

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 through the online tournament program at 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 prior to the event withdraw deadline (i.e. seven (7) days prior to the tournament, or the date designated on the event portal). Contestants withdrawing after the deadline and without a medical reason, injury or family emergency, shall be refunded their entry fee minus an administration fee of \$15 for a 1-day event and \$30 for a 2-Day event.

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.

Philadelphia 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.

Philadelphia PGA Tournament Rules & Regulations

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.