

# **Processes and Procedures**

# Initiated on January 11, 2014 Revised on January 29, 2024

## Welcome Fifty Club Member,

The Board of Directors would like to welcome all new and returning Fifty Club Members to Dobson Ranch. Please read the following information carefully and retain for future reference.

The Fifty Club was established in 2014 for members 50 years and older. Our rules of golf are consistent with the USGA Rules of Golf and our intent is to provide a competitive test of your golfing abilities within your flight based on a fair handicap system. With two (2) tournaments scheduled monthly, our tournaments will be on Saturday or Sunday to accommodate all of our Members. If you have any questions, contact any of the Fifty Club officers.

## Fifty Club Officers

#### **Administration and Website Management**

- Tom Anderson
- Chip Fox
- Jeff Gloden
- John Rouillard
- Jim Lake

#### **Finance**

- Randy Miller
- Chip Fox

#### **Handicapping and Tournament Operations**

- PC Wan
- Dutch Hoffman

## **Dobson Ranch Pro Shop and Staff**

- Joe Dahlstrom Paradigm Golf Group Chief Operating Officer
- Jason Davis General Manager
- Andrew Frazier Lead Pro Shop Assistant and Fifty Club Liaison.
- Louis Bustillo Assistant Professional, Instructor and Fifty Club Coordinator
- Madison Morales Food and Beverage Manager Dobson Ranch Golf Course
- Greg Harmon Assistant Professional

# Fifty Club Organization

The Fifty Club in organized exclusively as a social club to provide amateur golf tournaments for players 50 years of age and older per IRS guidelines.

Upon dissolution of the club for any reason, all remaining assets shall be distributed to an existing non-profit exempt organization supporting Junior Golf in Arizona per IRS guidelines.

## **Club Administration Responsibilities**

The club will maintain a website at <a href="https://dobsonfiftyclub.com">https://dobsonfiftyclub.com</a> using an approved website hosting service. Current vendor is Premier Website Development (https://premierweb.io).

The club will maintain email address <u>admin@dobsonfiftyclub.com</u> via an approved email hosting service. Current vendor is Google.com.

The club will maintain a bulk email distribution system for all member communications via an approved vendor. Current vendor is Mailchimp.com.

The club will maintain handicaps online via an approved handicap processing service. Current vendor is Golfsoftware.com.

The club will maintain a credit card processing service for all club online transactions using an approved vendor. Current vendor is Stripe.com.

The club will maintain one checking account for all necessary financial transactions. Current banking partner is Chase.

As an EIN registered 501(c)(7) Non-Profit Social Club, the Fifty Club is required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 900-N, the e-Postcard) per Department of the Treasury Internal Revenue Service (IRS) guidelines.

## Membership

When memberships are available, any person who has reached their 50th birthday, or will reach their 50th birthday, during the coming calendar year, is eligible to become a member of The Fifty Club upon payment of annual dues.

The Fifty Club, as of January 14, 2022, is not accepting new membership applications.

The Fifty Club, as of January 29, 2024, has frozen membership at 360 members.

#### **Annual Membership Dues**

The Fifty Club yearly tournament season is Jan. 1 thru Dec. 31.

Renewal applications for the coming year are available after the Fifty Club Team Championship in late September or early October and will remain open thru December 15. The fee is \$110. When available new members would then be eligible for all November and December tournaments and all tournaments and events in the following calendar year.

Membership will include the "Ranch Membership Card" courtesy of The Paradigm Golf Group.

All members will pay their annual membership fees online at the Fifty Club website at <a href="https://dobsonfiftyclub.com">https://dobsonfiftyclub.com</a>.

**Local Past and Present Professional Golfers of America (PGA) Members** – Per Fifty Club Board approval local PGA members over the age of 60 with long term ties to Dobson Ranch who are retired or semi-retired will be considered for membership. Preference is shown for those with over 20 years of service to the Dobson Ranch Pro Shop. The intent is to provide these PGA members, whom have been an integral part of Dobson Ranch, an opportunity to play and compete with those whom they have known for many years.

#### **Tournament Procedures**

All Fifty Club tournaments will comply with the USGA Rules of Golf and Fifty Club local rules.

**Tournament Formats** – All Fifty Club tournaments are "Flighted" events. Flights are comprised of players with like handicaps with the intent of equal Flights amongst the playing field. Players with the same handicap could however end up in different Flights. The determining factor for the split in Flights is the fractional difference in the player's handicap index, with the higher value going into the higher flight.

**Fifty Club Championship and Presidents Cup Qualification** – In order to qualify for the Fifty Club Championship and Presidents Cup the member must have posted 3 scores in Individual Net and Gross events within the past year. On the first day of the tournament members will not be required play within their flight. On the second day players will play within their flight and tee times will be assigned based the score posted on the first day. In addition, the last tee time will be reserved for the four (4) players with the lowest gross score, and next to last tee time will be reserved for the four (4) players with the lowest net score.

**Fifty Club Two Person Team Championship Qualification** – In order to qualify for the Fifty Club Two Person Team Championship, the member must have posted 3 scores in Individual Net and Gross events within the past year. On the first day of the tournament teams will not be required play within their flight. On the second day teams will play within their flight with tee times pre-determined on the Friday prior to the tournament.

**Shot Differential for Two Man Events** – All two-man events will require that no more than 8 shots will separate the lower handicap player from the higher handicap player. For team differentials 9 shots and greater the higher handicap player will be adjusted down to meet the 8 shot maximum.

Pricing - Regular one-day tournament entry fees will vary between \$50 and \$80 per tournament.

**Tees** – Fifty Club members will play all events from the tee one up from the back tee, which is commonly the White Tee.

## **Tournament Sign-up Procedures**

All members will sign up for Fifty Club tournaments online at the Fifty Club website at <a href="http://dobsonfiftyclub.com">http://dobsonfiftyclub.com</a> by completing the online sign-up form.

Opening and closing dates and times will be shown on the sign-up form.

A member may sign up to 4 players for the next tournament.

It is recommended that you enter all information manually. Using autofill applications on your personal device may result in an incomplete transaction that will NOT be recognized as a valid entry and will NOT get your entry on the tee sheet

It is also important to make sure all the requested information on the form is filled out, all requested selections are made, and all boxes are checked, or the transaction will not complete. The requirements are shown below.

You must select a Preferred Tee Time

You must click on the radial button to acknowledge that you understand that spots are filled on a first come first serve basis (Spots remaining are shown)

You must select how many players even if it is only one?

You must enter Email Address

You must enter Phone Number

You must provide Credit Card Information including the CVC number and your ZIP Code

You must provide Cardholder Name as shown on the card.

### Comments are optional

Finally, you should receive a confirmation email almost immediately if your transaction was completed, so if you don't you can assume that the transaction was not successful.

The Fifty Club Board of Directors reserves the right to set aside up to 35% of the available tee times for all tournaments to accommodate board member tee times and distinguished Fifty Club member tee times. These tee times are blocked to recognize those who have supported the club through good and bad times since its inception and who play year round regardless of the conditions.

Cancellation Procedures – The Member is required to contact the Fifty Club through either the Contact feature shown at <a href="https://dobsonfiftyclub.com">https://dobsonfiftyclub.com</a>, or the phone number shown at the bottom of the <a href="https://dobsonfiftyclub.com">https://dobsonfiftyclub.com</a> Home Page as soon as possible. If cancellation is prior to the closing date and time for the tournament in question a full refund will be issued by refunding the credit/debit card used at signup. Note that it may take up to 10 business days for this refund to appear on the member's account. If cancellation occurs after the closing date and time for the tournament, the Fifty Club will try to fill the open spot from the tournament waiting list. If the slot is filled prior to 6 PM on the Thursday before the tournament you will be issued a refund. If the slot is not filled, or the member cancels after 6 PM on the Thursday prior to the tournament, no refund will be issued. Also note that there will be no tournament carry over credits.

**Tournament Waiting List Procedure** - When a Fifty Club tournament field is filled to the maximum, a member may place their name on the tournament waiting list located at <a href="https://dobsonfiftyclub.com">https://dobsonfiftyclub.com</a> on the Tournament Sign-Up Page. If a player should withdraw from the tournament, the Fifty Club will refer to the tournament waiting list to fill the opening and will try and contact the members on the waiting list in the order as they appear on the list. For very late cancellations the Fifty Club may contact groups of members and use the first response to fill the opening.

**Tournament Scoring and Final Results -** Scorecards will be signed by an opponent and attested by the player. Not doing so will be grounds for disqualification. The Pro Shop Professional on duty during a Fifty Club tournament will be responsible for all decisions concerning the Rules of Golf. The Pro Shop Professional shall arbitrate all scoring and rules disputes in conjunction with the Fifty Club BOD.

All tournament results are final at sundown on the Thursday following the tournament.

# **Tournament Disputes Process**

The Tournament Disputes Process has been instituted to allow Members the opportunity to challenge items affecting the outcome of the tournament under the Rules of Golf.

A Dispute must be made to the scorer on the day of the tournament in which the Dispute arose, and a written dispute must be submitted within 90 minutes of the completion of the disputed round.

Any player or players can submit details of the dispute including witnesses and specifics of the dispute. The scorer will distribute the written dispute form to the Fifty Club BOD as early as possible on Monday, but no later than 6 pm on the Monday after the Tournament.

The Fifty Club BOD will review all the data and render their decision as soon as possible but no later than 6 PM on the Tuesday after the Tournament.

The Fifty Club BOD will notify the players of the decision by noon on Wednesday after the tournament.

This decision shall be final.

**Card playoffs** will only be used for last place in a flight. Procedure shall be best score, net or gross depending upon the category being considered, on the last nine holes. Should this not settle the issue then the procedure shall progress as the best score on the last six holes, followed by last three holes. Should this not settle the issue scores for the last 6 holes, and then the last three holes, on the front nine shall be compared. Should this not settle the issue, hole-by-hole scores beginning at 18 and going backwards will be compared. Should this not produce a clear winner, last place money will be split by those not eliminated by the playoff process.

**Tournament Payout -** Winners of tournaments will receive credits posted to their Dobson Ranch Golf Course Accounts. These credits may be used anywhere on The Dobson Ranch Golf Course including the Pro Shop, Restaurant and Practice Facility. Exceptions include Tournament Entry Fees and Golf Carts on Tournament Days. Payouts will be posted and available within 10 days of event completion. The payout for all Fifty Club events shall also adhere to the following criteria as defined by the Fifty Club BOD.

- a) Expenses that must be covered include greens fees, tournament scorer, first tee support personnel, closest to the pin prize money, any food and beverage when applicable, any special events when applicable, and gross and net winnings.
- b) At a minimum, the prize payout shall include 25% of the participants in each event. However, the target payout shall be between 30% and 35% of the field.
- c) Hole-In-One Pot will be funded by a 25 cent per player deduction per tournament. The pot will be paid to the first hole-in-one and will then be restarted for the following tournament. Minimum payout will be \$200 per Hole-In-One. Multiple Holes-In-One on the same day will split the pot and the minimum \$200 payout will be in effect.
- d) Each tournament round will include \$50 closest to the pin prizes on each of the par 3 holes. All Winners will receive a \$50 check from the Fifty Club within 10 days of the tournament's conclusion.
- e) The Fifty Club will offer a skins game for each event. The cost will be \$10 for gross skins and \$10 net skins. For net skins, the maximum number of shots that can be used from a member's handicap will be one per hole. Winnings will be available in the Pro Shop within 10 days of the tournament's conclusion.
- f) Per Board approval, published payouts are subject to change if tournament circumstances dictate that a change is needed.

## **Slow Play Policy**

#### PRO SHOP RESPONSIBILITIES

- The Pro-Shop representative on the first tee box will mark one scorecard with the foursome's departing time.
- A time clock will be placed in a designated area between the ninth green and the tenth tee.
   At the completion of the front nine holes and the completion of the back nine holes, each group is required to "punch in" their time on the designated scorecard. The clock should be punched after the last player in the group has holed out and the flag has been replaced.
- The Pro Shop will monitor the card stamping procedure to ensure compliance with this
  policy.

### PLAYERS RESPONSIBILITIES

- All disputes must be brought to the attention of the Fifty Club BOD in accordance with the Tournament Disputes Process.
- During tournaments disregard "honors". The first player ready to tee off should proceed regardless of the previous hole's score.
- You are expected to play "ready golf". This simply means if your shot is not going to interfere by sight, sound or safety of another player, proceed to hit.
- It is the responsibility of all members of each foursome to monitor their time.
- If a player(s) within a foursome is exceedingly slow, the other foursome members must encourage faster play to avoid a foursome penalty.
- All foursome members bear responsibility for the scorecard being punched properly.

#### PLAYER IN WRONG FAIRWAY OR WRONG GREEN

- A player on Hole 9 has the "right of way" before any player on Hole 1.
- A player on Hole 8 has the "right of way" before any player on Hole 11.
- A player on Hole 18 has the "right of way" before any player on Hole 10.

### PENALTIES -

- Standard Time = 4 Hours 12 Minutes
- No penalties will be assessed if you finish your round within 4 hours and 12 minutes.
   Should your group finish your round in 4 hours and 13 minutes or more, penalties will be assessed to each member of your foursome in the following manner.
- Finishing 16 minutes or more behind the previous foursome on the front nine = 2 stroke penalty.
- Finishing 16 minutes or more behind the previous foursome on the back nine = 2 stroke penalty.
- Punching the scorecard before the last foursome member has putted out and the flag has been replaced = 2 stroke penalty.
- Failing to punch the scorecard = 2 stroke penalty.
- TEAM EVENTS During team play events, the maximum penalty per nine holes will be two shots per team.

#### **Local Rules**

**Dress Code** – We do not have a formal dress code, but we expect all players to wear appropriate golf attire.

Pump Houses on #10 and #18 – Nearest relief is given for swing and stance only.

**Creek to the right of 8 Fairway** - In the interest of speed of play, the creek to the right of 8 fairway will be played using the old definition of a lateral hazard. A player may therefore take relief on either side of the creek from where their ball last entered the hazard.

Railroad Ties - Nearest relief for swing and stance.

**Out of Bounds** – Exterior walls, fences, and interior white stakes define out of bounds. Out of bounds walls are defined as the hole you are currently playing. Any ball that leaves the golf course and comes to rest on another part of the course will be deemed out of bounds.

**Tunnel** – The tunnel between #16 green and #17 tee box is out of bounds. The wall above the tunnel defines out of bounds. This tunnel is commonly referred to as The House of Peach.

**French Drains** – Relief is given only if gravel interferes with stance or lie.

Range Balls – Taking stance and hitting range balls on the course during play is not allowed and is subject to a two-stroke penalty.

Retaining Wall #18 – The wall along the water on #18 is played as part of the hazard.

Spikeless Shoes – All members must wear spike-less shoes for Fifty Club tournaments.

**Distance Measuring Devices** - Players are allowed to use devices that measure distance only. The use of a device that gauges or measures other conditions that might affect a player's play (e.g., wind or gradient) are not permitted.

Accidental Movement of a Ball on a Putting Green - USGA Rules 18-2, 18-3 and 20-1 are modified as follows. When a player's ball lies on the putting green, there is no penalty if the ball or ball-marker is accidentally moved by the player, his partner, his opponent, or any of their caddies or equipment. The moved ball or ball-marker must be replaced as provided in Rules 18-2, 18-3 and 20-1. This Local Rule applies only when the player's ball or ball-marker lies on the putting green and any movement is accidental. Note: If it is determined that a player's ball on the putting green was moved as a result of wind, water or some other natural cause such as the effects of gravity, the ball must be played as it lies from its new location. A ball-marker moved in such circumstances is replaced.

#### General Information

**Player Etiquette** - Abusive or foul language directed toward any golf course staff member will not be tolerated. This includes Rangers, Pro Shop Staff, Maintenance Personnel, Starters and Fifty Club Officers. Anyone violating this policy will be subject to disciplinary action by the Fifty Club BOD. This could include the maximum penalty of having their membership cancelled immediately without refund.

**Guests During Fifty Club Events** – With the exception of serving as a player's caddy, children under the age of 16 are prohibited from accompanying members during Fifty Club sponsored tournaments. Required caddy responsibilities would include at a minimum physically carrying the player's bag for the full 18 holes.

**Check-in Policy** - On all events you are required to check in at the Pro Shop a minimum of fifteen minutes prior to your tee time. If you are not checked in within the allotted time, your spot is subject to be filled by a standby player.

**Board Member Compensation** – In compensation for their services Fifty Club Board Members will receive a reserved tee time for each tournament, complimentary tournament entry fees, and their annual renewal fee.

## **Establishing a Handicap**

For all Tournaments supervised by the Fifty Club, new members will be required to provide adequate information such that an initial handicap can be estimated. Any player joining the Fifty Club who has a current Arizona Golf Association (AGA) handicap will receive 75% of that handicap. New member handicaps will then be calculated per the following schedule until six qualifying tournament scores are recorded.

- First Tournament Gross and Net using the Fifty Club 5% rule where the new member's gross tournament score cannot be lower than the handicap information provided by more than 5%. This equates to a best possible net score of 68.
- Second Tournament with 1 Score now recorded Gross and Net using the 5% rule
  where the new member's gross tournament score cannot be lower than the lesser of
  their previous score or the handicap information provided at signup by more than 5%.
  This once again equates to a best possible net score of 68.
- Third Tournament with 2 Scores now recorded Best 1 of 2 Gross and Net using the 5% rule where the new member's gross tournament score cannot be lower than their handicap by more than 5%. This equates to a best possible net score of 68.
- Fourth Tournament with 3 Scores now recorded Best 1 of 3 Gross and Net using the 5% rule where the new member's gross tournament score cannot be lower than their handicap by more than 5%. This equates to a best possible net score of 68.
- Fifth Tournament with 4 Scores now recorded Best 2 of 4 Gross and Net using the 5% rule where the new member's gross tournament score cannot be lower than their handicap by more than 5%. This equates to a best possible net score of 68.
- Sixth Tournament with 5 Scores now recorded Best 3 of 5 Gross and Net using the 5% rule where the new member's gross tournament score cannot be lower than their handicap by more than 5%. This equates to a best possible net score of 68.
- Seventh Tournament with 6 Scores now recorded

   Best 3 of 6 (Member now established)