



PGA

Michigan Section

Western Chapter

WESTERN CHAPTER RULES & REGULATIONS

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Whereas the West Michigan Chapter of the Michigan Section of the PGA of America has the privilege of planning and conducting a tournament schedule under the jurisdiction of the Section; the following guidelines will serve the West Michigan Chapter.

The only special awards at the Chapter level will be Chapter Champion, Match Play Champion, Assistants Champion, and Chapter Player of the Year. Chapters may nominate candidates of all other special recognition awards; however, they will only be elected at the sectional level. In any situation, the Tournament Regulations of the Section and the Constitution of the National PGA will have preference over this document.

Chapter Tournament Guidelines

All Chapters of the Michigan Section PGA operate under jurisdiction of the Board of Directors of the Section. Under the Chapter Charter, the privilege of planning and conducting a schedule of tournament activities is granted.

- Chapter boundaries are defined by county lines within the State.
- Chapters may not schedule an event on the same day that any of the Section's established Championship Events are being played, without the approval of the Section.

***Note:** A Chapter event could be scheduled on a nonconflicting day of the week within which one of the Section Championship events is being played. Normally, this would result in the Chapter event being scheduled on a day other than Monday.*

- Chapter Tournament schedules must have the approval of the Board of Directors before the beginning of play.

***Note:** Chapter Tournament schedules should be submitted to the Tournament Committee Chairman of the Section by December 1, at which time it can be finalized and approved by the Board of Directors.*

- A Host Professional may be allowed starting times for her/his eligible assistants even though it may be in violation of starting time policy.
- Chapter Championships may be held on different dates.
- Host Pro-Am sites must be located within the Chapter boundaries of which they are held.

Chapter Board of Directors

The Chapter Board of Directors shall consist of the President, Vice President, Secretary, Tournament Chairman, Honorary President (Immediate Past President) and up to four individuals appointed by the President (including the sponsor Chairperson).

Duties and Powers

To establish regulate and control the policies and procedures of the Chapter.

President

A Chapter President will be elected by the Chapter membership at the Chapter's Annual Fall Meeting. The President will administer the Chapter Rules and Regulations with assistance from the Chapter Board of Directors. The Chapter President will also represent the Chapter as a member of the Michigan PGA Board of Directors. The President's term will last two years and will coincide with the election of the Section Officers.

Vice President

A Chapter Vice President will be elected by the Chapter membership at the Chapter's Annual Fall Meeting. The Vice President will oversee the Chapter's financial affairs, including but not limited to, dues, bank accounts, payments and record keeping. The Vice President is to provide a complete financial report to the Chapter Officers and also provide all financial information of the Chapter to the Section on a quarterly basis. The Vice President will preside over Chapter meetings in the President's absence. The Vice President will also be responsible for maintaining and updating the Chapter Rules and Regulations. The Vice President's term will last two years and will coincide with term of the Chapter President.

Secretary

A Chapter Secretary will be elected by the Chapter membership at the Chapter's Annual Fall Meeting. The Secretary will oversee and administer the Chapter's affairs concerning meeting minutes' member communication, record keeping, and roll of membership and others as needed. The Secretary's term will be two years and will coincide with the term of the Chapter President.

***Note:** In the event of the absence or disability of the Secretary, the President shall perform the duties of the Secretary. If the Secretary resigns, dies, or becomes totally incapacitated, the President shall appoint another individual to serve the unexpired term of the Secretary and/or until such time as the Chapter Membership would elect a new Secretary. In the event of the absence or disability of the Vice President, the President shall perform the duties of the Vice President. If the Vice President resigns, dies, or becomes totally incapacitated, the Secretary shall fill the unexpired term of the Vice President and/or such time as the Chapter Membership would elect a new Vice President.*

Tournament Rules and Regulations

Tournament Chairman Appointment

On the occasion of the Chapter's Annual Fall Meeting and the Election of Officers, the newly elected Chapter President shall appoint a Tournament Committee Chairman.

The Tournament Chairman or any elected officer may call meetings of the Tournament Committee. The meeting day, date, time and location will be mailed to each member from the Secretary. Five members shall constitute a quorum. A simple majority of those present will decide matters requiring a vote.

Duties

- Prepare a copy of the Chapter Tournament Schedule for approval by the Section Tournament Committee and Board of Directors by Dec. 1 of the year prior.
- Coordinate with Host Professionals on all matters pertaining to that Professional's event.
- Notify the Section Tournament Committee in writing of any and all violations of Section or Chapter Tournament Regulations.
- Secure sites and dates, according to Chapter and Section guidelines, for Committee approval.
- Secure possessions of trophies emblematic of the various Chapter awards prior to the Annual Chapter Championship.

Tournament Committee

The Tournament Committee shall be composed of the Board of Directors.

Rules Committee

The Rules Committee consists of the Host Professional, and Board of Directors.

Professional - Amateur Regulations

Spikeless - As a condition of all West-Michigan-Chapter-conducted-events, it is required that all professional and amateur participants wear nonmetal spikes. *Penalty for not conforming to this policy is disqualification of individual and team.*

Professional Eligibility

For a professional to be eligible to compete in the West Michigan Pro-Am events, s/he must meet the following criteria:

- Be a member in good standing of the Michigan Section PGA or have a valid Section Player's permit.
- Be a member in good standing of the West Michigan Chapter of the Michigan Section PGA. (The Board of Directors will handle individual requests for permission to play in any Chapter events by nonmembers.)

* Please refer to Section Tournament Regulations as to additional eligibility.

Amateur Eligibility

For an amateur to be eligible to participate in a West Michigan PGA Pro-Am they must meet the following criteria:

- Be a member of a club or course and have established a current USGA handicap index from a recognized handicap service.
- At a public or daily fee course, "a member" would be any player who regularly plays that course and has a USGA handicap index established at that course.
- The West Michigan Board of Directors reserves the right to withhold playing privileges from any amateur.
- A "recognized service" is one that is on file with, and has been approved by the Chapter.
- A "current handicap card" may include a letter from the golf professional, course official, or league secretary testifying to the player's current handicap.

Host Professional Responsibilities

- Communicate with clubhouse manager and superintendent well in advance of the scheduled Pro-Am.
- Lunch should be available between 10:30 a.m. – 3:00 p.m., play begins and bar opens after play has ended.
- Locker room facility should be available, if possible.
- The golf course must be well marked (OB, Hazards, GUR, etc.).
- A copy of the player list must be faxed or emailed (dlazaros@michiganpga.com) by **12:00pm on Friday** to the Michigan PGA Section Office (517.641.7830) for player eligibility verification.
- Any entries received after notification from the Section must be checked against the

suspension list, dues list and players permit list.

- Players must take starting times according to WMPGA policy.
- Provide ample carts or caddies for the event.
- Provide hole location sheets (use good judgment in the placement of hole locations); a printed rule sheet for the day; a listing of which tees the professionals and amateurs will play; and local rules pertaining to that course.
- Set tee markers as follows: Male Pro, Amateur middle tees, Female Pro/amateur 82% of the middle tees.
- Scorecards must be made up in advance with the Professional's name, his starting time and tee assignments.
- Must provide a score table, cart signs, scoreboards, registration table and entry form areas.
- Must provide practice balls.
- Have staff to load and unload clubs from automobiles to golf carts.
- Contact local newspaper and radio stations with information and results of the tournament.
- Notify WMPGA Vice President of players violating cancellation policy.

Guest Professional Responsibilities

- Abide by all Section guidelines
- Chapter dues must be paid prior to participation in any WMPGA event.
- The entry fee must be written on check drawn on the account of the professional or facility, made payable to: West Michigan PGA. Positively no cash!
- Entry blank must be made out prior to registering.
- An official handicap card for each amateur must be presented with entry blank. Failure to provide card for any amateur will result in that amateur receiving a handicap of zero (see handicapping).
- Keep only the tournament score on the official scorecard.
- Register at least one half-hour prior to your scheduled tee time.
- To reserve a starting time for a West Michigan Chapter event, PGA members may call no earlier than 9:00 a.m. on the Tuesday of the week prior to the event. Eligible apprentices may call no earlier than 9:00 a.m. on the Wednesday prior to the event. **Please do not call before 9:00 a.m.**

***Note:** Guest professionals or host professionals who do not follow guidelines will be subject to fines or penalties as determined by West Michigan Board of Directors.*

- If a starting time is made for an event, the guest professional has until 5:00 p.m. three days prior to the event to cancel their starting time. If the starting time is canceled after the three-

day-cancellation period, the guest professional will be responsible for the cost to the chapter from the facility unless:

- o In the case of a full field the guest professional's position in the field is replaced by another guest professional.

Note: Any appeals to this process must be submitted in writing within seven days of the event to the Chapter President. This policy applies to call-in events only. Entry form event governed by Section Tournament Rules and Regulations.

- No-shows and guest professionals who cancel on the day of the event will be responsible for the full entry fee. No show will receive a \$250 fine tournament code of conduct violation by MPGA section.
- If a professional is assessed a fine or owes an entry fee, it must be paid in full before that player is eligible to participate in any remaining WMPGA events.
- A scheduled and confirmed event will only be canceled due to unplayable weather conditions, or other extenuating circumstances. If a scheduled event is canceled after the registration date, only the professionals registered will receive a participation credit towards the minimum credits to qualify for the Chapter Championship.

Inclement Weather

- In the event of inclement weather it is the guest professionals' responsibility to call the host facility. Lunches may be served even during a total wash out and the Guest Professional will be responsible for any cost incurred by the Chapter.
- In the event that play has started, however the entire field has not completed play, those teams completing play shall comprise the field.
- Teams not completing play will be responsible for any cost incurred by the Chapter. Any refunds will be issued by the Chapter.

Entry Fees and Distribution

Entry fees will be determined by the Chapter Board of Directors on a year-to-year basis. Chapter Pro-Ams will charge a standard fee for all events. The Board of Directors may designate higher entry fees for "premium" Pro-Ams.

Entry fees are to be paid by the professional of the team by check, made payable to West Michigan PGA Chapter. Non-sufficient funds check policy: \$25 fine.

Full names and club names must be printed on the registration form, along with current USGA indexes.

Distribution is to be determined by the number of teams participating. A prize breakdown will be posted at each event. Available prize money is allocated as follows:

65% Pro Am
35% Low Pro
15% Chapter Championship

*All members of the team share equally in prize distribution.

**Failure to return a score card results in an automatic \$250 fine.

Amateur Prizes

Amateurs are to share equally in the Pro-Am winnings. The professional on a team placing in the

money will receive a check covering:

- his/her share in cash amount
- the amateur's share

In no case should the professional pay to his amateur partner any cash sum, only merchandise. This protects both the amateur's standing and the integrity of the professional.

Handicapping

- In all regularly scheduled West Michigan chapter events, the amateur's USGA index will be converted to a course handicap. This course handicap will be reduced to 80%. The maximum allowable adjusted course handicap will be 18 strokes for men and 29 for women.
- All professionals are responsible for the USGA handicaps of their amateur partners. Club professionals are held responsible for USGA handicaps for their members playing in Michigan Section Western Chapter Pro-Am events whether or not their members are playing with their club professional. Professionals shall see that the proper USGA handicap is used as a matter of protection for themselves, and the amateurs, as well as to make sure no inequity exists. Penalty for violation: subject to forfeiture of winnings, suspension of winnings, suspension and/or fine.
- All professionals are required to provide amateur handicap verification. Failure to produce such a card at the registration table will cause amateurs to participate with no handicap - "0" for that event.
- All amateurs must use their lowest USGA handicap if carrying two or more cards as a result of membership in two or more clubs or courses.
- Non-resident wishing to play must have a handicap card from a recognized association provided he/she uses his lowest USGA handicap or otherwise will play with a "0"
- Complaints pertaining to handicapping in West Michigan Chapter Events are to be directed, in writing to the Chapter Tournament Chairman.

Posting Results

- The Professional is responsible to see that his scorecard has been attested by one of their team members' signatures and his own signature before turning scorecard in to the official. Failure to have two signatures on the card is automatic disqualification.
- Scores must be turned in to the official scorekeeper immediately at the completion of the round.

Cancellation of a Scheduled Event

Once an event is scheduled and confirmed, it should only be canceled due to unplayable weather conditions, or other extenuating circumstances. Eight teams are considered sufficient participation to hold an event. Other than weather, an event should only be canceled by mutual consent of the host facility and the Chapter Tournament Chairman (also see item 13 on page 7).

Cancellation Policy

If a starting time is made for an event, the Guest Professional has until 5:00 PM three days prior to the event in which to cancel the starting time. If the starting time is not canceled within the three-day period, the Guest Professional will be responsible for the cost to the Chapter from the facility unless: in the case of a full field, the Guest Professional's position in the field is replaced by another Guest Professional (any appeals to this process must be submitted in writing within seven days of the event to the Chapter President).

No shows and Guest Professionals who cancel on the day of the event will be responsible for the full entry fee. No show will receive a \$100 fine tournament code of conduct violation by the Michigan PGA. If a professional is assessed a fine or owes an entry fee, it MUST BE PAID in full for the Professional to remain eligible for any future Western Chapter events.

Dues Structure

Chapter Playing Permit Structure

Membership dues are \$110 for members, \$60 for apprentices and must be paid prior to any participation in Chapter events.

Chapter Player of the Year Points

Points will be awarded according to the size of the Pro-Am field. Last-place money in each event will be worth 2 points with each additional place receiving additional 2 points, i.e.:

- 1st - 8 points
- 2nd - 6 points
- 3rd - 4 points
- 4th - 2 points

The Chapter Championship will award the points to the top 32 players with 32nd place receiving 13 points and 1st place receiving 75 points.

Chapter Match Play Tournament

The top 32 players in the Chapter Championship will qualify for the following years' Match Play Tournament. In the event that a qualifier does not play, the tournament chairman will fill the field on a first come first serve basis for all chapter members until the event is full. All matches must be played within chapter boundaries.

Chapter Championship Eligibility

To qualify for the entry into the Chapter Championship a player must:

- Be a member in good standing of the WMPGA;
- Have played in a minimum of Four (4) WMPGA events in a current season (two of the four must be regular Chapter Pro Ams)