Bullseye Golf. Bullseye Golf is located in the Hoffmantown Shopping Center at 8212 Menaul Blvd NE, Albuquerque, NM 87110, phone (505) 884-3454.

**Redemption of Winnings:** The winning GCs will be credited within a few days after the website posting to Bullseye Golf into an account in the winners' names. The GCs can be used immediately or left in the individual's credit at Bullseye for future purchases. The GCs were purchased by SGNM with the awards monies portion of the entry fees from Bullseye at a 13% discount. Any purchase by the

redeemer with the GCs at Bullseye will earn an additional 3% in-store credit on future purchases. If there are any questions or disputes about your account, please contact the handicap chairman to help resolve it.

Any unused awards funds at the end of the regular season are used to support the awards in the annual State Championship tournament.

Note that the GCs are not snail mailed to the respective winners. Those winners who do not have email accounts will be notified of their winnings by phone. The winner has to only go to the store and charge his/her purchases to his/her GC that was already placed in his/her account there.

**Handicap Updates:** The handicap is updated and posted on the website usually before the weekend after each tournament or after each set of 2 or 3 successive-day tournaments (not between each individual round). See [Handicap system](#) on the website for more information.

### **SPECIAL TOURNAMENTS:**

Aside from these individual stroke type regular season tournaments, we may have some special tournaments. They are the 2-person Scramble tournament, 2-person Four-Ball (Best Ball) tournament, and the year-end SGNM Annual State Championship tournament (aka Championship for short, also at times abbreviated as SCT).

#### **2-Person Scramble:**

The following are some general information of the tournament. Detailed participation rules are published on the website prior to the tournament event.

**Format:** In this scramble, all the 2-person teams start play with a shotgun start. Each player plays from the pre-selected default tee he normally played from during the season. After the tee box drive from their respective individual tees on each hole, the team picks the best ball and then plays a normal scramble tournament for the balance of the hole.

The team member with the higher handicap will have his course handicap capped at 10 strokes above the lower member handicap. Then the team handicap is equal to 50% of the sum of each team player's adjusted course handicap, and rounded up to the nearest integer. There are both team low gross awards and team low net awards. Team ties are resolved by the normal score card playoffs method.

**Pairings:** Requested pairings to establish the 2-person teams are not only allowed but are encouraged because 90-95% entries have historically come in already paired! So be forewarned – get your pairing arranged early if you want to pair with some particular person, before you submit your entry. If you have not requested a pairing or are not paired up already, we will pair up unpaired entrants into teams during the week before the tournament with the criteria of trying to match individual handicaps as close as we can in each team.



At the tournament itself on the first tournament day, any un-paired (for whatever reason) person will be paired up with any other golfer also not paired. If at the end, there is still one person not paired, he will still be allowed and encouraged to play but as a one-person team with only 1 ball. However, he will get only half of the normal team winnings if he is a winner.

Due to the nature of this format, the individual handicaps will not be updated from scores in this tournament.

#### **Four-Ball (a.k.a. 2-Person Best Ball):**

The following are some general information of the tournament. Detailed participation rules are published on the website prior to the tournament event.

**Format:** In this tournament, all the 2-person teams start play with a shotgun start. Each player plays from the pre-selected default tee he/she normally played from during the season. The team member with the higher handicap will have his course handicap capped at 10 strokes above the lower member handicap. There are both team low gross awards and team low net awards. Team ties are resolved by the normal score card playoffs method. The team records the gross score of each hole for each team member. Then the resulting lowest gross & net scores of the 2 team members become their team gross & net scores for the hole. During play, you may pick up your ball whenever it becomes apparent that both your net score and gross score will be equal to or higher than your partner's on that given hole.

**Pairings:** Requested pairings to establish the 2-person teams are not only allowed but are encouraged because 90-95% entries have historically come in already paired! So be forewarned – get your pairing arranged early if you want to pair with some particular person, before you submit your entry. If you have not requested a pairing or are not paired up already, we will pair up unpaired entrants into teams during the week before the tournament with the criteria of trying to match individual handicaps as close as we can in each team.

At the tournament itself on the first tournament day, if you are un-paired (for whatever reason), you will be paired up with any other golfer also not paired. If at the end, you are not paired, you will still be allowed and encouraged to play as a one-person team with only 1 ball. However, you will get only half of the normal team winnings if you are a winner.

Due to the nature of this format, the individual handicaps will not be updated from scores in this tournament.

## **State Championship Tournament:**

The following are some general information of the tournament. Detailed participation rules are published on the website prior to the tournament event.

The SGNM State Championship Tournament caps the end of the season with an annual banquet on the last day of competition. It is a 3-day tournament covering a different course each day in Albuquerque. It is highlighted with the awarding of green jackets for overall tournament winners. The home course and headquarters may be different from year to year.

**Eligibility:** Our requirements this year is: One must have scored in at least 1 tournaments in the current year, excluding the past year state championship.

**Format:** This tournament will use the method of shot gun starts and flight assignments as normally done during the regular season. However, everyone will play from only their default middle tees or their default forward tees. Your handicap will remain constant throughout the 3-day tournament.

The tournament will be played on 3 courses in series in 3 consecutive days.

The tournament's highlight prizes are the green jackets for the overall 3-day Low Gross and Low Net winners for the total field as well as in each flight. GCs are awarded for all other winners. We also have day winners for each individual day regardless of flight. There is a limit of one prize award per person for the entire tournament. CTP awards for each par-3 hole at each course are given and are the exception to the 1 prize/person rule.

**Pairings:** Requested pairings are not allowed and will not be honored in this tournament. We will automatically build hole-group pairings via the computer software on the basis of prioritizing same flights in the group and then manually prioritize same tees within the group. A by-product of the process will be a low level effort to minimize the number of times each golfer will play with any given golfer to no more than once in each of the 3 rounds.

**Handicaps:** The individual handicaps are not updated between the 3 rounds, but only after the end of the completion of the tournament.

2/5/20