



**CAPE COD CHAPTER
NEW ENGLAND SECTION
PGA OF AMERICA**

POLICIES & PROCEDURES

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GENERAL INFORMATION

MISSION STATEMENT

The Cape Cod Chapter will function to serve the best interest of membership at a local level by providing education seminars for professional development and professionally administered tournament opportunities. Also, it will promote junior golf through the Cape Cod Junior Golf Association and other vehicles.

CHAPTER BOUNDARIES

The Chapter Territory will be bounded on the West by Route 24, then east on Route 6, then southward on Route 88 to the Atlantic Ocean (not including the city of Fall River, MA). On the North by Route 106, west to its intersection with Route 24. On the east and south by the Atlantic Ocean. The Cape Cod Chapter shall also include the islands of Martha's Vineyard and Nantucket.

CHAPTER MEMBERSHIP ELIGIBILITY

PGA members and registered apprentices employed at facilities within Cape Cod Chapter boundaries are members of the Chapter. Only PGA class "A" members may vote at annual meetings.

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GOVERNANCE

CHAPTER OFFICERS

The Board of the Cape Cod Chapter shall contain five (5) offices. Officers will be elected annually, at the Fall Meeting, by a majority vote of the members present. Nominations will be accepted by the Board in advance, or, from the floor at the Fall Meeting. Any Cape Cod Chapter member in good standing may be elected a Chapter Officer. The term for any officer has a length of one (1) year, and the number of terms an officer may serve is indefinite. The offices shall consist of; President, Secretary/Treasurer, Tournament Chair, Junior Golf Chair, Education Chair.

DUTIES OF OFFICERS / AMENDMENTS

President:	As defined by the NEPGA Constitution
Secretary / Treasurer	As defined by the NEPGA Constitution
Tournament Chairman	Shall be responsible for administering the tournament schedule and assist in the direction of the Tournament Manager. The Chairman will work closely with the Host Professionals, striving to provide Chapter Professionals and their guests with events of the highest quality.
Education Chairman	Shall be responsible for the administration and planning of Chapter Seminars and workshops. The Chairman will work closely with the Chapter Officers and the Section Office. The Chairman will communicate with NEPGA members and Apprentices to understand their needs and goals.
Junior Golf Chairman	Shall be responsible for the administration of all areas of the Cape Cod Junior Golf Association. The Chairman will preside over the Board of Directors of the CCJGA and all actions of its committees. The Chairman will help to coordinate the CCJGA tournament and clinic schedule to reach as many junior golfers on Cape Cod as possible.

AMENDMENTS PROCEDURE

The Board of Directors on a two-thirds vote may amend any Chapter policy or procedure at any time. Such amendments may be sustained or overturned by a two-thirds vote of the Chapter membership at the next Annual Meeting. Any Amendments to be presented to the Annual Meeting by the Chapter Membership must receive majority approval of the Chapter Board. All amendments to the policies & procedures shall become effective when adopted or at the time specified in the amendment.

CHAPTER MEETINGS

The Chapter shall hold a minimum of two (2) meetings per year, each in the spring and fall. The Chapter events will be introduced, awards for the prior year will be presented and Chapter business will be discussed at the spring meeting. The fall meeting (Annual Meeting) will conduct elections, transfer funds, and sustain, overturn or propose changes to the policies & procedures.

EDUCATION MISSION

Mission Statement – To provide Chapter members, apprentices, staff and associates educational opportunities that help develop and maintain high standards for which a golf professional operates his/her business. To provide the same with educational opportunities so professional development continues consistently.

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TOURNAMENT POLICIES & REGULATIONS

CHAPTER TOURNAMENT FEE

Chapter members may be required to pay an annual tournament fee, which will be determined by the Chapter Officers. This fee will help the Chapter in all tournament areas. This includes offering tees and ball markers to all pro-am participants, miscellaneous tournament and media coverage expenses, and any other uses the Chapter Officers may deem appropriate. The fee is payable at the beginning of the season and must be paid before a member may sign up for any event.

TOURNAMENT MANAGER

The Tournament Manager is hired and employed by the New England PGA on an annual basis to administer Chapter events. The Tournament Manager will report to the Executive Director of the New England PGA, operating under the direction of the Chapter Board. Duties to include but not limited to: entries, registration, scoring and results, other duties as assigned.

CONDITIONS OF COMPETITION

1. USGA RULES GOVERN ALL PLAY EXCEPT WHERE LOCAL RULES PREVAIL.
2. The Amateur playing partners must be a member of a recognized club employing a NEPGA Professional and on the USGA handicap system. The responsibility lies with the professional to provide accurate handicaps for his/her amateurs. Amateurs must be able to present current handicap cards at the registration desk if asked.
3. A percentage of money may be deducted for tournament expenses. This is usually ten percent (10%) of the tournament purse.
4. Amateur partners will be awarded merchandise certificates to be redeemed at the Host Club.
5. Optional skins pools will be offered at every site. Optional pro pools will be offered when applicable.
6. Senior Professionals 60 years of age and above and Senior Amateurs 60 years of age and above with a USGA Handicap Index of 6.0 or above may play from a forward set of tees coordinated by the Tournament Director and the Host Professional.
7. In all Pro 3am tournaments a player may obtain distance information by using a device that measures distance only. However, if, during a stipulated round, a player uses a distance-measuring device that is designed to gauge or measure other conditions that might affect his play (e.g., gradient, wind speed, temperature, etc.) the player is in breach of Rule 14-3, for which the penalty is disqualification, regardless of whether any such additional functions are actually used.

FORMATS

PRO-3 AMATEUR EVENTS

1. Play at 80% of Host Course handicap.
2. Only one amateur may have a USGA handicap index of less than 3.5.
3. Maximum handicap allowance is 18 after adjustment.
4. When playing from different tees in the same event, section 3-5 of the USGA Handicap Manual will apply.

PRO-LADY CHAMPIONSHIP

1. The Professional will play with three (3) Lady amateurs.

2. The Amateurs will play at 90% of Host course handicap.
3. Only one amateur may have a USGA handicap index of less than 5.0.
4. Maximum handicap allowance is 25 after adjustment.

PRO-JUNIOR CHAMPIONSHIP

1. Professional will play with four (4) junior amateur partners
2. Juniors must be age 17 or under.
3. Juniors play a scramble format. The Professional plays his/her own ball. The better score of the two per hole will be the team score.

PRO-1 AMATEUR CHAMPIONSHIP

1. Amateur must be a member of a recognized club employing a NEPGA Professional and on the USGA handicap system.
2. Format will be fourball stroke play, gross only.
3. Sudden Death Playoff for first place ties.

CHAPTER CHAMPIONSHIP

1. Format will be 36 holes, stroke play.
2. There will also be a senior division. A senior is any Chapter member who is 50 years of age or older at the time of the event. There will be a separate fee in addition to Chapter Championship entry fee for this division. Seniors may choose either or both. Seniors choosing both will play from the Championship tees.
3. There will also be an Assistant Professional Division. An assistant is any member or apprentice who carries an A-8 or B-8 classification. There will be a separate fee in addition to Chapter Championship fee for this division. Assistant Professionals may choose either or both.
4. Seniors and Assistant Professionals, if also entered, will be eligible for Chapter Championship.
5. Sudden Death Playoff for first place ties.
6. Chapter Champion earns a bye into the following years New England Open.

MATCH PLAY CHAMPIONSHIP

1. 16 PLAYERS
2. The top 16 players on the Wessner points list after the completion of the Chapter Championship will be invited. Alternates will be filled in using the remaining order of the Wessner points list.
3. Format is 18 holes, individual match play.
4. The defending Champion will be the Number one seed and play the number 16 seed in the first round. The Wessner points list will be used to seed the remaining 15 players. The number 2 seed will play the number 15 seed, #3 vs. #14, #4 vs. #13, #5 vs. #12, #6 vs. #11, #7 vs. #10, and #8 vs. #9.
5. Match Play Champion earns a bye into the following years New England Open.

TIE BREAKING FORMAT (PRO-AMS)

USGA Recommendations – How to decide ties (2-c)

In either a scratch or handicap stroke play competition, if a play-off of any type is not feasible, matching cards is recommended. An acceptable method of matching cards is to determine the winner on the basis of the best score for the last nine holes. If the tying players have the same score for the last nine holes, determine the winner on the basis of the last six holes, the last three holes, and finally the 18th hole. If such a method is used in a handicap situation, one half, one third, one sixth, etc. of the handicaps should be deducted.

PRIZE BREAKDOWN

The following will be used as a general guideline to determine payouts and may be amended by the Tournament Director and / or Tournament Chair. Sponsor money may be added to increase professional purse.

TOTAL PURSE

40% TEAM GROSS, 40% TEAM NET
20% INDIVIDUAL PRO POOL

TEAM

(For example: 21 teams competing in a pro-3 am event, 3 Gross and 3 Net Team Prizes will be awarded.)

1-15 teams.....Minimum of 4 prizes
16-21 teams.....Minimum of 6 prizes
22 or more teams.....Minimum of 8 prizes

INDIVIDUAL PRO POOL

1-15 players.....Minimum of 2 prizes
16 – 21 players..... Minimum of 3 prizes
22 or more players.....Minimum of 4 prizes

HOST PROFESSIONAL RESPONSIBILITIES

In an effort to standardize Cape Cod Chapter tournament operations as well as to conform to section policies, Host Professionals are to perform the following tasks:

1. The Host Professional will communicate with the golf course superintendent in an effort to ensure that the golf course is properly marked and defined, that tee markers and hole positions are fairly placed, and that major course maintenance work is scheduled around the event.
2. The Host Professional will communicate with the Club Manager to ensure the course snack bar and clubhouse restaurant will be open at the appropriate hours to serve the competitors.
3. The Host Professional will provide a local rules sheet, informing contestants of the following: whether the ball will be played as it lies or not, the tee markers to be played, course out-of-bounds, and any other irregular situations at the host site.
4. Professional Ladies' tees will be played at 85-90% of the distance of the men's tees.
5. The Host Professional will coordinate with the Tournament Director and/or Chairman the proper reservation of tee times needed to run an event. It is the intent of the Chapter to cause as little disruption as possible to normal club activities. Tee times for contestants will be made at the discretion of the Host Professional. The Tournament Chairman shall be responsible for informing Chapter members of the guidelines for each event as well as including the time frame for which tee times may be reserved.
6. The Host Professional will prepare a suitable area for the Chapter Tournament Director and/or Chairman to register contestants and score an event. The Chapter uses a portable strip board or video projector for all events, which the Tournament Director will bring to each site.
7. If at all possible, the driving range should be made available to all players.
8. First aid equipment and emergency phone numbers should be readily available.
9. The Tournament Director reserves the right to make any changes necessary on the day of an event.
10. All amateur prizes at Chapter events are in the form of credit in the Pro Shop at the Host club. The credit will have a ninety-day (90) expiration date from the day of the event, although, the Host Professional may grant an extension to a date of his/her choosing.

CAPE COD CUP

The Cape Cod Cup is a prestigious match contested annually between The Cape Cod Chapter Professionals and Amateurs residing on Cape Cod or belonging to a golf club within the Cape Cod Chapter. The Professional team is to be comprised of fourteen (14) players: the Host Professional, the previous Wessner Award winner, the previous Chapter Champion, the previous Match Play Champion, the top two seniors off the current Wessner Point standings, two Captains picks, and the top six current Wessner Points Leaders. If any of the above cannot play or fit into more than one category, the Wessner Points list as of two weeks prior to the event will serve as the guide for rounding out the field. The Chapter President will serve as or designate the Team Captain.

RULES OF CONDUCT

POLICY

CCCNEPGA members and apprentices should be aware at all times to conduct themselves in a manner befitting professionals and to influence amateur partners to abide by the same standards. The Chapter member will be held responsible for the action of his or her amateur partners.

VIOLATIONS

Chapter members shall be deemed to have violated the rules of conduct by (but not limited to):

- (A) Displaying disrespect for the tournament committee.
- (B) Displaying disrespect for the traditional etiquette of Golf.
- (C) Displaying conduct unbecoming a professional.
- (D) Not adhering to the local rules established by the Host club.
- (E) Maliciously damaging the course in any way.
- (F) Verifying and/or submitting incorrect information regarding an amateur partner.
- (G) Not adhering to any of the tournament rules and regulations.

DISCIPLINARY ACTION

Any member who willfully or through negligence violates any of the rules set forth by the Officers of the Chapter, shall be subject to disciplinary action by the Officers of the Chapter. Such disciplinary action may include one or more of the following:

1. Imposition of fines not to exceed \$500.
2. Revocation of privileges to participate in any chapter tournament or activity for a limited period of time.
3. Suspension from membership to the Chapter.
4. Such other reasonable action defined appropriate by the Officers of the Chapter.

*Members and apprentices accused of tournament violations shall have the right to appear at all hearings, present evidence and have witnesses appear on their behalf.

REFERRAL TO THE NEPGA ETHICS COMMITTEE

The Chapter may refer a case to the Section Ethics Committee as deemed appropriate.

CANCELLATION BY A PLAYER

- (A) Prior to 48 hours before the event – \$5 per team cancellation fee.
- (B) Prior to the start of the event, but within 48 hours of the event – \$20 team cancellation fee is due.
- (C) Cancellation after the event has started or failure to show for the assigned tee time –team entry is due and professional shall be subject to disciplinary action.

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AWARDS

AWARD NOMINATION COMMITTEE

The Award Nomination Committee will be comprised of four CCNEPGA Professionals and one Assistant Professional. The Board will appoint the four Head Professionals by region (Lower Cape, Mid Cape, Upper Cape, Off Cape) and the Assistant Professional. The Award Nomination Committee will nominate professionals for four of the five major awards given by the Chapter (Gary Philbrick Cape Cod PGA Professional of the Year, Cape Cod Junior Golf Leader, Cape Cod PGA Teacher of the Year, Cape Cod Chapter Assistant Professional of the Year.) The Award Nomination Committee will also consider nominations for these awards from the membership at large. After nominations have been finalized, a ballot will be sent via email to the membership to be voted on. Winners of the Awards will be announced at the Spring Meeting.

CAPE COD PGA PLAYER OF THE YEAR (HERMAN “DUTCH” WESSNER AWARD)

The Herman Wessner Award is presented annually to the Class “A” PGA professional accumulating the highest point based on individual performance in Chapter events. Registered PGA apprentices will be eligible for Player of the Year points, but will NOT be eligible for the Wessner Award (see Assistant / Apprentice Player of the Year award). Provided a sponsor has been secured, there will be a cash pool paid to the leaders of the points list. The number of spots paid will be determined by the Cape Cod Chapter Officers. Points towards the Wessner Award will be received as follows:

Pro-Amateur events that include an individual pro purse: 1st place – 15 pts., 2nd – 12 pts., 3rd – 10 pts., 4th – 9 pts., 5th – 8 pts., 6th – 7 pts., 7th – 6pts., 8th – 5 pts., 9th – 4 pts., 10th – 3 pts. Any other professional who returns a score receives 1 pt.

The Top two Wessner points leaders not otherwise exempt at the end of the year will receive an exemption into the New England Open the following year.

The Chapter Championship will be worth double the point value received in Pro 3am events. Also, the Chapter Champion will receive an exemption into the next New England Open.

Points for the Individual Match Play Championship will be distributed as follows. The Individual Match Play Champion will also receive an exemption into the next New England Open.

Winner.....	20 points
Runner – Up.....	15 points
Semi-Finalist.....	10 points
Quarter-Finalist.....	5 points
Match Play Qualifier.....	2 points

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GARY PHILBRICK CAPE COD PGA PROFESSIONAL OF THE YEAR

This is the highest honor paid to a Class "A" PGA Professional by the Cape Cod Chapter. The Award Nomination Committee and the Chapter membership will use the following guidelines to determine the nominees for this prestigious award:

1. Overall performance as a Golf Professional at his / her facility.
2. Level of service to the Chapter and Section PGA Associations.
3. Leadership Ability
4. The image and ability to inspire fellow professionals.
5. Promotion of the game of golf.

EMPHASIS SHOULD BE PLACED ON HIS OR HER ACHIEVEMENTS OVER THE PAST 5 YEARS.

CAPE COD PGA JUNIOR GOLF LEADER

This award recognizes a Class "A" PGA Golf Professional who is a leader in Junior Golf, reflects the ideals of those who work with the youth of the community and provides opportunities and experiences for juniors to learn and play golf. The Award Nomination Committee and the Chapter membership will use the following guidelines to determine the nominees for this prestigious award.

1. Contributions to junior programs and events in the Chapter.
2. Involvement in the promotion and development of junior golf at the club and community levels.
3. Support of PGA junior golf programs.
4. Overall image, service, and leadership in the area of Junior Golf.
5. Overall individual integrity and acceptance by junior golfers as a person of outstanding character.

CAPE COD PGA TEACHER OF THE YEAR

This award bestows special recognition to a Class "A" PGA Professional who has performed outstanding service as a golf instructor. The Award Nomination Committee and the Chapter membership will use the following guidelines to determine the nominees for this prestigious award.

1. Service and participation in the Chapter and Section PGA events.
2. Overall performance as a golf professional at his or her facility.
3. Leadership ability.
4. The professionals image and ability to inspire fellow professionals.
5. Promotion of the game of golf.
6. Use of teaching aids and the ability to illustrate the effectiveness of teaching aids.
7. Involvement in junior activities within the facility and the community.
8. Techniques for teaching small and large groups.
9. Articles written for publication in golf books and magazines.

CAPE COD PGA ASSISTANT PROFESSIONAL / APPRENTICE OF THE YEAR

This Award is earned by an Assistant Golf Professional employed in the Cape Cod Chapter. Only assistants classified as A-8 or B-8 are eligible. The Award Nomination Committee and the Chapter membership will use the following guidelines to determine the nominees for this prestigious award.

1. Overall performance as a Golf Professional at his / her facility.
2. Level of service to the Chapter and Section PGA Associations.
3. Leadership Ability
4. The image and ability to inspire fellow professionals.
5. Promotion of the game of golf.
6. Wessner List Standings