



NASMGA POLICIES AND PROCEDURES (Last Amended by BOD vote 04/01/2025)

● DUES

Annual Association dues for an individual member shall be twenty-five dollars (\$25.00)

● TOURNAMENT ADMINISTRATION

- The Tournament Chairman (TC) must submit the following information to the Webmaster before the Tournament Coordinator meeting held early in the year. This information will be used to build the event sites in Golf Genius. Once completed, the TC will be asked to approve the Event Description before posting it to the website for membership access.
 - Dates and Times
 - Contact Information
 - Proposed Format
 - Proposed Tees
- Club TCs are responsible for planning and managing all aspects of the tournaments at their clubs on the dates defined in the Tournament Schedule. Specific responsibilities for TCs are described in the checklists provided by the GG team, and these must be used and the dates adhered to.
- Golf Genius Event Managers (EM) will be the single point of contact for all tournament support issues. They will work directly with the TC to resolve problems, answer questions, maintain the event page, configure Golf Genius, close out the event, and post scores. To ensure effective communications, the TC and the EM shown on the event contact list must be copied on all emails.
- The TC will submit a preliminary budget to the Golf Genius team at least 30 days before the registration opening date. The GG team member will work with the Tournament Coordinator to resolve any questions. When complete, the preliminary budget sheet will be sent to the Vice President for approval, with copies to the Treasurer and Webmaster for comment.
- When signups close and the number of players is known, the final budget sheet will be sent to the Webmaster to balance with Stripe. The Webmaster will forward the reconciliation with the final budget to the Vice President and Treasurer for final approval. The Treasurer will arrange for a check to be delivered to the Tournament Coordinator, and the GG team will update payouts in the system.

- The EM will produce all tournament materials, including scorecards, tee sheet, cart signs, alpha lists, bag tags, and CTP signs. The TC is responsible for cross-checking and approving these materials.
- In the event of cancellation due to rain or course conditions, an alternate date of play at that club may be set up. If no suitable makeup date may be found and the event is canceled, the board will reallocate the Tournament supplement to future events or other NASMGA expenses. If any tournament dates are changed, the TC making the change shall immediately notify the Association's Webmaster, who shall then inform the Board, the GG team, and any affected Members.
- USGA Rules shall govern all play. The Notice to Players will be posted on each event website. The Notice to Players consists of NASMGA policies/procedures applicable to all NASMGA tournaments and the local rules in force on tournament day.
- Serious violations of the rules or unsportsmanlike conduct by any player may result in disciplinary action up to and including termination of membership in the Association at the discretion of the Board.
- Each tournament shall be a shotgun start.
- Unless designated otherwise, the "A" player in each foursome shall be responsible for maintaining an accurate team score. He shall select one person in the group to enter scores into the Golf Genius mobile app and one to keep a paper scorecard. To qualify for tournament prizes, the paper scorecards must be signed and reconciled to the online scorecard in Golf Genius before being turned in at the scoring table.
- Handicap indexes will be determined per the Event Description for each event.
 - The maximum Course HCP is 36
 - The maximum score for a hole is Net Double Bogey. This is par + any dots on that hole + 2 strokes. Exceptions to this rule may apply to gross competitions.
 - If a round is defined as postable in the Event Description, the GG team will post all scores to GHIN. No Xs will be allowed. The gross score, the most likely score, or the maximum score must be recorded for each hole.
 - Scoring disputes should be brought to the attention of a host club TC before scorecards are signed and turned in. USGA rules and policies shall govern the resolution of scoring or rule violations pertaining to the event. The TC is the final arbiter of any scoring or rules dispute. The TC should utilize any and all resources available to assist in his decision; i.e. PGA professional, any USGA rules officials, GG team members who may be knowledgeable, any Executive Committee member.
- If a player cancels their registration at any time during the signup period by editing their original registration, the entire tournament fee charged to their credit card will be refunded to the card. However, tournament fees will not be refunded if a player cancels their registration after signups close or are a no-show at the event.

● TOURNAMENT FORMATS

- The Tournament Chairmen from each hosting club will meet in Jan. or Feb. with the Golf Genius team to review and select formats.
- At the March board meeting, the board will review and approve all recommended formats for the year's tournaments.

- o All formats, without exception, must be supported by Golf Genius.

● TOURNAMENT ENTRY FEES

- A flat fee covering green/cart fees, lunch (if offered), and the Participant Award Fee (a minimum of \$8.00) shall be paid by each participant during registration via credit card. If the credit card transaction is not approved, Golf Genius will not process the registration.
- The entry fee will be shown in the Event Description.

● TOURNAMENT PRIZE FUND MANAGEMENT

- The Prize Fund for each tournament consists of the NASMGA Tournament Supplement and Participant Award Fees. The Prize Fund shall be used exclusively for awards to the participants.
- A minimum of \$100 of the NASMGA Tournament Supplement shall be used exclusively for “closest to the pin” awards. All players will be eligible for all close-ups on every par 3.
- At least 28 participants in each competition shall receive awards based on their individual or team placement in the tournament. Any award to less than 28 participants requires an adjustment to the budget sheet and approval from the Association's Vice President. The Treasurer may also adjust the tournament supplement to reflect the change in the amount of prize money if fewer than 28 players receive an award.
- Prizes shall be awarded to winners after posting all reviewed scores on the tournament scoreboard. Awards shall predominantly be in the form of gift certificates for merchandise in the Pro Shop of the host club. Clubs with small pro shops may opt to pay out using gift cards to the PGA Superstore or in cash prizes.
- Breaking ties: If the tying players have the same score, we will determine the winner based on the score for the last nine holes, last six holes, last three holes, and finally, the 18th hole. If there is still a tie, this process will be repeated using the first nine holes will be considered in turn until the tie is broken.
- A player may only win one award for tournament play (except for closest to the pin awards). In team play, blind draw players are not eligible to win with multiple teams. Instead, they will be paid the highest award, whether from their original team pairing or the blind draw team. In individual play, if a player wins a gross award and net award and the gross award is of equal or higher value, he will only be awarded the gross prize.

● TOURNAMENT PAYOUT SCHEDULES

- Tournament Prize Funds remaining after reserving for “closest to pin” awards shall be paid out per the payout schedule in the approved budget.
- For the Annual Individual Championship:
 - o Additional awards for Overall Gross and Super Senior (70+) Gross shall be paid in the same amounts as First Place Net.
 - o Plaques shall also be awarded to the Overall Gross, Super Senior Gross, and all flight Net Winners.
 - o The additional amounts required to fund these payouts and plaques shall be included in the NASMGA Tournament Supplement for this competition.

- **PACE OF PLAY**

- For maximum enjoyment of the game, the pace of play in all NASMGA events shall be encouraged to ensure completion of each six holes of play in one and half hours and 18 holes in four and one-half hours.
- The pace of play shall be the responsibility of the hosting club, and its Tournament Chairman or, for interclub match play, the two Match Play Coordinators.
- Everyone playing is responsible for being aware of the pace of play and for keeping in touch with the group ahead.

- **ADDITIONAL DOCUMENTS**

- Further guidance on Policies and Procedures can be found in the following documents on the Association's website.
 - NASMGA Match Play Competition Guidelines
 - NASMGA Event Budget Templates
 - General Notice to Players, revised for each event to include local rules