

## HOST PROFESSIONAL RESPONSIBILITIES: *YOUR PGA RESPONSIBILITIES WHEN CONDUCTING A PRO-AM*

The NCPGA Tournament Rules & Regulations are posted on [www.ncpgalinks.com](http://www.ncpgalinks.com). Please print and review these as you plan for your **Pro-Am**. In particular, please be aware of the following:

- A **sanctioned event** is defined as any eighteen hole (or more) pro-amateur competition played within the geographical boundaries of the Northern California Section in which **ten or more golf professionals** (PGA/Non-PGA) are scheduled to participate charging an entry fee and offering a purse as prize money.
- A pro-amateur event must be sanctioned by the NCPGA Section in order for the NCPGA members to participate as competitors.
- Any NCPGA Member or Apprentice competing in an un-Sanctioned Event that conflicts with an NCPGA competition, within the boundaries of the NCPGA Section, shall be subject to suspension from tournament activity for three months and fined \$100 unless approved in advance by either the NCPGA Tournament Director or the Tournament Committee Chairperson. A second offense will result in a six-month suspension and a \$200 fine. Such suspensions shall be imposed by the NCPGA Section Board of Directors.
- Each member of the NCPGA is personally responsible for knowing if an event has been sanctioned.
- Only NCPGA members and eligibly employed (including seasonal), registered apprentices whose dues are paid are eligible to participate in an NCPGA sanctioned or approved tournament.
- Class F Members and Members or Apprentices under suspension are ineligible to participate in sanctioned/approved NCPGA tournaments. **Suspended apprentices and Class F Members MAY NOT participate as a non-PGA professional in any sanctioned/approved NCPGA tournaments.**
- Class A-3 Members are ineligible to participate in all NCPGA point events and all Section Championships. **Class A-3 Members MAY NOT participate as a non-PGA professional in any Pro-Ams.**
- A Host Professional of a pro-amateur tournament may extend invitations to **Non-PGA Member Professionals**. Participating Non-PGA Member Professionals must pay **an additional fee of \$150 per competition**. LPGA teaching and club professionals (excluding LPGA Tour players) are exempt from paying the Non-PGA Member Professional Fees in NCPGA sanctioned pro-am events. These fees will go into the NCPGA Section Funds as defined in II.C above. **A Non-PGA Member Professional can only participate in four (4) pro-amateur events in a calendar year.**
- **The Host Professional shall be responsible for checking the eligibility and status of all participants. To assist in this process, a list of participating professionals should be sent to the Tournament Director several days in advance of the event for her to check their eligibility. (This includes insuring that non-PGA Member Professionals have not participated in more than four (4) Pro Amateur events already in the calendar year.)** The NCPGA tournament staff will also post the list of non-PGA professionals who have played in 2019, and the events in which they have played. Once they have played in four events, they are NO LONGER eligible to play for the remainder of that calendar year. Members who allow ineligible players to compete will be fined per the NCPGA Tournament Rules & Regulations.
- The Host Professional shall complete and return the NCPGA Reporting Form provided by the Section Office, all fees (Section Service Fees and any additional Non-PGA Member Professional Fees) and a financial statement within 45 days of the completion of the tournament. **After 45 days, a late fee of \$150 will be accessed. If no reporting form and/or payment is submitted within the calendar year, the Host Professional also will lose his/her sanctioning privilege.**

We hope that these clarifications assist you in conducting a quality Pro-Am. Please direct any questions to Shawn McEntee, Tournament Director at (707) 449-4742 or [smcentee@pgahq.com](mailto:smcentee@pgahq.com).

Sincerely,  
NCPGA Tournament Committee