



**PACIFIC NORTHWEST  
SECTION**

Inland Empire Chapter

# **Inland Empire Chapter PGA Tournament Rules & Regulations**

*Revised November 2023*

*Our mission is to serve the PGA Professionals of the Pacific  
Northwest and grow the game of golf!*

The Pacific Northwest Section is the largest in the country geographically, and with over 1,200 members and associates, ranks 6th in number of golf professionals. The Inland Empire Chapter is one of five chapters in the Pacific Northwest Section PGA with over 180 PGA Professionals representing over 60 golfing facilities. As a part of the largest working sports organization in the world, our PGA professionals are the experts in the game and business of Golf.

**All Chapters of the Pacific NW Section PGA are governed by the Section bylaws. The Inland Empire Chapter adheres to Section bylaws, Section Tournament Regulations, and IEPGA Tournament Rules & Regulations.**

**I. Authority**

**a. IEPGA Board of Directors**

- i. The Board of Directors of the Chapter shall consist of: President, Vice-President, Secretary, Immediate Past President, and four Directors. The Board of Directors shall conduct its business and shall be responsible for the management of the Chapter in accordance with the Section Constitution, Bylaws, and Tournament Regulations.

**b. Tournament Rules Committee**

- i. The committee shall be comprised of the Executive Director, Tournament Chair, Host Professional (or PGA affiliated) designee, and an on-site member of the IEPGA Board of Directors at any given Pro-Am or Chapter event. If a member of the board cannot be reached, a Professional-at-large shall be selected by the Executive Director to participate in making any necessary rules decisions. Rules committee decisions shall be final as of the day of the event; decisions may be appealed to the IEPGA Board of Directors.

**c. The Executive Director of the Chapter main tournament responsibilities are;**

- i. The production and success of all Chapter Tournaments.
- ii. Obtaining sites for all Chapter events and coordinating the scheduling of such events.
- iii. Obtaining sponsors for Pro-Am Series and Chapter events and for negotiating and writing the appropriate contracts.
- iv. Collecting all tournament proper entries and fees.
- v. Conducting all on-site operations – including coordinating golf course preparations with the superintendent and professional, marking the course, course set up for each day's play, starting, rules, scoring and results.
- vi. Serving as Rules Committee member when needed.
- vii. Arranging for the printing of scorecards.
- viii. Set up events to properly collect team entry fees paid by the Professional via online credit card processing.
- ix. Making sure all tournament payoffs are submitted to Section Accounting within 10 days of the conclusion of the event.
- x. Making every effort to have the results of each event's activity available to the press, published on website and/or social media.
- xi. Developing and publishing a calendar of events for the year.

**II. Eligibility**

**a. Golf Course:**

- i. Pro-Ams and Chapter events will be held at 18-hole courses only except for the Pro-Junior event which can be held at either. Courses must be

willing to host an IEPGA event as requested by the IEPGA Board of Directors and Executive Director. Pro-Ams will not be held at courses where a PGA affiliated person is not employed. A facility must be USGA recognized and rated to be eligible for hosting an event.

- ii. Pro-Am scheduling will occur in the Fall for the following season. The Executive Director will organize the schedule and submit it to the IEPGA Board of Directors for approval. Head Professionals of 18-hole courses must email any Pro-Am date requests to the Executive Director prior to October 1<sup>st</sup> for the next year's schedule.

**b. Golf Professional:**

- i. The Professional must be PGA affiliated with the Inland Empire Chapter of the PGA, must be in good standing with the IEPGA and PNWPGA, and must meet all Section and National employment and playing criteria.
- ii. Class "F" or inactive members are not eligible to play in any Chapter events.

**c. Handicaps**

**i. Professionals**

1. All Professionals must have an active GHIN number in order to participate in any NET activities within the IEPGA Pro-Am series. For the Chapter Pro-Ams, there are no individual net payouts for pros. The Chapter tournaments have individual net competitions and during Pro-Ams you will see a variety of net competitions. Your team will still be eligible to compete with the Pros ball being applied to gross only.
2. The PNW PGA Section offers handicaps at a reduced rate for pros to register.
3. Golf Professionals are responsible for accuracy of ALL player GHIN numbers entered during the team registration process. Reference USGA Rule 3.3 for stroke play scoring in a handicap competition.

**ii. Amateurs**

1. All Amateurs participating in Pro-Ams are required to have an active GHIN number and will play to their current index as of the Sunday prior to Pro-Am. Amateurs are responsible for confirming their handicap is accurate according to the official scorecard. Executive Director & Tournament Committee will review any inactive GHIN numbers:
2. If an Amateur registers with an inactive GHIN number and has no recent score history, they are given a one-time exception and be entered as scratch.
3. If an Amateur registers with an inactive GHIN number and has an acceptable USGA scoring record, they are given a one-time exception and the Pro-Am rules committee will determine appropriate index.
4. Players must be 18 years of age.

### **iii. Handicap Limits**

1. For individual play, the max course handicap will be 36 for all men and 40 for all ladies. This applies to all Pro-Ams and Chapter Events.
  2. For team competitions, the maximum handicap shall match the USGA recommended handicap allowance for each format.
- iv. The Tournament Committee and Board of Directors reserve the right to adjust handicaps. Home course adjustments to player handicaps may be honored by the IEPGA Board for events.

### **b. Event Types, Divisions, & Participant Eligibility**

- v. Pro-Am Series: These events are open to both men and women. Teams may be comprised of any mix of men and women up to the maximum of 3 amateurs.
- vi. Pro-Ladies: Ladies only may play in these events; maximum of 3 amateurs per team.
- vii. Senior's: Men and women at least 50 years of age may participate.
- viii. Pro-Junior: Boys and girls ages 17 and younger as of the event date may participate in this event. Teams for this event will be comprised of three juniors and one Professional. Tournament formats and schedule of events are determined by the Executive Director and Player Development Committee.

## **III. Pro-Am Tee Time Regulations:**

### **a. Tee Times:**

- i. Pro-Am tee times are divided into a morning and afternoon wave and set apart by 10-minute intervals. The morning wave is from 7:00am-9:10am off #1 and #10 tees. The afternoon wave is from 12:00pm-2:10pm off the #1 and #10 tees. All priority tee times are assigned to Professionals at the Spring Meeting based on previous years participation and priority group status.

### **b. Eligibility:**

- i. For any IEPGA Professional to be eligible for a priority tee time, they must be in good standing with the Section and Chapter (based on the most recent Section suspension report published prior to meeting). All professionals (including Champion Sponsors) are required to participate in a minimum of 1 event during the prior season to be eligible for a priority tee time.

### **c. Sponsor & Staff Tee Times:**

- i. The 2:10pm tee time off #1 will be reserved for any PGA Professional who serves as the Pro-Am Tournament Assistant. Two tee times per Pro-Am will be reserved for sponsors as directed by the Executive Director. Golf Professionals will be asked and highly encouraged to play with sponsor teams throughout the season. If the sponsor declines to play, then

the assigned Golf Professional may elect to bring his/her own team or cancel without penalty.

**d. Priority Tee Time Draw:**

i. You must be present during the tee time selection process (Spring Meeting). If you cannot attend the meeting, you must appoint a designee who will be present at the meeting. If you or your designee does not appear, you will forfeit your priority tee time standing. Pros must have participated in at least 1 Chapter event (4 points) during the prior year to be eligible for a standing tee time. Draw order will be as follows:

**ii. Draw order**

1. Group 1: All eligible Class A & Lifetime Members. List will be ordered by participation points from previous season.
2. Group 2: All eligible Associates. List will be ordered by participation points from previous season.

**iii. Special Medical Consideration**

1. The Board of Directors may grant a special medical consideration to professionals under the following conditions:
  - a. The professional has been an active member of the Chapter for the last three years.
  - b. The Board may only grant this consideration for a calendar year or balance of a calendar year.
  - c. The condition prompting this request must be of a medical nature and must have prevented the professional from participating in Pro-Ams for a minimum of four months during the period of March to October. Changes in employment situations are not to be considered in this process.
2. This provision may be utilized by an individual professional one time. To apply for this exemption, professionals must submit a written request to the Board detailing their eligibility and information supporting their request.
3. The Board may only apply this provision to eligible candidates and will base the determination on the merits of each case. This provision is intended to be used in unusual and exceptional circumstances. The Board is encouraged to use restraint in granting this exemption.
4. The Board may elevate a Professionals priority level in the tee time draw to any level within their category. The maximum will be based on their 3-year participation.

**e. Open tee times:**

i. Our Chapter utilizes ForeTees as a convenient way for all golf professionals to have access to live and accurate pro-am tee sheets at any time. If you earned a standing tee time for the season, you will find your name registered for ALL Pro-Am events. It is 100% the Professionals

responsibility to cancel their tee time online before the Wednesday at 11:59pm cancelation deadline. Professionals are allowed to exchange or move tee times up until Friday at 11:59pm.

- ii. Tee times for our Chapter are at a high demand and once a tee time opens up, is fair game for all eligible IEPGA Professionals. To reserve a tee time, you must login though ForeTees to book your official reservation.
  1. Username is always your PGA number.
  2. Password is your last name all lowercase.
  3. For more info & tutorials, visit 'tee times; page of Chapter website.

#### **IV. Tournament Registration**

- a. All tournament registration is set-up online through Golf Genius. Golf Professionals are required to complete the registration requirements for their Pro-Am team. Events will be set up by the Executive Director and published on the 'Tournaments' page with registration links posted in the details section of each event. Registration links for all events will be active no later than two weeks prior to the event.

#### **b. Pro-Am Registration Requirements**

- i. All open tee times are fair game for any eligible professional at any time throughout the season.
- ii. Professionals are required to call the pro shop for all events they wish to reserve carts for their team. Failure to call on or before the Wednesday prior to Pro-Am may result in no available rentals for your team.
- iii. Once you have an official Pro-Am tee time, you must register your team online through Golf Genius no later than **Friday @ 11:59 pm**
  1. Registration links are listed in the details section of each event on the Chapter website 'Tournament' page.
  2. Before registering, Pros will need to collect the following:
    - a. Player first and last names (spelt correctly).
    - b. GHIN numbers for all players (must be accurate).
    - c. Affiliation where each Amateur would like winnings issued.
  3. If you do not have all your team members confirmed, you are still required to meet the registration deadline by entering the information you have and enter TBD for all unknown required fields. Any player edits or substitutions must be submitted online by logging to your account. At check-in, Professional must confirm or provide correct player info to tournament staff for ALL team players before teeing off.

#### **c. Late Registrations:**

- i. Any golf genius registrations after the **Friday @ 11:59 pm** deadline for Pro-Ams and stated deadlines for Chapter Events are declared late and will result in the following:
  - 1. Automatic loss of event participation points (Section 13).
  - 2. 1<sup>st</sup> and 2<sup>nd</sup> offenses will result in a written warning letter from the IEPGA Board of Directors.
  - 3. Any subsequent failure to comply with the registration deadlines set forth will result in a \$100 fine and the Board of Directors has the authority to forfeit your priority tee time and/or suspension.

**d. Entry Fees**

- i. Tournament Entry fees are set forth by the IEPGA Board of Directors.
- ii. Pro-Am entry fees are set as a team entry fee and Chapter Event entry fees are an individual entry fee.
- iii. The playing Professional is responsible for ensuring private cart trail fees are paid to the host Professional.

**e. Divisions**

- i. Professionals must select Regular or Senior Division (cannot compete in both) during the online registration process. Female Professionals may elect to compete in either of these two divisions during online registration. If a Professional wishes to change their divisions after submitting registration, you may edit your registration or must notify tournament staff of this before teeing off. Amateurs are all one field divided into three flights based on index.

**V. Host Professional Responsibilities**

**a. Host Professional:**

- i. The host course must provide a PGA Professional who is on-site and/or available by phone for the duration of the event. Violation of this rule will result in an automatic \$100.00 fine to the host Professional.

**b. Course Preparation Checklist**

- 1. Make sure your course tee sheet is blocked all day.
  - a. Tee times are 7am-9:10am & 12pm-2:10pm off both #1 & #10 tees.
- 2. Pin sheets are NOT necessary.
- 3. PLEASE remind grounds crew to set all pins in easy central/flat locations. This is a huge factor in tournament pace of play
- 4. Prepare local rules sheets as necessary, provide sufficient copies for all participants, and assist with all event signage, banners and other necessary materials as required.
- 5. Chapter Tournament Assistants will be on site to assist with set-up, starting, marshaling, communication, and clean up.

**c. Golf Carts**

- i. Pros are required and reminded to call the host course's pro shop to reserve carts. The tee sheet is live on ForeTees for the entire season and the host pro can monitor the tee sheet or print a copy when making cart

reservations. We require host courses to provide enough carts for a full tournament field. It is up to the host professional if they prefer to turn carts after the morning groups come in. We 'recommend' host courses have a minimum of 65 rentals on site if your staff can turn them in time for the afternoon crowd. Carts are NOT included with entry fee and price per cart or player is up to the host course.

- ii. Privately owned golf carts may not be used without the permission of the Host Professional. If it is your intention to allow private carts and collect trail fees, prepare, and display signage in the pro-shop to notify the Playing Professionals.
- iii. Required carts - Golf Courses may require ALL participants to take carts, courses that require this must have the ability to supply for a full field. Host Professionals must work with the Chapter Executive Director to build a discounted fee into the team entry.

**d. Starting Play**

- i. Start all players in an orderly fashion, announcing each group by their Professional's name at their specified starting times for both tees. Report any problems or late starts to the Executive Director.

**VI. Tournament Rules**

- a. All play is governed by the current USGA Rules of Golf. The PNW PGA Supplemental Rules of Play and Section Tournament Regulations are applied where applicable and reviewed by the Tournament Committee. All fines and disputes will be reviewed by the IEPGA Board of Directors.
- b. Copies of the PNW PGA Supplemental Rules of Play and Section Tournament Regulations are listed on Chapter website and or can be provided by Chapter ED. Main categories addressed but not limited to are:
  - i. **Pace of Play Policy**
  - ii. **Dress Code Policy**
  - iii. **Caddie Regulations**
  - iv. **Separate Tee Policy**
  - v. **Close of Competition**

**VII. Tournament Scoring**

- a. The Chapter will utilize the Golf Genius mobile scoring app as well as handing out paper scorecards for Pro-Ams and Chapter events. The paper scorecard will be official, and players must confirm all scores are correct before turning it in with 2 required signatures per team scorecard. We are requesting that 2 players in each group (Pro & 1 amateur) keep score for the team. One person will keep the paper scorecard and the other will enter scores online through the golf genius app using GGID for live leaderboard. If your group prefers to not enter scores online, keep a 2<sup>nd</sup> score on a host course scorecard. Compare scores at the end and turn in the scorecard with two signatures. The white/red scorecard box will be at the scoring/check-in location to turn your cards in there or to Tournament Staff.



### **VIII. Tee Time Cancellation Policy**

- a. All Pro-Am tee time cancellations must be made online through ForeTees no later than 11:59pm on the Wednesday prior to the event you wish to cancel. If a Professional cancels their tee time after the deadline, doesn't select a different time, and the original tee time is left unfilled on the day of the event:
  - i. 1<sup>st</sup> and 2<sup>nd</sup> offenses will result in a written warning letter from the IEPGA Board of Directors.
  - ii. Any subsequent failure to comply with the cancellation policy set forth will result in a \$100 fine and the Board of Directors has the authority to forfeit your priority tee time and/or suspension.
- b. After the cancellation deadline, Professionals are still allowed to exchange or move tee times up until Friday at 11:59pm. These changes are not declared cancellations if the Professional is still competing in the event. The Executive Director needs to be notified of any tee time changes you make over the weekend prior to the event.

### **IX. Withdraw**

- a. A Professional may withdraw prior to an event or during the play of a round due to an illness or other physical disability, or serious personal emergency. The player shall immediately notify the Executive Director or a member of the Rules Committee. Within 14 days of the completion of the event the player shall, in writing, submit a letter to the Executive Director explaining the circumstances of his withdrawal. Failure to do so may be grounds for disciplinary action.
- b. Withdrawal during the play of a round for any other reason and not informing the Executive Director, Professional staff, or rules committee of your withdrawal will be subject to a fine equivalent of a full entry fee and reviewed by the IEPGA Board of Directors for possible suspension.
- c. Withdrawing prior to any Pro-Am or Chapter event for any other reason after the stated 'registration' deadline (Friday @ 11:59pm for Pro-Ams) will be subject to a fine equivalent of a full entry fee and reviewed by the IEPGA Board of Directors for possible suspension.
- d. Appeal of fines
  - i. Any fine may be appealed to the IEPGA Board in writing within 14 days of the event date.
  - ii. Once the board has ruled on your appeal, you will not be eligible for any chapter tournaments until the fine is paid in full.

### **X. Disciplinary Action**

- a. Inland Empire Chapter adheres to the PNW PGA Tournament Regulations for all disciplinary action policy stated in section 22. All fines and disputes will be reviewed by the IEPGA Board of Directors.

### **XI. Participation in other Chapters**

- a. Inland Empire Chapter adheres to the PNW PGA Tournament Regulations for participation in other Chapter events stated in section 27. All fines and disputes will be reviewed by the IEPGA Board of Directors. No participation points will be awarded.

## **XII. Pro-Am Payout**

- a. Purse is based on average Pro-Am event participation numbers over the years and overall health of the Chapter.
- b. Total purse for all Pro-Ams is \$9,000– On average, 67% of event revenue
  - i. Professional Division – Top 12 Places
    - 1. Purse \$1,650 (2/3)
  - ii. Senior Professional Division – Top 6 Places
    - 1. Purse \$825 (1/3)
  - iii. Amateur Division
    - 1. Purse \$3,750 – Gross and Net payouts w/ 3 flights
    - 2. Flights are based on Amateur Index (day of) within the field
  - iv. Team Payout – Top 5 Teams
    - 1. Purse \$1,675
  - v. Skins
    - 1. Professional - \$250
    - 2. Senior Professional - \$150
    - 3. Amateur - \$250 net and \$250 gross
  - vi. KPs
    - 1. \$50 each (Pro, Senior Pro 50+, Amateur, Senior Amateur 50+)
- c. Designation of Prize Money
  - i. All money won by Amateurs in Pro-Am events will be paid in the form of shop credit directly to the affiliation their Golf Professional registers them under. If no affiliation is listed on registration, the money won will be issued to the Tournament Host Course. Pro-Am payouts will be submitted to the Section Accounting department no later than 10 days after the event.
  - ii. All prize money won by Professionals will be paid directly to them via check or electronic payment if they complete the online EFT form.

## **XIII. Participation Points**

- a. The participation points system is in place to reward IEPGA Professionals who participate in events and financially support our Chapter through entry fees and sponsorships. The annual tee time draw will take place at the Spring Meeting. The draw order will be determined based on a combination of previous years participation points and sponsorship involvement.
  - i. 4 POINTS AWARDED FOR:**
    - 1. Participation in Chapter Pro-Ams
      - a. Provided you registered your team in Golf Genius before the Friday @ 11:59pm deadline.

- b. If a section event falls on a day of a pro am (ex. Section Assistant's Championship), one will be awarded equivalent participation points.
  - 2. Participation in Chapter Tournaments
    - a. Chapter Championship, Spring Pro-Pro, and Fall Pro-Pro
  - 3. Participation in Section Majors that occur in our Chapter territory
    - a. Annual Rosauers Open and other majors that occur within our Chapter territory (including Senior Majors).
- ii. ADDITIONAL POINTS**
  - 1. All Champion Sponsor Pros earn DOUBLE participation points for all CHAPTER tournaments. Champion Sponsors must meet requirements within accordance of the signed Champion Sponsor Agreement to be eligible.
  - 2. Pro-Junior = Double points (8)
  - 3. Pro-Ladies = Double points (8)
  - 4. Chapter Championship = Double points (8)
  - 5. "Out of Town" Pro Participation = Extra ½ point per Chapter event
    - a. If your golf course lies 70+ miles from Spokane City Hall and your course is willing to host an event you will be eligible for an extra ½ participation point per Chapter event for the next year's tee time draw.

#### **XIV. Player of the Year & Senior Player of the Year**

- a. The Chapter Player of the Year and Senior/Female Player of the Year awards shall be based on points accumulated from all IEPGA Pro-Am events, the IEPGA Chapter Championship, and all PNWPGA Section events that take place within the Inland Empire Chapter. The point breakdown for events is as follows:
  - i. Pro-Am Series Points – Per division**
    - 1. 1st-15 2nd-12 3rd-11 4th-10 5th-9 6th-8 7th-7 8th-6 9th-5 10th-4 11th-3 12th-2 13th-1
  - ii. Chapter Championship – Triple points**
    - 1. 1st-45 2nd-36 3rd-33 4th-30 5th-27 6th-24 7th-21 8th-18 9th-15 10th-12 11th-9 12th-6 13th-3
  - iii. Section Events that fall within Chapter Territory - Double Points**
    - 1. Awarded to the highest finishing IEPGA professionals within the event
    - 2. 1st-30 2nd-24 3rd-22 4th-20 5th-18 6th-16 7th-14 8th-12 9th-10 10th-8 11th-6 12th-4 13th-2
- b. IEPGA Senior Player of the Year Eligibility**
  - i. Must be a PGA Member or Associate in good standing with the Inland Empire Chapter and PNWPGA Section. A senior professional is fifty (50) years of age or older. Professionals will receive credit for Senior Player of the Year for all events that he/she enters as a senior. If the professional

turns fifty during the tournament season, events played prior to turning fifty will not count towards the Senior Player of the Year point total.

- ii. IEPGA female professionals will accumulate points for Player of the Year based upon which division they participate in per event. Should a female professional accumulate enough points to win the Senior Player of the Year category, that year's category will be re-named Female Player of the Year.

#### **XV. IEPGA Kalispel Cup**

- a. The top 10 golf professionals and top 10 amateurs of the year will qualify and compete in the IEPGA Kalispel Cup. This event is a 54-hole Ryder Cup style match play competition that showcases the top players of the Inland Empire. Season point standings are updated after each event and published on the website so anyone can view live standings.
  - i. Standings will be based on the following point system listed above in POY for Pro-Am Series ONLY.
  - ii. Professional points will be awarded based upon Overall Professional field Gross Results.
  - iii. Amateur points will be awarded based upon Overall Amateur field Gross Results.