



# 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 as well as the CPGA Constitution and Bylaws. Any deviation from the Rules and Regulations must be submitted to and approved by the Tournament Committee or Executive Director prior to the event.

Please take time to examine the materials. If you need any additional materials or 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. It is recommended that the Prize Fund be distributed to a minimum of 1/3 of the starting field. Any deviations from the Standard Formats of Prize Fund Distribution must be submitted for approval to the CPGA Tournament Committee of the Executive Director.
2. **CPGA PROFESSIONAL ELIGIBILITY FORMS** - To be filled out alphabetically with the professional's club listed. This form is to be faxed or emailed to the CPGA Tournament Office at (336) 398-2742 or [carolinas@pgahq.com](mailto:carolinas@pgahq.com) for eligibility verification seven (7) days before the event. Any competitors who are non-CPGA members or non-PGA playing professionals **MUST** be listed on the appropriate form in this package.
3. **HANDICAP VERIFICATION-** **Handicap Verification Forms are no longer required.** Section Professionals assume responsibility for the reported handicap of any amateur he or she brings to compete on their team (regardless of where the amateur keeps his or her handicap). If a host Professional is supplying amateurs from the host club, then the host Professional is responsible for the reported handicaps of those amateurs. Course adjusted handicaps should be reduced to 75% (p. 12). The **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 9.
6. **CPGA TOURNAMENT REPORTING FORM** - Fully complete the CPGA Tournament Reporting Form (p. 16-17). 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 along with the Tournament Report Summary, Scorecards and Results shall be mailed with 24 hours of the completion of the event.

# **CAROLINAS PGA PRO-AM TOURNAMENT PACKET**

1. OFFICIAL PRO-AM SCORECARDS for all teams for each round. (by request)
2. PRO-AM SCORE PANELS for all teams. (by request)
3. CPGA Pro-Am Checklist. (p. 4)
4. CPGA PROFESSIONAL ELIGIBILITY FORMS. (p. 5,6)
5. Figuring Purse Breakdowns (p. 7,8)
6. Distribution Table of Percentages. (p. 9)
7. Preparing Official Pro-Am Scorecards. (p.10)
8. OFFICIAL PRO-AM SCORECARD (p.11)
9. Handicap Info and Conversion Table (75%). (p. 12)
10. HOLE LOCATION SHEET. (p. 13)
11. Discontinuance of play policy. (p. 14)
12. PRO-AM TOURNAMENT REPORT. (p. 15,16)

Please review the packet. If you have additional needs or any questions, please contact the CPGA Tournament Office at (336) 398-2742.

# CAROLINAS PGA PRO-AM TOURNAMENT CHECKLIST

## I. PRE-TOURNAMENT RESPONSIBILITIES

- \_\_\_ A. Tournament Request Form and Fact Sheet 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. Email, mail or fax alphabetical list of all participating professionals to the CPGA Tournament Office for eligibility verification 7 days before event.
  - \_\_\_ 2. Acknowledge all entries received.
  - \_\_\_ 3. Notify accepted and rejected professionals.
  - \_\_\_ 4. 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.
- \_\_\_ 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. Properly complete scorecards with any changes.
    - \_\_\_ c. 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 mail to CPGA Tournament Office within 24 hours. Also include results, tournament report summary and scorecards.
- \_\_\_ D. If any problem arises concerning a CPGA procedure or policy or a rules question, the CPGA Tournament Office for assistance.

**PARTICIPATING NON-CAROLINAS PGA SECTION MEMBERS  
or NON-PGA PLAYING PROFESSIONALS  
ELIGIBILITY FORM**

Please complete this form for each PGA Professional from another Section and/or approved non-PGA playing professional. **This form should be mailed, emailed, or faxed to the CPGA Headquarters along with your CPGA Professional Eligibility Form seven (7) days before your event.** CPGA Members/Apprentices under suspension will NOT be permitted to play regardless of their Section affiliation. University Professional Golf Management students must have paid the \$150 tournament eligibility fee and meet eligibility criteria before being permitted to play.

1)  
NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

PGA SECTION \_\_\_\_\_

2)  
NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

PGA SECTION \_\_\_\_\_

3)  
NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

PGA SECTION \_\_\_\_\_

## 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
1				
2				
3				
4				
5				
6				
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12				
13				
14				
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25				
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27				
28				
29				
30				
31				
32				

MAIL ⇒

Carolinas PGA Tournament Desk  
6271 Bryan Park Rd, Browns Summit, NC 27214

Fax ⇒

336-398-2742

## FIGURING PURSE BREAKDOWNS

### 1) FIGURING TOTAL NET PURSE

(The figures below are for example purposes only. Reference Article VIII for policies.)

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>
<b>Total Purse</b>	<b>\$4840.00</b>	<b>Total Purse</b>	<b>\$6870.00</b>
Low Individual Pro (30%)	\$1452.00	Low Individual (30%)	\$2061.00
Low Team Pro (17.5%)	<u>\$847.00</u>	Low Team Pro (17.5%)	<u>\$1202.25</u>
Total Pro Purse	\$2299.00	Total Pro Purse	\$3263.25
Amateurs (52.5%)	\$2541.00	Amateurs (52.5%)	\$3606.75
<b>Total Purse</b>	<b>\$4840.00</b>	<b>Total Purse</b>	<b>\$6870.00</b>

### 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. Section Regulations recommend that Low Professionals receive 30%, Team Professionals receive 17.5%, and Team Amateurs receive 52.5% of the Total Net Purse.
4. Multiply .30 by your Total Net Purse to get the total amount paid to the Low Professionals.
5. Multiply .175 by your Total Net Purse to get the total amount paid to the Team Professionals.
6. Multiply .525 by your Total Net Purse to get the total amount paid to Team Amateurs.
7. These three numbers should also add up to your Total Purse.
8. If \$30 (one-day Pro-Am) or \$40 (two-day Pro-Am) is less than 45% of the entry fee, it is recommended to 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

ONE DAY PRO-AM PRIZE BREAKDOWN					TWO DAY PRO-AM PRIZE BREAKDOWN				
Low Pro		Team			Low Pro		Team		
			Team	Individual				Team	Individual
1.	\$275.88	1.	\$643.72	\$160.96	1.	\$391.59	1.	\$913.71	\$228.43
2.	\$232.32	2.	\$542.08	\$135.52	2.	\$329.76	2.	\$769.44	\$192.36
3.	\$188.76	3.	\$440.44	\$110.11	3.	\$267.93	3.	\$625.17	\$156.29
4.	\$159.72	4.	\$372.68	\$93.17	4.	\$226.71	4.	\$528.99	\$132.25
5.	\$137.94	5.	\$321.86	\$80.47	5.	\$195.80	5.	\$456.86	\$114.21
6.	\$116.16	6.	\$271.04	\$67.76	6.	\$164.88	6.	\$384.72	\$96.18
7.	\$94.38	7.	\$220.22	\$55.06	7.	\$133.97	7.	\$312.59	\$78.15
8.	\$79.86	8.	\$186.34	\$46.59	8.	\$113.36	8.	\$264.50	\$66.12
9.	\$65.34	9.	\$152.46	\$38.12	9.	\$92.75	9.	\$216.41	\$54.10
10.	\$55.18	10.	\$128.74	\$32.19	10.	\$78.32	10.	\$182.74	\$45.69
11.	\$46.46	11.	\$108.42	\$27.10	11.	\$65.95	11.	\$153.89	\$38.47
\$1,452.00		\$3,388.00			\$2061.00		\$4,809.00		
Total Purse: \$4840.00					Total Purse: \$6870.00				

### STEPS


1. The CPGA recommends paying 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, and Team Ams) and multiply them by the purse distribution percentages found on a previous page of this handbook to get position payouts.  
(Example: 1 day Pro-Am Low Professional = \$1452.00 X .19 = \$275.88)
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. The consolation prize recommended is \$25.00/player.




[illegible]

# 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. . 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 <small>COMPETING PROFESSIONAL</small> Wild Dunes Pro-Am <small>TOURNAMENT</small>		PRO SCORE	TEAM SCORE															
2-A	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		Gross Handicap	Adj. Handicap	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 \_\_\_\_\_

ATTESSED \_\_\_\_\_



From the CPGA Tournament Rules & Regulations

ARTICLE VIII  
Pro-Am Events

**Section 4.** In Pro-Am events, the amateur course handicaps shall be reduced to 75% of their value with a maximum allowance of eighteen (18) strokes per round unless a different value of handicaps and maximum allowance is approved in advance by the Executive Director, Tournament Director and Tournament Committee. Any plus handicap index will play to a zero (0) handicap. There is no maximum handicap allowance for Pro-Lady, Senior Pro-Ams, and Pro-Junior events.

**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

1		7		13	
2		8		14	
3		9		15	
4		10		16	
5		11		17	
6		12		18	

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  
CPGA TOURNAMENT OFFICE AT (336) 398-2742.**





## CPGA Pro-Am Tournament Report

Event \_\_\_\_\_

Does this event generate any funds for charities? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Course \_\_\_\_\_ Phone \_\_\_\_\_ Par \_\_\_\_\_ Yardage \_\_\_\_\_

Date \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Weather \_\_\_\_\_

Submitted by \_\_\_\_\_ Professional Host \_\_\_\_\_

\*The CPGA Tournament Committee reserves the right to audit tournament records if it is deemed that proper accounting of entry fee money

### CALCULATION OF PURSE

Actual Entry Fee Charged: Professional \$ \_\_\_\_\_ Amateur \$ \_\_\_\_\_

Entry Fee Applied to Purse: Professional \$ \_\_\_\_\_ Amateur \$ \_\_\_\_\_

Entry fee applied to purse after subtracting tournament expenses:  
(Must meet recommended minimum entry fee purse contribution  
unless prior approval was given. See note in box.)

\_\_\_\_\_ No. of Pros @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ No. of Ams @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Added Sponsorship Purse Guarantee: \$ \_\_\_\_\_  
(See recommendations in box.)

Total Purse: \$ \_\_\_\_\_

### PURSE DISTRIBUTION

Amateurs:

Team (52.5%) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Ams Total** \$ \_\_\_\_\_

Professionals:

Low Individual (30%) \$ \_\_\_\_\_

Team (17.5%) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Pro Total** \$ \_\_\_\_\_

**TOTAL PAYABLE TO CPGA:** \$ \_\_\_\_\_ (Total Pro Purse)

For the items on the left, reference Article VII of the  
CPGA Tournament Rules & Regulations

Recommended Minimum Entry Fee Purse Guarantee:

1-Day Pro-Am – 45% entry fee or \$30 (whichever is more)

2-Day Pro-Am – 45% entry fee or \$40 (whichever is more)

Recommended Minimum Sponsorship Purse Guarantee:

1-Day Pro-Am - \$1,000 / 2-Day - \$1,750

Pro-Lady - \$800

1-Day Senior Pro-Am - \$1,000 / 2-Day - \$1,500

It is recommended that the Total Purse should be equal to  
or more than the sum of the Minimum Sponsor Guarantee  
and the Minimum Entry Fee. Any changes must have  
received prior approval.

See Article VII, Section 10 and Appendices II and III for  
purse distribution instructions

Please attach complete and typed results to this report **and** email it to carolinas@pgahq.com.

TEAM DIVISION PRIZE WINNERS					
Place	Score	Professional	Format		
			Amount	Amateurs	Amount (Team/Individual)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	Total	_____	_____	_____

PROFESSIONAL DIVISION PRIZE WINNERS (Low Individual)							
Place	Score	Professional	Amount	Place	Score	Professional	Amount
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
				Total			