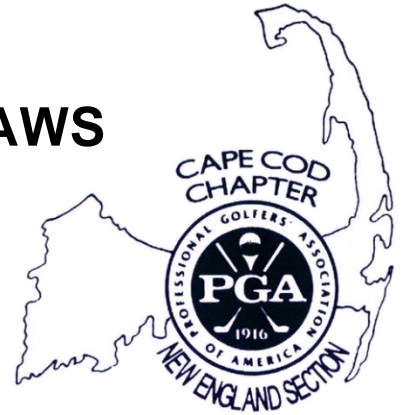


CAPE COD CHAPTER/ NEPGA - BY-LAWS

(amended: Aug/ 2014)

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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 professionally administered tournament opportunities and education seminars for professional development. 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.

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. The NEPGA's slate of district directors shall include a representative from the Cape chapter – serving a term of three years. Nominations for this position may be submitted to the current chapter board or if only one advance nomination is received, from the floor at the fall meeting.

DUTIES OF OFFICERS / AMENDMENTS

President: As defined by the NEPGA Constitution. Duties shall include the formation and administration of all chapter committees.

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 contained within these by-laws 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 (FALL) by the Chapter Membership must be presented to the Board two weeks in advance of the fall meeting and receive majority approval of the Chapter Board. No amendments may be presented from the floor. 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.

TOURNAMENT POLICIES & REGULATIONS

ELIGIBILITY

All classifications (excluding Class F) of PGA members or apprentices are invited to play in all chapter events. Outside chapter NEPGA professionals are invited to play in selected events (usually non-championship tournaments).

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, handicap verification, eligibility verification, website content, publicity, club relations, scheduling, BlueGolf administration, budgeting and shall work closely with the CCJGA committee.

Communication: Mickey Herron, PGA (Cape Cod & Rhode Island Tournament Manager) - mherron@pgahq.com Cell: 508-505-5120

BLUEGOLF PROCEDURES

Registration for all chapter events must go through BlueGolf.

Members are responsible for updating individual profiles, i.e., credit card info, phone #'s, email addresses, etc.

Partner Information: when registering for Pro-Ams, it is the responsibility of the professional to include the ghin # and club for each amateur partner.

Registration for Pro-Pro events requires just *one partner* to register and pay the full amount of the entry fee – who will then get reimbursed by his/her partner.

Handicap Verification: The Tournament Manager is responsible for verifying all handicaps for all amateur partners for every Pro-Am. If a partner does not post his/her tournament score for that event in which he/she cashes, the responsibility rests solely with the golf professional. The Tournament committee reserves the right to adjust handicaps for such occurrences.

Credit Card Rejection Procedure: Typically, credit cards will be charged 3 days prior to each event. If a card is rejected for any reason, it is the responsibility of the rejectee to either log onto BlueGolf and re-register with a new card or contact the Tournament Manager for assistance.

Changing/ Adding/ Deleting partners: Once inside the 3 day window prior to any event, partner changes must go through the Tournament Manager via email or text. Prior to the event going live (i.e. cards charged- 4 days prior) you may log onto your profile and change/add/delete partner information.

Deadlines/ Waitlists: Each event listed on BlueGolf has an accompanying TIP (tournament info page) which explains many details including deadlines for entry, maximum field info, waitlist info, etc. Generally, if an event is not full, entries can be accepted after the respective deadline by contacting the Tournament Manager.

Non-Cape Cod Chapter Entries: (reciprocity) The Cape Chapter has adopted a policy whereby allowing teams and/or individuals to enter Chapter events in certain tournaments. In return, Cape professionals are invited to enter other chapter events in a similar fashion. Oftentimes a Cape event will offer a window of opportunity to Cape professionals **only** -for a period of time, then open up registration to all section members if space is then available – please pay particular attention to these event deadlines and take advantage of your protected time period of registration.

Sponsor Relations: Most chapter events will have one or more sponsors. These companies & individuals who support our tournament activities do so with the understanding that their products or services will receive exposure on the chapter website, at the tournament site, and via email to chapter members when appropriate. All sponsor monies will be administered by the Board and the Tournament Manager who will provide contact info after each event so that each contestant may communicate their thanks in a timely fashion.

CONDITIONS OF COMPETITION

1. USGA RULES GOVERN ALL PLAY EXCEPT WHERE LOCAL RULES PREVAIL. The chapter will adopt rules & regulations from the NEPGA section hard card.
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. All handicaps will be reviewed for each event by the Tournament Manager. Professionals are asked to use the **exact names** listed on GHIN when registering their amateur partners to make this review more efficient.
3. A percentage of money may be deducted to offset chapter G & A expenses throughout the year. This is usually ten percent (10%) of the tournament gross proceeds.
4. Amateur partners will be awarded merchandise certificates to be redeemed at the Host Club.
5. Optional skins pools will be offered at most sites.
6. In all 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 (not the team) is in breach of Rule 14-3, for which the penalty is disqualification, regardless of whether any such additional functions are actually used.
7. THE TOURNAMENT COMMITTEE will be comprised of the Tournament Manager, the Host Professional (s) and any Chapter Board Members on site.

TEE-MARKERS

All men competitors (pros and amateurs) shall play the same set of tees in all Pro-Ams. Women professionals shall play a set of tees which are approximately 82-85 % of the men's tees. Women amateurs shall play – in some cases – the tees forward of the women professionals. On shorter courses these percentages may be compressed by necessity.

FORMATS

PRO-3 AMATEUR EVENTS

1. Tournament handicaps: 80% of sloped index (exception: Pro-Lady/ 90%)
- 2 BB of 4 or Team Stableford – no restriction on handicaps for any team member, however if the format is 1BB of 4 with two prize pools (gross & net) then only one member of the team may have an index of less than 3.5.
3. Maximum handicap allowance is 18 after adjustment. (exception: Pro-Lady/ 25)

PRO-LADY CHAMPIONSHIP

1. The Professional will play with three (3) women amateurs. 1 BB of 4 – G & N.
2. The amateurs will play at 90% of host course handicap.
3. Only one amateur may have a USGA handicap index of less than 3.5
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. 15-17 yr olds play back tees with professionals.
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.
4. Individual pro purse will be contested.

PRO-SENIOR CHAMPIONSHIP

1. Amateur partners must be 50 yrs of age or older. 1 BB of Four/ Gross & Net.

PRO-1 AMATEUR CHAMPIONSHIP

1. Amateur must be a member of a recognized club employing a PGA professional.
2. Format will be fourball stroke play, gross only.
3. Sudden Death Playoff for first place ties, time permitting.

CHAPTER CHAMPIONSHIP

1. Format will be 36 holes, stroke play. The tournament committee may reduce this championship to 18 holes if severe weather forces cancellation of either round.
2. All competitors shall play the same set of tee-markers.
3. Pairings will be determined by using the updated Wessner POY list.
4. Sudden Death Playoff for first place tie, time permitting..
5. Consolation Prize Pool: The lowest SECOND rounds "out of the official money" shall share prize money from a separate prize pool.
6. Chapter Champion earns a bye into the following years New England Open, if applicable.

MATCH PLAY CHAMPIONSHIP

- 1 Beginning in 2014 this tournament will invite all chapter members to qualify for 7 spots – with the prior years' Match Play champion receiving an exemption.

TIE BREAKING FORMAT (PROAMS)

1. All ties in all competitions (unless otherwise stipulated) will split prize money except ties for last place money – in instances where team or individual prize money dips below \$50pp - when the USGA tie-breaking method would be used.

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. Tee placement should take into account the policy whereby all male competitors are playing the same markers.
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 – whenever possible. In addition, with many events including a formal food component, the Host Professional is asked to oversee that facet as well.
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 82-85 % of the distance of the men's tees.

4. The Host Professional will be asked to furnish golf cart signage from rosters supplied by the Tournament Manager.
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 Manager 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. Under no circumstances shall a chapter member ask the host club for special consideration relative to adding tee times, changing tee times, etc. All requests of this nature must originate with the Tournament Manager.
6. The Host Professional will prepare a suitable area for the Chapter Tournament Manager to register contestants and score an event. The Chapter uses a portable strip board or video projector for all events, which the Tournament Manager 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 Manager 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. Expiration dates for these certificates vary. It is the responsibility of the professional to encourage his/her partners to redeem certificates in a timely manner.
11. The Host Professional will be asked to help coordinate with the Tournament Manager- displaying sponsor signage which he/she deems appropriate on site.

CAPE COD CUP

The Cape Cod Cup is a prestigious match which began in 1986 – and 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 the event two weeks prior to the Cup matches 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

CCC NEPGA 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 POLICIES

- (A) Prior to 4 days before the event –NO cancellation fee.
- (B) Prior to the start of the event, but within 3 days of the event – \$20 cancellation fee will be assessed.
- (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.

AWARD NOMINATION COMMITTEE

The Award Nomination Committee will be comprised of four CCPGA Professionals. The Board will appoint the four Head Professionals by region (Lower Cape, Mid Cape, Upper Cape, Off Cape) 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. Winners of the Awards will be announced at the Spring Meeting, and presented with plaques for their recognition and become automatically nominated for section awards. All chapter members are encouraged to nominate colleagues for both chapter and section awards annually.

**CAPE COD PGA PLAYER OF THE YEAR
(HERMAN "DUTCH" WESSNER AWARD)**

The Herman Wessner Award is presented annually to an otherwise eligible chapter professional accumulating the highest point total based on individual performance in Chapter events. Provided a sponsor has been secured, there will be a cash pool distributed 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:

ProAmateur events that include an individual pro purse:

Place Points

1 st	15 points
2 nd	12
3 rd	10
4 th	9
5 th	8
6 th	7
7 th	6
8 th	5
9 th	4
10 th	3
11 th	2

Any other professional who returns a score receives 1 pt. (all ties split points)
Participation in events which do not offer individual pro pools – all players shall earn 2 pts. (i.e., Pro-Pro, Pro-1Am Championship, etc.). Match Play entrants – 1 point.
Non-Cape chapter professionals will not earn Wessner points.

The Chapter Championship will be worth double the point value listed above.

Points for the Individual Match Play Championship will be distributed as follows, based upon a match play field of 8 contestants.

Winner.....	20 points
Runner – Up.....	15 points
Beaten semi-finalist.....	10 points
Beaten quarter-finalist.....	5 points
All other entrants.....	1 point

Award Placques: The Chapter Champion, the Match Play Champion & the Wessner Award winner shall receive commemorative placques for their achievements presented at the following springs' meeting.

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. Breadth and knowledge of golf instruction. Quality and reputation of instructional programs. .
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 who has earned at least Level II within the apprentice program. 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. Overall influence and importance to his/her club/course/facility.

ALL CHAPTER AWARD WINNERS WILL BE AUTOMATICALLY NOMINATED BY THE CHAPTER IN CONSIDERATION for SECTION AWARDS.

EDUCATION

The board is committed to organizing seminars on the chapter level throughout the year. It is the responsibility of each chapter member to remain current with MSR pts. Notices will be emailed to each individual well in advance of each seminar, both at the chapter and section level within our region.

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

NEWSLETTER SUBMISSIONS

The Tournament Manager is charged with submitting an article each month during the entire year to be included in each NEPGA monthly newsletter. Any and all interesting items may be sent to the Tournament Manager, including photos, for possible submission. Any relevant promotions, public clinics, growing the game stories are encouraged.

WEBSITE

www.capecodpga.com

The Cape chapter is the only NEPGA chapter to own and administer its OWN WEBSITE. Though this comes with added expense, it allows us to stay current with the Cape Cod Junior Golf Association news as well as allowing us to customize certain portions of our website as we deem appropriate. In order to update your personal information contained on our website, please email studio@jamesgallery.com or contact the Tournament Manager.

CCJGA - CAPE COD JUNIOR GOLF ASSOCIATION

The Cape chapter is entering its 22nd year of overseeing the CCJGA, an organization which attracts upwards of 400 local youth per year. For more information regarding all details of this association, please log onto the Cape website. The Chapter will continue to manage all financial matters as well as hire management for the CCJGA as of 2014.

Note:

Amended By-Laws presented to chapter during 2014 season – to be voted upon at Annual Meeting (fall of '14). Any amendments to be considered by the Board must be received in writing to the Board within two weeks prior to this meeting.