**THE RANCHO BERNARDO INN MEN’S GOLF CLUB**

 **RANCHO BERNARDO INN**

**San Diego, California**



**MEMBERS’ HANDBOOK INFORMATION, PROCEDURES, and**

**GOLF RULES**

**BY-LAWS OF THE RANCHO BERNARDO INN MEN’S GOLF CLUB**

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## MEMBERSHIP

The Rancho Bernardo Inn Men's Golf Club (RBIMGC) is open to all men 18 years of age or older and offers its members many opportunities for golf and fellowship. Within the Club there are two categories of golf participation. Each class has identical benefits except for Tournament privileges as described in the following sections. All members are registered with the Southern California Golf Association (SCGA) and receive an identification number for index record keeping that leads to a handicap. The golf index is readily converted into a handicap at any SCGA/USGA course being played.

* 1. Full Member:

Full Member Tournaments are scheduled for every Monday of each month. An entry fee of $5.00 is charged per event, which is applied to the tournament prize awards.

* 1. Associate Member:

The second tournament of the month is open to Associate Members as well as Full Members. An entry fee of $5.00 is charged per event, which is applied to the tournament prize awards.

* 1. Sign -Up Procedures for Tournaments:

In order to participate in a Club golf tournament, each player needs to click on the “Playing” button found in the invitation email sent by the Tournament Director a week before the tournament. If a player is not planning to play in the tournament, they should click on the “Not Playing” button found in the same email invitation.

In the event that a member has an issue when attempting to respond to the invitation email, they should either telephone or e-mail the TD (as shown on the tournament/Schedule area of the Club website). The TD will acknowledge the phone call or e- mail by return phone call or e-mail in order to make the sign-up request valid. If this acknowledgement does not occur on a timely basis, the member can safely assume that he is not signed-up to participate in the tournament and should try to once again contact the TD.

## Whatever method is used to sign-up, the DEADLINE for tournament sign-up is 4 PM on the Friday before the Monday golf tournament. The TD will make every effort to include a member who calls or E mails after the deadline but inclusion is subject to available slots and is not guaranteed.

If a member is signed-up to participate in an upcoming Monday tournament but later determines that he cannot play in the tournament, he must contact and notify the TD as soon as possible. It is the sole responsibility of the member to contact the TD to cancel his registration to play in that tournament.

* 1. Determination of Pairings:

With few exceptions, all tournaments are 0800 shotgun starts. The main exception is during the colder months of November through March, when 0830 shotgun starts will be utilized. The Tournament Director (TD) for each tournament is responsible for developing the pairings. Tournament instructions and a link to the pairings will be sent to the players the day before the tournament.

* 1. Hole-in-One Award:

The Club will award a “prize” for an Ace (hole-in-one) made by any member while participating in a regularly scheduled RBI Men’s Club golf tournament. The prize will not exceed $200 per event and is intended to defray the cost of the member buying a single adult beverage for each club member coming into the bar following the tournament where the member scored his ace. These adult beverages will include draft beer or well bar drinks only. The member is responsible for the bar tab and he should contact the club treasurer who will reimburse him by up to a maximum of $200.

* 1. Eligibility for Special Event Tournaments:

The Club holds several “special” event tournaments each year. Such events include the 2-Man Team Championship, Annual Members’ Golf Day and such other events so-designated from time to time as “special” by the Board of Directors. These events are usually characterized by having a larger-than-normal prize pool. Any member wishing to be eligible to compete for tournament prizes in any such “special” events will be required to have played in a minimum of ten (10) Men’s Club tournaments in the 12-month period prior to the date of the “special” event. Members who have been in the Men’s Club for less than one year must have played in a minimum of five (5) Men’s Club tournaments. Men’s Club Team match play or President Cup playoff matches do not count toward the eligibility. Members not meeting this criteria can still play in these events, but they will only be eligible for non-competitive prizes such as raffle or door prizes (if such prizes are offered). This rule does not impact or otherwise negate the President’s Cup eligibility rules as set forth in 1.7.1 below.

* 1. President’s Cup:

The Club has an annual championship type tournament entitled the President’s Cup Championship. Qualifying-round information and exact timing is published on the Club’s web site and via e-mail messages to members in advance. Following the qualifying rounds, match play will determine two champions – one from the A-flight and one from the B-flight.

* + 1. Eligibility:

Full Member: Participation in and posting scores from at least 15 Men’s Club tournaments in the 12 calendar months preceding the start of the President’s Cup qualifying-rounds.

Associate Member: Not eligible.

* + 1. SCGA Tournament of Club Champions:

Both A & B-flight President’s Cup winners are eligible for this SCGA-sponsored tournament that is usually held at year-end. Entry fees for both President’s Cup winners to this SCGA event will be paid for by the Club. Minimum SCGA index requirements must be met.

## HANDICAP/INDEX PROCEDURES

* 1. USGA Handicap System

The USGA *Handicap System* is implemented and administered for Southern California by the Southern California Golf Association (SCGA). Its purpose is to make the game of golf more enjoyable by enabling golfers of differing abilities to compete on an equitable basis. This system provides fair course handicaps for players regardless of ability and skill levels and adjusts a player's handicap index up or down as his game changes. At the same time it disregards high scores that bear little relation to the player’s potential ability and promotes continuity by making handicaps continuous from one playing season or year to the next. A basic premise underlies the USGA, namely, that every player will try to make the best score he can at each hole of every round that he plays, regardless of where the round is played, and *that he (or the Club) will post every round in which he has an individual score*.

* 1. Posting Scores

**NOTE. MEMBERS DO NOT POST SCORES FROM REGULAR MONDAY TOURNAMENTS, THEY WILL BE POSTED BY THE TOURNAMENT DIRECTOR.** For all other rounds, the SCGA handicap index recording and processing system requires that all 9- and/or 18-hole scores, both home and away, MUST be entered (posted) via computers furnished by the SCGA at each SCGA affiliated course played. A member can also post scores by accessing the SCGA’s website at www.scga.org or by using the GHIN app on their smart phone. In either case, a member must post their score on a timely basis. The Club HIGHLY recommends that members post their scores within four days of completion of their round.

* 1. Handicap Indexes

New Members who have a recent handicap index from a prior club affiliation, whether associated with the SCGA or another recognized golf association, may submit documentation (certified by the prior club) to the RBIMGC Handicap Committee to have their index transferred to the RBIMGC computer. New Members without a prior index may obtain one by submitting five (or more) attested 18-hole scores to the Handicap Committee. A temporary index will then be established by the Handicap Committee that can be used for RBIMGC Tournaments after 10 total rounds have been posted. Handicap indices are available on the SCGA’s website by member number. The SCGA’s website is at www.scga.org .

* 1. Penalties

The individual golfer has the responsibility to provide accurate and conforming information in earning his handicap index. The procedures that have been outlined herein conform to the latest USGA regulations and rules as administered by the Southern California Golf Association (SCGA). Please refer any handicap questions to the Club’s current Chairman of the Handicap Committee.

 **2.5** USGA Handicap Adjustments

Handicap indexes may be adjusted by the SCGA if a players tournament round scores are significantly lower than the players scores for regular rounds. If an adjustment has been made, the player will see a “R” next to his current handicap index in GHIN.

Any member who receives an “R” (Reduced) handicap may request to have this reduction reviewed by the Handicap Committee. In order to initiate the review, the member must send written notice to the Handicap Chairman and include the reason(s) they believe the reduction has been inappropriately applied. The Handicap Chairman may discuss the circumstances that initiated the review request with the member. The Handicap Committee will then provide a decision on the member’s request as soon as practical.

After the review, if the Handicap Committee’s decision is that further adjustment is appropriate, the Handicap Chairman will make an equitable adjustment to the member’s handicap. The Handicap Committee’s decision on each review shall be final.

**3.0 USGA AND LOCAL RULES**

Rules are designed to be applied uniformly so all players are on an equal footing. At the RBIMGC tournaments, USGA RULES APPLY AT ALL TIMES! The Board of Directors in cooperation with the RBI Inn Professional Golf Staff have established certain local rules which are detailed in under the LOCAL RULES tab on the web site.

## 4.0 SCORING

## NOTE. THE CART INSTRUCTIONS ISSUED AT EACH REGULAR TOURNAMENT ARE DESIGNATED AS THE RULES OF THE COMPETITION AND MAY SUPERCEED OR ADD TO ANY DIRECTION IN THESE PROCEDURES.

 **4.1** The Scorecard

The heart of a fair and equitable handicap system is an accurate and properly filled out scorecard. The RBIMGC uses special computer-generated scorecards prepared by Tournament Directors for club scheduled events. Two identical cards are generated for each team. The name of each team member is pre-printed on the cards along with his current handicap. Depending upon an individual’s handicap, strokes are assigned to each hole in the form of dots. Other information pre-printed on the cards may include the flight designation for each player, the date, the team # and the starting hole. The scorekeepers must record the start and end times in the spaces provided on the scorecard.

NOTE: FAILURE TO RECORD THE START AND END TIMES MAY RESULT IN DISQUALIFICATION OF THE TEAM FROM THE MAIN TOURNAMENT OF THE DAY.

 **4.2** CTP (Closest to the pin) holes.

Certain holes will be designated as closest to the pin holes (CTP) where a prize is awarded to the player whose ball is nearest to the pin either from the tee or as defined by the TD in the cart instructions. A tape measure and record card will be available at the greenside and if a members ball meets the criteria of competition, that member will record his name and distance from the hole on the record card. It is the responsibility of the member and the other members of his foursome to confirm that the member meets the established criteria such as flight restrictions, etc. before he records his name and distance.

NOTE: If it is subsequentially determined that the member did not meet the criteria for the competition and should not have added his name and distance to the record card, THE CTP prize for that hole will be abandoned.

 **4.3** Gross and Net Scores

The two scorecards are to be filled out as play progresses by two members of the team (the scorekeepers). Individual gross scores are entered on the scorecard as soon as the hole is finished. To determine a team net score for a given hole, the scorekeeper simply subtracts the number of strokes each player is assigned on that hole from his gross score on that hole. The format announced for the event will determine how those individual net scores are used to establish the TEAM NET SCORE on the line below the players’ names. As each hole is played, record the gross score for each player, the Team Net Score and the Cumulative, or running total team net score. Circle the individual scores that are used to compute the Team Net Score for each hole.

 **4.4** End of Play, Gross and Net Scores, Scorecards and Rules Violation Procedure

 **4.4.1** At the end of play, total all individual gross scores and record on the card. Determine individual net scores by subtracting each person’s handicap from their gross score. Sum up the team’s Cumulative Net Score and circle it. After all data is entered, one scorecard must be signed by the scorekeeper and attested by another member of the foursome. One scorecard, signed and attested, must be given to the Tournament Director (TD) for that day in the Veranda Sports Bar or the designated area as defined by the cart instruction sheet.

 **4.4.2** All team members are responsible for the accuracy of their scorecards. Both team scorekeepers should regularly compare scorecards throughout the round and at the completion of the round to verify that both scorecards have the same scores for each team member. Any score discrepancies must be resolved before the signed and attested scorecard is presented to the Tournament Director. If scorecards are submitted which are incomplete, the Tournament Director may disqualify both the team and the individuals from prize money for that tournament. Scorecards submitted that contain inaccurate math or scores do not add up, do not, in themselves, constitute an error that can be penalized by disqualification.

 **4.4.3** If a contestant is observed to violate a rule during a tournament and does not announce this violation in accordance with the Rules of Golf, he should be advised of this violation by the observer(s) immediately after the violation occurs. The violation will be reported to the Tournament Director. The Tournament Director will determine if a disqualification is appropriate under Rule 33.7. If the contestant is not notified of the alleged violation by the observer(s) immediately after the alleged violation occurs, there is no basis for a violation. A contestant disqualified under this section may appeal to the Rules Committee.

 **4.4.4** Please note that the Handicap Committee is empowered to assess penalties for violations occurring on the scorecards. The penalty is imposed after a warning. A penalty by USGA definition is a score posted by the Handicap Committee for a player who does not return a score or, otherwise, does not observe the spirit of the USGA Handicap System.

 **4.5** Tie Breaking Rules

 **4.5.1** Stroke Play: When competitors scores are tied after a stipulated round, ties will be broken by matching the competitors scores, starting with the total net for the nine holes played on the back nine holes, then the last six holes played on the back nine, then the last three holes played on the back nine, then the last hole on the back nine. If there is still a tie, the tie breaking procedure will be hole by hole starting with the last hole and continuing until the first hole.

 **4.5.2** Match Play: When competitors are tied or all holes are even after a stipulated round, the tie is broken by playing extra holes continuously from first hole played until the tie is broken. Net scores using handicap and strokes defined by hole will be compared.

 **4.6** SCGA/USGA EQUITABLE STROKE CONTROL

Adjustments on high score holes are limited by the handicap of the player. If you have an established handicap index, the maximum score for each hole played is limited to a net double bogey, equal to double bogey plus any handicap strokes you are entitled to receive based on your Course Handicap.

## ELECTRONIC POSTING

 **5.1** When playing at other Southern California Courses, find the posting computer, usually in or near the Pro Shop. Follow the instructions below for posting scores.

 **5.1.1** Home Course: Touch the open portion of the screen, then follow the prompts to post your score.

 **5.1.2** Away course: Touch the upper left “Guest” icon and follow the prompts to post your score.

## Make sure you are posting a gross score or, if need be, an ESC adjusted gross score, NOT a net score.

 **5.2** Play Outside of Southern California

 **5.2.1** If the course has a computer with the *International Golf Network* (IGN) symbol on the opening screen: Click on the IGN selection, then highlight the *Southern California Golf Association* bar. Enter your seven-digit SCGA membership number. Continue through the screens as directed to post your score.

* + 1. If the course does NOT have a computer with IGN selection on the opening screen, submit the card to the RBIMGC Handicap Chairman upon your return for posting.

 **5.3** Posting via GHIN

Scores may be posted via the GHIN app on a smartphone or at GHIN.com.

 **5.4** Additional Information

 **5.4.1** You cannot post scores played at one course on another course's posting computer.

 **5.4.2** You can only post two scores in one day at each golf course and the score information cannot be identical for both scores. If you have the same score from the same set of tees, post the second score the following day or submit it to the Club's Handicap Chairman.

 **5.4.3** Computer assistance can be provided readily by members of the Pro Shop.

 **5.4.4** If you cannot post your score using the Pro Shop’s posting computer (the computer is unavailable or unresponsive) and you cannot post your score on-line via the GHIN (you do not have access to a computer or smartphone), as a last resort, you should give your scorecard to the Club’s Handicap Chairman so that he can post your score on your behalf.

 **5.5.5** It is important to note that the Handicap Committee has the authority to issue penalties for non-conforming cards, non-postings, missing scorecards and inaccurate postings. The individual golfer has the responsibility to provide accurate and conforming information in earning his handicap index. The procedures that have been outlined herein conform to the latest USGA regulations and rules as administered by the Southern California Golf Association (SCGA). Please refer any handicap questions to the Club’s current Chairman of the Handicap Committee.

## CONSIDERATIONS OF PLAY

* 1. Slow Play

In the interest of *all,* golfers should play without delay. In the interest of speeding up play take practice swings before occupying the tee box and use the continuous putting rule on the greens.

 **6.1.1** On hole #4, after all players of a group are on the green and the next group is waiting on the tee, they shall be waved up and allowed to hit. READY GOLF IS ALWAYS APPROPRIATE.

 **6.1.2** Please observe the three-minute rule on lost golf balls. If there is an open hole ahead, after a warning from the marshal, RBIMGC has a skip a hole or a penalty rule in effect.

NOTE:1 FAILURE TO COMPLY WITH THE MARSHAL'S DIRECTION WILL RESULT IN A TEAM DISQUALIFICATION.

NOTE 2: TEAMS WHO SUBMIT A SCORECARD WHERE THE END TIME IS MORE THAN 30 MINUTES LATER THAN THE END TIME OF THE TEAM IMMEDIATELY IN FRONT OF THEM WILL BE DISQUALIFIED FROM THE MAIN TOURNAMENT UNLESS THE TD DETERMINES THAT THERE WERE EXTENUATING CIRCUMSTANCES

* 1. Carts

Keep electric carts on paths around greens and tees. Carts are to remain on the paths as directed by either the starter, marshal or as indicated by pathway signs. Pull carts are not allowed to be taken across greens, tees or bunkers. They must be parked in the third cut around greens.

* 1. Cell Phones

As a reminder, cellphone use on the course is discouraged. Phones must be silenced at all times.

* 1. Safety

Prior to playing a stroke or making a practice swing, the player should ensure that no individual is standing near or in a position to be hit by the club, ball, or any stones, pebbles or the like, which may be moved by the stroke or swing. *At all times on the course please observe silence during the stroke of the player.*

* 1. Other Considerations

 **6.5.1** When in the fairway, please observe the 90 degree rule whenever possible from the path to your ball and back when driving in a golf cart. All yardage markers found on the golf course are measured to the center of the green.

 **6.5.2** Please repair all divots by replacing or by using sand/seed mixture, rake sand bunkers after use and repair all ball marks on the greens. After use, rakes should be placed back in the bunker with the end of the rake handle nearest to or touching the edge of the bunker.

 **6.5.3** Proper golf attire must be worn at all times.

 **6.5.4** All players should be courteous to other players and people living along the golf course. The use of foul, abusive or loud language, the making of inappropriate gestures or urinating in public will not be tolerated. Restrooms are found at the snack shop at the 1st tee/18th green, next to the 4th tee and right of the 8th fairway and between the 16th green and 17th tee box.

 **6.5.5** For player's safety and course maintenance please observe all posted information.

## 7.0 MISCELLANEOUS

At the Club’s annual members’ dinner or at a Club event where raffle or door prizes are being awarded, members must be present to win such raffle or door prizes.

**The By-Laws of the Rancho Bernardo Inn Men’s Golf Club are found on the following page.**

**8.0 BY-LAWS OF THE RANCHO BERNARDO INN MEN’S GOLF CLUB**

ARTICLE I. NAME

The name of this corporation shall be the RANCHO BERNARDO INN MEN'S GOLF CLUB.

ARTICLE II. PURPOSES

1. To stimulate interest in golf at the Rancho Bernardo Inn Golf Course by bringing together a group of men desirous of forming a golf organization.
2. To promote and foster among its members a closer bond and fraternity for their joint and mutual benefit and to promote and conserve the best interests and true spirit of the game of golf as embodied in its ancient and honorable traditions.
3. To enforce uniformity in the rule of the game by creating a representative authority.
4. To maintain a uniform system of handicapping as set forth in the regulations of the Southern California Golf Association.
5. To afford a convenient and authoritative body to govern tournaments and other golfing events held at the Rancho Bernardo Inn Golf Course.

ARTICLE III. MEMBERSHIP

Section 1. Membership shall be available to all men 18 years or older.

Section 2. Each candidate for membership shall be proposed by an active member in good standing.

The Board of Directors shall act upon each proposal by vote and two negative votes shall disqualify any candidate.

Section 3. The Board of Directors may confer honorary membership upon those whom they feel have contributed to the advancement of golf. The unanimous affirmative vote of the Board shall be required to approve such action.

Section 4. In the event any member of this organization shall commit any act, which reflects discredit or disrepute thereon or shall refuse or neglect to comply with the rules and regulations adopted by the Board of Directors or the duly appointed officers such member shall be subject to suspension or expulsion after ten days written notice (with the right to be heard) by a vote of two-thirds of the Board of Directors at any regular meeting or special meeting called for such purposes.

Section 5. The Board of Directors shall hold general membership meetings at such time and place they may decide upon. The Board of Directors shall provide for the holding of such other meetings as may be deemed necessary or desirable and they shall call special meetings upon written petition signed by 10 of the membership.

Section 6. A legal quorum at any general membership meeting shall be ten percent (10) of the membership. Each active member in good standing shall be entitled to one vote. Proxies shall not be permitted. A majority vote of a quorum present at any meeting shall be necessary for the adoption of any motion.

Section 7. All membership fees and dues shall be established by the Board of Directors from time to time in such amounts as they deem to be adequate to operate and maintain the Club. Dues are to be paid in a timely manner and provide for membership for the following calendar year.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of eleven (11) members in good standing of the Rancho Bernardo Inn Men's Golf Club and they shall exercise all powers of the management not specifically excepted by these By-Laws. Board Members shall be elected for a term of one year. Should a Board Member be unable to serve out his term, the President shall nominate a member in good standing to serve the unexpired period of the departing Board Member. A majority of the Board present must approve the nominee by secret ballot.

Section 2. By October 15th of each year the President shall appoint a nominating committee consisting of three members of the Board of Directors. At least two weeks before the date of a general membership meeting called for that purpose this committee shall submit to the Board of Directors and shall post upon the Club’s Website and Bulletin board a list of nominees to fill the vacancies for the term of office beginning on the first day of January following the said meeting. Further nominations by the general membership may be made at the general membership meeting. Nominees will be elected to fill vacant Board positions at this meeting.

Section 3. The Board of Directors shall meet at such times and places as they may select and a majority

of the Board present constitutes a quorum for the meeting.

ARTICLE V. OFFICERS AND COMMITTEES

Section 1. The next regularly scheduled Board meeting after the annual general membership meeting shall be a joint meeting of the outgoing and incoming Boards of Directors. At the completion of all unfinished business by the outgoing Board, the incoming Board shall meet separately and elect the officers.

Section 2. The officers shall consist of President, Vice President, Secretary and Treasurer and their duties shall be such as their title would indicate or such as may be assigned to them from time to time.

Section 3. The Board of Directors shall authorize and define the powers and duties of all committees. Chairmen and members of all committees shall be appointed by the President and he shall be an ex-officio member of all committees except the nominating committee.

Section 4. The following Committees shall be appointed each year with such other committees as the President may deem necessary or advisable:

Tournament Chairman/Committee - to arrange, conduct and schedule tournaments for all members.

Handicap Chairman/Committee - to establish a fair and proper system of handicapping in accordance with procedures of the Southern California Golf Association.

Membership Chairman/Committee - to investigate and act upon all applications for membership and to recommend appropriate action to the Board of Directors.

Rules Committee - Be a source of information and interpretation of rules in conjunction with the Rancho Bernardo Inn’s Director of Golf. Publications Chairman/Committee - To disseminate matters of interest to the Membership and all publicity for Club events.

ARTICLE VI. AMENDMENTS TO THE BY-LAWS

The Board of Directors shall have the power to repeal or amend any of these By-Laws provided that such action shall not be effective until approved by a majority vote of the members of the Rancho Bernardo Inn Men's Golf Club at a meeting held in accordance with the provisions contained therein.