



PGA

Michigan Section

Western Chapter

WESTERN CHAPTER RULES & REGULATIONS

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Whereas the Western 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 Western Michigan Chapter.

The Section oversees all financial affairs related to Chapter activities. The Chapter will abide by the Section's financial policies and procedures.

Special Awards: The only special awards at the Chapter level will be Chapter Champion, Match Play 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 may 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 Section 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.
- Event 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 Chair, Sponsor Chair, Honorary President (Immediate Past President) and up to four "At-Large" individuals appointed at the discretion of the President. Chapter membership is required to hold office, serve on the Chapter Board, and to vote.

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 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 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 scheduled and communicated 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 the Board of Directors.

Chapter Playing Permit Structure

Chapter Playing Permits are \$110 for members, \$60 for associates and must be paid prior to any participation in Chapter events.

Tournament Rules and Regulations

Spike less - As a condition of all Western Michigan Chapter conducted events, it is required that all professional and amateur participants wear non-metal 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 Western Michigan Chapter events, she/he must meet the following criteria:

- Be a member in good standing of the Michigan Section PGA and have a valid Section Playing Permit.
- Be a member in good standing of the Western 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 Western 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 Western 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 index.

Host Professional Responsibilities

- Host Professional must be a PGA Member or Associate.
- 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. Before and after play begins.
- Locker room facility should be available, if possible.
- The golf course must be well marked (OB, Penalty Areas, GUR, etc.).
- Players must make 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 suggested yardage 6500, Senior Professionals, Senior Amateur ages 60 – 69, 90% of Pro/Am tees, Super Senior 70 years of age and over, Female Pro/amateur 80% of the Pro/Am 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.
- Enter results into BlueGolf and email results to the Vice-President and Tournament Chair after immediately following the conclusion of the event.
- Notify WMPGA Vice President of players violating cancellation policy.

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

Guest Professional Responsibilities

- Abide by all Section guidelines.
- Chapter/Associate Permit must be paid prior to participation in any WMPGA event.
- The entry fee must be paid online at the Michigan Section PGA website at time of registration. The system will automatically prompt you to purchase your Chapter/Associate permit if you have not already done so.
- Registration and payment are done online. There is no need to call the host facility. If a preferred tee time is needed, please email the host professional by 12:00 p.m. on Friday prior to the Pro-Am. Guest professionals who do not follow these instructions will be subject to be placed on the wait list if the event is full.
- Amateur names, USGA handicap indexes, and ages must be emailed to the host professional **by 12:00 p.m. on Friday prior to the Pro-Am.**
- 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.
- Registration will open for all Chapter events, excluding the Chapter Championship, on Monday, April 18 at which point PGA members of the Western Chapter may begin to register. Associates and other chapter members may register 2 weeks before the event date beginning at 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 Western Michigan PGA Board of Directors.*

- 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:
 - 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 \$100 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.

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 have 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 online by the professional at the time of registration.

Full names and club names must be printed on the registration form, along with current USGA Indexes and the ages of the players.

A prize breakdown will be posted at each event. Available prize money is allocated as follows:

- Professionals may enter a "low pro" event at their discretion. The entry fee is paid in cash onsite at the host facility. The payout will be determined by the number of professionals entered. The host professional and the Vice President will adjust accordingly.
- Amateur prizes are paid for the Top 3 places with 3rd place getting the entry fee back unless the budget doesn't allow for this. The Vice President will adjust accordingly.
*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 an 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 Western Michigan chapter events, the amateur's USGA handicap 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 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 them, 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 index if carrying two or more cards as a result of membership in two or more clubs or courses.
- Non-residents of the State of Michigan wishing to play must have a handicap card from a recognized association provided he/she uses his lowest USGA handicap index or otherwise will play with a "0"
- Complaints pertaining to handicapping in Western 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.

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 - 20 points
- 2nd - 15 points
- 3rd - 10 points
- 4th- 5 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. The points will be given in 5 point increments.

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 a Chapter Pro-Am)
- "Other" events include, the previous Fall Meeting; The Spring Meeting, Match Play Tournament, VA Tournament, and any scheduled Chapter Pro-Pro Event.

Chapter Match Play Tournament

32 Players will make up the Chapter Match Play Tournament with any necessary “play in” matches allotted as needed to set the field at 32. A qualifying event will be held in conjunction with the Spring Meeting and Pro-Pro tournament to those interested in the participating in the Match Play. Seeding will reflect the following:

- #1 seed – the Previous Year’s Match Play Champion.
- #2-#4 – the Previous Year’s Match Play remaining “Final Four” seeded by Player of the Year Points.
- The remaining 28 players will be seeded by their respective qualifying round score.
- Any open spots thereafter will be filled by those who did not participate in the qualifying round and seeded based on previous year POY points.
- Should the qualifying round be cancelled due to weather or other extenuating circumstance, Match Play seeding will reflect previous year POY Points