

## ARTICLE V. TOURNAMENT ENTRIES & PROCEDURES

### **Section 5.01 General**

Entry applications for all Philadelphia Section PGA tournaments shall originate from and shall be returned to the Philadelphia Section PGA office (except by prior arrangement with the Tournament Committee): Philadelphia Section PGA, 1009 Penllyn Pike, Lower Gwynedd, PA 19002; Telephone: (215) 886-7742.

### **Section 5.02 Entry Forms**

By April 15<sup>th</sup> of each year, the entire year's schedule of tournaments will be posted on the Section website. TPD members will pay a reduced fee per event. Included in every professional entry fee is an administrative fee (which will not be included in the purse of the tournament) to offset Philadelphia Section PGA operational expenses.

### **Section 5.03 Entry payment**

All eligible Philadelphia Section PGA members may enter tournaments using cash, check, money order, or credit card. All entry transactions will be processed (checks deposited) upon receipt at the Philadelphia Section PGA office. Each entry form must be completely filled out whether it is a mail-in entry or an online entry. Entry payments can be combined for each tournament being entered for mail-in entries only. Credit card entries will be accepted only via online (Visa/MasterCard/American Express only).

### **Section 5.04 Entry Deadline**

Entries shall close and must be received in the Philadelphia Section PGA office by 5:00PM on the date that is fourteen (14) days or two (2) weeks prior to the start of the specified tournament or the date designated on the official entry, which may exceed fourteen days. Under no circumstances shall an entry be accepted if it arrives in the Philadelphia Section PGA office after this deadline. (Exception: If the envelope containing a tournament entry is postmarked five (5) days or more prior to the deadline date, the entry will be accepted. Example: For a Monday deadline the envelope must be postmarked by the prior Wednesday, and for a Friday deadline the envelope must be postmarked by the prior Saturday.) The Section is not responsible for notifying professionals of receipt of entries.

### **Section 5.05 Post Deadline Entry**

Any Entry accepted after the sign-up deadline will be subject to a \$25 late fee per player.

### **Section 5.06 Unaccepted Entries**

Incomplete or inaccurate entries, faxed, and telephone entries will not be accepted.

### **Section 5.07 Withdraws**

A contestant may withdraw from a tournament at any time. However, in order to receive a refund of an entry fee, a contestant must submit a withdrawal form no later than the event withdrawal deadline (i.e. seven (7) days prior to the tournament, or the date designated on the official entry). Contestants withdrawing after the deadline shall forfeit their entry fees for that event but not any mandatory facility fees that have been added to the entry (i.e., cart, range and/or food & beverage). Mandatory facility fees will be refunded to those professionals who have officially withdrawn from the tournament in question by notifying the Section office or the Philadelphia Section PGA Tournament Director. An exception to this policy would include a death of a contestant member's immediate family (including children and stepchildren, parents or stepparents, spouse, or any siblings) when a full refund will be issued. Contestants who withdraw from an event must comply with Section 9.03.m of the Philadelphia Section PGA Tournament Rules & Regulations.

Note: If a Tournament deadline is extended the Withdrawal deadline will remain 7 days prior to the event, even if the deadline is moved to within the 7 day deadline.

### **Section 5.08 Professional Substitutions**

In Section Pro-Am events, professional members of a team may be substituted after the entry deadline provided that the substituted professional is eligible according to Philadelphia Section PGA Tournament Rules & Regulations and is eligibly employed at the facility of the professional who originally entered the event.

### **Section 5.09 Starting time requests**

Starting time requests will be honored as closely as possible. Starting times will not be altered after they are assigned. Refer to Section 5.07 for tournament withdrawal/refund policies.

### **Section 5.10 Starting time posting**

The Section will post tee times on the Section web site by 5:00PM a day or two following the entry deadline for the event (approx. 9 days prior to the event). Professionals should not call the Philadelphia Section PGA office for starting times unless they have not received their notification by the business day prior to the event.

### **Section 5.11 Receiving Entries**

All Section tournament entries will be processed in the order in which they are received.

- (a) Exception 1: Events selected each season by the Tournament Committee in which the field size is limited, entries will be accepted based on the following priority listing:
  - (i) PGA member in good standing and a TPD member.
  - (ii) PGA member in good standing and a Non-TPD member.
  - (iii) PGA apprentice in good standing and a TPD member.
  - (iv) PGA apprentice in good standing and a Non-TPD member.
  - (v) Pre-apprentice in good standing and a TPD member.
  - (vi) Pre-apprentice in good standing and a Non-TPD member.
  
- (b) Exception 2: In all Section events, provided the professional is eligible to compete, the defending champion and the host professional will not be pre-empted if the entry is not received on time.
  
- (c) Exception 3: In all Section events in which the field size is limited, sponsor exemptions (refer to Section 4.06) shall be eligible to compete, provided the entry is received by the deadline date. These sponsor exemptions take precedence over Section members and apprentices who have entered the tournament.

### **Section 5.12 On-Site Entries**

No tournament entries will be accepted on-site of a tournament by any Philadelphia Section PGA staff member except for on-site entries for Point Tournaments according to the following policy:

- i) Players must meet eligibility requirements as outlined in Article IV
- ii) Only the Tournament Director or Coordinator can authorize on-site entries.
- iii) Players must pay the full entry fee plus a twenty-five dollar (\$25) administrative surcharge prior to play.
- iv) There shall be no priority of PGA Members over Apprentices for on-site registration.
- v) If a player is already registered in the event and would like an earlier tee time, the player must formally withdraw from the event, thus giving up his tee time. The player must then place his name on the alternate list. If an earlier tee time becomes available, then that player may re-enter the tournament.
- vi) No on-site entries will be accepted for the Match Play Championship and the Philadelphia Section PGA and Senior PGA Professional Championship.