

KELLER MEN'S GOLF CLUB
HANDBOOK
UPDATED APRIL, 2016
MEMBERSHIP

Membership in Keller Men's Club is available to any male golfer. Membership is limited to 250 regular members and 20 junior members. If membership is full, a waiting list is established and applicants are accepted on a first-come, first-served basis. In addition, past members who left the club in good standing are given priority over new applicants. Dues are established at the beginning of each season by the Board of Directors. Keller Men's Club does not discriminate on the basis of race, color or religion.

Membership benefits:

- Official USGA handicap
- Eligible to play in all Club tournaments and attend social events
- Advance tee times on Saturdays, Sundays and holidays

CODE OF CONDUCT

Membership in Keller Men's Club is a privilege. As members of the Club we are committed to fair and honest play according to the Rules of Golf, and to behavior that does not detract from other's enjoyment of the club, the course or the game. Members are responsible for understanding and abiding by the following rules:

Etiquette: Players will observe the Etiquette of Golf as set forth in the USGA Rules of Golf.

Conduct:

Members will conduct themselves in a manner that will not interfere with other's enjoyment. Failure to observe the principles set forth in this Code shall be subject to disciplinary action, including suspension of playing privileges and expulsion from the Club.

Examples of unacceptable behavior include, but are not limited to:

- Obnoxious and abusive language and rude behavior.
- Wearing clothing with offensive language or symbols.
- Repeated and habitual public drunkenness in a manner which draws attention to itself to the annoyance of others.
- Repeated and habitual abuse of the golf course.
- Harassment towards any other member, member's family, or member of the golf course staff. (Sexual harassment includes unwanted sexual advances, unwanted verbal or physical conduct, and unwanted offensive comments, jokes, innuendos, or other sexually oriented statements.)

- Any actions that would endanger others.
- Disciplinary action on a perceived violation shall be initiated by filling out a written or e mail complaint, signed by the complaining member, identifying the member charged and the violation, which shall be forwarded to the Board of Directors. The Board shall hear evidence on the matter as it deems relevant, and shall determine whether a violation has occurred and disciplinary action to be taken

TEE TIMES

- **KELLER TIME:** The golf course is reserved for Men's Club play (Keller Time) every Saturday, Sunday and holiday morning throughout the golf season. Generally club tee times begin at 7:30 AM, although starting times may vary for tournaments or other course activities.
- **RESERVATION PROCEDURE:** Tee time requests may be made up to two weeks in advance, and tee times are assigned one week in advance.
 - Drop boxes designated Saturdays, Sundays and Holidays are mounted on the wall in the pro shop in bulletin board area, scorecards and pencils provided.
 - Complete a scorecard indicating the date you intend to play. Enter first and last name of each player in your group. Place the scorecard in the appropriate drop box.
 - Scorecards are collected each Friday evening or Saturday morning for tee times on the following weekend. A random draw determines starting times. Tee times are made available in the pro shop after the draw.
 - Once tee times are assigned, additional tee times may still be available. If so you may request a tee time in person in the pro shop. The deadline for in-person requests is the end of the day, Saturday.
 - **NUMBER OF PLAYERS:** You may turn in a scorecard with 1, 2, 3, or 4 names. Preferred number of players is always a foursome. If you reserve a time for 3 or fewer players, the pro shop will attempt to place other members in your group to create a foursome.
 - **WAITING LIST:** Players who do not have a tee time and wish to play should notify the pro shop. Pro shop staff establishes a waiting list and will notify you if a game becomes available.
 - **CANCELING A TEE TIME:** Canceling a tee time may result in lost golf course revenue and is strongly discouraged. If you must cancel a tee time, contact the pro shop immediately as there may be other members on the waiting list. (See Tournaments for additional information regarding cancellations.)
 - **GUESTS:** You may request a tee time for yourself and up to 3 guests. Using the normal procedure, write in the word "Guest" on the scorecard for each outside player in your group. On Saturdays, members have priority and groups with guests will be assigned tee times behind normal member play. On Sundays, groups with guests will be allowed into normal draw for for all times.
- **PLAY PRIOR TO KELLER TIME:** By agreement with Ramsey County, club members may not play on weekend or holiday mornings prior to the start of Keller Time. This policy is

established to create fair access to the golf course for non-members. Ramsey County, with the support of the club, has directed the pro shop staff to enforce this policy without exception.

TOURNAMENTS

The golf club conducts many tournaments throughout the year in various individual and team formats. The Tournament schedule is published in advance in the spring newsletter and is also posted on the pro shop bulletin board. Sign up for tournaments begins approximately 3 to 4 weeks in advance and typically closes on the Sunday of the weekend prior to the event (closing date may vary so check the sign up sheet for specifics) You can sign up for all events in pro shop or use website sign up.

Tournament prize money is funded from a combination of entry fees and club dues. Prize money is paid in the form of a pro shop credit, which may be used to purchase merchandise in the shop.

In most team events teams are drawn at random using the "A-B-C-D" method. Players are ranked by handicap, and the "A" player is drawn from the top 1/4 of players entered, the "B" player from the second 1/4, etc.

- **CANCELLATIONS:** Signing up for a tournament is a commitment to play. You may remove your name from the sign-up sheet at any time prior to the tournament draw. Once the draw is made, members should consider themselves committed to play. If you must cancel contact the pro shop immediately. Members who cancel after the draw are obligated to pay the tournament entry fee.

- **SINGLES AND DOUBLES MATCHES:** It is extremely important that all players complete their matches on time. Deadlines are posted on the tournament brackets in the pro shop. Matches not completed within the allowed time shall result in a decision by event chairman.

- **CLUB CHAMPIONSHIP:** The Club Championship is a 36-hole medal play event normally held the second full weekend in August. In the event of rain the club shall attempt to complete as many holes as possible. If 36 holes are not possible, the first alternative is to shorten the tournament to 27 holes. If an entire round is canceled, there shall be no attempt to reschedule the unplayed round and the tournament shall stand at 18 holes.

TEES

On tournament days all players will play designated tees or blue tees. On non-tournament days players may elect to play Black, Blue, White or combination tees.

SWEEPS

Sweeps are held throughout the season on non-tournament days. Sweeps is a stroke play competition based on the best net scores in each of three groups:

- Players who elect to play the Black tees
- Players who elect to play the Blue tees:
- Players who elect to play the Combination tees

Total payout will be determined by number of players using each tee. Because Sweeps are considered a stroke play competition, a round is not eligible for Sweeps if not played in accordance with the rules of golf. This means that all putts must be holed out and not conceded. (Players engaged in a match may concede putts in accordance with the rules of Match Play; however, to remain eligible for Sweeps they must continue to putt out.)

Net scores are based on actual scores before adjustment for Equitable Stroke Control (ESC). Example; a player shoots 85, but deducts 2 strokes for ESC and posts 83 for handicap purposes. The score used for Sweeps is still 85.

Scores are posted on a special form located in the pro shop. The pro shop staff will calculate the prize money at the end of each Sweeps day, and the results are posted on the bulletin board in pro shop. Sweeps prize money is funded by club dues and is paid in the form of pro shop credit.

HANDICAPS

- **HANDICAP COMMITTEE:** Decisions about handicap adjustments are made by Handicap Chairman, along with Board of Director's, which adheres to guidelines established by the USGA
- **HANDICAP ADJUSTMENTS:** The club has the right to adjust a player's handicap in order to create fair competitions. The most common reason for adjusting handicaps is a recent history of exceptional tournament scores. Other factors include a failure to post scores or a large number of away scores. Further information is available in the USGA Handicap Handbook.
- **POSTING SCORES:** All home and away scores should be posted unless otherwise notified. This includes rounds played under both stroke play and match play formats. If a score is not posted, the Committee may post a penalty score instead (normally the lowest score a player has posted in his last 20 rounds).
- **MATCH PLAY:** Match play scores must be posted. The USGA Rules of Golf Handbook provides the proper method for determining the score for any hole where a putt is conceded. Players are responsible for knowing the proper method.
- **PACE OF PLAY:** Our goal is that the last group shall play as quickly as the first, and that the club will cause no overall delay in the pace of play. To accomplish this, the club has set the following

guidelines; since tee times are spaced 9 minutes apart, groups are expected to finish 9 minutes behind the group in front of them. By adhering to this principle the club can achieve its goal of causing minimal overall delay. From time to time the club will monitor play to determine whether groups are maintaining that standard.

Suggestions for speeding up play:

- Members are encouraged to play “ready golf” at tees and in fairways. Except in tournaments or match play competition, it is rarely critical for the away player to play first. Provided it is safe and does not interfere with his playing partners, a player is encouraged to walk ahead and, if ready, hit his next shot.
 - On the putting green, provided it does not interfere with his playing partners, members are encouraged to line up their putts and replace their ball so as to be ready when it is their turn.
 - Avoid excessive breaks at the turn. A short pause for refreshment is acceptable, but avoidable delay, such as ordering cook-to-order food, is inappropriate.
- By keeping these simple playing practices in mind, we enhance everyone's enjoyment of this great game.

BOARD OF DIRECTOR'S

- The primary role of the Keller Men's Club Board of Director's is to act as stewards of the total membership of the Keller Men's Club. The board does this by evaluating initiatives generated by the board or recommended by the general membership. All initiatives will be measured against an improved or better experience of the total membership of the club.

- **INJURY/ILLNESS:**

Prior to start of regular golf season if you have an injury/illness that would prevent you from participating in golf events, you can elect to be put on our injury/illness list. At such time that you can resume playing, we can add you back on active roster and you will be charged a pro rated dues amount.

If, after paying dues at start of season and you experience an injury/illness that prevents you from playing for a lengthy period of time, you can request, with board approval, to be placed on injury/illness list and receive a pro rated refund of dues paid for that year.