



**PACIFIC NORTHWEST  
SECTION**

Central Washington Chapter

**Central Washinton  
Chapter PGA**

**Tournament  
Rules & Regulations**

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## **OBJECTIVES & GOALS**

### **OBJECTIVES**

- To promote the game of golf and the image of the PGA Professional.
- To enhance the financial stability of the CWC PGA by conducting successful tournaments.
- To provide a positive competitive golf experience for Professionals and Amateurs.
- To provide an opportunity for the Professionals to spend quality time with their members and patrons. To promote the courses and the communities where the tournaments are played.
- To provide a vehicle for sponsors and advertisers to promote their products.

### **GOALS**

- Run and manage all Pro-Am Tournaments in a financially responsible manner.
- To ensure that the Pro-Am tournament rounds are played in four (4) hours and thirty (30) minutes, or the -time designated by the Tournament Committee.
- Strive to have a full field of professionals and teams at each tournament.
- Generate financial reward for both the course and the community, hosting the tournaments.
- To maximize sponsorship and advertising opportunities, enabling us to achieve our objectives and goals.

## **AUTHORITY**

The Executive Director of the Chapter, with the approval of the Board of Directors, shall have complete control of the CWC Pro-Am Series events.

## **ELIGIBILITY**

Professionals must be individuals in good standing with the Central Washington Chapter of the Pacific Northwest Section of the PGA of America to compete in CWC PGA events. Furthermore, they must be either class "A" members, life members, or PGA Associates. (see III (3)) and their primary employment is at a PGA recognized golf facility within the CWC. Individuals classified as "Life Members Retired" who reside within the Central Washington Chapter will be eligible to play in CWC PGA events.

The professionals playing eligibility will run concurrently with their Section Playing Privileges, provided that their primary occupation remains in the golf industry. Eligibility for playing privileges under this provision shall be determined by the Chapter Executive Director. Decisions rendered by the Executive Director may be appealed to the Board of Directors of the Central Washington Chapter of the PGA.

Amateurs participating in a Pro-Am event must have a current U.S.G.A. handicap, with scores posted in the prior six (6) months.

Class "F" or Reserve members will not be eligible for any Chapter events.

Non-Member Head Professionals - Persons who are hired as Non-Member Head Professionals at PGA approved Facilities within the Central Washington Chapter must become registered Associates with the PGA before they will have Chapter playing privileges. This could preclude a facility from hosting a Pro-Am or receiving amateur credit from Chapter events at their facility.

Any CWC Professional may be ineligible to participate in CWC Events if they have fines or dues that are unpaid. Exception: C.W.C. PGA may determine eligibility for out-of-season events.

## **CONDUCT & DRESS**

Conduct of all players must be in accordance with the rules of the tournament and the host club. Such acts as malicious damage to the golf course or club, throwing or breaking of golf clubs, loud or crude language, public criticism of the P.G.A., the Pacific Northwest Section PGA, the Central Washington Chapter of the PGA, the Chapter Staff, the host club, the sponsor, the course, or the tournament will not be tolerated and will result in disciplinary action as set forth in Section XI of these regulations.

Professionals will abide by the P.G.A. "Code of Ethics" and at all times conduct themselves as befitting a PGA Professional.

Dress of professionals and amateurs will be in accordance the dress code established by the Central Washington Chapter P.G.A.

CWC Dress Code: Professionals and amateurs must have a golf specific shirt (collared or mock), slacks, skirts or mid-thigh length golf shorts, no sweat pants, or denim, and wear no metal spikes. Failure to observe this provision will result in a twenty-five dollar fine (\$25.00) to the Professional. Re-occurrence of the same violation could result in disciplinary action as set forth in Section XI of these regulations.

### **ENTRY FEES, LATE FEES, and TEAM REGITRATION**

- All Pro-Am Entry fees will be \$65/Pro & \$125/Amateur (updated by board 11/19/25)
- Once you have an official Pro-Am tee time, Professionals must register your team online through Golf Genius no later than **Thursday @ 11:59pm prior to event**
- If you do not have all your team members confirmed by Friday, you are still required to meet the registration deadline by entering the information you have and enter TBD for all unknown required fields and "999" for any field that requires a number. If a Professional fails to register their in golf genius (full entry paid) before the Friday deadline, they may not receive a printed scorecard for their team. Failure to meet the registration deadline may result in fines or suspension issued by the board of directors.
- Registration links are always listed under each event on the "Tournaments" page
- A team is considered registered when the entry fee has been paid. Entry Fees will be adjusted per individual event as necessary to reflect the inclusion of amenities such as, but not limited to, golf carts, range balls, and greens fee range. Entry fees must be paid online via credit card online by the competing PGA Professional.
- The Central Washington Chapter Tournament Committee, subject to approval by the C.W.C. PGA Board of Directors, will determine entry fee amounts for tournaments, other than regular Pro- Am events.
- At a Pro-Am event each Professional is responsible for fielding a full team. If they are unsuccessful in filling the full team of amateurs (3), they may still participate provided that the Professional is able to attend and will still be responsible for the entry fee of a **full** team

### **PAIRING and STARTING TIMES**

Pro-Am tee time registration through ForeTees opens at 9am on the 17<sup>th</sup> of every month (1 month prior) for MEMBERS and the 18<sup>th</sup> at 9am for ASSOCIATES. PGA Members will have priority over PGA Associates in this process. The tee sheet is live for all CWC Pros in good standing (paid dues) to book, edit, or cancel tee time(s).

The host course may receive up to six times (three per pro), if requested, prior to the tee times being released. Sponsors and CWC tournament assistants will also receive priority pick of the tee times.

A PGA Member Professional who leaves their position for another position, at a PGA recognized facility within the Chapter, takes their times with them. If a Professional leaves the Chapter, their times are forfeited. If a PGA Member leaves their position, their playing privileges shall run concurrently with their Section Playing

Privileges. Should a non-member professional leave their position they will be granted a six (6) week grace period where they retain their Pro- Member times, after this grace period, those times will be forfeited as stated in Section II, ELIGIBILITY. Action on these forfeited times will be at the discretion of the Tournament Committee.

### **Cancellation of Starting Times, Withdrawal, Lateness.**

It is 100% the Professionals responsibility to cancel their Pro-Am tee times online. All 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, does not select a different time, and the original tee time is left unfilled on the day of the event:

- First will result in a written warning letter from the Executive Director/Board
- Any subsequent failure to comply with the cancelation policy set forth will result in a \$100 fine and the Board of Directors has the authority to suspend playing privileges.

The Executive Director shall have the authority to change Pro-Am Tee Times as necessary to enhance the field and/or competition or accommodate the host facility. Professionals are to be notified of changes not later than 12:00pm the day prior to the event. A representative "grace period" will be granted to those teams that notification of the change was not confirmed.

If a Golf Professional is unable to play due to an unforeseen emergency within 24 hours of their tee time the Amateurs are still permitted to play with a full paid team entry fee. The Executive Director will randomly select a Professional's score to complete the team's score.

Any withdrawal within 24 hours prior to the event will result in no refund of their entry fee. A professional or Amateur failing to show up for their tee time without notifying the Chapter ED will be automatically subject to a fine equal to the total team entry fee and the Board of Directors has the authority to suspend playing privileges.

Withdrawal will be permitted only in the event of illness or physical disability requiring medical attention or in the case of serious personal emergency. The pro must notify the Executive Director in writing, or his/her appointed representative, and appropriate officials immediately upon withdrawal. Appeals of fines must be in writing and directed to CWC Executive Director within ten days of the event.

The fine must accompany the written appeal and will be held until the appeal is heard. A decision on the appeal will be made by the CWC Board of Directors within fifteen days of the receipt of the written appeal. Any appeal to their decision must be made in writing within ten days of receiving notice of such decision. The second appeal will be heard by the CWC Board of Directors at the scheduled fall annual board meeting.

## **PROFESSIONAL'S RESPONSIBILITIES AT PRO-AM AND OTHER CHAPTER EVENTS**

Pro-Am teams are structured with one professional and three amateurs. Each professional may compete with up to three teams per event. The board reserves the right to reduce the allowable number of teams for specific events prior to the season, contingent upon participation and event popularity. (updated by board 3/3)

Should a professional participate with two teams, they must play the first nine holes with one team and the second nine holes with the other team. If a professional has three teams, they are required to play the first six holes with the first team, the second six holes with the second team, and the final six holes with the third team

Each professional is required to pay via credit card online for the entire group. Players paired together on the official Central Washington Chapter scorecard will constitute a team. Professionals will keep team and amateur's official scorecard. The scorecard must carry the signatures of the professional and at least one amateur per team. Failure to return the card to the scorer's table within fifteen (15) minutes following the completion of the round may be subject to a fine as determined by the CWC Board of Directors. The professional or amateur must keep score using the GOLF GENIUS live scoring feature for each event. No score can be counted unless proper scoring procedure has been followed. In the case where a Professional has more than one team, the score card for the first team ("A" or first tee time) will be considered the Professionals official score card.

The golf professional is required to compete with his team and responsible for having all members of his group(s) at the tee at the appointed time. (Rule 5.3a) However, on the day of the tournament if a professional notifies the Tournament Director, or his/her representative, prior to their tee time that they will be unable to make their tee time they will be assigned a later tee time, provided one exists. Furthermore, if the professional and enough members of the group are present to constitute a team they will start at the appointed time. Those members who arrive late may join the group and compete in the team competition only, unless appropriate penalty strokes are applied then individual competition may be played as well.

The golf professional is responsible for explaining the following to his/her amateurs; the CWCPGA dress code policy, the format of play, any local rules, and that SLOW PLAY IS SUBJECT TO PENALTY.

The following should also be explained:

Each Group in the tournament must return their signed scorecard (not necessarily completed) to the scorer's table upon completion of their round and within 15 minutes of the group in front of them, or they will be deemed out of position and subject to penalty unless their team is within the time allotment for Pace of Play as established by the CWC Tournament Committee.

The professional in the group will make all rulings and decisions in accordance with the USGA Rules of Golf and Local Rules of Play.

## **RULES of PRO-AM COMPETITIONS**

The Board of Directors, with input from the Tournament Committee, will determine the competition for the Pro-Am events before the start of the season. USGA handicap recommendations will be used for all tournaments. Maximum Course Handicap of thirty-six for both Men and Women.

In addition to the team competition at regular Pro-Am events, amateurs will play for both gross and net payouts although they may win in only one category and will be paid where they win the highest amount.

Any Player may play from regular or forward tees if they choose. Course handicap will be adjusted and players choosing to play forward tees will not be eligible for individual gross payout. Female players playing from ladies' tees are still eligible for gross payout.

Merchandise certificates for amateur players will be forwarded to his/her playing professional's home club or home course Pro-Shop. IT IS THE RESPONSIBILITY OF THE PROFESSIONALS TO CLEARLY MARK ON THE REGISTRATION FORM THE AMATEURS HOME CLUB IF DIFFERENT FROM THE PROFESSIONAL'S HOME CLUB IF AMATEUR DESIRES.

The professional will fill out all necessary information on the official scorecard in a LEGIBLE manner. Any card or form not turned in at the appointed time, not completed in its entirety, or is not LEGIBLE will result in the disqualification of all players on the team.

## **SLOW PLAY POLICY**

The Central Washington Chapter PGA is desirous of completing play of a stipulated round within the host courses' allotted pace of play. A group will be deemed out of position if they have fallen one hole or more behind the preceding group and are not within the stipulated time allotment. The professional within group and or on the team will be responsible for the groups pace of play. It is the responsibility of all the Golf Professionals to report any Pace of Play violations to the on-sight Tournament Director if available or both the on-sight the Executive Director via email.

If the Executive Director and Tournament Director conclude there is a Golf Professional that has been in violation of the Pace of Play policy they can recommend to the Board of Directors that the Golf Professional

only be allowed to play in the last tee time of the day for a selected amount of time. The Board of Directors can approve, disapprove or modify the ED and Tournament Directors' recommendation.

At CWC PGA events the host Head Professional, or their designee, shall be responsible for monitoring the weather conditions and determining when and if play should be discontinued due to weather conditions. If play is to be discontinued:

-One Prolonged Horn Blast - all players are to discontinue play immediately, mark the position of their ball, and come off the golf course (do not finish the hole).

-Two Horn Blasts - resume play

### **CWC PRO AM SCORING POLICY**

All Professional and Amateur Scores are to be returned to the Tournament Director following the completion of the stipulated round. The scorecard requires the signature of the professional and at least one of the competing amateurs. The players must use the Golf Genius live scoring feature for each Pro-Am event. The score for the professional stands as submitted and all applicable rules of golf apply regarding incorrect scores, etc. The scores for the amateurs can be reviewed and corrected until 5:00 PM on the day following the stipulated round or final round if the event is multiple rounds.

The score can be corrected by contacting the Tournament Director. After 5:00 PM on the day following the stipulated round the scores will stand and all applicable rules of golf apply regarding incorrect scores, etc.

*Note: All professionals should review the scores with each competing amateur following the stipulated round and prior to the submission of the scorecard to avoid possible mistakes.*

### **PRIZE DISTRIBUTION**

The Board of Directors, with input from the Tournament Committee, will set the pay-out schedule for Pro-Am events. Pay schedules for all other Chapter tournaments will be determined by the Tournament Director subject to Board approval. Professionals will be paid by check or via direct deposit for their winnings. Amateur winnings will be sent to their home course via check from PNWPGA Section office to be issued as Pro Shop Credit.



## **ANNUAL CENTRAL WASHINGTON CHAPTER EVENTS**

The Central Washington Chapter of the PGA Board of Directors shall have the discretion to include or exclude any or all of the following events during the calendar year.

### **PRO-MEMBER EVENTS**

Details and stipulations defined earlier in "RULES of PRO-AM COMPETITION"

### **CENTRAL WASHINGTON CHAPTER MATCH PLAY**

Professionals must be employed at a recognized PGA golf facility within the Central Washington Chapter at the start of the first-round matches. All matches will be conducted on gross play – no handicaps except for the Net Match Play. Notification of the event will be sent to all members of the CWC via email and registration instructions will be included.

Entry Fees will be set by the board of directors with input from the tournament committee.

The Payout will be determined by the CWC Board and may include added monies from the CWC.

Player of the Year Points (both regular and senior) will be awarded to the top finishers of the event based on the CWC Player of the Year Points System. No Player of the Year points will be given for the Net bracket.

### **WILDTIMES @ WILDHORSE CHAPTER EVENT**

2-Day 36-Hole team event held at Wildhorse Resort and Casino. Combined 2-Day team competition with daily individual competition (same as pro-am). Event is worth one participation point. (updated by Board 1/24/24). Entry Fee \$150/Pro and \$200/Amateur (updated by Board 11/19/25). Event limited to 30 teams and 1 team per pro. If space allows 1 week after registration opens, 2<sup>nd</sup> team registrations will be allowed. (updated by board 3/3)

### **CHAPTER CHAMPIONSHIP**

Only Central Washington Chapter Professionals in good standing may participate. If the event is open to amateurs, amateurs who have competed in at least **two** Chapter Pro-Am events (current season) will be eligible to participate (updated by Board Spring of twenty-three')

#### **Championship tees (no forward tees for championship stroke play competition):**

- **Men Golf Professionals & Amateurs:** Match PNWPGA Senior Oregon Open tees (Birch 6,353 & Wildhorse 6,640)
- **Women Golf Professionals & Amateurs:** Match PNWPGA Senior Oregon Open tees (Birch 5,326 & Wildhorse 5,718)

The Board of Directors will determine the added money, number and definition of divisions, and assure proper arrangements for the tournament. There may be a Senior Professional Division for professionals fifty years of age and older. The entry fee will be determined by the Tournament Committee with approval from the Board of Directors.

"Chapter Player of the Year" points will be distributed accordingly with the CWC Player of the Year Points as defined in Appendix A.

A player shall be determined to be a participant in the event when their ball, or the first ball of their team, is put into play on their starting hole. From that moment forward there will be no refund of entry fees.

### **ANTIGUA CUP**

The CWC may host the Antigua Cup as determined by the Board of Directors as long as the partnership with Antigua continues. The competition will be Professionals versus Amateurs. Eligibility for the players will be determined by the Player of the Year standings for the prior year. The top 12 Professionals and the top 12

Amateurs will be chosen for each team. The format and date for the event will be determined by the Board of Directors in conjunction with the Executive Director and is subject to change from year to year.

**PLAYER OF THE YEAR** - Player of the Year will be determined by the CWC Player of the Year Points list as outlined in Appendix A (herein)

**SPRING PRO-PRO EVENT**

Pro-Pro competition may follow the Spring Meeting if applicable.

Format and payout will be decided by the Board of Directors in conjunction with the Executive Director. Entry fee and added money, if any, to be determined by the Board of Directors.

A player shall be determined to be a participant in the event when their ball, or the first ball of their team, is put into play on their starting hole. From that moment forward there will be no refund of entry fees.

### **OUT OF SEASON EVENTS**

May be scheduled by the Executive Director and the Board of Directors. The Competition and entry fees for the same will be determined by the Tournament Committee Chairman and approved by the Board of Directors. Each Competition may include a Professional Senior Division if there are three seniors professionals competing in the event. In the Professional Senior Division, the number of competitors will determine the payout. Out of season events may be opened to persons who do not have Central Washington Chapter Playing privileges. The CWC Board of Directors will make that determination.

### **DUTIES OF THE HOST PROFESSIONAL**

Make sure that the golf course is in proper condition and the tee markers are placed for average length approx. 6,200 yards for men, Forward tee at 90% of men's or one tee up, and ladies tee at roughly 85% of men's yardage. No par 3s playing longer than 200 yards and pins are placed for average variation (most accessible hole location in a flat area), bearing in mind the many contestants are medium to high handicap players and giving due consideration to the stipulated Pace of Play Policy as established by the CWC Board of Directors. Course conditions, weather, and course difficulty are all taken into consideration by ED, host pro, and Tournament Chair to make final decision for tees. The Executive Director will contact the Host Professional approximately one week prior to the event to discuss the aforementioned setup.

The Host Professional and the course staff will help the Chapter Tournament Director, or his appointed representative, regarding the placement of sponsors signage, flags, markers, etc. on and around the course. At CWC PGA events, the host Head Professional, or their designee, shall be responsible for monitoring the weather conditions and determining when and if play should be discontinued due to weather conditions. If play is to be discontinued:

One Prolonged Horn Blast - all players are to discontinue play immediately, mark the position of their ball, and come off the golf course (do not finish the hole). Two Horn Blasts - resume play

### **DISCIPLINARY ACTION**

Regarding Professionals: In the event that any Chapter Professional violates any of the rules or the Code of Ethics of the PGA or any of the provisions of the Chapter regulations or conducts themselves in a manner likely to injure or discredit the image of the PGA, they may be subject to discipline under the PGA Code of Ethics.

Regarding Amateurs: The CWC Tournament Director will be responsible for determining all facts concerning alleged misconduct of amateurs. If it is determined that an amateur player has violated any other Central Washington Chapter rules and regulations concerning conduct during Chapter events, the Board of Directors of the Chapter may by a majority vote to suspend their right to participate in Chapter events. Amateurs may appear in person before the Board to exercise the right of appeal.

Reporting: It is the duty of each member and associate to report any acts of misconduct or violation of the Chapter Rules and Regulations or the Rules of Golf to the CWC Tournament Director. It is the duty of the Tournament Director to report the situation to the best of his knowledge to the Chapter Executive Director.

Failure to report such alleged violations will constitute a violation of these rules and regulations and will be dealt with as provided in Section 1. Article XI of these regulations. Any allegation of wrongdoing must be filed in writing and signed.

## PLAYER OF THE YEAR & PARTICIPATION POINTS

### Pro-Ams & Chapter Tournaments\*:

Points will be awarded to both Professionals and Amateurs based on overall gross finish within division. Double Points will be awarded at the Chapter Championship.

<u>Regular Division</u>	
1 <sup>st</sup>	100
2 <sup>nd</sup>	80
3 <sup>rd</sup>	70
4 <sup>th</sup>	60
5 <sup>th</sup>	50
6 <sup>th</sup>	40
7 <sup>th</sup>	30
8 <sup>th</sup>	20
9 <sup>th</sup>	15
10 <sup>th</sup>	10

<u>Senior Division</u>	
1 <sup>st</sup>	20
2 <sup>nd</sup>	18
3 <sup>rd</sup>	16
4 <sup>th</sup>	14
5 <sup>th</sup>	12
6 <sup>th</sup>	10
7 <sup>th</sup>	8
8 <sup>th</sup>	6
9 <sup>th</sup>	4
10 <sup>th</sup>	2

### PNW PGA Section Majors:

Tournaments include Washington Open, Oregon Open, Rosauers Open, Northwest Open, PPC. Players placing in the top forty in section majors are responsible for notifying the Executive Director via email of their placement to receive points.

<u>Professional Division</u>	<u>Points</u>
1 <sup>st</sup>	100
2 <sup>nd</sup> – 10 <sup>th</sup>	60
11 <sup>th</sup> – 20 <sup>th</sup> & ties	40
21 <sup>st</sup> – 40 <sup>th</sup> & ties	20

<u>Senior Professional Division</u>	<u>Points</u>
1 <sup>st</sup>	20
2 <sup>nd</sup> – 10 <sup>th</sup>	12
11 <sup>th</sup> – 20 <sup>th</sup> & ties	7
21 <sup>st</sup> – 40 <sup>th</sup> & ties	4

### Pro Participation Pool:

All CWC Professionals who compete in 50% of Chapter events within the calendar year will be eligible for the Pro bonus pool purse at the CWC Chapter Championship. All CWC Pro-Ams and Wild times at Wildhorse are worth 1 participation point (updated by Board 1/24/24). \$10 of every Pro entry fee for all pro-ams is

reserved for Pro Participation and Assistant Championship purses. \$1,000 will go directly to funding the Assistant Championship Purse and all remaining funds (roughly 80%) will fund the participation pool purse paid out to those eligible at the Championship.

