



# PGA

Michigan Section

Northern Chapter

## **MICHIGAN SECTION PGA CHAPTER RULES AND REGULATION MANUAL**

### **NORTHERN CHAPTER**

#### **WHEREAS:**

The sole purpose of a chapter is to provide and conduct a Pro-Am tournament schedule for its members.

The special awards given at the Chapter level will be Golf Professional of the Year, Assistant Golf Professional of the Year, Bill Strausbaugh Award, Horton Smith Award, Youth Player Development, Player Development, Merchandiser of the Year Private, Public and Resort, Teacher of the Year, The Patriot Award, Distinguished Service Award and Media Award. Chapter members winning the awards above will then be nominated by the Chapter for the corresponding award given at the Section level. Chapter Champion, Chapter Assistant's Champion, Chapter Player of the Year and Chapter Pro-Am of the Year awards will also be given at the Chapter level. However, these award winners will not be nominated for Section level awards.

The Northern Chapter of the Michigan Section of the PGA of America, hereafter referred to as Chapter, has the privilege of planning and conducting a tournament schedule under the jurisdiction of the Section. The following guidelines will serve as the Northern Chapter Tournament Regulations.

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

In any situation, the Tournament Regulations of the Section and the Constitution of the National PGA will have the preference over this document.

#### **CHAPTER TOURNAMENT GUIDELINES**

All Chapters of the Michigan Section PGA operate under the 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.

The following are conditions, (mandatory where asterisked) which are to serve as guidelines to Chapters in the planning and conduct of their Chapter sponsored and/or cosponsored tournament events:

1. Chapter boundaries are defined by county lines within the State.

2. 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.
  - a. Note: A Chapter event could be scheduled on a non-conflicting 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.
3. Chapter tournament schedules must have the approval of the Section Board of Directors before the beginning of play.
4. A host professional may be allowed (2) starting times for his/her eligible assistants even though it may be in violation of starting time policy.
5. Chapter Championships may be held on different dates.

NOTE: Chapter tournament schedules should be submitted to the Michigan PGA Office by December 1<sup>st</sup>, at which time it could be finalized and approved by the Board of Directors.

## **CHAPTER OFFICERS**

### **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 the assistance of the Chapter Officers and Policy Board. The Chapter President will also represent the Chapter as a member of the Michigan PGA Board of Directors. The President's term will be two (2) years and will coincide with the election of Section Officers. The President will also be responsible for maintaining and updating the Chapter Rules and Regulations

### **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 meeting in the President's absence and represent the Chapter in Section Board Meetings in the Chapter President's absence. The Vice President's term will be two (2) years and will coincide with the 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 communications, record keeping including Player of the Year Points and program participation, roll of membership, and others as needed.

The Secretary's term will be two (2) years and 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 un-expired 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 un-expired term of the Vice President and/or until such time as the Chapter Membership would elect a new Vice President.

## **TOURNAMENT COMMITTEE**

### **APPOINTMENT**

The Tournament Committee of the Chapter shall be composed of the Tournament Chairman and the Chapter Policy Board.

Meetings of the Tournament Committee may be called by the Tournament Chairman or any elected Officer of the Chapter. The meeting day, date, time and location is to be mailed to each of the members from the Secretary. Five (5) members shall constitute a quorum. A simple majority of those present will decide matters requiring a vote.

### **DUTIES**

1. Prepare a copy of the Chapter tournament schedule for approval by the Section Tournament Committee and Board of Directors by December 1<sup>st</sup>. A tentative tournament schedule should be submitted to the President at the Chapter's Fall Meeting.
2. Coordinate with the Host Professionals on all matters pertaining to that Professional's event.
3. Notify the Tournament Committee, *in writing*, of any and all violations of Section or Chapter Tournament Regulations.
4. Secure sites and dates, according to Chapter guidelines, for Committee approval.

## **CHAPTER BOARD OF DIRECTORS**

### **MEMBERS**

The Chapter Board of Directors shall consist of the President, Vice President, Secretary, Tournament Chairman, Honorary President (Immediate Past President), and up to four (4) individuals appointed by the President.

### **DUTIES AND POWERS**

Establish, regulate and control the policies and procedures of the Chapter.

### **RULES COMMITTEE**

The rules Committee consist of the Tournament Chairman and Host Professional.

## **PROFESSIONAL – AMATEUR REGULATIONS**

### **PROFESSIONAL ELIGIBILITY**

For a Professional to be eligible to compete in a Northern Chapter event, they must meet the following criteria:

- a. Be a member in good standing of the Michigan Section PGA and have a valid Section Players permit.
- b. Be a member in good standing of any Chapter. This is to include paying for a Chapter Playing Permit prior to the first event played.

- c. Eligibility to participate in Chapter Championship is limited to Chapter members only and to include only participants who have not played in more than twelve tournaments co-sponsored or approved by the PGA Tour, Champions Tour or WEB.com Tour during the preceding or current calendar year.
- d. The Secretary will contact the Host Professional as to eligibility of participants prior to each event.
- e. Privilege to hold office will be granted to PGA Members who are Chapter Members in good standing.
- f. Voting privileges will be granted to all Chapter Members in good standing.

### **AMATEUR ELIGIBILITY**

For an Amateur to be eligible to participate in a Chapter of the Michigan PGA Pro-Am event, they must meet the following criteria:

- a. Be a member of a club or course and have established a current USGA handicap card from a recognized handicap service.
- b. At a public or daily fee course, a “member” would be any player who regularly plays that course and has a USGA handicap established at that course.

A “recognized service” is one that is on file with the Section and with the Chapter and has been approved by the respective bodies.

### **HANDICAPPING: Updated Winter 2020**

- 1. In all regularly scheduled Chapter events, the host professional shall use the form on the next page for the recommended handicap allowance. Furthermore, the maximum handicap prior to the handicap allowance will now be 36 for a male or female amateur.

<b>Format of Play</b>	<b>Type of Round</b>	<b>Recommended <i>Handicap Allowance</i></b>
Stroke play	Individual	95%
	Individual Stableford	95%
	Individual Par/Bogey	95%
	Individual Maximum Score	95%
	Four-Ball	85%
	Four-Ball Stableford	85%
	Four-Ball Par/Bogey	90%
Match Play	Individual	100%
	Four-Ball	90%
Other	Foursomes	50% of combined team handicap
	Greensomes	60% low handicap + 40% high handicap
	Pinehurst/Chapman	60% low handicap + 40% high handicap
	Best 1 of 4 stroke play	75%
	Best 2 of 4 stroke play	85%
	Best 3 of 4 stroke play	100%
	All 4 of 4 stroke play	100%
	Scramble (4 players)	25%/20%/15%/10% from lowest to highest handicap
	Scramble (2 players)	35% low/15% high
	Total score of 2 match play	100%
	Best 1 of 4 Par/Bogey	75%
	Best 2 of 4 Par/Bogey	80%
	Best 3 of 4 Par/Bogey	90%
	4 of 4 Par/Bogey	100%

2. All Professionals are held responsible for the USGA handicaps of their amateur partners. Club professionals are held responsible for USGA handicaps of their members playing in Michigan Section or Northern Chapter Pro-Amateur 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 amateur as well as to make sure no inequity exists. Penalty for violation: subject to forfeiture of winnings, suspension and/or fine.
3. All Professionals are required to provide handicap verification. Failure to produce such verification at the registration table may cause them to participate with no handicap, "0" for that event.
4. All amateurs must use their lowest USGA handicap if they carry two or more as a result of membership in two or more clubs or courses. Any participant that does not have a USGA handicap must play as a scratch.

5. Pro-Am Event Team Adjustment - Any Pro-Am team made up of the same amateur players that cash a check in an NMPGA Pro-Am event three times must change 50% of the team for the remaining events during the season, i.e. only two members of the team (the professional and one amateur) may play together in any Pro-Am event for the remainder of the season, excluding the Chapter Championship Pro-Am.
6. NMPGA Professionals who do not follow guidelines will be subject to fines or penalties as determined by the Northern Chapter and Michigan Section Board of Directors
7. Complaints pertaining to handicapping in Chapter events are to be directed, *in writing*, to the Chapter Tournament Chairman.

## **POSTING RESULTS**

1. The Professional is responsible to see that their scorecard has been attested by one of their team member's signature and their own signature before turning in the scorecard to the official. \*\*\*Penalty for failure to have two signatures on the card is automatic disqualification.
2. Scores must be turned into official scorekeeper immediately at the completion of the round.

## **HOST PROFESSIONAL RESPONSIBILITIES**

1. A host facility's are required to employ a PGA Member or Associate
2. Secure Title Sponsor for the event. No less than \$1,300.00 for a Pro-Am. If less than \$1300 is raised remainder will come from host pro stipend and/or course reimbursement.
3. Communicate with clubhouse manager well in advance of scheduled Pro-Am.
  - a. Lunch should be available before play begins and bar open after play has ended.
  - b. Locker room facility should be available, if possible.
4. Communicate with superintendent well in advance of your event.
5. The golf course must be well marked (O.B., Penalty Areas, G.U.R, etc.)
6. This is a fun day for our members...so please set the course with that in mind. Below is a recommendation on the course set up to ensure a fun day for all. Four sets of tees must be provided for the following groups of players. If four sets of tees can not be provided, please make the best decision possible for the field. Winter of 2020 updated to go off from Section yardages for Professionals.

a. Male Professionals	Back Tees (Max of 6,800 yards)
b. Female Professionals	(18% Less than Back Tee, with a maximum of 5,576)
c. Male Professionals (60+)	(8% Less than Back Tee, with a maximum of 6,256)
d. Female Professionals (60+)	(23% Less than Back Tee, with a maximum of 5,236)
e. Male Amateurs	(8% Less than Back Tee, with a maximum of 6,256)
f. Female Amateurs	(23% Less than Back Tee, with a maximum of 5,236)
g. Male Amateurs (60+)	(18% Less than Back Tee, with a maximum of 5,576)
h. Female Amateurs (60+)	(If course can accommodate extra tee box, use best judgement)

7. Must register for each event according to Chapter policy: PGA Members will sign-up via Blue Golf for the event, 9AM Wednesday for Associates the prior week before the event, and 12:00PM for non NPGA members. This is done by registering and paying the entry fee on Blue Golf. Tee times will be determined by the host professional. If there is a request for a tee time, this can be done by emailing the host professional. The NMPGA Member must be registered and have paid for his/her entry fee prior to getting a tee time request.
8. Must provide ample carts or caddies for the event.
9. Must provide printed rules for the day.
10. Scorecards must be made in advance with the Professional's name and start time.
11. Must provide a score table and scoreboards, and a tournament coordinator or scorer to handle the recording of the tournament results.
12. Have lot attendants to load and unload clubs from cars to golf carts.
13. Contact local newspaper and radio stations with information and results.
14. Communicate with Michigan PGA office as to Professional eligibility prior to your event.
15. Must send the tournament results to the participating Golf Professionals, so they will have that information for their members.

### **GUEST PROFESSIONAL RESPONSIBILITIES**

1. Abide by all Section guidelines.
2. Dues must be paid prior to participation in any Chapter event.
3. The entry fee must be paid online using a major credit card prior to registration deadline.
4. Entry blank must be made out prior to registering.
5. Official handicap verification for each amateur must be presented with the entry blank.
6. Keep only the tournament score on the official scorecard.
7. Register at least one-half hour prior to your scheduled tee time.
8. Must register for each event according to Chapter policy: Sign up via Blue Golf prior to the event for PGA members, 9AM Wednesday for Associates the week prior, and 12:00PM for non NPGA members. This is done by registering and paying the entry fee on Blue Golf. Tee times will be determined by the host professional. If there is a request for a tee time,

this can be done by emailing the host professional. The NMPGA Member must be registered and have paid for his/her entry fee prior to getting a tee time request.

9. Guest Professionals or Host Professionals who do not follow guidelines will be subject to fines or penalties as determined by the Chapter Board of Directors.
10. If a starting time is made for an event, then canceled, the Guest Professional may be responsible for any and all costs incurred for the scheduled event, as determined by the host professional.
11. The entry fee must be paid if a golf professional's team should not show for their starting time without calling the Host Professional to cancel.
12. If a Golf Professional is assessed a pro-am charge or fee for a cancellation or no show, it must be paid before that player is eligible to play in another Chapter event.

### **ENTRY FEES AND PRIZE DISTRIBUTION**

1. Entry fees will be determined by the membership body upon the advice of the Chapter Board of Directors on a year to year basis.
  - a. If the Host Professional needs additional money for carts or lunches, the club professional must submit a request to the NMPGA BOD's prior to the event. This will be predetermined by the NMPGA BOD's.
2. Entry fees are to be paid by the Professional of the team by Credit Card on Blue Golf.
3. Full names and club names must be printed on the Registration Form, along with each player's current USGA index.
4. The purse will be determined from the entry fees, and sponsor fee of the event. Distribution of monies will include host facility expenses, low professional, low team, Chapter Championship contribution.
5. Prize distribution is to be determined by the number of teams (not to exceed):
  - a. 0-18 Teams, 3 low professional & 6 team places.
  - b. 19-35 Teams, 3 low professional & 8 team places.
  - c. Over 36 Teams, 3 low professional & 10 team places.

### **AMATEUR PRIZES**

Amateurs are to share equally in the Pro-Am winnings and will be paid according to the Amateur payment rules established by the PGA.

Amateur Prize Limitation. Amateur participants in NMPGA events are limited to winning \$1000. Once the \$1000 amount is reached, neither the player nor his/her team will be allowed to share in any winnings in the Pro-Am portion of the event.

NOTE: The Chapter reserves the right to put a marker with any group it deems necessary.



## **CHAPTER “PLAYER OF THE YEAR” POINTS**

The title “Player of the Year” is given to that Golf Professional that wins the most points by placing in the following:

- Chapter Pro Am
- Chapter Championship
- Chapter Match Play Championship

Each Chapter Pro-Am Event will receive points as follows:

1 <sup>st</sup> – 30 points	4 <sup>th</sup> – 16 points	7 <sup>th</sup> – 7 points	10 <sup>th</sup> – 3 points
2 <sup>nd</sup> – 24 points	5 <sup>th</sup> – 12 points	8 <sup>th</sup> – 5 points	11 <sup>th</sup> – 2 points
3 <sup>rd</sup> – 20 points	6 <sup>th</sup> – 9 points	9 <sup>th</sup> – 4 points	12 <sup>th</sup> – 1 point

The Chapter Championship will receive points as follows:

1 <sup>st</sup> – 80 points	6 <sup>th</sup> – 30 points	11 <sup>th</sup> – 15 points	16 <sup>th</sup> – 5 points
2 <sup>nd</sup> – 60 points	7 <sup>th</sup> – 27 points	12 <sup>th</sup> – 13 points	17 <sup>th</sup> – 4 points
3 <sup>rd</sup> – 45 points	8 <sup>th</sup> – 24 points	13 <sup>th</sup> – 11 points	18 <sup>th</sup> – 3 points
4 <sup>th</sup> – 40 points	9 <sup>th</sup> – 21 points	14 <sup>th</sup> – 9 points	19 <sup>th</sup> – 2 points
5 <sup>th</sup> – 35 points	10 <sup>th</sup> – 18 points	15 <sup>th</sup> – 7 points	20 <sup>th</sup> – 1 point

NOTE: If a Northern Chapter Member wins the Michigan Open, Michigan PGA or PGA Match Play, he/she will receive an additional 20 points.

## **CHAPTER CHAMPIONSHIP ELIGIBILITY**

Only those Chapter members who have participated in a minimum of 4 Chapter events during the current season will be eligible for the buy-in to participate in the Chapter Championship. One point maximum will be awarded for attendance at both a Spring/Fall NMPGA Meeting. The Chapter Match Play Championship also counts as an event. Chapter members can also receive a point for retaining a personal sponsor.

## **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.

In the event a published event is canceled after the registration date, only those who are registered will receive a participation credit.

## **CHAPTER SPECIAL AWARDS**

On the occasion of the Chapter's Annual Fall Meeting, the Chapter Membership will select the recipients of the Chapter's Special Awards in the following Categories:

- Pro-Am of the Year
- Player of the Year
- Chapter Champion
- Assistants Champion
- Chapter Match Play Champion

On the occasion of the Chapter's Annual Spring Meeting, the Chapter Membership will nominate members for the Chapter's Special Awards in the following categories:

- Assistant Golf Professional of the Year
- Bill Strausbaugh Award
- Horton Smith Award
- Youth Player Development
- Merchandiser of the Year: Public, Private, Resort
- Player Development
- Golf Professional of the Year
- Distinguished Service Award
- The Patriot Award
- Teacher of the Year
- Deacon Palmer
- Media Award

Voting will occur electronically during the course of the season. If plaques/certificates are to be given to the recipients it shall be done at the Fall Meeting.

## **GENERAL INFORMATION**

### Playing Permits

Associates or A-8	\$65
All Others	\$125

Pro-Am Event Entry (Team Entry Fee):	\$300 – Standard Pro-Am \$375 - Major
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Exceptions to 2 and 3 will be considered for events in which lunch is served and/or more than 18 holes are played.

Chapter Match Play Championship Entry:	\$150
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### Pro-Am Event Registration

- a. NMPGA members who are members of the PGA may sign up via Blue Golf to reserve tee times.
- b. NMPGA members who are Associates may call the Wednesday prior to the pro-am beginning at 9am to reserve tee times.
- c. Non-members of the NMPGA who are members or Associates of the Michigan PGA may call the Wednesday prior to the pro-am beginning at noon to reserve tee times.

## **POLICIES & AMENDMENTS**

### **PACE OF PLAY POLICY**

The targeted pace of play will be 4 hours and 30 minutes or less.

Pace of play to be monitored by host professional utilizing rangers (2) depending on size of field. Egregious acts compromising pace of play at an event will be handled by BOD.

### **TOURNAMENT CONDUCT CODE**

A player, by entering and/or participating in any Michigan PGA co-sponsored or approved event, acknowledge the right and authority of the President, Vice-President, Secretary, Tournament Committee Chairman, and the current Chapter Presidents to fine and suspend a player from tournament play in Michigan PGA co-sponsored events for violation of the Michigan PGA Tournament Conduct Code.

Any player who shall be deemed guilty of the Tournament Conduct Code while participating in any Michigan PGA co-sponsored or approved event or activities related hereto, or who otherwise violates these Regulations shall be subject to fines consistent with those specified in the Michigan PGA Tournament Rules and Regulations.

## **ARTICLE II**

### **CODE OF ETHICS**

- Section 1** Believing that the growth of the game of golf and its high standing in this country is largely due to the efforts of its early professional exponents and because of their ideals of sportsmanship and ethical practices, the Section is dedicated to the perpetuation of those ideals. In the fulfillment of the purpose to which it is dedicated, the Section enjoins upon its members and Associates rigid observance of a Code of Ethics.
- Section 2** The term "Golf Professional" must be a synonym and pledge of honor, service and fair dealing. Professional integrity, fidelity to the game of golf, and a sense of great responsibility to employers, employees, manufacturers, golfers and fellow golf professionals transcends thought of material gain in the motives of the true Golf Professional.
- Section 3** Members and Associates shall be deemed to have violated the Code of Ethics as listed in the Association By-Laws Article II Section 3.
- Section 4** Members or Associates who violate the Association's Code of Ethics, Association or Section rules or provisions in either the Association's or Section's Constitution, By-Laws or Regulations shall be subject to disciplinary action as outlined in the Association By-Laws Article II Section 4.
- Section 5** Members and Associates accused of disciplinary violations may appeal decisions as outlined in the Association By-Laws Article II Section 5.

### **ACCEPTED FORMATS FOR PRO-AM EVENTS**

- 2 Best Ball of 4
- 1 and 2 Best Ball of 4
- 1 Best Ball on par 4's and 2 Best Balls on par 3's and 5's
- 3-2-1 Best Ball
  - 3 best balls on the four par 3's
  - 2 best balls on the four par 4's
  - 1 best ball on the four par 5's
- 2-1 Best Ball
  - Front 9 the team would count the best 2 balls
  - Back 9 the team would count the best 1 ball
- 2 best balls of 4, one net and one gross (cannot use the same ball for both)
- Stableford Scoring
- Scramble

### **PRO-AM EVENT SHORTENED DUE TO INCLEMENT WEATHER OR DARKNESS (2006)**

1. Event site will receive their portion of the entry fee, regardless if the entire field does not finish the round.
2. Teams that do not finish the round will be refunded their entry less the sites portion of the entry.
3. If the course is deemed unplayable or closed to all participants by the host professional, all entry fees will be refunded to each team in full.
4. If 50% of the field finishes, event payout will be based on only the entry fees of those who have completed their round.
5. If less than 50% of the field finish the event, prize money will not be awarded, entry fees would be refunded less the sites portion of the entry.
6. Player of the Year points will not be awarded for any event in which 25% of the field does not finish due to inclement weather or darkness.
7. Participation points will be awarded to professionals that complete a minimum of 9 holes in an event that is shortened due to inclement weather or darkness.

### **NON-NMPGA MEMBER ADMITTANCE INTO NMPGA PRO-AM EVENTS**

PGA members and Associates in good standing with the Michigan Section of the PGA who are not members of the NMPGA will be allowed to participate in NMPGA Pro-Am events using the following guidelines:

1. Non-NMPGA members can call no earlier than the Wednesday prior to the pro-am in question at noon.
2. Although non-NMPGA members will have the same access to both the low-pro and low-team purses as NMPGA members, they will not receive Player of the Year points.

3. Guest professionals who are not NMPGA Members must follow all of the guidelines regarding handicapping; code of conduct, etc. They will be subject to the same penalties as NMPGA members.
4. A professional may become a member of the NMPGA at any time by paying for his/her playing permit. However, participation points will not be awarded until the playing permit has been paid. (Ex. Guest professional plays in the first pro-am of the year, then decided to join the NMPGA before the second pro-am he/she plays in, participation points from the first event will not be awarded.)