



**PGA**

Philadelphia Section

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**Tournament  
Rules  
&  
Regulations**

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## Philadelphia PGA Tournament Rules & Regulations

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## **ARTICLE I. AUTHORITY**

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### **Section 1.1 General**

The Tournament Committee shall have the capacity to provide input for changes in operations and regulations for the Section's Tournament Program and shall act in an advisory capacity to the Section's Board of Directors. All changes proposed by the Tournament Committee shall be acted upon by the Board of Directors prior to being adopted as tournament "policy" and shall be in effect only after having been adopted by the Board of Directors.

## **Article II. TOURNAMENTS**

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### **Section 2.1 General**

The Philadelphia PGA will operate a variety of Professional and Pro-Am events. The Tournament calendar is subject to approval by the Tournament Committee each season.

### **Section 2.2 Tournament Set Up**

The Philadelphia Section PGA ("Section") has a Tournament committee ("Committee") consisting of the elected Director of Tournaments and members at large and a tournament department that are employees of the Philadelphia PGA consisting of the tournament director and field staff.

The Committee sets and implements the policies and the guidelines for the Sections tournament program as directed under the Rules and Regulations of the Section as voted on by the Committee.

With regards to facilitating each event and setting the course for the competition, the Committee hereby gives the authority and discretion to the Section's Tournament Director and under his direction the Section Tournament field staff. In the absence of the Tournament Director, the authority should fall to the Assistant Tournament director or the Executive Director.

Setting the course for the competition should be consistent with keeping the integrity of the golf course being played, and to provide a competitive and fair event for the Philadelphia PGA Members and Associates. When setting up the course, staff will take into account, field make up, course conditions, weather conditions and the type of event being played.

## **Article III. TOURNAMENT SCHEDULE**

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### **Section 3.1 Official Tournament Schedule**

The official Tournament Schedule of the PPGA shall be the responsibility of the Director of Tournaments and/or the Executive Director. The schedule for the coming season shall be ready for distribution at the Spring Meeting.

## **Article IV. TOURNAMENT ELIGIBILITY**

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### **Section 4.1 PGA Members**

- A. Philadelphia Section Members
  - 1) All Philadelphia Section PGA Members in good standing and eligibly employed are eligible to play in Section events. Eligibility may vary in specific events due to member classification.
- B. PGA Tour Members (A-3)
  - 1) PGA TOUR Members (A-3) of the Section will not be eligible to play in any Philadelphia Section PGA events.
- C. Tour Event Limitation
  - 1) A PGA member will not be eligible to play PPGA events if he has played in more than ten (10) combined events as governed by the PGA of America Tournament Regulations.
- D. Inactive (IN) & Class F Members
  - 1) Inactive (IN) and Class F members are ineligible for all Section tournaments.
- E. Unless governed by Article 4.1b above, PGA Life Members (Active & Retired) are eligible for all PPGA Tournaments

### **Section 4.2 PGA Associates**

Philadelphia Section PGA Associates in good standing will be permitted to play in Section tournaments and may join the Tournament Players Division of the Philadelphia Section PGA upon payment of the annual TPD dues, provided they meet the qualifications outlined below.

- a) Successful completion of the PGA Playing Ability Test Proper
- b) Registration in the PGA/PGM Program
- c) Unemployed Associates
  - 1) Registered Associates becoming unemployed during the tournament season are entitled to play in Sectional events defined in Note 1 above for a period of thirty (30) days from their last date of employment, after which playing privileges will be suspended. Playing privileges will be reinstated upon becoming employed in a capacity that would entitle the Associate to again receive credits towards membership.
- d) Suspended Associates
  - 1) Associates who become suspended under any circumstance will not be eligible for participation in any Section events.

### **Section 4.3 Pre-Associates**

Philadelphia Section PGA Pre-Associates, British PGA Members and PGM Students shall be permitted to play in selected Section tournaments and may join the Tournament Players Division (TPD) of the Philadelphia Section PGA upon meeting the qualifications outlined below.

A registered Pre-Associate of the Philadelphia Section PGA shall only be eligible after successful completion of the following:

- a) The Playing Ability Test Proper (PAT)
- b) The Philadelphia Section PGA Pre-Associate registration
- c) Pre-Associate dues payment
- d) The PGA/PGM program enrollment within the allotted two (2) years, if applicable
- e) Proper employment within the Philadelphia Section PGA.

Any individual may apply for Pre-Associate status during the following two years of successful completion of the PAT proper. After this initial two-years, all individuals must be registered in the PGA/PGM program to participate in Section events.

### **Section 4.4 Out of Section Members**

Out of Section PGA members may compete in Pro-Pro events as approved by the tournament committee. They must be PGA Members in good standing and these professionals must be a partner of a Philadelphia Section PGA Professional or they will not otherwise be eligible to compete.

### **Section 4.5 Amateurs**

In Section events amateur participation will be by invitation of the Sponsor or Tournament Committee. Only amateurs with a handicap index of five (5.0) or less (or otherwise designated on the event entry form) shall be eligible to enter Open events. Entries for Open events can be obtained from the Philadelphia PGA online tournament program. The amateur's home club professional is responsible for verifying the amateur's handicap. Amateur entries are governed by the same criteria as the professional entries.

- a) See Section 8.11 of these Rules & Regulations for procedures regarding handicap and club verification.
- b) In Championship Pro-Am events all amateurs must have a current USGA handicap, with a minimum of ten (10) scores.

### **Section 4.6 Tournament Sponsor Exemptions**

In Philadelphia Section PGA tournaments, the sponsor of an event or in the absence of a sponsor, the host professional shall be entitled to two (2) professional exemptions. Upon approval of the Tournament Committee a tournament sponsor may be granted more than two (2) exemptions if it is in the best interest of the event.

- a) To be considered eligible for a tournament exemption all players invited by a sponsor and/or host professional must meet the eligibility requirements in section 4.1, 4.2 and 4.3 above.

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- b) It should be clearly understood that professionals may not contact a tournament sponsor either directly or through a third party to request a sponsor's exemption. Any violation of this regulation or the spirit of this regulation shall be subject to disciplinary action.
- c) In sponsored pro-am events where the field is not filled at the time of the entry deadline, the host professional, in the best interest of the sponsor, may invite out-of-section PGA Members in order to fill the field. Under these circumstances Section 4.1, 4.3 and 4.5 of the Philadelphia Section Tournament Regulations apply. All invited professionals will be eligible for all tournament prizes and/or prize money.

### **Section 4.7 Points List & Past Champion Exemptions**

- a) In PPGA events all exempt players must be in good standing and eligibly employed within the Philadelphia Section PGA.
- b) For a current list of all PPGA tournament exemptions please review each event on [www.philadelphia.pga.com](http://www.philadelphia.pga.com)

## **ARTICLE V. TOURNAMENT ENTRIES & PROCEDURES**

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### **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 through the online tournament program at [www.philadelphia.pga.com](http://www.philadelphia.pga.com) or Philadelphia Section PGA, 1009 Penllyn Pike, Lower Gwynedd, PA 19002; Telephone: (215) 886-7742.

### **Section 5.02 Entry Forms**

Tournament entries will be available prior to the first official event of the season.

### **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 online or for mail-in entries. 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 seven (7) days or one (1) week prior to the start of the specified tournament or the date designated on the official entry, which may exceed seven (7) days. Under no circumstances shall an entry be accepted if it arrives in the Philadelphia Section PGA office after this deadline. Any entry accepted after the sign-up deadline may be subject to a \$25 late fee per player.

### **Section 5.05 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 withdraw through the online tournament program or 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.

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 5.06 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.

**Section 5.07 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 5.5 for tournament withdrawal/refund policies.

**Section 5.08 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.

**Section 5.09 Receiving Entries**

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

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:

Individual Events

- 1) PGA member in good standing and a TPD member.
- 2) PGA member in good standing and a Non-TPD member.
- 3) PGA associate in good standing and a TPD member.
- 4) PGA associate in good standing and a Non-TPD member.
- 5) Pre-associate in good standing and a TPD member.
- 6) Pre-associate in good standing and a Non-TPD member.

Pro-Pro Events

- 1) PGA Member/TPD Member and PGA Member/TPD Member
- 2) PGA Member/TPD Member and PGA Member
- 3) PGA Member and PGA Member
- 4) PGA Member/TPD Member and PGA Associate/TPD Member
- 5) PGA Member/TPD Member and Associate
- 6) PGA Member and PGA Associate/TPD Member
- 7) PGA Member and PGA Associate
- 8) PGA Associate/TPD Member and PGA Associate/TPD Member
- 9) PGA Associate/TPD Member and PGA Associate
- 10) PGA Associate and PGA Associate

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.

Exception 3: In all Section events in which the field size is limited, sponsor exemptions (refer to Section 4.6) shall be eligible to compete, provided the entry is received by the deadline date. These sponsor exemptions take precedence over Section members and associates who have entered the tournament.



**Section 5.10 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:

- a) Players must meet eligibility requirements as outlined in Article IV
- b) Only the Tournament Director or Coordinator can authorize on-site entries.
- c) Players must pay the full entry fee plus a twenty-five dollar (\$25) administrative surcharge prior to play.
- d) There shall be no priority of PGA Members over Associates for on-site registration.
- e) 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.
- f) No on-site entries will be accepted for the Match Play Championship, Philadelphia PGA Professional Championship, Senior PGA Professional Championship and Assistant PGA Professional Championship.

**ARTICLE VI. TOURNAMENT PURSE**

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**Section 6.1 Overall Purse**

The overall tournament purse in any Philadelphia Section PGA event shall be made up of the combined totals of all entry fees and all "added money" less administrative fees.

**Section 6.2 Senior Division Purse**

A separate Senior Division Purse will be offered in any Section tournament where the total number of senior professionals amounts to at least ten percent (10%) of the total number of professional entries (or at the discretion of the Tournament Committee). The Senior Division purse may be increased to represent a maximum of ten percent (10%) of the total tournament purse.

The prize money breakdown is as follows:

# of Senior Entries	# of Places Paid	% Breakdown
4 or Less	1	100%
5-7	2	70/30
8-10	3	50/30/20
11-14	4	40/30/20/10
15 or more	5	30/25/20/15/10

**Section 6.3 Senior Contestants**

Senior contestants shall be eligible to win prize money from either the regular tournament purse or the Senior Division Purse, with the option of taking the larger amount. A prior declaration of intent by senior contestants shall not be required.

**Section 6.4 Championship Pro-Am Events, Pro Purse**

In Championship Pro-Am events, there will be no individual Pro purse. There will be a Gross Division in Net Championship Events. The purse for this division will be twenty percent (20%) of the total purse and up to 3 spots will be paid, depending on the size of the field.

- a) 1st: 50%
- b) 2nd: 30%
- c) 3rd: 20%

**Section 6.5 Championship Pro-Am Purse Breakdown**

In Championship Pro-Am Events the Team Purse breakdown will be as follows:

- a) Pro & 1 Am - 60% Pro / 40% Am
- b) In Pro-3 Am events, if there are additional purse dollars and the field has thirty (30) or more teams there will be a purse for Low Pro.

**Article VII. SANCTIONED EVENTS**

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**Section 7.1 Definition**

Any competition held within the Section Boundaries in which five (5) or more professionals are invited by a club to play with the members of said club or to play with the members of the club and invited guests.

**Section 7.2 Scheduling**

All events must be approved and scheduled through the Tournament Director of the Philadelphia Section PGA. All professionals conducting Pro-Member tournaments must submit the Sanctioned Event Form to the Section Office for approval. The event is not approved until the form has been signed by the Executive Director or Tournament Director.

## **Article VIII. RULES & PROCEDURES**

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### **Section 8.01 General**

The following rules, policies, and procedures of the Philadelphia Section PGA shall be carried out in all Section tournaments. All details relating to entries, pairings, starting, scoring, and the play of the game shall be handled by the Tournament Committee with the aid of the Philadelphia Section PGA office and host professional.

### **Section 8.02 Rules of Play**

All tournaments conducted by the Philadelphia Section PGA shall be played under the Rules of Golf as approved by the United States Golf Association (USGA).

- a) All supplemental/local rules or modifications to the USGA Rules of Golf shall be approved by the Tournament Committee and such supplemental/local rules and/or modifications shall be posted in a conspicuous location at the tournament site. In addition, it shall be mandatory that a rules sheet is printed for each tournament and at least one copy of this rules sheet is given to each pairing of contestants

### **Section 8.03 Conduct of Event**

- a) The Tournament Director shall oversee all aspects of each tournament and shall be in charge of all personnel who assist in the conduct of the tournament.
- b) The Tournament Director shall be responsible to see that the pairings and times published on the official pairing sheet are strictly followed in the starting of contestants.

### **Section 8.04 Size of Tournament Field**

- a) The Tournament Director reserves the right to alter tee time and/or pairing configurations if it is in the best interest of the event to do so.
- b) It is the intent of the Tournament Committee to accommodate every player who enters an event by the entry deadline (in events where the field size is not limited). Such a contingency plan will allow the Tournament Committee to accommodate more players without sacrificing the integrity of the event.

### Section 8.05 Tournament Pairings

Pairings and starting times shall be made at the Philadelphia Section PGA office. The pairings and starting times published on the official pairing sheet shall be final. There will be no substitution, no exchanges, and no deviations from this official list, other than as deemed necessary by the Committee.

- a) In the event that two (2) contestants are absent from a group in a three's pairing, the Starter shall break the next following pairing, and shall start the four (4) players as two (2) groups in couples as close as possible to the original starting times.
- b) Except for the situation named above, under no circumstances shall a contestant be granted a time different from that originally assigned on the official pairing sheet.
- c) When pairings are done on-site for multi-day events, players will be paired according to score (high to low). Pairings will be determined on a first-in, last-out basis.

### Section 8.06 When to Start Round (Rule 5-3a)

USGA Rule 5-3a (When to Start Round) shall apply in all Philadelphia Section PGA events. It is the player's responsibility to be at the tee, ready to play, at the designated starting time. The Philadelphia Section PGA Tournament field staff will not be responsible for seeking out players in order to ensure that they are ready to play at their designated tee times.

- a) In Section Pro-Am events with both individual professional and team competitions, if a professional is disqualified under this Rule, the penalty applies to the individual professional event only. For the team competition, the professional may join the team between holes, but not during play of a hole. A professional will be eligible for any team prize money in the event.
- b) In Section Pro-Am events with more than one Amateur per team: If one member of the team is on the tee, ready to play, at their assigned tee time, there is no penalty to the amateur members of the team. Team members arriving after five minutes from their designated tee time may join the team between holes, but not during the play of a hole. If no member of the team is on the tee at the scheduled tee time, each player will incur a two-stroke penalty on the first hole. If the team does not have proper representation, (at least one member for each ball counted) within five minutes of their assigned tee time, the team is disqualified. If the team shows up after the five minutes, the team will be allowed to play but will not be eligible for any prizes.

**Section 8.07 Discontinuation of Play**

- a) A competitor shall not discontinue play, except in those cases where he suffers a sudden illness or if the Rules of Golf permit discontinuing play.
- b) The Tournament Committee may authorize the suspension of play because of a dangerous situation and/or unplayable conditions. A suspension of play for a dangerous situation will be signaled by one prolonged note of a siren or horn. All other suspensions will be signaled by three consecutive notes of a siren or horn. In either case, resumption of play will be signaled by two short notes of a siren or horn. See Rule 5.7b.
- c) In a one (1) day event, if weather conditions cause discontinuation of play before the complete field has finished, the following policy will apply:
  - 1) If seventy-five percent (75%) of the starting field has completed play and it will be unfeasible for the others to do so on that day, the tournament pay out shall be recalculated on the basis of the number completing play. Those participants unable to complete play shall be deemed non-competitors and will be refunded their entry fee. If less than seventy-five (75%) of the starting field completed play, the event will be postponed and canceled. A "No Card" and "Disqualification" are considered part of the starting field while a "Withdraw" is not.
- d) In all points events, 100% of the field MUST complete play of the event in order for points to be awarded and for scores to count toward the DeBaufre Trophy (scoring average). The Tournament Committee will attempt to reschedule another date for the point's event. If another point's event date cannot be rescheduled, the number of rounds required to be eligible for the DeBaufre Trophy will be adjusted with a reduction of one (1) round for each two (2) rounds that have been eliminated due to rain-out, cancellation, etc. During multi-day events, if the entire field cannot complete the event, the tournament will be reduced to the last completed round that the entire field has completed. Even if the event is reduced the full event points and purse will be awarded.
- e) In Section Pro-Am events, on a single course, where a rain delay makes the completion of 18 holes an impossibility, winners in both the Pro-Am and professional divisions will be determined by the Tournament Staff. Because the format of our events and the manner in which we start our events varies the determination of the completion of the event may vary as well. The staff will also need to take into account the needs of the host facility and any sponsors involved in the event.

### Section 8.08 Pace of Play

The Philadelphia Section PGA stresses the importance of promoting awareness among its members, and amateur golfers, of the need to maintain an acceptable pace of play in its competitive events. The following procedures will apply to all Philadelphia Section PGA events:

- a) The USGA Rules of Golf require that a player shall at all times play without undue delay. The Rules Committee will handle the administration of pace of play.
- b) The Tournament Staff will gather and record all times for completion of competitive rounds (the starting time and time of completion of round). If any player's name is recorded in an analysis ledger more than three (3) times it may necessitate the player appearing before the Tournament Committee.
- c) A group out of position will be notified that it is out of position and will be subject to individual timing. Any following group will be considered out of position if it (a) is taking more than the allotted time to play and (b) reaches the tee on a par 3 and the preceding group has cleared the next tee, or fails to clear the tee of a par 4 hole before the preceding group clears the putting green, or arrives at the tee of a par 5 hole when the preceding group is on the putting green. Both (a) and (b) must apply for a group to be out of position. The first group to start will be considered out of position if, at any place during the round, the group is behind the allotted time to play.
- d) Other than on the putting green, the timing of a player's stroke will begin when the player and caddy (if applicable) have had a reasonable opportunity to reach the ball for the next shot and it is the players' turn to play and the player can play without interference or distraction. Time spent walking backward or forward for determining yardage will count as part of the time taken for that stroke.
- e) On the putting green, timing will begin after a player has been allowed a reasonable amount of time to lift, clean, and replace the ball. Time spent looking at the line from beyond the hole and/or behind the ball will count as part of the time being taken for that stroke.
- f) A player will be allowed a maximum of 40 seconds to complete a stroke.
  - 1) NOTE: An additional 10 seconds will be allowed for a) the first to play from the teeing ground on a par 3 hole; b) the first to play a second stroke on a par 4 or par 5 hole; c) the first to play a third stroke on a par 5 hole; or d) the first to play on or around the putting green.

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g) If a player exceeds the time limit, and is found to be out of position:

- |                   |   |
|-------------------|---|
| 1) First Offense  | Warning                                 |
| 2) Second Offense | Group will be put on the clock          |
| 3) Third Offense  | One (1) Stroke Penalty and a \$100 fine |
| 4) Fourth Offense | Disqualification                        |

NOTE: Timing will discontinue when the group has regained its position. Times previously recorded that may have exceeded the limit, however, will be held over for further occurrence.

h) Any player who is penalized shall be immediately informed after playing from the teeing ground of the next hole or, in the event of a penalty during play of the last hole of the round, at the scoring table. All fines are due and payable within ten (10) days of notification. Players with delinquent fines will be ineligible for tournament participation until the fines have been paid.

### **Section 8.09 Playoffs**

Unless otherwise specified, in Section Pro-Am events, ties for first place shall be declared co-champions and all purse money split equally, both individual professional and team professional. Before the start of play the Rules Sheet shall state the playoff procedures for each event. Playoff plans may be altered at the discretion of the Tournament Committee.

Professionals are responsible for being present at the designated time for any playoff. The Section staff is not responsible for getting players to the designated tee for a playoff. In cases when two or more professionals are involved in a playoff, any professional(s) not showing at the designated tee at the appointed time lose the right to compete for first place, and all such individuals will split second place money.

### **Section 8.10 Carts & Caddies**

During all Section events use of a caddie or a motorized golf cart is mandatory. No player will be permitted to carry his own golf bag unless approved by the Director of Tournaments. It is mandatory to notify the host professional if the player intends to bring his own caddie when the club has caddies available for hire.



**Section 8.11 Amateur Handicaps**

- a) In all Section Pro-Am events, each professional shall be held individually responsible for the handicaps of their amateur partner(s). Except when noted on the event entry form, professionals are required to provide verification of amateurs' handicaps via a computerized USGA or other certified handicap card from their respective clubs or courses, or a copy of a current computerized USGA handicap sheet indicating the amateur's current handicaps. Amateurs may participate in Pro-Am events only if their clubs or courses utilized the USGA handicap system with a computerized printout. Professionals failing to provide substantiation of one or more amateurs' handicaps will be required to do so within seven (7) days of the completion of the tournament or forfeit any money won in that event. Substantiation shall be provided to the Section office. A professional's amateur(s) shall not redeem any prize money/gift certificates at an event's host facility until handicap/club verification has been provided to the Section office for the applicable event.
- b) If a breach of this policy occurs and prize money is forfeited, the professional prize money shall be retained by the Section. The amateur prize money shall be divided, with forty percent (40%) retained by the host professional of the applicable event, and sixty percent (60%) retained by the Section. This is consistent with Section 8.14 of the Philadelphia Section PGA Tournament Rules & Regulations (Gift Certificate Redemption).
- c) In all Section Pro-Am events (excluding charity events), where applicable, the slope conversion chart for the host club or course will be used to adjust the amateur's USGA index. All players who do not have a USGA sloped index will play to their home course handicaps. In the event of multiple "home" courses, the lowest handicap will be used.
- d) The maximum allowable handicap for amateurs playing in Section Pro-Am events (unless otherwise specified) will be thirty-six (36) for men and forty (40) for women. The actual handicaps to be used by the amateurs in the event will be computed as follows: in "one better ball" format events, all handicaps will be computed at eighty percent (80%) of the USGA handicaps for men and ninety percent (90%) for women; in "two better ball" format events, all handicaps will be computed at ninety percent (90%) of the USGA handicaps for both men and women.

**Section 8.12 Returning of Scores**

Contestants will return their scorecards immediately upon completion of play. If there is no scoring table at the final green, players should report immediately to the official scorer with their scorecards.

**Section 8.13 Duties of the Host Professional**

The Tournament Director will issue guidelines for the host professional prior to each event.

**Section 8.14 Gift Certificate Redemption**

Sixty (60) days after a Pro-Am, amateur may redeem a gift certificate at their own Pro Shop. The amateur's home professional may collect sixty percent (60%) of the face value from the host professional in cash.

### **Section 8.15 Women PPGA Professionals**

In all Philadelphia Section PGA tournaments, tees for women professionals will be set up between 78-85% of the men's tee yardage and all women professionals shall compete for the same tournament purse.

Note: This is only a recommendation. There may be golf courses where it is not possible to adhere to the recommendation and in these cases, the golf course will be set up as close as possible to the recommendation as possible.

### **Section 8.16 Super Senior PPGA Professionals**

In all individual Philadelphia Section PGA tournaments approved by the Director of Tournaments, tees for Super Senior professionals will be set up between 89-92% of the men's tee yardage and all Super Senior Professionals, ages 60 and older, shall compete for the Super Senior Purse only from these yardages.

### **Section 8.17 Dress Code**

The following Dress Code applies to all PPGA members and associates for all sponsored, co-sponsored and sanctioned events conducted in the PPGA, unless otherwise approved by the PPGA Tournament Committee. This dress code shall be in effect for all stipulated rounds and during the use of all practice facilities at the host course(s), beginning the day before the event and continuing through the completion of the event:

- a) Appropriate slacks are required for all male professionals (no jeans or shorts or cargo pants are permitted). Female professionals are permitted to wear culottes, walking shorts, or golf skirts.
- b) All Amateur participants are required to adhere to the Host Facility's dress code at all times.
- c) Host club approved golf shoes or smooth soled shoes are required.
- d) Beards and moustaches must be neatly trimmed at all times.
- e) Hats are to be worn facing forward.
- f) Hairstyles must be neat and clean in appearance and representative of a professional in style.

Philadelphia Section PGA members and associates in violation of this policy during a stipulated round will be disqualified and may be subject to additional disciplinary action under Section 9.2 of the Tournament Rules & Regulations. PPGA members and associates in violation of this policy other than during a stipulated round shall be subject to disciplinary action under Section 9.2 of the Tournament Rules & Regulations

## **ARTICLE IX. CODE OF CONDUCT**

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### **Section 9.1 General**

The Philadelphia Section PGA Tournament Committee expects the conduct of its professionals and amateur contestants to adhere to the PGA Code of Ethics and the traditional etiquette expected from ladies and gentlemen. Each PGA of America Member or Associate Participant ("Participant") acknowledges the right and authority of the Philadelphia Section PGA to (i) fine and suspend from tournament play; and/or to (ii) fine and permanently bar the Participant from Section Tournaments.

Any Participant in a Section event hereby releases the Philadelphia Section PGA, the PGA of America, the PGA Tournament Corporation, Inc., rules officials, each director, officer, member, employee, agent or representative of any of the foregoing jointly and severally, individually and in their official capacity, of and from any and all claims, demands, damages and causes of action whatsoever, in law or equity, arising out of or in connection with any such decision or action by the Philadelphia Section PGA, PGA of America or any appellate body.

Any Participant that is found guilty of more than three offenses for violating code of conduct may, at the sole discretion of the Philadelphia Section PGA, be permanently prohibited from participating in all Philadelphia Section PGA and PGA of America tournaments and also may be subject to PGA of America Code of Ethics charges.

Notwithstanding the foregoing, the Philadelphia Section PGA reserves the right to pursue Code of Ethics charges against any PGA Member/Associate for conduct charges related to the conduct of any Participant at Philadelphia Section PGA golf tournaments and related events at the sole discretion of the Philadelphia Section PGA in compliance with the procedures for Code of Ethics hearings as set forth in the PGA of America Bylaws.

If any Participant engages in any of the following (but not limited to the following) activities or behavior at the site of a Philadelphia Section PGA tournament before, during, or after the actual competition, he or she shall be considered in violation of the Philadelphia Section PGA Code of Conduct, and this shall constitute grounds for disciplinary action:

### **Section 9.2 Classes of Violations & Penalties**

#### **A. Minor Penalties**

- 1) Throwing clubs
- 2) Gambling
- 3) Excessive drinking
- 4) Disrespect for tournament officials, host professional, sponsors, etc.
- 5) Vandalism
- 6) Loud, cruel language
- 7) Contacting a tournament sponsor for an exemption
- 8) Organizing or Competing in non-sanctioned event
- 9) Failure to withdraw from an event in a timely manner
- 10) Professionals withdrawing from an event for a non-emergency situation
- 11) Using a prohibited communication device and/or excessive use of Cellular device

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### B. Minor Penalty Fine Schedule

- 1) First offense: Fine up to \$250
- 2) Second offense: Fine up to \$400 and/or suspension of one points event
- 3) Third offense: Fine up to \$600 and/or suspension up to one year of tournament play
- 4) Minor Penalties are Cumulative for a twelve (12) month period starting with the date of the first offense.
- 5) In the case of a habitual offender the Committee may escalate what is considered a Minor Penalty into a Major Penalty.

### C. Major Penalties

- 1) Serious infraction of any Minor Penalty/infraction (multiple complaints)
- 2) Dishonest play, cheating
- 3) Player taking undue advantage of the rules of golf or a fellow competitor
- 4) No player may compete as a partner of, or verify the handicap of an amateur when knowingly incorrect

### D. Major Penalty Fine Schedule:

- 1) First offense: Fine up to \$350
- 2) Second offense: Fine up to \$600 and/or suspension of one points event or pro-am event
- 3) Third offense: Fine up to \$1,000 and/or suspension up to one year of tournament play
- 4) Major penalties will be cumulative over the offender's time as a PGA Member and/or Associate.

Note: Fines are due and payable within thirty (30) days of the Tournament Disciplinary Committee's rendering of a decision. Unless the penalty includes a Suspension, the Participant will be eligible to play until the due date. In the event the Participant has made a written appeal and the appeal is denied, the fine will be due and payable immediately following the denial and the Participant will be ineligible to participate in any Philadelphia Section PGA tournament and any other PGA of America tournaments and the tournaments of any other PGA Section until said fine is paid in full.

Note: Violations of The Rules of Golf do not require the Tournament Committee to follow the procedures outlined under Article X.

Note: The Tournament Disciplinary committee has the right to recommend to the Philadelphia Section PGA Executive Committee suspension or expulsion from the membership of the Association subject to the procedures outlined in Section 10.4 below.

## **Article X. DISCIPLINARY ACTION**

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### **Section 10.1 General**

Except for penalties under the Rules of Golf, any Participant subject to disciplinary action or penalty as defined in Article IX shall first be notified of such proposed action in writing. Within fifteen (15) days from receipt of the notice, the Participant shall submit to the Philadelphia Section PGA Tournament Director or the Philadelphia Section PGA Executive Director such facts or evidence of mitigating circumstances as may apply. Within fifteen (15) days of receipt of such information from the Participant, the Philadelphia Section PGA Tournament Director or the Philadelphia Section PGA Executive Director shall notify the Participant in writing of the imposition of the proposed disciplinary action. After imposition of any penalty hereunder, the Participant shall have the right to appeal as set forth in Section 10.4 below.

### **Section 10.2 Tournament Disciplinary Committee Members**

Subject to the provision of the PGA of America Bylaws, the Tournament Disciplinary Committee shall have the primary jurisdiction in any situation or incident involving a violation of the Philadelphia Section PGA Tournament Rules & Regulations. The Tournament Disciplinary Committee shall consist of five (5) members, including the Director - Tournaments, selected Past Section Presidents and/or selected members of the Tournament Committee. The Director-Tournaments shall be the Chairperson of the Tournament Disciplinary Committee. At the discretion of the Director-Tournaments and in order for the committee to be responsive, any active member of the Tournament Committee may be called in to serve at any time. The five (5) members of the committee may be interchangeable so as to handle any incident that arises in a reasonable amount of time.

Note: The Executive Director or Section Tournament Director shall serve as administrator of the Disciplinary Committee Process. They will have ex-officio status during the process and will provide information and counsel to the committee as needed.

### **Section 10.3 Tournament Disciplinary Committee Authority**

If any individual is thought to be in violation of the rules, ethics, or Code of Conduct of the Philadelphia Section PGA Tournament Rules & Regulations, the Tournament Disciplinary Committee shall have the power, by simple majority, to impose upon such violator, a fine/suspension as outlined in section 9.02 above.

**Section 10.4 Appeal**

- a) Minor Penalties as defined in Section 9.2a. Appeals from Minor Penalties shall be to the Tournament Disciplinary Committee Chairperson (or his/her designee). Such appeal must be in writing. Such appeal shall be received by the Tournament Disciplinary Committee Chair no later than thirty (30) days subsequent to the infraction. The Tournament Disciplinary Committee Chair shall render the decision on appeal in writing within thirty (30) days of the receipt of the appeal and submit a final report to the Philadelphia Section PGA Executive Director. The Philadelphia Section PGA Executive Director shall submit this final report to the Association General Counsel. Such decision shall be final. Notwithstanding the foregoing, in the event that the Section determines that it would prefer that a Minor Penalty shall initially be submitted to the Board of Control for a hearing in lieu of action by the Philadelphia Section PGA, then the Philadelphia Section PGA Executive Committee will follow all procedures set forth herein for all matters submitted to the Board of Control for Code of Ethics procedures.
  
- b) Major Penalties as defined in Section 9.2c. Within thirty (30) days from the date of notification of a Major Penalty, the Participant may submit a written appeal to the Philadelphia Section PGA Executive Committee. Failure to file such an appeal shall be deemed as a waiver of all rights to pursue any further appeal and an acceptance of the penalties imposed.

Following the receipt of a written appeal of a Major Penalty, the Philadelphia Section PGA Executive Committee will prepare a report of the matter to the Board of Control and the matter will be set for a hearing before the Board of Control in accordance with all applicable procedures set forth in the PGA Code of Ethics for ethics appeals heard by the Board of Control. The decision of the Board of Control shall be final. An appeal shall operate to stay the effective date of any penalty, except suspension from a Philadelphia Section PGA tournament then in progress or scheduled for the calendar week in which the alleged violation occurred, until after a final decision on the appeal.

Note: All fines must be paid within thirty (30) days from the imposition of the fine, or in the event of an appeal, within (30) days from the decision rendered by the Board of Control in the event the Board of Control upholds the findings of the Tournament Committee Chair.

Note: Only PGA members who are members of the Tournament Disciplinary Committee may vote on matters involving disciplinary action against another PGA member.

**ARTICLE XI. TOURNAMENT FEES**

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**Section 11.1 Entry Fees**

The following are standard entry fees for all PPGA events. In certain circumstances the standard entry fee may be altered with approval by the Tournament Committee

- A. Professional
  - 1) 1 Day Event \$100
  - 2) 2 Day Event \$165
  - 3) 3 Day Event \$210
  
- B. Super Senior Professional
  - 1) 1 Day Event \$60
  - 2) 2 Day Event \$85
  - 3) 3 Day Event \$110
  
- C. Amateur
  - 1) 1 Day Event \$75
  - 2) 2 Day Event \$140

**Section 11.2 Administration Fees**

The Philadelphia Section PGA shall have standard fees for tournament date guarantees and administrative fees that will be taken from the purse, applied as follows.

- A. Standard Professional Admin Fees
  - 1) 18 Holes \$33
  - 2) 36 Holes \$56
  - 3) 54 Holes \$79
  
- B. Standard Amateur Admin Fees
  - 1) 18 Holes \$35
  - 2) 36 Holes \$52
  
- C. Sponsor Admin Fees
  - 1) 18 Holes \$750
  - 2) 36 Holes \$1,000
  - 3) 54 Holes \$1,200
  - 4) 72 Holes \$1,350
  
- D. Section Championship Fee
  - 1) \$5 from each entry regardless of the number of rounds

**Section 11.3 Additional Fees**

Under certain circumstances, the Philadelphia Section PGA office will become more involved in a tournament based on its format and sponsor requirements. It may be necessary to allocate additional tournament expenses. The amount of that expense will be determined on an individual basis by the Tournament Committee.



## **Article XII. TOURNAMENT PLAYER DIVISION**

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### **Section 12.1 General**

The PPGA Tournament Players Division gives PPGA members and associates the ability to receive reduced entry fees in selected Section events.

### **Section 12.2 Eligibility**

All TPD members shall be eligible to enter all Sectional events with the exception of the Philadelphia Section PGA Championship. Assistants (Associates & Pre-Associates) to PGA Member Head Professionals (as well as all B-8 members), shall be eligible to compete in the Philadelphia Section PGA Assistants' Championship. Assistants to PGA Member Head Professionals shall also be eligible to compete in the Philadelphia Section PGA Pro-Assistant-Pro Championship as the assistant. They must, however, play as the partner of their head professional employer.

### **Section 12.3 Fees**

TPD fees are optional fees. Eligible professionals may elect not to pay this annual fee and pay the non-TPD entry fee indicated on each tournament registration page. Associates will still be required to have successfully passed the PAT Proper and be registered in the PGA/PGM program in order to be granted playing privileges in the Philadelphia Section PGA. The following fees have been established for TPD membership:

- A. PGA Members
  - 1) Prior to April 1st of each year \$200
  - 2) April 1st – Oct 31st of each year \$225
  
- B. Associates and Pre-Associates
  - 1) Prior to April 1st of each year \$100
  - 2) April 1st – Oct 31st of each year \$125

## **ARTICLE XIII.      PLAYER OF THE YEAR**

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### **Section 13.1    Player of the Year Major Point Tournament Criteria**

The Haverford Trust Company player of the year award is given each year to the player who has amassed the largest number of points through his play in a given season. In order to be eligible for this award, contestants must meet the following criteria:

- 1) Must be a Philadelphia Section PGA Member or Associate
  - 2) Must be eligibly employed within the Philadelphia Section
  - 3) Must be in good standing with the PGA of America
- A. The tournament committee shall determine the list of official major tournaments prior to the season using the following criteria:
- 1) Major events: Open exclusively to all Philadelphia section PGA members, associates, and pre-associates
  - 2) Any “invitational” or other event designated by the tournament committee, which is open to a minimum of seventy-five Philadelphia members, associates and pre-associates, or
  - 3) Any “invitational” or other event designated by the tournament committee, in which a minimum of twenty Philadelphia members, associates and pre-associates receive invitations according to the current or prior years’ player of the year points standing
  - 4) Championships of the Philadelphia Section PGA and other allied golf associations including GAP, NJSGA, PAGA and DSGA.
  - 5) Northern, southern, eastern and western bonus tournaments suggested criteria:
    - a. Events with purses exceeding \$20,000
    - b. Annual repeating tournaments
    - c. Tournaments with strong field strengths
    - d. Multiple round tournaments
    - e. Individual scores only (not a team competition).

### **Section 13.2    Player of the Year Point Tournament Criteria**

The Tournament Committee shall determine the list of official Point Tournaments prior to the season using the following criteria:

- A. Point Events: Open exclusively to all Philadelphia Section PGA Members, Associates, and Pre-Associates.
- 1) Any “Invitational” or other event designated by the Tournament Committee, which is open to a minimum of seventy-five Philadelphia Section PGA Members, Associates and Pre-Associates, or
  - 2) Any “Invitational” or other event designated by the Tournament Committee, in which a minimum of twenty Philadelphia Members, Associates and Pre-Associates receive invitations according to the current or prior years Player of the Year Points standing.
  - 3) Individual scores only (not a team competition).

- B. Points Tournament suggested criteria:
  - 1) Events with purses exceeding \$10,000
  - 2) Annual repeating tournaments.

**Section 13.3 Player of the Year Point Tournaments**

- A. Championships
  - 1) Philadelphia Section PGA Professional Championship
  
- B. Opens
  - 1) If a player competes in multiple State Opens a player may receive points for only the state open where their club is located. If a player is not employed by a club, he may receive points for state open of residence only.
    - i. Pennsylvania Open
    - ii. New Jersey Open
    - iii. Delaware Open
    - iv. Philadelphia Open
  
- C. Bonus Points Tournaments
  - 1) Chosen by the Tournament Committee annually based on location, largest purse in region, annual tournament, field strength, multiple rounds, and prior years' player participation.
  
- D. Invitational or Special Events
  - 1) Chosen by Tournament Committee based on location, large purse, sponsor's commitment to the Philadelphia PGA, annual tournament, field strength, multiple rounds, and prior player participation. Top 20 on current or previous year's player points list must receive invitations.
  
- E. Player of the Year Tournaments
  - 1) Chosen by the Tournament Committee Annually
  
- F. National Tournaments
  - 1) Points are awarded for PGA Professional National Championship, PGA Senior Professional National Championship, PGA Tour, Senior PGA Tour, KPMG Women's PGA Championship and Korn Ferry Tour tournaments when appropriate.

**Section 13.4 Points Bracket**

See appendix 3

## **ARTICLE XIV. ROBERT "SKEE" RIEGEL SENIOR PLAYER OF THE YEAR**

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### **Section 14.1 Robert "Skee" Riegel Senior POY Major Point Tournament Criteria**

The Robert "Skee" Riegel Senior Player of the Year Award is given each year to the player who has amassed the largest number of points through his play in a given season. In order to be eligible for this award, contestants must meet the following criteria:

- 1) Must be a Philadelphia Section PGA Member or Associate 50 years or older
  - 2) Must be eligibly employed within the Philadelphia Section
  - 3) Must be in good standing with the PGA of America
- A. The Tournament Committee shall determine the list of official Major Tournaments prior to the season using the following criteria:
- 1) Major Events: Open exclusively to all Philadelphia Section PGA Members, Associates, and Pre-Associates that are 50 years or older.
  - 2) Any "Invitational" or other event designated by the Tournament Committee, which is open to a minimum of seventy-five Philadelphia Members, Associates and Pre-Associates, or
  - 3) Any "Invitational" or other event designated by the Tournament Committee, in which a minimum of twenty Philadelphia Members, Associates and Pre-Associates receive invitations according to the current or prior years Player of the Year Points standing.
  - 4) Championships of the Philadelphia Section PGA and other allied golf associations including GAP, NJSGA, PAGA and DSGA.
  - 5) Northern, Southern, Eastern and Western Bonus Tournaments suggested criteria:
    - a. Events with purses exceeding \$20,000
    - b. Annual repeating tournaments
    - c. Tournaments with strong field strengths
    - d. Multiple round tournaments
    - e. Individual scores only (not a team competition).

### **Section 14.2 Robert "Skee" Riegel Senior POY Point Tournament Criteria**

The Tournament Committee shall determine the list of official Point Tournaments prior to the season using the following criteria:

- A. Point Events: Open exclusively to all Philadelphia Section PGA Members, Associates, and Pre-Associates that are 50 years or older.
- 1) Any "Invitational" or other event designated by the Tournament Committee, which is open to a minimum of seventy-five Philadelphia Section PGA Members, Associates and Pre-Associates, or
  - 2) Any "Invitational" or other event designated by the Tournament Committee, in which a minimum of twenty Philadelphia Members, Associates and Pre-Associates receive invitations according to the current or prior years Player of the Year Points standing.

3) Individual scores only (not a team competition).

B. Points Tournament suggested criteria:

- 1) Events with purses exceeding \$10,000
- 2) Annual repeating tournaments.

**Section 14.3 Robert “Skee” Riegel Senior POY Point Tournament Events**

A. Championships

- 1) Philadelphia PGA Senior Professional Championship

B. Opens

- 1) If a player competes in multiple State Opens a player may receive points for only the state open where their club is located. If a player is not employed by a club, he may receive points for state open of residence only.
  - i. Pennsylvania Open
  - ii. New Jersey Open
  - iii. Delaware Open
  - iv. Philadelphia Open

C. Bonus Points Tournaments

- 1) Chosen by the Tournament Committee annually based on location, largest purse in region, annual tournament, field strength, multiple rounds, and prior years’ player participation.

D. Invitational or Special Events

- 1) Chosen by Tournament Committee based on location, large purse, sponsor’s commitment to the Philadelphia PGA, annual tournament, field strength, multiple rounds, and prior player participation. Top 20 on current or previous year’s player points list must receive invitations.

E. Player of the Year Tournaments

- 1) Chosen by the Tournament Committee Annually

F. National Tournaments

- 1) Points are awarded for PGA Senior Professional National Championship, Senior PGA Championship, PGA Tour, Senior PGA Tour, KPMG Women’s PGA Championship and Korn Ferry Tour tournaments when appropriate.

**Section 14.4 Points Bracket**

See appendix 4

## **ARTICLE XV. SUPER SENIOR PLAYER OF THE YEAR**

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### **Section 15.1 Super Senior POY Eligibility**

The Super Senior Player of the Year Award is given each year to the player who has amassed the largest number of points through his play in a given season. In order to be eligible for this award, contestants must meet the following criteria:

- 1) Must be a Philadelphia Section PGA Member or Associate 60 years or older
- 2) Must be in good standing with the PGA of America

### **Section 15.2 Super Senior Division Purse**

A separate Super Senior Division Purse will be offered in any Section tournament where the total number of super senior professionals playing from a forward set of tees amounts to at least two professionals (or at the discretion of the Tournament Committee). This purse is only available to Super Senior contestants playing from a forward tee. The prize money breakdown is as follows:

<b># of Super Senior Entries</b>	<b># of places paid</b>	<b>% Breakdown</b>
4 or Less	2	70/30
5-7	3	50/30/20
8-10	4	40/30/20/10
11 or More	5	30/25/20/15/10

### **Section 15.3 Super Senior Tees**

Super Senior contestants may play from either the tournament tee or a forward tee which will be set at 89%-92% of the tournament tee and reserved for contestants age 60 or older. The super senior contestant will only be eligible for the Super Senior purse if they elect to play from the forward tee. Contestants will be eligible for player of the year points from either tee.

### **Section 15.4 Super Senior POY Point Tournament Criteria**

The Tournament Committee shall determine the list of official Point Tournaments prior to the season and all professionals ages 60 years and older are eligible to earn points at each event.

### **Section 15.5 Super Senior POY Point Tournament Events**

#### **A. Championships**

- 1) Philadelphia PGA Senior Professional Championship

#### **B. Opens**

- 1) If a player competes in multiple State Opens a player may receive points for only the state open where their club is located. If a player is not employed by a club, he may receive points for state open of residence only.
  - i. Pennsylvania Open
  - ii. New Jersey Open
  - iii. Delaware Open
  - iv. Philadelphia Open

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### C. Bonus Points Tournaments

- 1) Chosen by the Tournament Committee annually based on location, largest purse in region, annual tournament, field strength, multiple rounds, and prior years' player participation.

### D. Invitational or Special Events

- 1) Chosen by Tournament Committee based on location, large purse, sponsor's commitment to the Philadelphia PGA, annual tournament, field strength, multiple rounds, and prior player participation. Top 20 on current or previous year's player points list must receive invitations.

### E. Player of the Year Tournaments

- 1) Chosen by the Tournament Committee Annually

### F. National Tournaments

- 1) Points are awarded for PGA Senior Professional National Championship, Senior PGA Championship, PGA Tour, Senior PGA Tour, KPMG Women's PGA Championship and Korn Ferry Tour tournaments when appropriate.

## Section 15.6 Points Bracket

See appendix 5

**ARTICLE XVI. DEBAUFRE SCORING AVERAGE AWARD**

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**Section 16.1 Definition**

The DeBaufre Trophy is awarded for the lowest scoring average for the year based on scores from the same points tournaments as approved by Tournament Committee each year. In order to be eligible for this trophy, contestants must meet the following criteria:

- 1) PGA Members only
- 2) Compete in 2/3 of total rounds
- 3) Return all scorecards. A “No Card” in any of the designated rounds constitutes disqualification from this competition

**Section 16.2 Reduction of Rounds**

If the number of designated point tournament rounds is reduced due to rain-out, cancellation, or otherwise, the number of rounds required to be eligible for the DeBaufre Trophy will be adjusted with a reduction of one (1) round for each two (2) rounds eliminated due to rain-out, cancellation, etc.