



# PGA

New England Section  
Maine Chapter

## TOURNAMENT POLICIES & PROCEDURES

### PROFESSIONAL'S RESPONSIBILITIES & RULES

1. In order to participate in Maine Chapter NEPGA events, professionals must meet one of the following criteria:
  - a. PGA Class A members who are in good standing with the PGA of America.
  - b. Apprentices who are registered in the PGA Professional Golf Management Program and are in good standing with the PGA of America.
2. Amateurs must be a member at a golf course and have a current verifiable GHIN handicap or equivalent. Both amateur and professional may be disqualified for any violation.
3. In pro-am competitions, male amateurs will play at 80% of their handicap with a maximum of 18 strokes. Female amateurs will play at 80% of their handicap with a maximum of 27 strokes.
4. Amateurs will receive their merchandise awards at the facility in which the professional is employed.
5. The host professional may invite a PGA Member outside of the NEPGA Section to participate in his/her pro-am. The professional is responsible for his/her group's conduct, pace of play and adherence to the dress code.
6. NEPGA Professionals and Apprentices may compete in as many pro-ams as they wish in a season. They are not eligible to participate in the four (4) team championships.
7. The Maine Chapter participates in the reciprocal pro-am agreement with all other NEPGA Chapters.
8. In Pro-Am events men professionals and men amateurs will play the same tee markers. Lady professionals and lady amateurs will play the same tee markers.
9. Amateurs over the age of 65 may move up one tee marker. (Except in Championships no one may move up any tees.)

10. In the four (4) pro-Am championship events (Am, Lady, Senior and Junior) all amateurs must be members of the facility where the professional is employed or attached. These amateurs must have a current U.S.G.A. handicap at that club.
11. In the event a professional is employed at a facility that does not offer memberships, the professional is still eligible to participate in the four Pro-Am championship events so long as he or she follows the outlined procedure.

- a. Professionals are required to coordinate an agreement with an existing facility seeking permission for amateurs from that facility to play with the professional.

- b. Both professionals will need to notify the Chapter's Tournament Operations Manager of the agreement. Lastly, the professional is then required to only bring players from that facility for the four (4) pro-am championships (Am, Lady, Senior, Junior). All amateurs participating in these four (4) events need to members from that facility.

### **REGISTRATION POLICY**

All tournament registrations must be completed on-line through the Blue Golf tournament software program. A credit card is required to pay all tournament entry fees. Please refer to the Blue Golf Tournament Home Page for all pertinent information regarding each event.

### **CANCELLATION POLICIES**

1. Professionals must call the Maine Chapter Tournament Operations Manager to cancel a tee time.
2. Tee times must be cancelled within 48 hours of the event. No penalty will be incurred as long as the professional transfers the entry to another event that has the same entry fee. If this is not the case, then there will be a \$25 processing fee. The Board of Directors will consider unusual circumstances individually. Inclement weather or not having a full team is not considered unusual circumstances.

### **HANDICAP VERIFICATION**

1. **Only one amateur per team in pro-am competitions can have a USGA handicap index of 4.5 or less at their home course.**

2. It is the responsibility of the professional to ensure that amateurs have accurate handicaps.
3. Without a current handicap index, the amateur plays at scratch. Any inquiries or discrepancies regarding handicaps will require the professional to provide proof of the handicap. Proof of handicap will be considered as a current official handicap card, a current handicap printout sheet or the ability to verify a handicap index on [www.ghin.com](http://www.ghin.com).

### TOURNAMENT SCORING PROCEDURES

1. The Committee is responsible for filling out the scorecard with the professional's name and amateur partners with their allocation of strokes on the appropriate handicap holes.
2. The professional player is responsible for recording scores on the scorecard for his/her team. The amateur player's gross score shall be entered when used as the team's best ball. The scorecard shall be signed by the professional player and attested by one of his/her amateur partners. Penalties for breach (es) shall be in accordance with the Rules of Golf.
3. Promptly upon the completion of the round, the professional shall check the scores for each hole, settle any doubtful points with the Committee or tournament official, sign his/her card and have the card attested by one of his/her amateur partners. Scorecards must be legible or will not be accepted. In the event of "No Cards," please notify the scoring table.
4. All scorecards are to be turned in **by the professional** to the Tournament Operations Manager or tournament official when completed. After the scorecard has been turned in, no changes may be made. Any group returning their scorecards more than 20 minutes behind the group ahead shall report to the Tournament Operations Manager immediately and may be subject to a penalty.
5. Leading scores will be posted as soon as possible.
6. Professional or amateur may take but one team prize, first consideration going to gross, but largest prize money prevailing.
7. Results can be found on the Maine PGA website at: [www.mainepga.com](http://www.mainepga.com)

### RAIN & INCLEMENT WEATHER POLICY

1. It is advisable to call the tournament site and /or tournament official for current conditions in case of inclement weather.
2. The combination of the Tournament Operations Manager, host professional and host course superintendent shall determine if play is to be suspended or cancelled.

3. If play is cancelled and more than half the field, but not the entire field, completes their rounds, the event will be considered played with monies being distributed to the teams that finished. Payoffs will be made in accordance with the number of players completing their rounds. Entry fees will be refunded to teams that did not finish.
4. If less than half the field completes their round, the event shall be considered "not held". All entry fees will be refunded. A reasonable effort will be made to reschedule the event.

### **PROFESSIONAL CONDUCT**

1. The professional is reminded that he/she is the GUEST of the facility being used; and that each amateur partner is the responsibility of the playing professional. Amateurs in all Maine Chapter events must follow the Maine Chapter NEPGA dress code, which does not permit jeans, cutoff shorts, gym shorts, tank tops, sweat suits or T-shirts. Non-metal spikes are required.
2. The professional is directed to the P.G.A. Constitution, By-Laws and Regulations; Article II (Code of Ethics); Section 2; Subparagraph (a); where abusing the privileges extended to members of the Association (Maine Chapter) or causing public embarrassment to the golf professional (host) is a violation.
3. Members and apprentices shall be deemed to have violated the rules of conduct by: Dispensing or consuming any alcoholic beverages on the golf course during a tournament or official practice round. "On the course" is defined as from the tee time until the scorecard is turned in upon completion of the round. (NEPGA Tournament Rules and Regulations - Article VII - Rules of Conduct).
4. Professionals are subject to appropriate disciplinary action by the Maine Chapter through the New England Section.
5. Entries are subject to rejection at any time (including during an event). The reason for rejection may include unbecoming conduct.
6. The decision of the Executive Committee is final.
7. The Committee has the right to reject, disqualify or suspend any player for rule violations, or for any reason the Committee feels would be detrimental to any of the Maine Chapter tournaments.

## FREQUENTLY ASKED QUESTIONS

**One of my amateurs does not have a handicap, can he still participate in a pro-am?**

Yes, the amateur will be assigned a zero handicap.

**I only have two amateur partners for the pro-am. What are my options?**

You can play as a threesome and the Committee will blind draw an amateur from the field for your fourth player. This does not apply to the (4) four championships.

**In the Tournament Policies and Procedures section, it states that in pro-am championship events, amateurs must be members of the facility where the professional is employed. However, I am employed at a facility, which offers no memberships or any type of membership program. Can I still participate in the pro-am championships?**

Yes! First, professionals will be required to coordinate an agreement with an existing PGA facility seeking permission for amateurs from that facility to play with the professional. Second, both professionals will need to notify the Chapter's Tournament Operations Manager of the agreement. Lastly, the professional will then be allowed to only bring players from that facility for the four (4) pro-am championships (Am, Lady, Senior, Junior). All amateurs participating with you (in these 4 events) need to be members from that PGA facility.

I am fifty years of age and will be competing in pro-ams. In the individual professional competition, what must I do to compete in both the regular and senior division?

Senior professionals in pro-am events compete with other senior professionals. If they wish to enter the individual professional regular division, they must pay an additional \$15 when registering, the \$225 entry fee. If they pay the \$210 entry fee, senior professionals will only be competing against the other senior professionals.

**I earned money in a chapter event, when can I expect to see my check?**

Checks are mailed from PGA National in Palm Beach Gardens, Florida. Professionals should receive their checks approximately 12-14 business days after the event. Professionals can also choose to have their prize money direct deposited into a checking or savings account. Professionals who opt for the direct deposit option can expect to see their prize money considerably quicker.

**I need to cancel my tee time from a pro-am, whom do I contact?**

The professional **MUST** contact the Tournament Operations Manager of the Chapter via phone or email regardless of the time of cancellation. Failure to contact the Operations Manager will result in a \$100 fine. The professional is not required to contact the host facility.

One of my amateurs won a closest to the pin at a pro-am. What is the prize and how does he or she collect the prize?

Unless otherwise stated at the event, the amateur will earn golf shop credit at their (home club's) golf shop. This money will be sent to the professional in the form of a check (or direct deposit) along with any other tournament winnings.

**Is there a way I can find out how much I earned and/or what my amateurs earned for prize money?**

Yes, approximately, 24 hours after the completion of the event, the office will:

1. Send out a PDF file in an email with the tournament summary prize money.
2. This information will also be posted on our website  
www.mainepga.com
  - a. On the Results Page (PDF)

**How will I be kept informed of current events with the Chapter?**

The office will send out emails on a regular basis, updating members on current events, reminders, tournament results, etc. The Chapter's website is also a source of information.

www.mainepga.com