



# PGA

Northern Texas Section

West Texas Chapter

## **WEST TEXAS CHAPTER PRO-AM INFORMATION PACKET – 2011**

### **INCLUDES:**

- *Host Professional Responsibilities*
- *Tournament Rules & Regulations Summary*
  - *Draft Financial Report*
- *Chapter Tournament Reporting Form*

**(For additional information please reference the NTPGA  
Tournament Rules and Regulations)**

**Contact the Chapter Tournament Chairman or the  
NTPGA Section Office with Questions**



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## **CHAPTER / PRO-AM EVENT HOST PROFESSIONAL RESPONSIBILITIES**

- All Chapter Championships and Pro-Ams must be conducted at a course with a PGA Member or Apprentice Head Professional, unless otherwise approved by the Executive Director
- All Pro-Ams must be scheduled through the Chapter Tournament Committee Chairman
- Host facility must acknowledge each entry as accepted, alternate, and/or field is full
- Check professional eligibility with the Section office of professional participants three (3) days prior to the event
- Verify amateur handicaps
- Host facility must have starting times available three (3) days prior to the event
- Reserve host course for participants only during competition
- Define and mark golf course properly
- Prepare a Local Rules sheet and Official Scorecards with correct handicaps denoted
- Provide registration and scoring areas for the competition
- Provide an effective weather warning system to be used in the event of dangerous weather
- Prepare and distribute gift certificates to amateurs immediately following play
- The prize fund shall be distributed to a minimum of 33% of the starting field
- Send out the professional prize distribution to the individual professionals within five (5) days following the event
- Send a tournament summary outlining the final results, number of participants and enclose a check for the Chapter Sanction Fee to the Section office within five (5) days following the event
- Sanction Fees are currently \$5.00 per contestant in the event for the Metro Chapter
- Sanction Fees are currently \$10.00 per contestant in the event for the East Texas and West Texas Chapters



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## TOURNAMENT RULES & REGULATIONS SUMMARY RELATED TO CHAPTER / PRO-AM EVENTS

- The host professional must send the Section office a Chapter Pro-Am/Professional-Only event summary outlining the final results, number of participants and enclose a check for the Chapter Sanction Fee within five (5) days following the event. *Failure to send a Chapter Pro-Am/Professional-Only event summary/sanction fee: Minimum \$50.00 fine.* (Article V, Section 2w and Section 2x)
- For professionals bringing fewer than the number of amateurs to a Pro-Am competition than previously committed. *Penalty: Minimum \$50.00 fine.* (Article V, Section 2r)
- Failing to appear for any round of a NTPGA sanctioned event for which a player enters and is accepted. Note: If a competitor decides to withdraw from tournament play, the competitor must notify the host professional. (Article V, Section 2s) Penalties as follows:
  - A professional enters a Pro-Am competition; accepts and fails to appear. *Penalty: Minimum suspension of playing privileges for six months and minimum \$100.00 fine.*
  - A professional cancels from a Pro-Am competition on the day of the event or the previous day; he fails to find an eligible professional to take his place (if no alternates are available). *Penalty: Minimum \$100.00 fine.*
  - An amateur enters a Pro-Am competition; he is accepted and fails to appear for any round. *Penalty: Forfeiture of privilege to enter future NTPGA/Chapter events for a minimum of 60 days.*
- Verifying an incorrect handicap for an amateur. *Penalty: Minimum \$100.00 fine and minimum six months playing suspension.* (Article V, Section 2u)
- A PGA Member of a Section other than the Northern Texas Section may be invited by the host professional to participate in a Pro-Am event at his club. Not more than three non-NTPGA members may be invited to an event, unless approval for an additional number is granted by the Tournament Committee. (Article VI, Section 2f)
- Non-PGA affiliated professionals may be invited by the host professional to participate in a Pro-Am event at his club. Not more than three non-PGA affiliated professionals may be invited to an event, unless approval for an additional number is granted by the Tournament Committee. Each non-PGA affiliated professional must purchase a Chapter Player's Card to participate. The cost of this card is \$25.00 payable to the Chapter the Pro-Am is played in. A Chapter Player's Card must be purchased prior to each Pro-Am. It is the responsibility of the Chapter Tournament Chairman to manage this responsibility. All funds generated stay within the Chapter. (Article VI, Section 2g)
- NTPGA Inactive Members may be invited by the host professional to participate in a Pro-Am event at his club. Not more than three NTPGA Inactive Members may be invited to an event, unless approval for an additional number is granted by the Tournament Committee. (Article VI, Section 2h)



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## DRAFT FINANCIAL REPORT CHAPTER CHAMPIONSHIPS & PRO-AMS

PRO-AM NAME  
GOLF COURSE, CITY, CHAPTER  
DATE

### *FINANCIAL REPORT*

#### *INCOME*

Entry Fees:	Professionals	20 @ \$??	\$ ???
	Amateurs	60 @ \$??	\$ ???
Sponsor Support:			\$ ???
Added Money from Chapter: (If applicable)			\$ ???
Non-PGA affiliated professional fees: (Max of 3 @ \$25.00)			\$ ???
<b>TOTAL INCOME:</b>			<b>\$ ????</b>

#### *EXPENSES*

Facility Cart & Range Fees:	\$ ???
Food and Beverage:	\$ ???
NTPGA Sanction Fees:	\$ ???
Non-PGA affiliated professional fees:	\$ ???
Entry Form Mailing Costs:	\$ ???
Signage/Banners:	\$ ???
Trophies:	\$ ???
Tee Gifts:	\$ ???
Amateur Gift Certificates:	\$ ???
Professional Purse/Appearance Fees:	\$ ???
Miscellaneous:	\$ ???
<b>TOTAL EXPENSES:</b>	<b>\$ ????</b>

Balance:	\$ ????
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## WEST TEXAS CHAPTER TOURNAMENT REPORT

Event: \_\_\_\_\_ Total # of Players: \_\_\_\_\_

Host Professional: \_\_\_\_\_ Professionals \_\_\_\_\_ @ \$10.00 = \$ \_\_\_\_\_

Club: \_\_\_\_\_ Date: \_\_\_\_\_ Amateurs \_\_\_\_\_ @ \$10.00 = \$ \_\_\_\_\_

Players Cards \_\_\_\_\_ @ \$25.00 = \$ \_\_\_\_\_

Total Sanction Fees to Section & Players Cards Fees: \$ \_\_\_\_\_

### Team Winners:

Rank	Pro	Amt.	Amateurs
1 <sup>st</sup>	_____	_____	_____
2 <sup>nd</sup>	_____	_____	_____
3 <sup>rd</sup>	_____	_____	_____
4 <sup>th</sup>	_____	_____	_____
5 <sup>th</sup>	_____	_____	_____
6 <sup>th</sup>	_____	_____	_____
7 <sup>th</sup>	_____	_____	_____
8 <sup>th</sup>	_____	_____	_____
9 <sup>th</sup>	_____	_____	_____
10 <sup>th</sup>	_____	_____	_____

### Low Professional Winners: (Please List All Participants)

- |     |       |     |       |
|-----|-------|-----|-------|
| 1.  | _____ | 16. | _____ |
| 2.  | _____ | 17. | _____ |
| 3.  | _____ | 18. | _____ |
| 4.  | _____ | 19. | _____ |
| 5.  | _____ | 20. | _____ |
| 6.  | _____ | 21. | _____ |
| 7.  | _____ | 22. | _____ |
| 8.  | _____ | 23. | _____ |
| 9.  | _____ | 24. | _____ |
| 10. | _____ | 25. | _____ |
| 11. | _____ | 26. | _____ |
| 12. | _____ | 27. | _____ |
| 13. | _____ | 28. | _____ |
| 14. | _____ | 29. | _____ |
| 15. | _____ | 30. | _____ |

### Send Copy and Check for Sanction Fee to:

Northern Texas PGA  
Tournament Department  
15150 Preston Rd., Suite 250  
Dallas, TX 75248

### Send 2<sup>nd</sup> Copy to:

Greg Sikes  
Hogan Park Golf Course  
PO Box 1152  
Midland, TX 79702

**Failure to Submit Event Summary and Sanction Fees within Five (5) Days of Event may result in minimum \$50.00 fine.**