



# PGA

Carolinas Section

Dear Host Professional:

Here is material that the Section Office provides to you for the successful conduct of your upcoming event. You are reminded that all Pro-Am events must abide by the regulations outlined in the Carolinas PGA Section Tournament Rules and Regulations. Any deviation from the Rules and Regulations must be submitted to and approved by the Tournament Committee or Executive Director prior to the event.

As part of these materials, please find two copies of the **CPGA Tournament Agreement Contract**. Review the contract, sign one copy along with an appropriate club official and return it to the Tournament Office as soon as possible. Retain the second copy for your records.

Please take time to examine the enclosed materials. If there is anything missing, or if you need any additional information, please contact the Tournament Office at (336) 398-2742.

We are pleased to have your Pro-Am on the Tournament Schedule. Good luck with the event!

Sincerely,

The Carolinas PGA Tournament Office

Enclosures

**CAROLINAS PGA  
COMMONLY CONFUSED POINTS  
WHEN CONDUCTING A  
CAROLINAS PGA PRO-AM**

1. **CHANGES IN FORMAT AND/OR PRIZE FUND DISTRIBUTION** - All Pro-Am events must abide by the regulations outlined in the Carolinas PGA Tournament Rules and Regulations. The Standard Formats for CPGA Pro-Ams shall be the net best ball score or the best net ball plus the best gross ball score of four. The Prize Fund must be distributed to a minimum of 1/3 of the starting field. Any deviation from the Standard Formats of Prize Fund Distribution must be submitted for approval to the CPGA Tournament Committee or the Executive Director.
2. **CPGA PROFESSIONAL ELIGIBILITY FORMS/W-9 FORM FOR NON-PGA PLAYERS** - To be filled out alphabetically with the professional's club listed. This form is to be faxed to the CPGA Tournament Office (336) 398-2742 for eligibility verification seven (7) days before the event. Any competitors who are non-CPGA members or non-PGA playing professionals MUST have filled out the form W-9 form per the request of the PGA of America. That form is included in this package. We need the W-9 Form before the tournament.
3. **HANDICAP VERIFICATION FORMS** - Fill out Handicap Verification Form completely. The form shall include the professional's name and signature, tournament name, starting hole, amateurs' names, amateurs' clubs and handicap index, course handicap, and adjusted handicap (course handicap X .75). **MAXIMUM ALLOWANCE IS 18 STROKES**, unless your event is a Pro-Lady, Pro-Junior, or Senior Pro-Am event, for which there would be no maximum allowance.
4. **OFFICIAL PRO-AM SCORECARDS** - Complete the scorecard using the first and last names of all team members and include tournament name, starting tee and time. Enter the player's course handicap and adjusted handicap beside the player's name. Add your course's handicap holes in the proper column. Circle each amateur's stroke holes. **DO NOT USE DOTS.**
5. **PURSE BREAKDOWNS** – See page 8.
6. **CPGA TOURNAMENT REPORTING FORMS** - Fully complete the CPGA Tournament Reporting Form. Include all information, which is required. Use correct figures when filling out the accounting portion of the report. Be sure that the results portion is accurate with scores and prize amounts.
7. **TIMELY RETURN OF MATERIALS** - A check covering the professional purse and sanction fee along with the Tournament Report Summary, Scorecards and Handicap Verification Forms, shall be mailed with 24 hours of the completion of the event.

**CAROLINAS PGA  
PRO-AM TOURNAMENT PACKET  
ENCLOSED MATERIALS**

1. CPGA TOURNAMENT CHECKLIST. (p. 4,5)
2. OFFICIAL PRO-AM SCORECARDS for all teams for each round. (if requested)
3. HANDICAP VERIFICATION FORMS for all teams. (Not required for Pro-Member Events)
4. PRO-AM SCORE PANELS for all teams. (if requested)
5. CPGA PROFESSIONAL ELIGIBILITY FORMS. (p. 6,7)
6. CPGA TOURNAMENT REPORTING FORMS.
7. Figuring Purse Breakdowns and Preparing Official Pro-Am Scorecards. (p. 8-10)
8. Distribution Table of Percentages. (p. 11)
9. Handicap Conversion Table (75%). (p. 12)
10. HOLE LOCATION SHEETS. (p. 13,14)
11. Discontinuance of play policy (p. 15)

Please review the packet to find all enclosed materials. If you should find anything missing or have any questions, please contact the CPGA Tournament Office at (336) 398-2742.

# CAROLINAS PGA PRO-AM TOURNAMENT CHECKLIST

## I. PRE-TOURNAMENT RESPONSIBILITIES

- A. Contract signed and returned to CPGA Tournament Office
  - 1. Any changes from the Tournament Manual approved by the Tournament Committee or Executive Director.
- B. Review CPGA Tournament Regulations for Pro-Am events
- C. Contact Local hotels/motels to arrange rate structure if event requires overnight stay
- D. Notify local media and encourage media participation
- E. Handle Entries
  - 1. Send or fax alphabetical list of all participating professionals to the CPGA Tournament Office for eligibility verification 7 days before event.
  - 2. Send W-9 Form to CPGA Tournament Office for any/all NON-PGA Participants per the request of the PGA of America prior the event.
  - 3. Acknowledge all entries received.
  - 4. Notify accepted and rejected professionals.
  - 5. All accepted professionals must be notified of tee times 3 days before event.
- F. Golf Course Preparation
  - 1. Inform superintendent well in advance of the event.
  - 2. Mark and define out of bounds, water hazards, lateral water hazards and ground under repair.
  - 3. Meet with superintendent to discuss mowing schedule, tee locations (don't forget the ladies) and hole locations.
- G. Handicaps/Scorecards/Verifications
  - 1. Adjust USGA Handicap Index to Course Handicap for the tee, which will be used for event.
  - 2. Print amateur's full name, course handicap and adjusted handicap (course handicap x .75) on scorecard.
  - 3. Indicate handicap holes with circles.
  - 4. Use handicap verification forms for all players, including your own members.
- H. Figure Prize Distribution
  - 1. Use enclosed charts to figure purse pay out.

## II. TOURNAMENT RESPONSIBILITIES

- A. Rules Sheet
  - 1. Rules of Play governed by USGA except for any local rules. Rules sheet should conform to golf course.
  - 2. State format and tee markers used.
- B. Registration Desk
  - 1. Three People needed.
    - a. Collect proper entry and cart fees.
    - b. Have professional sign Handicap Verification Form in order to verify handicaps.
    - c. Properly complete scorecards with any changes.
    - d. Have blank course scorecards, pencils, money for change and receipt book.
- C. Arrange to have starters at starting tee and rangers to maintain pace of play.
- D. Have warning system in place for possible threatening weather.

- \_\_\_ E. Scoreboard/Scoring Area
  - \_\_ 1. Prepare score panels with full names.
  - \_\_ 2. Four people needed to assist in scoring area.
- \_\_\_ \_\_ a. Two People needed to check and verify score cards.
- \_\_\_ \_\_ b. Two People need to post scores and leaderboard.
- \_\_\_ F. Arrange for PA system for announcements and awards presentation.

### **III. TOURNAMENT COMPLETION**

- \_\_\_ A. Prepare gift certificates for distribution to amateurs.
- \_\_\_ B. Arrange to furnish results to media.
- \_\_\_ C. Prepare check covering Pro purse and sanction fee and mail to CPGA Tournament Office within 24 hours. Also include tournament report summary, scorecards and handicap verification forms.
- \_\_\_ D. If any problem arises concerning a CPGA procedure or policy or a rules question, the CPGA Tournament Office for assistance.

# CAROLINAS PGA PROFESSIONAL ELIGIBILITY FORM

Event \_\_\_\_\_ Event Date \_\_\_\_\_

Host Professional \_\_\_\_\_

Club \_\_\_\_\_ City, State \_\_\_\_\_

Club Phone \_\_\_\_\_ Club Fax \_\_\_\_\_

Please **type or print clearly** the first and last names of all CPGA professionals who have submitted an entry to play in you CPGA Pro-Am event. Please note that this form must be received at CPGA Headquarters at least seven (7) days prior to the event. You will be notified as to the current eligibility of all players listed. CPGA members under suspension will NOT be permitted to play. Professional Golf Management students must have paid the \$150 tournament eligibility fee before being permitted to play in a CPGA sanctioned event.

List Professionals in **ALPHABETICAL** order by Last Name.

	Mbr # (CPGA use only)	Last Name	First Name	Club
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**MAIL ⇒ Carolinas PGA Tournament Desk  
8820 Marina Parkway, Myrtle Beach, SC 29572**

**Fax ⇒ 843-913-2743**

FIGURING PURSE BREAKDOWNS

1) FIGURING TOTAL NET PURSE

ONE DAY PRO-AM		TWO DAY PRO-AM	
Added Guarantee	\$1000.00	Added Guarantee	\$1750.00
32 pros @ \$30.00	\$960.00	32 pros @ \$40.00	\$1280.00
96 ams @ \$30.00	<u>\$2880.00</u>	96 ams @ \$40.00	<u>\$3840.00</u>
128 players Total Purse	\$4840.00	128 players Total Purse	\$6870.00
LESS: Sanction Fee (128 X \$8.00)	<u>\$1024.00</u>	LESS: Sanction Fee (128 X \$8.00)	<u>\$1024.00</u>
Net Purse	\$3816.00	Net Purse	\$5846.00
Low Individual (30%)	\$1144.80	Low Individual (30%)	\$1753.80
Low Team Pro (17.5%)	<u>\$667.80</u>	Low Team Pro (17.5%)	<u>\$1023.05</u>
Total Pro Purse	\$1812.60	Total Pro Purse	\$2776.85
Amateurs (52.5%)	\$2003.40	Amateurs (52.5%)	\$3069.15
Total Net Purse	\$3816.00	Total Net Purse	\$5846.00

Steps

1. Add the added guarantee money, the Professional “net entry fee,” and the amateur “net entry fee” together to form the total purse.
2. The “net entry fee” is the entry fee you charge less any club expenses that you will be paying out of the entry fee. (Example: You may be charging \$50/player which includes cart fees and a social function or food following play. The cart fee is \$15/player and the food is \$5/player. Subtract the carts and food from entry fee and you have \$30 net entry fee, the minimum entry fee for a one day Pro-Am.) Please note that no monies may be taken from this “minimum entry fee” for any purpose. The Tournament Committee reserves the right to audit tournament records if it is deemed that proper accounting of entry fee money is necessary.
3. Subtract the Section Sanction Fee (currently \$8/player) from the Total Purse to give the Total Net Purse.
4. Section Regulations state that Low Professionals receive 30%, Team Professionals receive 17.5%, and Team Amateurs receive 52.5% of the Total Net Purse.
5. Multiply .30 by your Total Net Purse to get the total amount paid to the Low Professionals.
6. Multiply .175 by your Total Net Purse to get the total amount paid to the Team Professional.
7. Multiply .525 by your Total Net Purse to get the total amount paid to Team Amateurs.
8. These three numbers should add up to your Total Net Purse
9. If \$30 (one-day Pro-Am) or \$40 (two-day Pro-Am) is less than 45% of the entry fee, you must take 45% of the total entry fee plus the \$1000 minimum (one-day Pro-Am) or \$1,750 minimum (two-day Pro-Am) to calculate the purse.



FIGURING PURSE BREAKDOWNS, continued

2) Figuring the Prize Breakdown


<b>ONE DAY PRO-AM PRIZE BREAKDOWN</b>		<b>TWO DAY PRO-AM PRIZE BREAKDOWN</b>	
Low Pro (\$1,444.80)	Team (\$3,371.20) (Pro & each Am)	Low Pro (\$2,278.80)	Team (\$5,317.20) (Pro & each Am)
1. 274.52	1. 160.13	1. 432.97	1. 252.57
2. 231.17	2. 134.85	2. 364.61	2. 212.69
3. 187.82	3. 109.56	3. 296.24	3. 172.81
4. 158.93	4. 92.71	4. 250.67	4. 146.22
5. 137.26	5. 80.07	5. 216.49	5. 126.28
6. 115.58	6. 67.42	6. 182.30	6. 106.34
7. 93.91	7. 54.78	7. 148.12	7. 86.41
8. 79.46	8. 46.35	8. 125.33	8. 73.11
9. 65.02	9. 37.93	9. 102.55	9. 59.82
10. 54.90	10. 32.03	10. 86.60	10. 50.51
11. <u>46.23</u>	11. <u>26.97</u>	11. <u>72.92</u>	11. <u>42.54</u>
\$1,444.80	\$842.80	\$2,278.80	\$1,329.30
	<u>X 3 ams</u> \$2,528.40		<u>X 3 ams</u> \$3,987.90


**STEPS**

1. You must pay a minimum 1/3 of the field. 32 teams X .33 = 10.56, pay 11 positions.
2. Take the amounts appropriated for each division (Low Pro, Team Pro, Team Ams) and multiply them by the purse distribution percentages currently found on a previous page of this handbook to get position payouts.  
(Example: 1 day Pro-Am Low Professional = \$1444.80 X .19 = \$274.52)
3. You may round off to the nearest dollar or five dollars.
4. Team Consolation—If you are paying a team consolation prize for low round out of the money on the second day, remember to subtract the amount of the total consolation prize from the Net Purse before figuring the percentage of the money to go into each division. Consolation prize recommended is \$25/player.

PERPARING OFFICIAL PRO-AM SCORECARDS

Once you have made the proper conversions from “handicap index” to “course handicap” to “adjusted handicap,” you are ready to complete the Official pro-Am Scorecard for each team. Complete the card using first and last names of all team members and include tournament name, starting tee and time. Enter the player’s “course handicap” and “adjusted handicap” beside the player’s name. On the handicap verification form, the “course handicap” and the “adjust handicap” are located in the far right boxes. Add your course’s handicap holes in the proper column. From here you will circle each amateur’s stroke holes. (DO NOT USE DOTS.) The Pro-Am card should look like this when completed:

TEE	TIME	OFFICIAL PRO-AM SCORECARD		PLEASE CIRCLE HANDICAP HOLES				Jack Nicklaus COMPETING PROFESSIONAL Wild Dunes Pro-Am TOURNAMENT										PRO SCORE	TEAM SCORE							
2A	12:00			1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL		
HANDICAP HOLES		Course	Adj	14	8	2	12	18	10	16	4	6		3	17	11	7	9	5	13	15	1				
Jack Nicklaus																										
Bill Smith		7	5			○								○									○			
Ed Jones		12	9		○	○								○									○			
Tom Brown		30	18	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○			
NET BEST BALL																										
GROSS BEST BALL																										

Compliments of: 

DATE: June 20, 1995

SCORER: \_\_\_\_\_

ATTESTED: \_\_\_\_\_

PRO-AM PURSE DISTRIBUTION																					
PLACES	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	PLACES	
TO PAY	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	TO PAY
PLACE																					PLACE
No. 1	0.340	0.310	0.250	0.230	0.210	0.205	0.200	0.190	0.180	0.180	0.170	0.170	0.160	0.160	0.150	0.150	0.140	0.140	0.140	0.130	No. 1
No. 2	0.280	0.240	0.200	0.190	0.180	0.170	0.170	0.160	0.150	0.150	0.140	0.130	0.120	0.120	0.110	0.110	0.110	0.110	0.100	0.090	No. 2
No. 3	0.220	0.180	0.175	0.165	0.150	0.145	0.140	0.130	0.130	0.120	0.120	0.100	0.090	0.090	0.090	0.085	0.085	0.080	0.080	0.078	No. 3
No. 4	0.160	0.150	0.150	0.140	0.130	0.120	0.120	0.110	0.110	0.100	0.090	0.080	0.075	0.070	0.070	0.070	0.070	0.067	0.066	0.065	No. 4
No. 5	-----	0.120	0.125	0.115	0.110	0.100	0.100	0.095	0.095	0.080	0.080	0.070	0.070	0.065	0.065	0.063	0.062	0.060	0.060	0.060	No. 5
No. 6	-----	-----	0.100	0.090	0.090	0.080	0.080	0.080	0.080	0.070	0.070	0.064	0.065	0.060	0.060	0.058	0.057	0.055	0.055	0.055	No. 6
No. 7	-----	-----	-----	0.070	0.070	0.070	0.055	0.065	0.065	0.060	0.058	0.059	0.060	0.055	0.055	0.053	0.052	0.050	0.050	0.050	No. 7
No. 8	-----	-----	-----	-----	0.060	0.060	0.050	0.055	0.050	0.050	0.049	0.054	0.055	0.050	0.050	0.049	0.047	0.046	0.046	0.046	No. 8
No. 9	-----	-----	-----	-----	-----	0.050	0.045	0.045	0.045	0.046	0.045	0.050	0.050	0.047	0.046	0.045	0.044	0.044	0.044	0.042	No. 9
No. 10	-----	-----	-----	-----	-----	-----	0.040	0.038	0.036	0.042	0.042	0.046	0.046	0.044	0.043	0.041	0.041	0.041	0.039	0.039	No. 10
No. 11	-----	-----	-----	-----	-----	-----	-----	0.032	0.033	0.038	0.039	0.042	0.043	0.042	0.040	0.038	0.038	0.036	0.036	0.036	No. 11
No. 12	-----	-----	-----	-----	-----	-----	-----	-----	0.031	0.034	0.035	0.038	0.039	0.039	0.037	0.035	0.036	0.034	0.034	0.034	No. 12
No. 13	-----	-----	-----	-----	-----	-----	-----	-----	-----	0.030	0.032	0.035	0.036	0.036	0.034	0.032	0.034	0.032	0.032	0.032	No. 13
No. 14	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	0.030	0.032	0.033	0.033	0.032	0.031	0.032	0.031	0.031	0.031	No. 14
No. 15	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	0.030	0.030	0.031	0.031	0.030	0.030	0.030	0.030	0.030	No. 15
No. 16	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	0.028	0.030	0.031	0.030	0.029	0.029	0.029	0.029	No. 16
No. 17	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	0.028	0.029	0.028	0.028	0.028	0.028	0.028	No. 17
No. 18	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	0.028	0.027	0.027	0.027	0.027	0.027	No. 18
No. 19	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	0.026	0.026	0.026	0.026	0.026	No. 19
No. 20	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	0.025	0.025	0.025	0.025	No. 20
No. 21	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	0.024	0.024	0.024	No. 21
No. 22	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	0.023	0.023	No. 22

## 75% OF HANDICAP TABLE

Plus Handicap	0	14-11	10.5
1-1	0.75	15-11	11.25
2-2	1.5	16-12	12
3-2	2.25	17-13	12.75
4-3	3	18-14	13.5
5-4	3.75	19-14	14.25
6-5	4.5	20-15	15
7-5	5.25	21-16	15.75
8-6	6	20-15	15
9-7	6.75	21-16	15.75
10-8	7.5	22-17	16.5
11-8	7.5	23-17	17.25
12-9	9	24-18	18
13-10	9.75	Over 18	18



# PGA

Carolinas Section

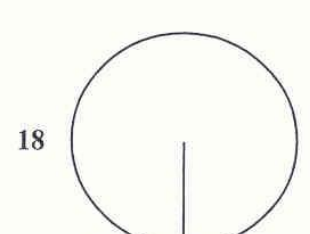
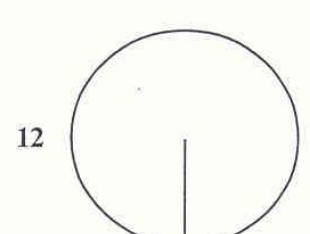
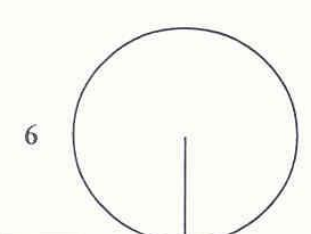
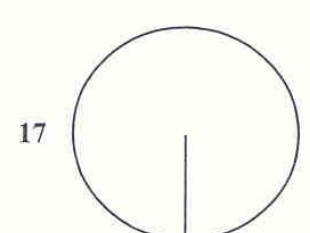
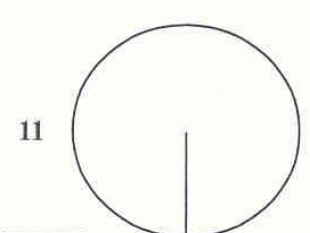
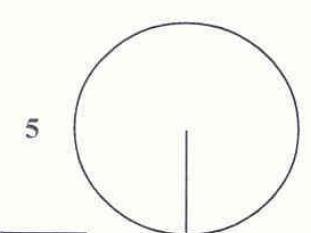
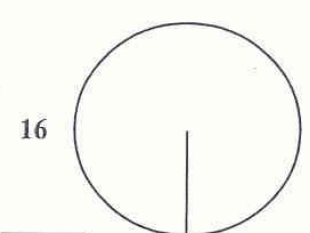
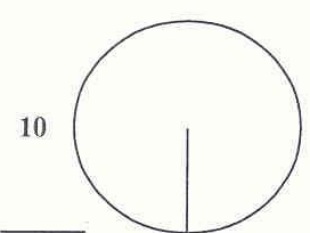
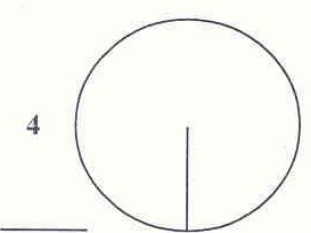
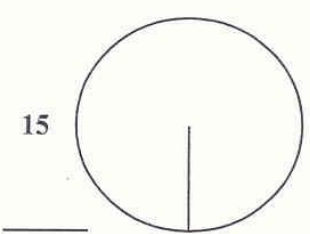
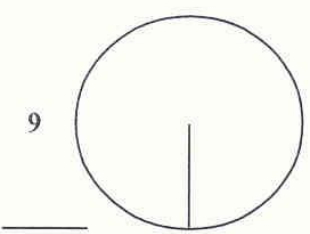
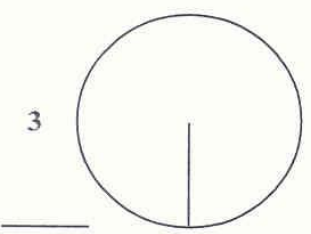
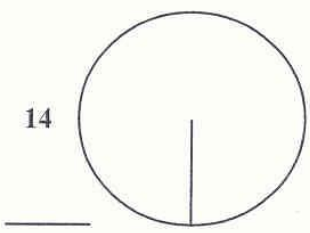
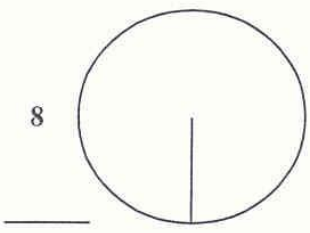
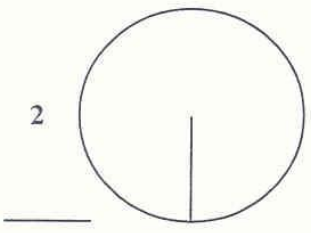
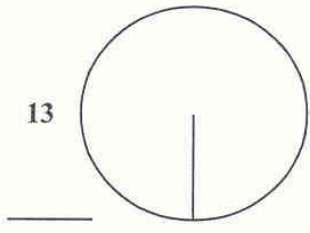
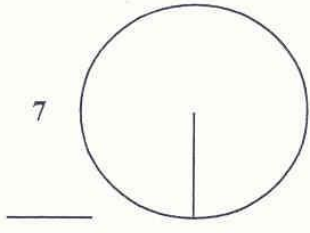
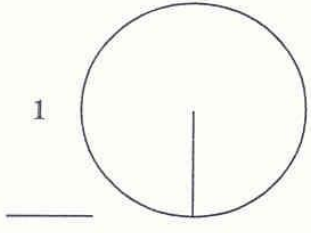
Round \_\_\_\_\_

Day \_\_\_\_\_

Date \_\_\_\_\_

Tournament \_\_\_\_\_

Course \_\_\_\_\_



HOLE PLACEMENTS MEASURED IN YARDS



# PGA

Carolinas Section

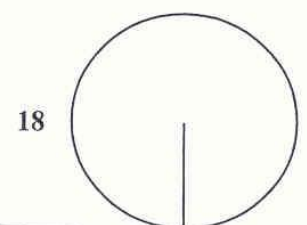
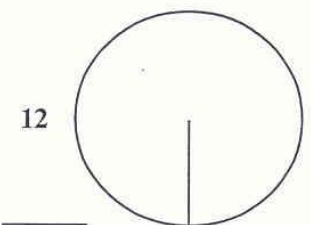
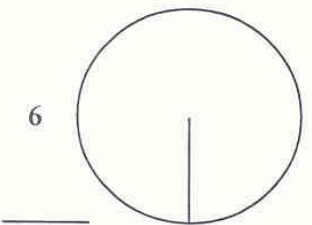
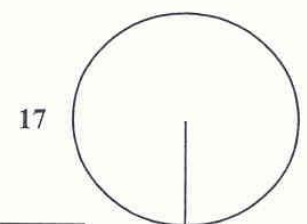
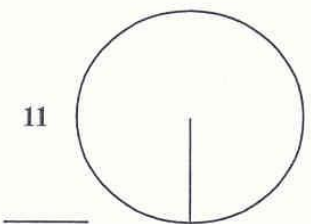
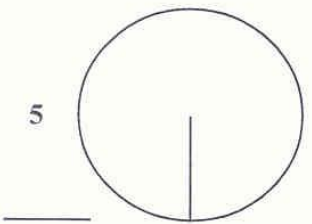
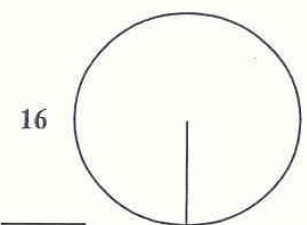
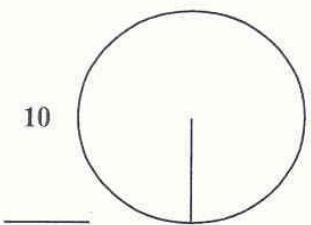
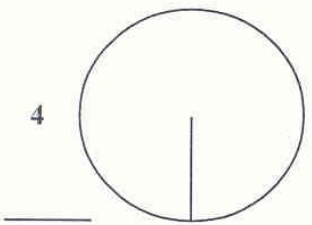
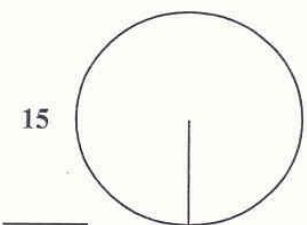
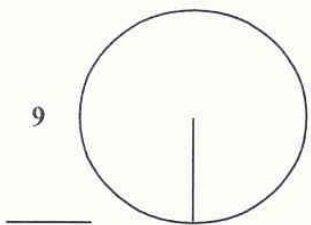
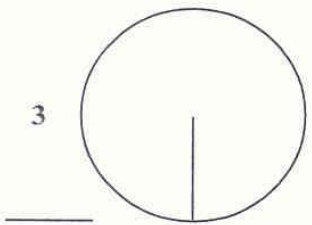
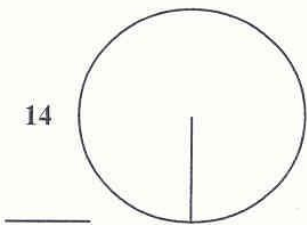
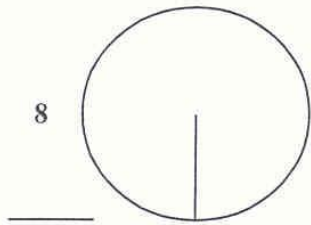
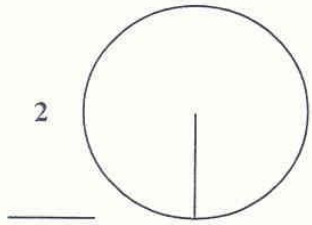
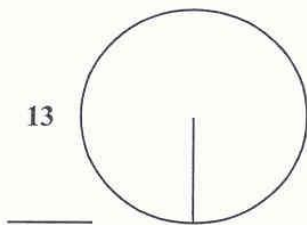
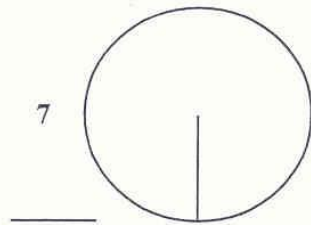
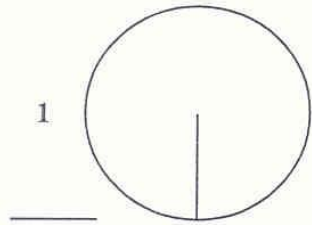
Round \_\_\_\_\_

Day \_\_\_\_\_

Date \_\_\_\_\_

Tournament \_\_\_\_\_

Course \_\_\_\_\_



HOLE PLACEMENTS MEASURED IN YARDS

## **CPGA TOURNAMENT RULES AND REGULATIONS**

### **DISCONTINUANCE OF PLAY POLICY**

#### **Section 9. Discontinuance of Play**

- (a) The policy for discontinuance of play shall be consistent with Rule 6-8 of the USGA Rules of Golf.
- (b) The host professional, or Tournament Committee designated by the host professional has the authority and responsibility to order discontinuance of play due to weather conditions. The decision to resume play, postpone any part of it or cancel play entirely rests with the host professional or designated committee.
- (c) In a one-day event, if play is discontinued before the field has completed play, the following policy shall apply:
  - 1. If 75% or more of the field has completed play and it will be unfeasible for the others to do so on that day, the tournament payout shall be re-figured on the basis of the number completing play. Those participants unable to complete play shall be deemed non-competitors and will be refunded the portion of the entry fee going into the prize purse.
  - 2. If less than 75% of the field has completed play, the event will be postponed and/or rescheduled.  
NOTE: One day events shall not be reduced to less than 18 holes if play is not completed.
- (d) In a multi-day event, if play is discontinued before the field has completed play, the following policy will apply:
  - 1. The unfinished teams will resume play on the following day, prior to the start of the day's scheduled play.
  - 2. If one of the rounds is completely washed out, the tournament will pay off in full based on one round scores.  
NOTE: Under no circumstances will play continue past the last scheduled round of the competition.

**IF YOU HAVE ANY FURTHER QUESTIONS CALL THE  
TOURNAMENT OFFICE AT (336) 398-2742**