



Southern California Mexican-American Golf Association

LOS ANGELES CHAPTER

STANDARD OPERATING PROCEDURES

● **Los Angeles Chapter**

Golf tournaments sponsored by the Los Angeles Chapter of SCMAGA will be governed by these methods and procedures for tournaments, issuing awards, establishing handicaps and maintaining uniform conditions and requisites for all participants.

● **Monthly Tournaments**

An 18 hole tournament will be conducted once a month (Championship and Special Tournaments excluded). Subject to availability, each of these events will be held on standard length golf courses. Tournaments will be held at different golf courses throughout the year.

1. Notification

- (a) A schedule of monthly tournaments shall be provided on the Los Angeles Chapter website (www.scmagalosangeles.com) at the start of the year.
- (b) A notification of each monthly tournament shall be posted on the website for the membership containing the following information:
 - 1. Date, Time, and Place of event.
 - 2. Type of Tournament (Best Ball, Scramble, etc).
 - 3. Entry Fee and Entry Deadline.
 - 4. Entry Requirements (Handicap Differential, Guest Status, Maximum Handicap, etc).

2. Entry Fees

- (a) Fees shall be paid in advance of the Tournament day. The Committee shall establish an amount in excess of the rate charged by the Golf Course for green fees which will be used to defray the cost of awards and preparation. Any profit made shall be deposited in the Club Treasury.
- (b) Members are responsible for commitments to all tournaments. Refunds will be made only if the required 72 hour cancellation is given and shall be at the discretion of the Board of Directors.
- (c) Guests are the responsibility of the sponsoring member. Fees for all guests shall be paid in advance by the sponsoring member. Guest fees not paid or items such as bad checks shall also be the member's responsibility to make good to the Club.

3. Guests

- (a) Guests shall be allowed to participate on a space available basis subsequent to the tournament deadline. No guests will be allowed to play if it means a member will be deprived of playing if said member has signed up prior to the deadline.
- (b) Guests will be limited to participating in a maximum of two (2) events annually.
- (c) The Committee shall charge a guest Entry Fees in excess of that required from a member for a given event.

4. Members Responsibility

- (a) Members who commit themselves to a Tournament shall check-in to the Tournament Chairman within the check-in time stated on the tournament notification or flyer.
- (b) Any late check-in will eliminate said member from any external games or prizes unless payment is made prior to the day of the Tournament.
- (c) Members not able to participate in an event previously committed to shall notify the Committee 72 hours in advance.
- (d) Members shall at all times conduct themselves in a manner that will promote good public relations for SCMAGA and the Los Angeles Chapter.
- (e) It is each member's responsibility to verify that the Handicap on his scorecard is correct.
- (f) It is each member's responsibility to sign and have his scorecard attested prior to submitting it to the Scoring Committee.

5. Tournament Committee

- (a) The Tournament Committee shall be headed by the current Tournament Chairman and shall consist of as many members as the Chairman feels is necessary to perform the duties that follow.
- (b) The Committee shall make available the starting times for a tournament at least 24 hours prior to the event.
- (c) The Committee shall post the parings the day of the event for the participants to review.
- (d) The Committee shall advise participants that all play is to be conducted under USGA rules unless otherwise instructed.

- (e) Rules that will be in force for a given tournament shall be posted and contain as a minimum the following information:
 - 1. Markers (Tees) to be played from.
 - 2. Under adverse conditions “Winter Rules” may be used and will be announced on the day of the Tournament. “Summer Rules” will be used for all Los Angeles Chapter tournaments unless otherwise announced.
 - 3. Local Rules not available on Score Card.
 - 4. “Embedded-ball” rule will be in effect unless otherwise noted.
- (f) The Committee shall provide participants a score card showing their handicap which must be verified by each member.
- (g) A Committee member may be posted at the first Tee of a tournament to insure a smooth and orderly flow if available.
- (h) The Committee shall ascertain that all tee-off times are early enough to guarantee that all participants will finish their round.
- (i) The Committee shall pair off participants within the following guidelines:
 - 1. Each foursome shall assign a Chapter member who is knowledgeable with the Rules of Golf and Chapter policies. He should be identified on the score card and act as the “Captain” of the foursome.
 - 2. It shall be the Captains responsibility to keep the foursome moving and to interpret any Rule of Golf in order to expedite play until a Rules Committee member is available.
 - 3. It shall be the Captains responsibility to inform new members as to the proper approach and conduct while playing Golf as a member of the Los Angeles Chapter.
 - 4. Pairing shall be made such that no constant groups of individuals play together. This will be enforced in order to make all members welcome and to allow all members to become acquainted with each other.
- (j) The Tournament Chairman shall obtain the approval of the Board of Directors for Tournament Schedules, Special Golfing Events and Golfing purchases prior to any contract commitment.

(k) A Tournament report shall be submitted in writing after each Tournament. It shall reflect actual expenses and monies collected. Outstanding monies not yet collected, shall be reported.

(l) All bulk purchases of Golf balls, stationary, prizes, etc. when used for more than one Tournament, shall be at the expense of the Club and shall not be charged to an individual Tournament.

● **The Club Championship Tournament**

A 36 hole tournament for Los Angeles members will be held once each year. To be eligible, member must be in good standing, have an established handicap and must have played in four (4) Chapter Tournaments during the preceding 12 month period. This Tournament may be followed with an Awards Banquet.

1. Club Championship pairings shall be done by Flights.
2. A sudden death play off will be held if necessary to determine the Club Champion and individual Flight Champions.
3. The Club Champion and Net Champion will be allotted a free entry to the following years Club Championship. The Committee will decide each year what is included in this allotment.
4. All Champions will be eligible to participate in the Publinks "Champion of Champions" tournament based on space availability. It is the responsibility of each champion to notify the Tournament Chairman in a timely manner if they wish to participate. The Club Champion and Net Champion will have first priority. All champions are responsible for their own entry fee.

● **Annual Association Tournament**

A 36 hole tournament for all members of SCMAGA is held annually. Each Chapter in the Association is allotted a number of golfers proportional to the size of their membership. The location of this event may be relocated each year in an effort to be equal to all Chapters. To be eligible, a member must be in good standing, have an established handicap and must have played in four (4) Chapter Tournaments during the preceding 12 month period.

● **Chapter Tournaments**

As a member of SCMAGA, you are entitled to play in any Chapter's monthly tournament by calling the respective Tournament Chairman. An exception to this would be special tournaments such as individual Chapter Championship rounds etc. You can view a master schedule of other Chapter Tournaments each year at: **www.scmaga.org**