



# Tuesday Night League Standard Operating Procedures

## TABLE OF CONTENTS

*Hold "Ctrl" key and place mouse and click on desired section to be automatically taken there.*

<b>Section 1:</b>	<b><u><a href="#">League Director/Handicapper</a></u></b>
<b>Section 2:</b>	<b><u><a href="#">Rules Committee</a></u></b>
<b>Section 3:</b>	<b><u><a href="#">Player contact information</a></u></b>
<b>Section 4:</b>	<b><u><a href="#">Course Contact Information</a></u></b>
<b>Section 5:</b>	<b><u><a href="#">Tee Times</a></u></b>
<b>Section 6:</b>	<b><u><a href="#">Green Fees</a></u></b>
<b>Section 7:</b>	<b><u><a href="#">League Dues</a></u></b>
<b>Section 8:</b>	<b><u><a href="#">Alternates/Substitutes</a></u></b>
<b>Section 9:</b>	<b><u><a href="#">Score Cards</a></u></b>
<b>Section 10:</b>	<b><u><a href="#">Handicaps</a></u></b>
<b>Section 11:</b>	<b><u><a href="#">Disputes</a></u></b>
<b>Section 12:</b>	<b><u><a href="#">Cancellation Policy</a></u></b>
<b>Section 13:</b>	<b><u><a href="#">Schedule</a></u></b>



# **Tuesday Night League Standard Operating Procedures**

## **TABLE OF CONTENTS (cont)**

<b>Section 14:</b>	<b><u><a href="#">League Play</a></u></b>
<b>Section 15:</b>	<b><u><a href="#">Make-up Matches</a></u></b>
<b>Section 16:</b>	<b><u><a href="#">Honors</a></u></b>
<b>Section 17:</b>	<b><u><a href="#">Concession of Putt</a></u></b>
<b>Section 18:</b>	<b><u><a href="#">League Standings</a></u></b>
<b>Section 19:</b>	<b><u><a href="#">Playoffs</a></u></b>
<b>Section 20:</b>	<b><u><a href="#">Side Pots – Point Quota/Closest to the Pin</a></u></b>
<b>Section 21:</b>	<b><u><a href="#">Side Pots – Skins</a></u></b>
<b>Section 22:</b>	<b><u><a href="#">Prizes for Match Play, Outing and PQ</a></u></b>
<b>Section 23:</b>	<b><u><a href="#">League Outing</a></u></b>
<b>Section 24:</b>	<b><u><a href="#">Team Number Determination</a></u></b>



# Tuesday Night League Standard Operating Procedures

## **Section 1: League Director/Handicapper**

Name: Don Lamb  
Address: 11 Kerri Ann Circle, Methuen, MA 01844  
Ph #: 978-580-0563  
Email: Donlamb23@gmail.com  
Website: <http://www.bcctl.com>  
Facebook: <https://www.facebook.com/#!/BradfordCcTuesdayNightLeague>

## **Section 2: Rules Committee**

The rules committee will consist of the three lowest handicapped members with 2 or more years of service playing in the league not playing on the same team. Two alternates will be chosen in case one of the original members is not available.

The members will be chosen by the league director.

## **Section 3: Player contact information**

Contact Information is required to be on file for each player

- Name
- Contact phone number
- Email addresses
- Handicap

## **Section 4: Course Contact Information**

Bradford Country Club  
201 Chadwick Road  
Bradford, MA  
(978) 372-8587  
<http://www.bradfordcc.com>

## **Section 5: Tee Times**

- 1) Tees will be available between the hours of 3:00 and 5:00pm.
- 2) Teams not showing up before 5:00pm and have not contacted the pro shop, league director or team they are playing will have forfeited their match.
- 3) If you would like to play earlier, ask the pro shop and coordinate with your opponent.



# **Tuesday Night League Standard Operating Procedures**

- 4) As a courtesy to your opponents, call the clubhouse by **3:00 PM** if you expect to be delayed getting to the course or if you are not going to be able to get to the course for your match.

## **Section 6: Green Fees**

- 1) Green fees will be current charges for non-members for 9 holes of play. Full course members are not charged.
- 2) Green fees do not include the use of a cart.
- 3) Payment for side pots will be collected the previous week for play in the current week. Section 18 and 19 for details on side pots.

## **Section 7: League Dues**

- 1) League Dues are \$ 110 to be paid by the 4th week of schedule season. Values below are estimated and only used as a guideline.
  - 75% to be paid towards prize money.
  - 25% to be paid towards outing banquet.
- 2) Players that have not paid their dues as outlined in this section may not have their scores recognized by the league for team standings. These points will not be added back when the dues are paid past the date per the schedule or arrangement with the league director.
- 3) League director is exempt from paying league dues as voted by the members of the league in 2009.

## **Section 8: Alternates/Substitutes**

- 1) The player requiring an alternate is responsible to contact an alternate from the alternate's list to play for them during their absence.
- 2) Alternates are not available for playoffs, special situations do apply at the discretion of the LD.
- 3) Alternates may be current league members active on another team in the opposite division when another eligible sub is not available.
- 4) Alternates will assigned/requested on a first come first served basis.
- 5) When there are more Alternates than required for substitutions, alternate players can play a round of golf to establish handicaps and participate in side pots.



# **Tuesday Night League Standard Operating Procedures**

- 6) A list of Alternates will be displayed at the club house and in the website.

## **Section 9: Score Cards**

- 1) Score cards are pre-printed and will be available in the pro shop before you begin your round. There will be two copies, one for each team. Please refer to Figure 1 for example.
- 2) Cards are pre-marked with stroke allocations for handicaps. Dots in the lower right hand corner of the stroke box.
- 3) The required point quota points of each player will be listed next to their name.
- 4) Circle side pots participation (S = skins, P = points or B = both). Teams are responsible to collect the money for the side pots and turn in with the card.
- 5) Record the actual number of strokes taken (do not adjusted scores). If a player received points for that hole, record it in the block as "TEAM #1" as shown in Figure 1. Points can be awarded as 2, 1.5, 1, 0.5 or 0 based on result.
- 6) If a player does not finish (DNF) a hole, record the most likely score the player would have obtained. Cannot be a score that would benefit the player in a positive way in relationship to the match.
- 7) Special course instructions for that week will be printed on the reverse side of the scorecard. Please refer to Figure 2 for example.



# Tuesday Night League Standard Operating Procedures

Event #1 06/16/20		Hole	10	11	12	13	14	15	16	17	18	GROSS	NET	
Blue	Yards		400	180	472	410	395	340	375	151	335	3058		
Blue	Par		4	3	5	5	4	4	4	3	4	36		
Blue	Hdcp		13	15	3	9	7	11	1	17	5			
Kelly, Mark	Pts 11	7	4	4	6	5	5	5	5	4	5	43		
Side Pots S P B														
Tashjian, David	Pts 14	4	4	4	6	4	5	5	4	4	5	41		
Side Pots S P B														
Diruzza, Brian	Pts 8	10	5	4	6	6	7	4	6	3	4	45		
Side Pots S P B														
Lafontaine, Tommy	Pts 9	9	5	4	7	5	5	4	5	3	5	43		
Side Pots S P B														
TEAM #1			1	1	2	0	.5	1	1	1	2	9.5	+1	10.5
TEAM #10			1	1	0	2	1.5	1	1	1	0	8.5		8.5
Scorer _____		Course: Bradford Back May roll 6 inches in own fairway. See back of scorecard for special instructions. All USGA and local league rules apply.												
Attest _____														
Date _____		Software Systems for Golf (919) 469-7424 www.golfsoftware.com												

Figure 1

## Special Course Info (Back)

<b>Hole 10:</b>	When a player's ball has not been found, or when it is known or virtually certain to be out of bounds, the player may proceed as follows rather than proceeding under the stroke and distance procedure in Rule 18. For a 2 <i>Stroke Penalty</i> , the player may take relief by dropping the original ball or another ball in this relief area: Two Estimated Reference Points: a. Ball Reference Point: The point where the original ball is estimated to have come to rest on the course or last crossed the edge of the boundary to go out of bounds b. Fairway Reference Point: The point of fairway of the hole being played that is nearest to the ball reference point but is not nearer the hole than the ball reference point.
<b>Hole 16, 18:</b>	<b>Ground under repair</b> - Areas defined by white lines and: a. French Drains—Free Relief b. #16 Along right side of tee shot c. #18 Preferred Lie (one club length) Left of Old Cart Path on Right Hill
<b>CTP</b>	<b>Hole</b> Closest to the Pin Hole, must be in side pots to qualify.
<b>Bunkers</b>	The player is <u>allowed to touch or move loose impediments in a bunker</u> and is generally allowed to touch the sand with a hand or club; but the player must not: <u>Deliberately touch sand to test the condition of the sand to learn information for the stroke</u> , or touch the sand <u>in making a practice swing, grounding the club or in making the backswing for a stroke</u> . If not maintained, the bunker may be <u>raked and dropped ***consult opponent.</u>

*In all cases of a rules question, hit a provisional to speed up play and record both.  
Play all shots down in the rough, roll 6 inches in own fairway.  
PLEASE PICK UP YOUR PACE OF PLAY.*

Figure 2



# Tuesday Night League Standard Operating Procedures

## Section 10: Handicaps

- 1) Handicaps will be based on the USGA-Equitable Stroke System.
- 2) Handicap Setup for this League is as follows...

Handicap regulars/subs: 80% of normal handicap.

Number of scores handicap based on: 10

# of Scores Available	Discard Highest	Discard Lowest
1	0	0
2	0	0
3	0	0
4	0	0
5	1	0
6	1	0
7	2	0
8	3	0
9	4	0
10	5	0

The golfer has 10 scores prior to event #1 so the underlined parameters are used to determine which scores to use for handicapping.

The differentials for these scores are calculated...

Event #	Adj Grs Scr	Rating	Slope	Differential	
Practice Score	47	33.6	125	12.1	Not Used
Practice Score	46	34.6	129	10.0	Used
Practice Score	42	33.6	125	7.6	Used
Practice Score	40	34.6	129	4.7	Used
Practice Score	52	33.6	125	16.6	Not Used
Practice Score	46	34.6	129	10.0	Used
Practice Score	47	33.6	125	12.1	Not Used
Practice Score	48	34.6	129	11.7	Not Used
Practice Score	46	33.6	125	11.2	Used
Practice Score	47	34.6	129	10.9	Not Used

Only the lowest 5 scores of the most recent 10 rounds are considered for handicapping.

The equation for calculating a differential is:

$$\text{Diff} = (\text{Adjusted Gross Score} - \text{Rating}) \times (113 / \text{Slope})$$



# Tuesday Night League Standard Operating Procedures

Use the differentials to calculate a handicap. Out of the 5 available calculated differentials the highest differential is discarded (not used).

Differentials 'used' are added together...

$$10.0 + 7.6 + 4.7 + 10.0 + 11.2 = 43.5$$

Then divide by the total number used.

$$\text{Pre-Handicap} = 43.5 / 5 \quad \text{Pre-Handicap} = 8.700$$

The golfer is a regular player, so according to the handicap setup the handicap is 80%

$$\text{Handicap} = 8.700 \times .80$$

$$\text{Handicap} = 6.96 \text{ (Digits after hundredth place are deleted)}$$

Convert the handicap to a 'course' handicap using the slope of the course being played.  
(BCC Back)

$$\text{Handicap} = \text{Handicap} \times (\text{Slope} / 113)$$

$$\text{Handicap} = 6.96 \times (127 / 113)$$

$$\text{Handicap} = 7.82$$

$$\text{Final Handicap} = 7.82 \text{ or } 8 \text{ (when rounding)}$$

- 3) If a player does not have a league handicap the following may be used:
- If the player has a USGA handicap index, then that can be used.
  - If the player does not have a USGA handicap index, then the player will have to post (4) scores to establish a handicap.

## Section 11: Disputes

- 1) Disputes may arise during play if the course has not been properly marked, a rules infraction is not fully understood, a local rule is not fully understood, or a situation cannot be properly rectified.
- 2) Address all disputes with the Rules Committee and League Director.
- 3) If a dispute arises on the course during play, and the teams cannot resolve the issue, consider playing (2) balls and marking each on the score card. The issue can then be discussed with the rules committee for a decision.

## Section 12: Cancellation Policy

- 1) League play will be cancelled if the course is closed.
- 2) League play can be cancelled due to weather conditions.





## **Tuesday Night League Standard Operating Procedures**

- 3) Cancellation of play will be determined by 3:00pm the day of play and called into the pro shop by the league director.
- 4) If league play is cancelled for that week the match is canceled and play continues for the next week. Cancelled matches are not made up.

### **Section 13: Schedule**

- 1) The league schedule will consist of match play, playoff rounds, outing and banquet. Some dates are subject to change based on golf course activities and availability.
- 2) The start of the season will be the first week of April.
  - Play during these weeks is not mandatory.
  - New players are encouraged to play to obtain a handicap.
  - Side pots may be available.
- 3) The start of match play will be the end of April or first week of May based on course condition and weather.
- 4) The league outing will be scheduled for play the first available weekend after the last week of the league season.
- 5) The schedule is not a sliding schedule. The dates set for matches will remain constant throughout the season. Matches not played due to cancellation, must be made-up.

### **Section 14: League Play**

- 1) Play will be from the blue tees for men and red tees for women. White tees may be available and will be determined by the league director on a per golfer basis. If play is granted from the whites, loss of one handicap stroke will be assessed.
- 2) Play format is best ball match play; lowest net score wins the hole or in the case of a tie the hole is split. The two A players will play against each other and stroke off the lowest A, the two B players will play against each other and stroke off the lowest B. Each match will be worth 19 points, 9 pts (1pt per hole) for the A match, 9pts (1pt per hole) for the B match and 1 point for the team match with most points. In the event of a tie the point will be split between the player/teams.



## **Tuesday Night League Standard Operating Procedures**

- 3) All play will be based on league handicaps.
- 4) A fielded team for match play can consist of (1) or (2) team members.
- 5) A team can utilize a non-league player for league play provided they have a valid GHIN.
- 6) If no team members are available for play, and no alternates have been requested, then the team will have forfeited their match. No forfeits will be granted for the last two weeks of league scheduled play.
- 7) If a player has requested an alternate and the lone team member expected to play does not show timely, the alternate will play for the team alone.
- 8) If a match has started and a team member arrives late and no alternate has been requested or assigned, the late player may start play on the next hole of the match.

### **Section 15: Make-up Matches**

- 1) Make-up matches must be played before the next scheduled date of league play.
- 2) Teams wishing to play their match earlier may do so a week before their scheduled match.
- 3) The team prepared to play has the option of accepting or declining the request for make-up match.
- 4) Make-up matches can be played at any time other than during a scheduled weekly match. One team cannot play against two other teams simultaneously. 1 or 2 subs may not be used to form a team for a makeup match unless approved by the league director during the last two weeks of league scheduled play.
- 5) Make-up matches must be played on either side scheduled from the cancellation.



## **Tuesday Night League Standard Operating Procedures**

- 6) Handicaps used for make-up play will be the player's current handicaps.
- 7) Alternates can be used for make-up play.
- 8) Scores from make-up matches should be turned in as soon as possible.
- 9) For matches not made-up, 10 points will be assessed for the team that was prepared to play for the scheduled match and 0 points for the original canceling team. No forfeits will be granted for the last two weeks of league scheduled play.
- 10) For matches that cannot be made up by either team mutually, 0 points for each team will be assessed.
- 11) League Director will handle all make-up match issues.

### **Section 16: Honors**

- 1) Order on the first hole will be determined by draw or other means that will determine an order (spinning a tee, odd/even of golf ball number, etc.).
- 2) All subsequent honors will be determined by team winning match play for the previous hole. This will be based on the gross outcome of play.

### **Section 17: Concession of Putt**

- 1) Match play
  - A team may concede a stroke to another player of the opposing team.
  - If a player is required to hole a ball out for side pot play after being given a concession, the strokes do not count towards the match.
  - Players being conceded a putt and needing to hole out for side pots shall mark their ball and finish putting after the conclusion of play for the match on the hole.



# **Tuesday Night League Standard Operating Procedures**

## **2) Side Pots**

- Even though a stroke may have been conceded, the player if participating in side pots will need to hole the ball out.
- Conceded strokes do not count towards strokes for side pots.
- The ball must be holed out to make the competitions for side pots uniform to all players.

## **Section 18: League Standings**

### **1) Points awarded to a team based on match hole outcomes.**

1 point for a win  
½ point for a tie  
0 points for a loss

- 2) Maximum point a team can receive each week played is 19. Minimum is 0.
- 3) Extra match point for overall team win will be halved if the match ends in a tie.
- 4) Standings will be posted on the message board in the club house and on line where available.
- 5) If a player misses a scheduled match, a penalty of 5 points will be subtracted from their yearlong point quota total for that week.

## **Section 19: Playoffs**

- 1) Playoffs will consist of the top 8 teams of each division in points as shown below.



# Tuesday Night League Standard Operating Procedures



## Tuesday Night League Playoff Brackets Division Rounds



- 2) Format will be single elimination best ball team match play. Prize money is shown for each level.

### Section 20: Side Pots – Point Quota / Closest to the Pin

- 1) Participation in Point Quota **\*MUST\*** be declared at the beginning of each match to the group. This applies equally to team members and alternates.
- 2) Cost for point quota side pot will be \$6 per week to be collected and paid with the scorecard to the handicapper at the conclusion of the round.
  - \$5 will go towards point quota payout.
  - \$1 will go towards closest to the pin as listed on the scorecard for the side played each week.
- 3) A member will need to establish a handicap before they can participate in the point quota side pot.
- 4) Minimum point quota value allowed will not be less than 4 and maximum point quota value will not be greater than 18.



# Tuesday Night League Standard Operating Procedures

- Example; a golfer with a handicap of 0 would need to pull 18 points and a golfer with a handicap of 14 or greater would need to pull 4 points.

## 5) Determining point quota:

- Subtract your league handicap from 18 and this becomes the “point quota” that you must meet. You get 8 points for an eagle, 4 points for a birdie, 2 points for a par, 1 point for a bogie. These are gross scores on each hole.
- Example; you are a 12 handicap.  $18-12=6$ . 6 is your quota. If you get 2 pars times 2 and 3 bogies times 1, you have  $4 + 3 = 7$  points. You beat your quota by +1.

### Point quota payout

First place is 50% of pot.

Second place is 30% of pot.

Third place is 20% of pot.

## 6) Handling of ties

### First

(2) Players: split first and second combined

(3) Players: split whole pot

(4) Players: split whole pot

(5) Players: split whole pot

(6) or more Players: draw

### Second

(2) Players: split second and third

(3) Players: split second and third

(4) Players: split second and third

(5) or more Players: draw

### Third

(2) Players: split third

(3) or more Players: draw

## 7) Determining closest to the pin:

- First ball by the league member or alternate that is struck from the tee box that remains on the green and is closest by distance to the qualifying hole wins.
- In the event of a tie, both players will split the pot.
- If no one qualifies as described above, the pot will carry over to the following week.



# Tuesday Night League Standard Operating Procedures

## Section 21: Side Pots – Skins

- 1) Skins will be played as an individual competition.
- 2) Cost for skins side pot will be \$4 per week to be collected and paid with the scorecard to the handicapper at the conclusion of the round.
  - a. \$3 will go towards skin payout.
  - b. \$1 will go towards closest to the pin as listed on the scorecard for the side played each week.
- 3) A skin is award to a golfer for obtaining the lowest non-matching gross score on a hole.
- 4) A skin is deemed killed if another matching score is obtained on a hole by another golfer participating in the skins side pot. Partners are exempt from killing each other's skins and will split any money won.
- 5) A golfer can win more than one skin.
- 6) All skins will be paid out in cash.
- 7) Skins payout
  - Value of a skin will be calculated by dividing the pot by the total number of skins.
  - Each winner will be paid this per skin value for each skin obtained.
  - If no skins are made, then a drawing of 3 names of the skins participants will be made and all pot money awarded evenly to the names drawn.



# Tuesday Night League Standard Operating Procedures

## Section 22: Prizes for Match Play, Outing and Point Quota

### 2021 Prize Money Breakdown

# Players	63
Dues	\$110.00
Total Money	\$6,930.00

Meal	\$1,650.00
PQ	\$550.00
Prize Money	\$4,730.00
Total	\$6,930.00

League Prizes	\$3,460.00	73.15%
Div A Leader	\$100.00	2.89%
Div B Leader	\$100.00	2.89%
Champion	\$100.00	2.89%
Finals	\$280.00	8.09%
Quarter-Finals	\$480.00	13.87%
Semi-Finals	\$800.00	23.12%
Qualifier	\$1,600.00	46.24%
Total	\$3,460.00	100.00%

Year Long Point Quota		
1 <sup>st</sup>	\$100.00	18.18%
2 <sup>nd</sup>	\$90.00	16.36%
3 <sup>rd</sup>	\$80.00	14.55%
4 <sup>th</sup>	\$70.00	12.73%
5 <sup>th</sup>	\$60.00	10.91%
6 <sup>th</sup>	\$50.00	9.09%
7 <sup>th</sup>	\$40.00	7.27%
8 <sup>th</sup>	\$30.00	5.45%
9 <sup>th</sup>	\$20.00	3.64%
10 <sup>th</sup>	\$10.00	1.82%
Total	\$550.00	100.00%

Outing Prizes	\$1,270.00	26.85%
1 <sup>st</sup>	\$280.00	22.05%
2 <sup>nd</sup>	\$240.00	18.90%
3 <sup>rd</sup>	\$200.00	15.75%
4 <sup>th</sup>	\$160.00	12.60%
5 <sup>th</sup>	\$140.00	11.02%
6 <sup>th</sup>	\$120.00	9.45%
Closest x4	\$80.00	6.30%
Longest x2	\$50.00	3.94%
Total	\$1,270.00	100.00%

Payout of money will be performed at league outing.

## Section 23: League Outing

- 1) League outing will consist of league members and subs in good standing.
- 2) Handicaps will be based on league handicap from last week of league.
- 3) Dinner selection is determined by the league director.
- 4) Golf outing will be played on the first available weekend day after the conclusion of regular scheduled league play.





# Tuesday Night League Standard Operating Procedures

- 5) Format for play is a combination of formats for holes (bramble, scramble and play your own) and teams will be made up in advance based on a balance of handicaps.
- 6) A meeting may occur to discuss and vote on changes for the following year.

## **Section 24: Team Number/Division Determination**

- 1) In order to mix up the team match scheduling from year to year, the team number assigned to a team will need to change.
- 2) Teams making the playoffs from the previous year will be placed in the same division. Any new teams will be divided evenly between the two divisions.
- 3) Team numbers will be changed to the position of placement in the standings where the team has finished.
- 4) There is the chance that a couple of teams will retain their current team number. The effect on the following years schedule should be minimal since many of the other team numbers will change.
- 5) If a team drops out from one year to the next, the new team will assume the leaving team's number.

## Revision History

Date	By	Change
5/8/2009	DHL	Complete format and rewrite change.
4/28/2010	DHL	Updated league format, side pot and payout info.
5/10/2011	DHL	Updated league format, side pot and payout info, alternates and playoffs.
4/17/2012	DHL	Updated league format, playoff info, payout info and match points.
4/15/2013	DHL	Update payout; make up matches, PQ mins, league format.
5/8/2014	DHL	Update payout; playoffs
5/6/2015	DHL	Update payout, playoffs, division play, grammatical errors corrected.
5/3/2016	DHL	Updated payout and grammatical errors.
5/1/2017	DHL	Updated payout, conflicts with bylaws and updated website info
4/30/2018	DHL	Updated payout, match notifications, league dues.
4/29/2019	DHL	Updated payout, makeup, forfeit, playoff structure.
6/29/2020	DHL	Updated the team match points in Section 14.
4/16/2021	DHL	Updated logo, makeup matches league cancellation, prize money