



PGA

Northern Texas Section

CHAPTER INFORMATION PACKET

INCLUDES:

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

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

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



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Northern Texas Section

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 Score Cards 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)

ELIGIBILITY REQUIREMENTS

- NTPGA Members and Apprentices who are in good standing on the date of the chapter tournament or Pro-Am.
- 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; however not more than three (3) may compete. A Member of another Section does not have to purchase a Chapter Player's Card*.
- NTPGA Members that hold one of the following classifications may be invited by the host professional to participate in a Pro-Am; however they must purchase a Chapter Player's Card* upon approval by the Chapter Tournament Chairman. No more than three (3) Members with one of these classifications may participate in a Pro-Am.
 - Inactive
 - Ineligibly Employed
 - Unemployed
- NTPGA Apprentices that are suspended or Class "F" Members are not eligible to participate in a Chapter tournament or Pro-Am and do not have the option of purchasing a Chapter Player's Card*.
- Non-PGA professionals may be invited by the host professional to participate in a Pro-Am; however not more than three (3) may compete and a Chapter Player's Card* must be purchased for each professional. This must be done upon approval by the Chapter Tournament Chairman.

**Chapter Player's Cards are only available for Pro-Am events and may not be purchased for a professional only event.*

**Chapter Player's Cards are available to purchase for \$25.00 and are payable to the Chapter in which the Pro-Am is being conducted. Chapter Player's Cards must be purchased prior to a Pro-Am. A maximum of three (3) Chapter Player's Cards may be used per professional in a calendar year. It is the responsibility of the Chapter Tournament Chairman to manage this responsibility. All funds generated stay within the Chapter. (Article VI, Section 2g)*



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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 via Section: (If applicable)			\$???
Chapter Players Cards: (Max of 3 @ \$25.00)			\$???
TOTAL INCOME:			\$????

EXPENSES

Facility Cart & Range Fees:	\$???
Food and Beverage:	\$???
NTPGA Sanction Fees:	\$???
Chapter Players Cards:	\$???
Signage/Banners:	\$???
Trophies:	\$???
Tee Gifts:	\$???
Amateur Gift Certificates:	\$???
Professional Purse/Appearance Fees:	\$???
Miscellaneous:	\$???
TOTAL EXPENSES:	\$????

Balance: \$????



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CHAPTER PRO-AM REPORT

Event: _____ Total # of Players: _____

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

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

Legends Scholarship (West Texas Only): Total # of Players _____ @ \$5.00 = \$ _____

Players Cards _____ @ \$25.00 = \$ _____

Total Sanction Fees to Section & Player Cards Fees: \$ _____

Team Winners:

1 st – Pro	Amt. _____	Amateurs _____
2 nd – Pro	Amt. _____	Amateurs _____
3 rd – Pro	Amt. _____	Amateurs _____
4 th – Pro	Amt. _____	Amateurs _____
5 th – Pro	Amt. _____	Amateurs _____
6 th – Pro	Amt. _____	Amateurs _____
7 th – Pro	Amt. _____	Amateurs _____
8 th – Pro	Amt. _____	Amateurs _____
9 th – Pro	Amt. _____	Amateurs _____
10 th – Pro	Amt. _____	Amateurs _____

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 Road, Suite 250
Dallas, TX 75248

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



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CHAPTER PROFESSIONAL ONLY TOURNAMENT REPORT

Event: _____

Total # of Players: _____

Host Professional: _____

Professionals _____ @ \$10.00 = \$ _____

Club: _____ Date: _____

Low Professional Winners: (Please List All Participants)

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