



### **Mission Statement**

The sole purpose of a Chapter is to service its members through Meetings, Pro-Ams and a Chapter Championship. The ECMPGA will provide networking opportunities with our fellow professionals and members or patrons of our facilities for the overall good of our PGA Members. The foundation of the Eastern Chapter is to create long-term goodwill with our members and guests. The financial goal of the Eastern Chapter is to share as evenly as possible with all of our members and guests.

### **Core Values**

Honesty  
Integrity  
Respect  
Relationship Building  
Networking  
Financial Consistency

The Eastern Chapter of the Michigan Section 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 Eastern 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 take precedent 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 co-sponsored 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 championships are being played without the approval of the Section.
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 (1) starting times for his/her eligible assistants.
5. A sponsor may be allowed (1) team in a Pro-Am upon approval by the Chapter Board of Directors.
6. Chapter Championships may be held on different dates.

7. All Michigan Section Chapters will be consistent.
8. All sponsor and host site agreements should be standardized and submitted to the Section for legal approval.

**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.

Chapter tournament schedules should be submitted to the Tournament Committee Chairman of the Section by February 1<sup>st</sup>, at which time it can be finalized and approved by the Board of Directors.

## **Chapter Officers**

### **President**

A Chapter President will be elected by the Chapter memberships 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 years and coincide with the election of the Section Officers.

### **Vice President**

A Chapter Vice-President will be elected by the Chapter memberships at the Chapter's annual fall meeting. The Vice-President will preside over Chapter meetings in the President's absence and represent the Chapter in Section Board Meetings in the Chapter 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 be two years and coincide with the term of the Chapter President.

### **Secretary/Tournament Chairman**

The Chapter Secretary/Tournament Chairman will be elected by the Chapter memberships at the Chapter's annual fall meeting. The positions will be composed of two persons, both of whom will be Co-Secretary/Tournament Chairmen. The Secretary will oversee and administer the Chapter's affairs concerning meeting minutes, member communications, record keeping, roll of membership and others as needed. In addition, he/she will ensure the responsibilities of the tournament committee are fulfilled.

The Secretary/Tournament Chairman's term will be two years and coordinated so as to provide the newly elected Secretary/Tournament Chairman to serve a minimum of one year with the existing Secretary/Tournament Chairman.

**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 President shall appoint another individual to serve 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 Co-Secretary/Tournament Chairman and the Chapter Policy Board.

The Tournament Chairman, or any elected officer of the Chapter, may call meetings of the Tournament Committee. The meeting day, time and location is to be communicated to each of the members from the Secretary. Five 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 Feb. 1<sup>st</sup>.
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 Policy Board**

#### **Members**

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

#### **Duties and Powers**

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

#### **Rules Committee**

The Rules Committee shall consist of the Tournament Chairmen and Host Professional.

### **Professional – Amateur Regulations**

#### **Professional Eligibility**

For a Professional to be eligible to compete in an Eastern Chapter Event, they must meet the following criteria:

1. Be an Associate in good standing of the Michigan Section PGA or have a valid Section Playing Permit.
2. Be a Member in good standing of the Michigan Section PGA and to include a valid Chapter Playing Permit.
3. Be a Member that follows the proper handicapping procedures and enters a legitimate and legal amateur team.
4. Eligibility to participate in Chapter Events is limited to Chapter Members only, and to include only participants who have not played in more than twelve tournaments co-sponsored by the PGA Tour, PGA Champions Tour or Web.com Tour during the preceding or current calendar year.
5. The Host Professional will contact the Michigan Section to ensure the eligibility of participants prior to each event.
6. Privilege to hold office will be granted to PGA Members who are Chapter Members in good standing.
7. 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:

1. Be a member of a golf course or golf club and have a current handicap index from the World Handicap System provided by an authorized golf club.

## **Handicapping**

1. In all regularly scheduled Chapter events, **80% of the amateur's most current WHS handicap will be used, up to a maximum of 80% of 23, or 18 strokes for men and a maximum of 80% of 36, or 29 for women.**
2. All Professionals are held responsible for the WHS handicaps of their amateur partners. Professionals are held responsible for the WHS handicaps of their members playing in Michigan Section or Eastern Chapter Pro-Am events, whether or not their members are playing with their club's Professional. Professionals shall see that the proper WHS 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, suspensions and/or fine.
3. All Professionals are required to provide handicap verification where needed. 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 WHS handicap if they carry two or more as a result of membership in two or more clubs or courses.
5. If a non-resident wishing to play has a WHS handicap from a recognized club or course, they may play, providing they use their lowest WHS handicap or otherwise play from scratch.
6. Complaints pertaining to handicapping in Chapter events are to be directed, *in writing*, to the Chapter Tournament Chairmen.

## **Senior Tee Policy for the Eastern Chapter Michigan PGA**

All host facilities must accommodate for senior Professionals/amateurs playing in their event. Senior Professionals/amateurs with their age 60-69, or Super Senior Professionals/amateurs with their age 70+ can choose to play from the corresponding Senior/Super Senior tees. If they decide to move up to the next set of tees they will receive that tees course handicap.

## **Posting Results**

1. The Professional is responsible to see that their scorecard has been attested by one of the 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 the official scorekeeper immediately after the completion of the round.
3. All scores must be turned in by the professional.

## **Chapter Championship Eligibility**

Only those Chapter members who have participated in a minimum of 4 Chapter Events (2 points **MUST** come from 4 person Pro-Ams) during the current season will be eligible for the Chapter Championship.

Participation will be awarded for the following:

1. All Chapter Pro-Ams
2. Chapter 3 Man Draw
3. Chapter Pro-Pro

## **Cancellation of a Scheduled Event**

Once an event is scheduled and confirmed, it should only be cancelled due to unplayable weather conditions, or other extenuating circumstances. Twelve teams are considered sufficient participation to hold an event. Other than weather, an event should only be cancelled by mutual consent of the host facility and the Chapter Tournament Chairmen.

In the event of a cancellation of one or more published events, prior to the registration date and not rescheduled, the minimum requirement of participation for the Chapter Championship will NOT be effected.

If a Chapter event is cancelled after the registration date and not rescheduled, only those who were registered at the time the event was cancelled will receive a participation point.

If a Chapter event is cancelled and rescheduled to a later date, members will receive a participation point if they were registered at the time the event was cancelled and are unable to play on the rescheduled date. If a member was not registered at the time the event was cancelled, but can play in the rescheduled event, he/she will receive a participation point.

**Under no circumstances will a member receive two participation points for being registered in the event prior to being rescheduled and playing in the rescheduled event.**

### **Gift Certificate Policy**

When playing in Chapter Pro-Ams, amateur gift certificate winnings are paid to the golf shop of the PGA Professional who brought the team to the event for the amateurs to use in shop credit. If the Professional on a team winning money does not work at a facility where shop credit can be arranged, the amateurs will receive golf shop credit at the host facility or another PGA facility with a golf shop convenient to the amateur players.

It is the responsibility of the PGA Professional bringing the team to notify the host pro/Section where the gift certificate money should be sent the Friday before an event.

### **General Information**

Playing Permit:

A-8 or Associate:	\$125.00
All other Class "A" Members	\$150.00
Pro-Am Entry Fee:	\$450.00
Pro-Pro Entry Fee:	\$230.00
3 Man Draw	\$115.00

The Pro-Am fees, expenses, and prize breakdowns are to be determined by the Chapter Policy Board and voted in by a simple majority at the annual Chapter Spring Meeting.

Each Host Professional will receive a Pro-Am Packet prior to hosting an event. This packet will contain all necessary documents and forms for hosting and reporting results for your event.

The Chapter Board or the Host Professional, has the right to place a marker with any group they deem necessary. For the Pro-Pro Tournament, only one member of each team has to be an Eastern Chapter Member. The other member of the team can be another Pro.

A percentage, determined by the Chapter Policy Board annually, will be withheld from each Chapter event as a means of funding the Chapter Championship, excluding the following events, Spring Meeting, Pro-Pro, Pro-Scratch and Charity events.