

APPENDIX I HOST PRO DUTIES & RESPONSIBILITIES

The Host Professional for each section sponsored or co-sponsored event shall be held responsible for providing the golf course facilities and services normally required by contestants to insure that participation in the tournament is enjoyable.

Section 1. COURSE PREPARATION

- (a) All Tournaments shall be played under the Rules of Golf of the USGA, supplemented by any Local Rule approved by the Tournament Committee.
- (b) For the Pro-Am Series, the regular tees shall be utilized in all events. Yardage between 6,250 to 6,500 yards is highly recommended. Forward tees shall also be set that are consistent with the host club's policy for setting women's tees in the event women amateurs are competing.
- (c) Hole locations should be fair and equitable. The USGA recommendation for hole locations shall be adhered to as follows:

The area of two to three feet around the cup should be flat, but does not have to be exactly level. The hole location should be placed, if possible, at least five paces from the edge of the surface especially prepared for putting, and at a greater distance if approach to the green is over a bunker or hazard.
- (d) In the event there are women professional competitors, a set of tees shall be set at no more than 90% of the total course length set for men in the competition.

Section 2. PRE-TOURNAMENT RESPONSIBILITIES

- (a) Work with the club manager/owner to ensure the following: (1) availability of locker room; (2) available hours of operation of the grillroom are posted (these shall be clearly posted for the competitors).
- (b) Work with the course superintendent on the above Section 1.
- (c) For the pro-am series, communicate with the section office prior to the event to confirm any changes in the professional field. All entries must be filled by eligible professionals and the section's waiting list, if applicable, shall be followed. Ascertain which professionals in the field are eligibly employed at PGA Recognized Golf Courses and which ones are not.
- (d) Make sure there are an adequate supply of golf cars and/or caddies.

Section 3. TOURNAMENT RESPONSIBILITY

- (a) Pro shop must be open 1 hour before the first tee time, and 90 minutes before a shotgun start.
- (b) Prepare area and have supplies available for the field staff (registration area, scoring area, banners & signs). Provide access for both electric and telephone outlets.
- (c) For the pro-am series, the host professional or his/her representative must be on sight and available all day for rules decisions (the professional and/or staff are responsible for all rules decisions at the site). The host professional is responsible for verifying all amateur handicaps through the GHIN handicap system.
- (d) Prepare typed local rules sheet to accompany official section rules, including but not limited to information on food availability, course conditions, tees to be used, and golf car regulations.
- (e) Provide as much staff as possible to service the participants in making the event first class, including but not limited to golf bag help, starters, volunteers, spotters, and rangers.
- (f) In the event of threatening weather, a committee of the host professional, the official in charge/ coordinator, and the course superintendent will make decisions concerning possible delay or cancellation (see Article VII).