

ECMPGA Host Professional Responsibilities

Before the Event

1. Communicate with General Manager/F&B Manager well in advance of scheduled event.
2. Communicate with Course Superintendent well in advance of event.
 - a. The golf course must be well marked (O.B., Penalty Areas, and Ground Under Repair).
 - b. This is a fun day for our members/guests, so please set the course up with that in mind.
 - c. Three sets of tees should be provided for the following groups of players at all events:
 - Men Pro / Men Am under age 60 **Event Tees (Recommended 6500-6700 yards)**
 - Men Sr. Pro / Men Sr. Am age 60-69 **Middle Tees (93% of Event Tees, +/- 1%)**
 - Men Super Sr. Pro / Super Sr. Am age 70+ **Forward Tees (86% of Event Tees, +/- 1%)**
 - Women Pro / Women AM **Forward Tees (86% of Event Tees, +/- 1%)**
3. Must provide ample carts or caddies for the event if applicable.
4. Log into the BlueGolf event page after 12:00PM the Friday before the event to obtain team/player information.
 - a. Guest Professionals will register and pay their entry fee online.
5. In all Chapter Pro-Am 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. Format for all Pro-Am events will be a 1 net best ball/1 gross Best Ball of the team. Scores must come from two different balls.
6. Event detail sheet must be sent to Eastern Chapter Board by 4:00PM Friday before the event to be mailed out to the Chapter members.

Day of the Event

1. A registration table should be set up to register teams; supplies at the table for registration:
 - a. Handicap Conversion Chart
 - b. Special Event Registration (ie: skins game or buy-ins)
 - c. Pens or pencils
2. Must provide printed event rules, event format, and any local rules to each individual group. All printed materials must have the sponsor logos (if available) printed on them.
3. Must provide scorecards in advance with Professional's name, starting time, and tee assignment.
4. Must provide score table or area with scoreboards; along with a scorer to post scores and results.
 - a. All Pro-Am ties will split prize money, there will not be a "playoff" to determine winning teams (including 1st place).
5. Have ample support or staff; bag or lot attendants to load and unload guests to golf carts.
6. Email the ECMPGA Board & Diane Lazaros by 5:00PM the day following the event, or else loss of stipend.
 - a. Must enter FULL field results in BlueGolf (all teams, regardless of place on leaderboard).
 - b. Must provide the filled-out financials form (correctly).
 - c. Must email Diane an "invoice" for the club to be paid for hosting the event.
 - d. Pay out the cigar box immediately, if winners leave early contact them to see how they would like to receive their winnings.

GUEST PROFESSIONAL RESPONSIBILITIES

1. Abide by all Section & Chapter guidelines and pay online at www.michiganpga.com.
2. Playing Permit must be purchased online prior to participating in ECMPGA events.
3. Utilize BlueGolf to register your team and give your amateur names/handicaps, and pay entry fee online.
 - a. Class A Members can register the Tuesday 2 weeks prior to the event, beginning at 9:00 AM.
 - b. Associates can register the Wednesday 2 weeks prior to the event, beginning at 9:00 AM.
 - c. If you withdraw your registration prior to the Event Deadline, you will receive a full refund less \$10 (covers BlueGolf/transaction fees). No Chapter Championship point is awarded.
 - d. If you withdraw after the Event Deadline, you will receive a full refund, less \$10, IF your spot is filled by a wait list team OR if you have withdrawn due to medical reasons with a written doctor's verification. No Chapter Championship point is awarded.
 - e. If you withdraw after the Event has started, no refund will be given and a Chapter Championship point will be awarded IF the team teed off at the start of the Event.
4. If you do not cancel by the event deadline (Thursday at 11:59PM prior to the event), you must pay a \$50.00 fee, and the fee MUST BE PAID in full for the Professional to remain eligible for any future ECMPGA events.
5. The Professional will check in at the registration table and complete the following:
 - a. Pay for his/her team's skins and individual cigar box (optional).
 - b. Verify his/her amateurs' handicaps and confirm senior tees.
 - c. Receive all information for the event (ie: format sheet, pin sheet, scorecard, etc.).
6. Only keep official tournament scores on the scorecard. Make sure that every putt that counts is holed for the tournament. Amateurs and Professionals, if you are in the cigar box, putt everything out. You must protect the field.
7. If a locker room facility is provided, please bring your members into the locker room and take advantage of the services provided. Please do not change your shoes in the parking lot.
8. The Professional oversees his/her team at all times. Please treat the Host Facility like you would a premiere country club. Please use restrooms provided on the course or turn stand, treat all facility employees with the upmost respect, and keep up with pace of play.

Chapter Championship Eligibility

To qualify for the Chapter Championship, you must receive 4 points, 2 points must come from a 4 person Pro-Am. You get 1 point for every event that you play in (Match Play does not count as an event). Points are only awarded if you are signed up prior to the deadline and play in the event (exception: event cancellation as defined below). Points in excess of 4 will help reduce entry fee into Chapter Championship (board sets tiers each year based on quantity of events, etc).

Cancellation of a Scheduled Event

1. There must be a minimum of 12 teams registered for an event to take place. Participants who are registered will get a point if the event is canceled for lack of teams.
2. If the event is canceled after Friday at noon, participants who were registered will get a point.
3. If the event is canceled before Friday at noon, and rescheduled, participants in the rescheduled event will receive a point. If you are registered for the original event and can't play in the rescheduled event, you will also receive a point.

No participant will receive 2 points for a single event.