

Rules Taken from the Operations Manual Provided in 2020 for Local Tournaments

1. Anti-Discrimination Policy: It is the policy of the sponsors of the Invitational that all Invitational events be conducted at country clubs and/or golf facilities which do not discriminate on the basis of race, gender, or religion.

2. Tax Requirements: Tax laws require that charitable organizations must inform golfers that the amount of their entry fee is tax deductible only after the fair market value of greens fees, food, drink and other tangible gifts or services of substantial value are subtracted from the entry fee. In addition, any and all charitable gifts of \$250 or more must be substantiated in writing, including: A) amount of contribution, B) whether the charity provided goods and services in association with contribution, C) description and good faith estimate of value of any goods and services provided by the charity. To help diversify the costs of running an Invitational, please be sure to integrate other components of your organizations' programs and services into your local tournament; i.e. distribute organ donor cards to your golfers, include a charity "fact-sheet" in each registration packet, set up an educational display with various brochures, speak briefly on the work of the charity, etc. The burden of taking the proper tax deduction is on the shoulders of our golfers, however, we are required by law to take additional responsibility in helping the golfers determine the proper deduction.

3. Tournament Format: Each Invitational will consist of a shotgun start and an awards banquet. Afternoon starts are strongly preferred as morning shotguns are less convenient for your golfers and reduce the effectiveness of the post-round fund-raising. A shotgun start is necessary to ensure that all participants complete their rounds at approximately the same time. A shotgun start is conducted in the following manner: A fully subscribed tournament consists of 36 teams of four players each. Two teams will start play on each hole. The first team at each hole will tee off at a pre-announced time. The second team will tee off when it is safe to play. As noted earlier, it is strongly recommended that all Invitational events use a four-person scramble format. In a scramble, on each hole, all four members of the team hit one tee shot. The team will then select the best shot from which to play the second shot. All members of the team will then hit a second shot from that position. This procedure is repeated until the ball is holed out. A team score, and a notation of which player's drive was used, is then recorded and the team moves on to the next hole. It is strongly suggested that a volunteer scorer be placed with each team in order to maintain the competitive integrity of the event.

If an event has had a successful history with another form of competition prior to becoming part of the Invitational program, it is not necessary to change to a scramble format. As stated above, the goal of the Invitational is to distinguish the participating charity and the prestigious sponsors as participants in the highest quality amateur golf event for charity. If a tournament has demonstrated that it has achieved this goal with a format other than a scramble, the tournament does not have to alter its format to become an Invitational event. If your event is not conducted as a scramble, you must alert your winning team that the Invitational National Finals are played as a scramble and that each team invited must comply with the handicap requirements (each team must have a combined USGA Handicap Index of at least 43.0 and only one player per team may have a USGA Handicap Index of 8.0 or below). Teams may make substitutions to comply with these rules.

4. Rules of Play:

a. Any high quality 18-hole golf course that does not discriminate on the basis of race, gender or religion is eligible to host an Invitational Tournament. b. Except as set forth in this manual, play in Invitational tournaments is governed by USGA Rules. Some rules may be modified by the local rule's subcommittee.

a. Out of Bounds is defined by white stakes. b. Water Hazards are defined by yellow stakes and lines. c. Ground Under Repair is defined by white lines. d. Lateral Hazards are defined by red stakes and lines. c. EACH player's tee shot must be used at least three (3) times. (It is very important to reiterate this rule before play begins). d. PLAY ALL BALLS UP! Lies may be improved anywhere on the course by placing the ball or using the clubhead. e. Each team member may hit his/her shot from within one club length (except while putting) of the shot selected by the team. However, the ball may not be placed closer to the hole. If the team plays the selected shot from the fairway, rough, bunker, hazard, or green fringe, the ball must be played from within one club length of the shot selected - no nearer the hole - and must remain within the same boundaries as the selected ball originally was found. f. The same rules hold true for putting. However, once a ball has been holed out, play is completed for that hole. Therefore, it is recommended that players not putt out until all players have attempted the putt from the selected position. The team is required to mark the selected shot and then re-mark the ball approximately 6 inches away. This allows the team to mark the ball so that all players can putt from the same spot without being disturbed by the ball marker. g. On the green, players may stand behind a teammate to help determine the line. h. The method of breaking ties will be matching cards. THERE ARE NO PLAYOFFS IN INVITATIONAL EVENTS. Matching cards is a form of breaking ties where an arbitrator, the golf pro, determines the winning team by comparing the scorecards of the tied teams' hole by hole. More specifically, the professional begins matching cards by comparing the scores of each team on the Men's number one (#1) handicap hole. i. If one team has a better score on the #1 handicap hole, that team wins. If the #1 handicap hole is tied, the #2 handicap hole is compared by the pro, and this process continues until a winning team is determined.

The host golf pro must be made aware of these rules in case participants have any questions. A copy of the rules should be provided to the host pro well in advance of the tournament. It is very important that these rules be handed out to all participants on the day of the event in order to effectively enforce the rules of play. Fill in pertinent details such as Hole-in-One location, etc., as well as adding any information you feel necessary. Consult with the golf professional for specific local rules. In the event a team has less than four players, that team is not eligible to win team prizes because they cannot meet the requirement that each team use at least three drives from all four players. Teams with less than four golfers must be notified prior to teeing off that they are ineligible for team prizes, however, failure to so notify shall not affect a team's eligibility. Although three-person teams are non-competing, the individual members of a three-person team are, however, eligible to win the individual prizes (longest drive, closest-to-the-pin, hole-in-one). All golfers in Invitational events, whether they are members of competing foursomes or non-competing threesomes, are only permitted to take one shot from each ball location. In other words, under no circumstances can a golfer take a second shot at any time, on behalf of an absent team member or otherwise.

5. Eligibility: Any amateur golfer can play in the Invitational (all professional golfers, including those employed by golf clubs, country clubs, etc. are not permitted) provided he/she has paid the entry fee in advance. Each participant must provide his/her GHIN number (or comparable state handicap index materials) and present a USGA Handicap Index Card to be verified prior to the event. The local

Tournament Committee or Chairman may provide golfers who do not have a USGA Handicap Index with an Invitational Handicap Index that may be used for the tournament. In order to maintain the competitive integrity of your local tournament: * all participants must register on-site for themselves * all participants must provide a photo I.D at on-site registration * all participants must provide Handicap Index verification information prior to the event * volunteer scorers should be placed with each foursome * charity staff cannot compete Photo IDs must be checked because a number of other amateur tournaments have had problems in the past with golfers playing under aliases or other persons' names. The local Tournament Committee or Chairman may provide golfers who do not have a USGA Handicap Index with an Invitational Handicap Index that may be used for the tournament. The Invitational Handicap Index will be determined in accordance with the USGA's "Second Best Handicap" system as follows: To create a player's Second-Best Handicap, the Tournament Committee simply asks each unhandicapped player to submit his/her three best scores made on a regulation course (one with par of 68 or more) in the last 12 months. The scorecards from these rounds must be attested to (i.e. signed) by the golf professional. The player's Second-Best Handicap is the second-best score he/she has provided minus 70 for men or 73 for women. For example, if a male player submits scores of 92, 96 and 98, his Second-Best Handicap would be 96 (second best score) minus 70 (for men). Thus, his Invitational Handicap Index would be 26.0.

Amateur women golfers are encouraged to play in the Invitational. Women can play with the golfers of their choice in mixed or single sex teams.