

# What's this form and do I need to fill it out?

## (Directions for filling out the 2019 Official Tournament Request Form)

If you are planning on holding an Official Tournament\* you MUST complete this form to have it sanctioned (events run by the Section staff at your facility are exceptions). This also includes any event at your club that meets the definition of an Official Tournament\*, even if you are not "running" it (e.g. MISGA, a Charity event, etc.).

Your event must not conflict with any Section Tournament, Section Meeting (including the day before and the day after), or any Chapter meeting or Chapter Tournament within your Chapter. Visit MAPGA.com and scroll to the very bottom and click on the calendar icon to view the most up-to-date MAPGA calendar. IN ADDITION ALL OFFICIAL TOURNAMENTS MUST ADHERE TO THE MAPGA DRESS CODE (MALE PGA PROFESSIONALS MUST WEAR SLACKS) AND NO PGA PROFESSIONAL MAY CONSUME ALCOHOL DURING THE ROUND OR ANY PLAYOFF. Please refer to the MAPGA Tournament Regulations and Policies for more information regarding the host professional's responsibilities.

**Because scheduling is often a moving target, your event date is subject to being "bumped" by a change in the Section or Chapter calendar until March 1<sup>st</sup>. After March 1<sup>st</sup> your date will be locked in, but the Section or Chapter is not precluded from using your date.**

This form may be turned in any time BEFORE your event takes place. Events will NOT be sanctioned retroactively. Hosts of events that need to be sanctioned but are not sanctioned before it occurs will be fined a minimum of \$250.

You will receive a confirmation email after your form has been processed.

Please call Eric Southard at 540-784-1981 or Bob Heintz, PGA at 540-784-1966 with any questions.

Thank you!

***\*PLEASE NOTE THAT THE DEFINITION OF AN OFFICIAL TOURNAMENT IS LIKELY TO CHANGE ALLOWING FOR A LARGER NUMBER OF MAPGA PROFESSIONALS TO PARTICIPATE IN AN EVENT WITHOUT IT MEETING THE DEFINITION OF AN OFFICIAL TOURNAMENT***

***An Official Tournament*** is considered to be any event held within the geographic boundaries of the Middle Atlantic PGA during the official tournament season in which ten or more MAPGA members and/or apprentices

- are required to pay an entry fee to participate and/or
- compete for a professional purse and/or
- compete for any portion of a team purse and/or
- receive an appearance fee for participating in the event

***Exception:*** A "pick-up game," defined as 16 or fewer MAPGA Professionals (members and/or apprentices) in good standing (no participating amateurs or non-PGA professionals) playing for entry fees only will not be considered an official tournament. They shall not solicit nor play for added money. Membership classification is not a determining factor in the total number of participants. All facilities hosting an official tournament must employ a PGA member or PGA apprentice. An official tournament is subject to any tournament fees as listed in Article III, Section 1 of the Tournament Regulations.

## 2019 MAPGA Official Tournament Request Form

*(Please make additional copies of this form if requesting more than one event)*

**Please note that the Official Tournament season is March 15 – November 15**

Club/Facility \_\_\_\_\_

MAPGA Professional \_\_\_\_\_ PGA # \_\_\_\_\_

Ship to Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ e-mail: \_\_\_\_\_

Tournament Name \_\_\_\_\_

Date(s) Requested: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

*Note: Your date may not oppose any Section events or Chapter events within your Chapter and will not be protected against other Official Tournaments (Pro-Ams/Invitationals/Members, etc.) anywhere in the Section. Please refer to the Section website's Calendar link for the most current schedule. Visit MAPGA.com and scroll to the very bottom to find the current schedule.*

### **There is no required fee to run an event**

- Event to be listed on the MAPGA website. This listing may be a hyperlink to another website, the entry form, etc. (optional)
- Listed in the MAPGA News and Notes Newsletter under upcoming events (optional)
- Tournament information and results will be put on the website when submitted **ELECTRONICALLY** to the MAPGA Tournament Department (optional)

Do you want your event listed on the MAPGA website and in the MAPGA News and Notes Newsletter?      **Yes**      **No**

### **Optional packages - (Please place an "X" next to the optional package(s) requested)**

	<b><u>Fee</u></b>	<b><u>Benefits</u></b>
___ A	\$25	Mailing labels of MAPGA Professionals. Please circle your choice(s) for mailing labels <b>Southern Chapter      Central Chapter      Northern Chapter</b>
___ B	\$75	Tournament package for 40 foursomes will be sent to host MAPGA professional (includes score sheets, summary sheets, score cards, cart signs, handicap verification forms, and reporting forms).
___ C	\$100	Section-wide dedicated e-mail. Please submit copy electronically and indicate when you would like the e-mail sent. One PDF attachment is allowed. (Additional e-mails will cost only \$50 each)
___ D	\$150	Entries will be processed online and checked for eligibility. What will be your entry fee per PGA Professional?      \$ _____ Will Apprentices need playing privileges? <b>Yes</b> <b>No</b> What will be your starting method? (e.g. Shotgun, AM/PM tee times) _____ What is the MAXIMUM number of PGA Professionals desired? _____
___ E	\$250	PGA Professional checks will be processed and mailed by the Section office within ten business days of receipt of check from host MAPGA professional. 1099 Tax forms will be sent by Section office.
___ F	\$550	Packages A through E (Save \$50!)

*Suggested Minimum Added Money: Monday and/or Friday - \$2,000; any other day \$1,500*

**2018 MAPGA Official Tournament Request Form (page 2)**

PGA Professional \_\_\_\_\_ Club/Facility \_\_\_\_\_

Event Name \_\_\_\_\_

**IMPORTANT:** As the host MAPGA Professional I certify that: I have read and understand the MAPGA Tournament Regulations and Policies, and that I will uphold and enforce them to the best of my abilities.

*I further certify that I understand ALL PROFESSIONALS MUST BE PGA MEMBERS AND/OR APPRENTICES IN GOOD STANDING AS OF 10 CALENDAR DAYS BEFORE MY EVENT. (A LIST OF CURRENT ELIGIBLE MAPGA PROFESSIONALS IS AVAILABLE FROM THE SECTION OFFICE AND ON WWW.MAPGA.COM). IF YOU ARE HAVING TROUBLE IN COMPLYING WITH THIS REGULATION, CONTACT ERIC SOUTHARD AT 540-784-1981. FAILURE TO COMPLY WITH THIS REGULATION WILL RESULT IN A FINE OF \$500 - \$1,000 AND POSSIBLE DISCIPLINARY ACTION. NO PGA PROFESSIONAL MAY CONSUME ALCOHOL DURING THE ROUND OR ANY PLAYOFF. ALL MALE PGA PROFESSIONALS MUST WEAR SLACKS DURING THE EVENT.*

*\*\*\*\*If you selected a Pro Am Package above, Eric Southard will send you a link to pay online. If you would like to pay by check, please enclose with this form.*

*(If an event is canceled, the cost of any optional packages not used will be refunded)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Email this form with payment information to Eric Southard at [esouthard@pgahq.com](mailto:esouthard@pgahq.com) OR*

*Mail **both pages** of this form with check to:*

*Middle Atlantic PGA*

*Attn: Tournament Request Form*

*1 PGA Drive*

*Stafford, Virginia 22554*

*Fax with credit card information to: 540-784-1981*

*[Please remember to fax both pages of this form.](#)*

*Questions? Call Eric Southard at 540-784-1981*

**For MAPGA use only**

Date entered into SMS: \_\_\_\_\_

Date put on Pro AIM webpage: \_\_\_\_\_

Date put on Excel Master Schedule: \_\_\_\_\_

Date put on MAPGA Google Calendar: \_\_\_\_\_

Date sent confirmation email: \_\_\_\_\_

**Notes:**