

Article VIII. RULES & PROCEDURES

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.
- c) Unless the committee deems otherwise, in tee time events where there is a need for a playoff to determine the winner the following guidelines will be followed to set available tee times:
 - a. The first time of the day will be decided upon due to course preparation needs.
 - b. The last tee time of the day will be set no later than 5 hours and 30 minutes prior to the expected time of sunset.

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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.

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- 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.
 - a. In the event the full field finishes but a playoff cannot due to a suspension of play, the players in the playoff will be declared co-champions. All points and purse will be combined and divided evenly.
 - b. If a playoff is started but cannot be finished anyone eliminated from the sudden death playoff prior to the suspension of play will be declared to have finished in second place. Remaining players will be declared co-champions. All points and purse will be combined and divided evenly.
- 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) A group out of position and behind time will be notified that its on the clock and are subject to group or individual timing. A group will put on the clock 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 arrive at the tee of a par 4 hole before the preceding group clears the

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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 put on the clock. The first group to start will be put on the clock if, at any place during the round, the group is behind the allotted time to play.

- b) Other than on the putting green, the timing of a player's stroke will begin when the player and caddie (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.
- c) 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.
- d) A player will be allowed a maximum of 40 seconds to complete a stroke.
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
- e) Once a group is found to be out of position and over its time the following procedure will take place:
 - a. An official will inform the entire group that they are out of position and over their time and will be put on the clock and are subject to group or individual timing.
 - b. The official will announce to staff that the group has been put on the clock.
 - c. The following is a schedule to follow for individual timing offences:
 - i. If a player exceeds the time limit:
 - 1. First Offense: Warning
 - 2. Second Offense : One (1) Stroke Penalty and a \$100 fine
 - 3. Third Offense: One (1) Stroke Penalty and a \$100 fine
 - 4. Fourth Offense: Disqualification
 - ii. Note: Timing will discontinue when the group has regained its position or time par. Times previously recorded that may have exceeded the limit during their round, however, will be held over for further occurrence.
 - d. Any player who has a bad time should be notified immediately.
 - e. Any player who is penalized should be notified immediately. 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.

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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

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play the Rules Sheet shall state the playoff procedures for each event. Playoff plans may be altered at the discretion of the Tournament Committee. Unless otherwise communicated playoffs will not be carried over into an additional day.

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

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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

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stipulated round shall be subject to disciplinary action under Section 9.2 of the Tournament Rules & Regulations