



MICHIGAN
Western Chapter

WESTERN CHAPTER RULES & REGULATIONS

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Table of Contents

Chapter Tournament Guidelines 2

Board of Directors 2

Tournament Rules and Regulations 4

Professional - Amateur Regulations 4

Playing Permit Structure 4

Host Professional Responsibilities 5

Cancellation of a Scheduled Event 5

Guest Professional Responsibilities 6

Cancellation Policy 6

Entry Fees & Distribution 7

Amateur Prizes 7

Handicapping 7

Posting Results 8

Chapter Player of the Year Points 8

Chapter Match Play 8

Chapter Championship Eligibility 8

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 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.

- 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 be responsible for:

Maintaining and updating the Chapter Rules and Regulations

Communicating with the Chapter on Tournament results and announcements

Overseeing and administering the Chapter's affairs concerning meeting minutes' member, record keeping, and roll of membership and others as needed. The Vice President's term **will** last two years and will coincide with term of the Chapter President.

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

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 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 \$110.00 for members, and \$110 for associates (includes \$50 Section Permit fee) 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. *The 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

- Communicate all F&B requirements to the GM and/or F&B manager.
 - o Communication with tournament chair to approve food offering.
- Communicate course set-up details to Superintendent, which include:
 - o Fairly easy hole locations to help with scoring and pace of play.

- Course is accurately marked for penalty areas, GUR, etc.
- Tee markers set to the correct yardage or as close as possible.
 - Male Professionals and Amateurs 59 & younger, back tees (6400-6700 yds)
 - Senior Male Professionals and Senior Amateurs (60-69) 94% of yardage
 - Female Professionals, Super Senior Professionals/Super Senior Amateurs (70 & Older) 84% of yardage
 - Female Amateurs, most forward tee
- Must provide enough carts for stated field size. Any Rental Cart Fees will be split 50/50 with the host facility.
- Communicate with Diane/Section office the Friday prior to ensure all teams are registered and paid.

Day of Event

- Registration table set-up in a high traffic area that should include:
- Side/Cash games (Skins and Low Pro)
- Scorecards completed in advance with Golf Professional and Amateur names, along with correct handicap allocations (dots)
- Extra rules sheets and hole location sheets (if applicable)
- Host Golf Professionals are responsible for all announcements before, during and after play.
- Have ample support staff (cart attendants, waitstaff, etc.)
- Designated area for scorecard return
- Visible scoreboards, either written or digital to display results.
- Payout all side games/cash games. If unable to, communicate with winners to ensure payment.

Event Wrap-Up

The following MUST be completed and sent to the Section and Tournament Chair by 5PM the day after the event or host professional could lose Host Professional Stipend:

- Team results (all teams), Professional results (all professionals), Skins/side games, and properly completed financial document.

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. 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, Current USGA handicap indexes / GHIN #'s , and ages must be emailed to the host professional by entry deadline date.
 - See Handicapping Section for more information.

- 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, the day after the Spring Meeting each year. At this 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 the event entry deadline date / time to cancel their starting time. If the starting time is canceled after the event closing date / time, 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 \$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 host professionals' responsibility / decision if the event should be cancelled.
- Host facility is responsible to contact guest professionals to communicate any delays / updates / cancellations.
 - 2-hour delay would be max for any delay
- 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.
- In case of entire event cancellation, a portion of the entry fee may be held back from the entry fee: \$30 per play max.

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.

*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.

- Dependent on event format, USGA recommendations may be considered.
- 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 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.
- 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 to the Low Professionals in each Pro-Am using the following schedule:

Low Pro – 20 points
2nd – 16 points
3rd – 12 points
4th – 8 points
5th – 4 points
6th – 2 points
Participation – 1 point

Chapter Championship Eligibility

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

- Be a member in good standing of the WMPGA;
- Must collect 6 points from WMPGA Events in a current season
 - Point System:
 - Pro-Ams = 2 Pts
 - Other WMPGA Events = 1 Pt

POY Points Schedule for the Chapter Championship

The Chapter Championship points will be awarded to the top 32 players. The points will be awarded in 5-point increments for the top ten starting with 75 to first place. Then places 11-32 will receive points in 1-point increments starting with 11th place receiving 29 points. Should we have more than 32 players in the field this process will continue until all points have been distributed.

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 of 32. A qualifying event will be held for those interested in participating in the Match Play tournament. Seeding will reflect the following:

- #1 Seed – Previous Year’s Champion
- The remaining 31 players will be seeded by their respective qualifying score.
 - If 32 players do not sign up, BYE’s will be used for the low qualifying seeding positions.
 - *Should the qualifying round be cancelled due to weather or other extenuating circumstance, Match Play seeding will reflect the previous year POY points and then time stamp of entry if needed.

Points will be awarded in the Match Play tournament using the following schedule:

Champion – 75 Points
Runner up – 50 Points
Final 4 – 35 Points
Elite 8 – 20 Points
Sweet 16 – 10 Points
Participating – 1 Point