



Rules & Regulations

Effective as of 1 January 2016



Professional Golfers' Association
of Belgium VZW/ASBL
Boulevard Louis Schmidt 87/6
B-1040 BRUSSELS



***Rules & Regulations
of the
“Professional Golfers’ Association
of Belgium”
vzw/asbl***

GENERAL

1. Preliminary

- 1.1. Members of the Association and Registered Trainees shall be referred to as “Members” unless the context requires otherwise.
- 1.2. These Regulations must be read in conjunction with the Constitution.
- 1.3. The Board of Directors may make alterations to these Regulations as and when considered necessary either so as to conform to any alterations to the Constitution of the Association or in pursuance of its duties to manage and administer the affairs of the Association.
- 1.4. Any Regulations passed by the Board of Directors in pursuance of its duties to manage and administer the affairs of the Association shall be binding on all Members.
- 1.5. Throughout the following Regulations, words importing the singular number only shall include the plural number, words importing the masculine gender only shall include the feminine gender and circumstances subject to the Regulations of individual Committees, i.e. the Training Committee and the Tournament Committee, shall refer to the “appropriate” Committee.
- 1.6. It is the duty of all Members to read and understand the Regulations of the Association and the Constitution pursuant to which the Regulations are made. As such, Registered Trainees will be considered as Members for the purpose of abiding by these Regulations.
- 1.7. All Regulations shall be capable of amendment by the appropriate Committee without reference to the Members in General Meeting, but all such amendments shall be subject to the approval and the agreement of the Board of Directors.
- 1.8. Because of the roots of golf and the international recognition of English as the golf language, the English text will be consulted in case of doubt about the interpretation of the text.

2. Regulations - Advice

Any Member who has any doubt about the interpretation or significance of any Regulation should contact the National Headquarters for advice.

PART 1 MEMBERSHIP REGULATIONS

Categories of Membership (1-6)

1. PGA Professional (Category A Member)

- 1.1.** Members who fulfil the requirements set by the PGAs of Europe for PGA Professionals and are engaged principally at a PGA Approved Establishment (as referred to in Part 2).
- 1.2.** Eligibility
To be eligible for this class of Membership a person must have qualified through a PGA of Europe Approved Training Programme and follow the necessary courses in Continued Education.
- 1.3.** Election
A candidate applying for this class of membership will do so on the official form supplied by the Association. The completed form should then be sent to the National Headquarters where the Board of Directors will consider the application and their decision will be notified in writing to the applicant.
- 1.4.** Benefits of Membership
PGA Professionals shall be entitled to the full benefits of membership (referred to as "Benefits of Membership) of an Effective Member; they may wear the PGA Uniform; in tournaments they shall only represent the PGA Approved Establishment at which they are officially engaged. Only PGA Professionals can engage Trainees.
- 1.5.** Status
All PGA Professionals are allocated a Class-A status numbered from 10 to 1 or an equivalent to the PGA of Europe Status. A PGA Professional shall accumulate a minimum of credits per year in Continued Education. The exact content and value of credits will be revised from time to time by the appropriate committee and published yearly.

2. PGA Tournament Professional (Category B Member)

- 2.1.** Professional candidates for this class of membership must be a member of the PGA European Tour or Ladies European Tour or have resided in Belgium for at least five consecutive years. (Affiliate or Challenge Tour Members of either Tour are not considered eligible for this class of membership).

Amateur candidates must hold a handicap of +0,5 or better. For that purpose, they shall show a last 12-month period proof of handicap.
- 2.2.** Election
A candidate applying for this class of membership will do so on the official form supplied by the Association. He will require the signatures of two Category A Members. The completed form should then be sent to the National Headquarters where the Board of Directors will consider the application and their decision will be notified in writing to the applicant.
- 2.3.** Benefits
TP-Members will not be entitled to the full Benefits of Membership as referred to in paragraph 1.4. for a PGA Professional. They may attend the Association Annual General Meeting but shall have no voting rights, may not propose or endorse applications for election. They may not take employment as a PGA Professional/Coach or employ any PGA Professionals or Trainees.

2.4. Conditions

TP Membership will be for Tournament Playing Professionals only. They shall not take the duties of a PGA Professional.

TP Membership is on an annual basis. With exception of their first membership year and seniors, TP Members shall be required to play a minimum of 12 international tournaments from an International Approved Tour (see Part 4B – 23.1) if they are to retain their membership.

With exception of European (Challenge) Tour Players, TP Members shall attend the first available seminars in the Education Programme on General Studies, Rules of Golf and Tournament Organisation.

2.5. Status

TP-Members are allocated a TP-Status according to the level of the Tour with which they are affiliated.

3. PGA Coach (Category B Member)

3.1. Members who fulfil the requirements for Trainer B Golf*/ MEd Golf** and are engaged principally at a PGA Approved Establishment (as referred to in Part 2).

3.2. Eligibility

To be eligible for this class of Membership a person must have qualified through a regional education programme by Bloso/Adeps for Trainer B Golf/ MEd Golf.

3.3. Election

A candidate applying for this class of membership will do so on the official form supplied by the Association. The completed form should then be sent to the National Headquarters where the Board of Directors will consider the application and their decision will be notified in writing to the applicant.

3.4. Benefits of Membership

PGA Coaches will not be entitled to the full Benefits of Membership as referred to in paragraph 1.4. for a PGA Professional. They may attend the Association Annual General Meeting but shall have no voting rights, may not propose or endorse applications for election. Trainees may be employed as of A5 classification.

4. Honorary Member (Category A Member)

4.1. Those who in the opinion of the Board of Directors through their past or continuing Membership justify retaining the full privileges of Membership as Honorary Members.

4.2. Eligibility

Any Member who is no longer eligible for any other class of membership and/or those who in the opinion of the Board of Directors through their past Membership and contribution to the Association justify retaining full privileges as Honorary Members. Any Effective Member in the year of turning age 65 or any Founding Member or any Effective Member having retained this class of Membership for at least 25 years will be eligible for Honorary Membership.

4.3. Election

No official form is required for this classification.

4.4. Benefits

Honorary Members shall be entitled to the full Benefits of Membership as referred to in paragraph 1.4. for a PGA Professional except that they may not propose or endorse applications for election or re-election.

* Trainer B Golf as defined by the Vlaamse Trainers School

** MEd Golf as defined by Adeps



5. Affiliated Member (Category B Member)

- 5.1.** Any person who is ineligible for any other class of membership and/or those who work principally within the golf industry and who in the opinion of the Board of Directors warrant limited privileges of Affiliated Membership.
- 5.2.** Election
No official form is required for this classification
- 5.3.** Benefits
Affiliated Members will not be entitled to the full Benefits of Membership as referred to in paragraph 1.4. for a PGA Professional. They may attend the Association Annual General Meeting but shall have no voting rights and may not propose or endorse applications for election or re-election. They may not play in Association Tournaments.

6. International Member (Category B Member)

- 6.1.** Members who fulfil the requirements set by the PGA of Europe for PGA Professionals and are engaged principally at a PGA Approved Establishment (as referred to in Part 2) outside Belgium and/or have their official address outside Belgium.
- 6.2.** Eligibility
To be eligible for this class of Membership a person must have qualified through a PGA of Europe Approved Training Programme and follow the necessary courses in Continued Education.
- 6.3.** Election
A candidate applying for this class of membership will do so on the official form supplied by the Association. The completed form should then be sent to the National Headquarters where the Board of Directors will consider the application and their decision will be notified in writing to the applicant.
- 6.4.** Benefits of Membership
International Members will not be entitled to the full Benefits of Membership as referred to in paragraph 1.4. for a PGA Professional. They may attend the Association Annual General Meeting but shall have no voting rights, may not propose or endorse applications for election or re-election. They may wear the PGA Uniform.

7. Code of Ethics

Every Member is deemed to have accepted the Articles of the Association and the present Regulations and undertakes to follow the Code of Ethics that is found in Part 2 of the Regulations.

8. Entrance & Membership Fees

- 8.1.** Newly elected Members shall pay an Entrance Fee of EUR 500,00.
- 8.2.** Annual fees for Effective Members shall fall due on December 1 of each year, unless otherwise determined by the Articles or by the Board of the Association. The Annual Subscriptions are calculated following the consumption index based on October 2013 with the Membership amount being €374,-, raised by €100,- to support the Continued Education programme. An optional Professional Liability Insurance will be offered as part of the subscription.
- 8.3.** No subscription shall fall due from Honorary, Affiliated and Corporate Members.
PGA Coaches shall pay 150% of the Membership Fee.
International Members shall pay 50% of the Membership Fee.
TP members and Trainees shall pay 100% of the Membership Fee.
- 8.4.** Advance notice of the annual subscriptions due together with an official form of subscription shall be sent to all Members other than Honorary, Affiliated and Corporate Members.
- 8.5.** Members elected on or after July 1 in any year shall pay half the subscription appropriate to their class of Membership.
Those elected after October 31 shall pay their first subscription in respect of the following year commencing on January 1.
- 8.6.** All subscriptions paid later than 15 days of the expiry date will automatically and without notice be raised with € 50 administration costs. If the subscription and raise mentioned above are not paid by 28 February, the Member will be deemed to resign.
- 8.7.** The Board of Directors may in exceptional circumstances extend the period for payment of the subscription by a Member.

9. Use of Association Name

- 9.1.** A Member shall not, in the course of any trade, make use of any business or trading name similar or likely to be confused with the names PROFESSIONAL GOLFERS' ASSOCIATION OF BELGIUM or PGA OF BELGIUM.
- 9.2.** At any time after ceasing to be a Member for any reason, and during any period of suspension, a Member or former Member shall not:
 - 9.2.1.** in the course of any trade, make use of any business or trading name similar or likely to be confused with the names PROFESSIONAL GOLFERS' ASSOCIATION OF BELGIUM or PGA OF BELGIUM; and
 - 9.2.2.** in any way hold himself out as a Member of the Association or representing or connected with the Association.

PART 2 DISCIPLINARY MATTERS

1. Responsibility for discipline

- 1.1. Disciplinary matters are the responsibility of the Board of Directors of the Association.
- 1.2. Conduct on the part of any Member that in the opinion of the Board is likely to injure or discredit the reputation of the Association, or any of its Members, is liable to result in disciplinary action.
- 1.3. Each Member of the Association has an obligation to report any violation of the Articles or the Regulations of the Association to the Chairman of the Board of Directors.

2. Disciplinary procedures

- 2.1. The Chairman of the Board of Directors shall be entrusted with the disciplinary cases as a result of a written complaint.
- 2.2. If in the opinion of the Chairman an enquiry is required, he shall appoint a Director of the Association who shall report to the Board of Directors. When the reporting Director ceases to be a Director, the Board of Directors shall appoint a new reporting Director who will proceed with the enquiry. The subject shall be informed of the enquiry.
- 2.3. The reporting Director shall proceed to take any action useful to the discovery of the truth. The subject of the enquiry must be invited to explain himself and to assert his means of defence. The plaintiff and witnesses may be heard. Their testimony shall be acted in minutes and signed.
- 2.4. When the enquiry is completed, the Director shall report to the Chairman of the Board of Directors who shall decide on what to do:
 - 2.4.1. Without prejudice to exercising its prerogatives, the Chairman of the Board of Directors may consider that the matter needs not to be pursued;
 - 2.4.2. If he considers that the subject needs to be prosecuted and needs to appear before the Board of Directors that will reside as a court of law, he shall inform the subject of the facts about which he is expected to explain himself. Experts may assist the Board of Directors. The convocation shall also contain the date, time and place of the session.
 - 2.4.2.1. The Board convokes the plaintiff and the witnesses if their deposition is deemed to be useful, in spite of the enquiry that has taken place. If witnesses should be heard, their list shall be notified to the subject. The subject may request that his own witnesses be heard.
 - 2.4.2.2. The subject may be assisted by a counsel. The file shall be put at the disposal of the subject and his counsel, at least 14 days before the hearing, without movement. The Board may also authorise that a copy of the file may be delivered to the counsel on terms and costs decided by it.
 - 2.4.2.3. The proceedings before the Board are public, unless the subject requests that they not are, or unless the Board decides that they should not be for one of the reasons given in Article 6 of the Agreement on the Protection of Human Rights and of Fundamental Freedoms.
 - 2.4.2.4. Any objections the subject might have as to the presence of a Director on the Board shall be acknowledged. The Board may reject such challenges by reasoned decision, just as it has the right to refuse any abstentions requested by one of its Members. The subject may be present during the hearing and may be assisted by a counsel.

- 2.4.2.5. In the cases for which the subject has been convoked, the Director shall read his report. Witnesses are heard and their depositions signed by them and countersigned by the Chairman of the hearing and the Chief Executive. Witnesses may be invited to depose under oath. The subject and counsel present their means of defence and file any documents that they consider useful to the case.
- 2.4.2.6. The Board shall then discuss the case. The Chairman of the Board of Directors and the reporting Director will take part in the debates but not in the deliberation: they will retire. At that moment the eldest Director present will take the chair. If facts or arguments are used which had not been notified to the subject or counsel, the Chairman of the hearing, after having reopened the proceedings, shall disclose the new elements of the case in order to allow the subject and counsel to explain themselves.
- 2.4.2.7. When the sentence is not pronounced immediately, the subject will be informed of the date of pronouncement. The decision will be reasoned. The verdict will be pronounced publicly, unless the subject has explicitly waived this prerogative, what will be minuted. The Board of Directors can, by reasoned decision, order that the decision shall be pronounced behind closed doors, on ground of a reason in art. 6.1 of the Agreement on the Protection of Human Rights.
- 2.4.2.8. Within 8 days of the pronouncement the Chief Executive informs the subject and possibly his counsel of the sentence. The period in which the sentence shall be notified starts on the day on which the Board, residing as court of law, pronounces the sentence. Notification of sentences in disciplinary matters is done by registered mail, and a certified copy thereof is sent to the Chief Executive of the Association.
- 2.4.2.9. Any sentence inflicting a disciplinary penalty shall mention that it is enforceable after a period of appeal and that that period is 15 days as of the notification of the decision.
- 2.4.2.10. The Chairman may inform the plaintiff of the fact that a sentence has been pronounced and of all or part of its content.
- 2.4.2.11. The Chief Executive of the Association shall file a copy of the sentence in the subject's personal file as soon as the sentence will have become final.
- 2.4.2.12. The appeal against a sentence pronounced by the Board of Directors, residing as court of law, shall again be assigned to the Board of Directors. The subject and his counsel shall be convoked and the file shall be presented as in the first instance.
- 2.4.2.13. Opposition is sent by registered mail to the Chairman of the Board of Directors. The right to appeal has been fixed at EUR 625,00. This amount must be transferred onto the account of the Association and will be acquired if the sentence is retained or aggravated.
- 2.4.2.14. Upon receipt of the opposition the Chairman shall convoke the General Meeting that will decide on the appeal. The procedure for convocation shall be the same as in the first instance. The members of the Board of Directors, the Chairman and the reporting Director who have sit in the first instance cannot participate in the deliberation. They shall retire. The decision of the General Meeting will be pronounced in the same manner as the decision of the Board of Directors to which was opposed. No legal opposition to this decision shall be possible.

3. Code of Ethics

- 3.1.** A Member shall at all times, both on and off the golf course, conduct himself in a manner which reflects favourably on the game of golf, upon fellow Members and upon the Association and failure to do so shall render the Member liable to disciplinary action.

- 3.2.** A Member shall be liable to disciplinary action if he has been found guilty of conduct likely to injure or discredit the reputation of the Association or any of its Members or is contrary to the policy or objects of the Association or he wilfully violates or disregards the Constitution of the Association or any Regulations made pursuant to it.
- 3.3.** A Member shall be liable to disciplinary action by the Association if he:
- 3.3.1. commits a serious breach or persistent breaches of any Association Tournament Conditions and Local Rules as defined by the Association in accordance with Regulation Part 5C; or
- 3.3.2. commits a serious breach of the Rules of Golf established by the Royal and Ancient Golf Club of St Andrews and in force at the time.
- 3.4.** Critical or derogatory statements about the Association's affairs should be made through the appropriate channels of the appropriate Committee rather than through the media. The writer of any article is obliged to check with the Chief Executive of the Association to ensure that the information given in articles is true and correct.

4. Disciplinary penalties

- 4.1.** The Board of Directors may either warn, reprimand, fine or suspend for a period not exceeding one year. These penalties have no effect on those that have been explicitly provided in Part 5B - Tournament Regulations and will be enforceable immediately and without appeal.
- 4.2.** Suspensions shall be mentioned against the Member's name in a register kept at the registered office of the Association and which Members can consult.
- 4.3.** Sentences by the Board of Directors, residing as court of law, as well as by the General Meeting, residing as court of law, shall be notified by the Chief Executive, by registered mail, to the Board of the Club with which the Member is affiliated and also to the Royal Belgian Golf Federation.

5. Members' responsibilities

- 5.1.** Members must report details of any conviction of a criminal offence to the Chief Executive immediately following their conviction.
- 5.2.** Members must report any violation of the Constitution or Regulations of the Association, or conduct likely to injure or discredit the Association to the Chief Executive. In this context Members must make known their knowledge of any conviction by a court of law or possible criminal record of any Member or prospective applicant for membership.
- 5.3.** Members are advised that if they wish to visit a club and/or play on a course other than their own they should adopt the following procedures:
- 5.3.1. If they are engaged in any professional activity whatsoever they must discuss the nature of their visit and any business they plan to transact with the club responsible before confirming their arrangements;
- 5.3.2. Telephone in advance to ensure the visit can be accommodated;
- 5.3.3. Make the appropriate introductions to the club responsible on arrival; and
- 5.3.4. produce a current membership card or registration document to substantiate identity. When the payment of a green fee is required, one shall pay without discussion. A Member who fails to follow the procedure above is liable to disciplinary action by the Association.



- 5.4.** Members must at all times display good manners, etiquette and conduct and present them in a manner, which is in keeping with the traditional status of the Professional Golfers' Association.

6. Fines

- 6.1.** All fines shall be paid within 14 days of the date of issue. Fines not paid within 30 days will automatically and without notice be raised with € 50 administration costs. If the fine and raise as mentioned above are not paid within 60 days, the raise will be € 100 and a registered letter will be sent. If within a month of sending a registered letter full payment as defined above has not been received, the Member will be deemed to resign.

PART 3A

PGA TOURNAMENT PROCEDURES

1. Association Tournaments

The Association may organise tournaments exclusively opened or not to its Members and will be responsible for the negotiation, implementation and administration of these tournaments. There will be two categories:

- A: Order of Merit Tournaments
- B: Corporate Tournaments

2. Conflicting events/exclusivity

The Professional Golfers' Association of Belgium recognises the individual rights of all Members of the Association to operate as independent contractors.

The Association therefore recognises and warrants to all Members that at no time does it commit to sponsors or individual golf clubs the guaranteed appearance or entry of any individual Member.

However, the Association requires all Members to comply with the following conflicting events Regulations to ensure that the Association may remain in a position to fulfill, at all times, its obligations in respect of sponsorship to provide representative fields at Association-approved tournaments.

- 2.1.** With the exception of Tournament Professionals (TP) competing PGA Tour-approved tournaments, Members must not play in a non-PGA Approved tournament.
- 2.2.** For the purpose of this paragraph, a "tournament" means any golf event where more than four Members or professional golfers participate for prize money.
- 2.3.** For the purpose of this paragraph, "prize money" means sums paid either in fixed appearance fees or for competition on the day.
- 2.4.** For the purpose of this paragraph, "non-PGA Approved" means any tournament not on the official PGA calendar.
- 2.5.** A player found in breach of the above article shall be fined EUR 500 and shall be liable to suspension.

3. Levy

A levy shall normally be imposed on the prize money or fees in all PGA Tournaments. The size of the levy shall be determined by the Board of Directors.

4. Film & Media rights

The television, radio, film and all other electronic media rights of all Members participating in events approved by the Association, or any other golf event run in conjunction with or under the auspices of the Association, shall be assigned to the Association.

PART 3B TOURNAMENT REGULATIONS

1. General

- 1.1. The following shall be the official regulations governing tournaments run under the auspices of the Association and no rule herein shall be amended or rescinded and no new rules may be included without the approval of the appropriate Committee.
- 1.2. Tournament conditions may be permitted to vary with the different types of tournaments staged but nevertheless the conditions that govern the said tournaments shall fall within the framework of these Tournament Regulations.
- 1.3. Conditions special to each tournament shall be published with the draw which shall be binding unless circumstances make a change necessary when such changes as authorised by the appropriate Committee shall amend the aforesaid conditions and become binding. Publication of the conditions on the tournament notice board shall be considered proper notice to all competitors.

2. Tournament supervision

- 2.1. Supervision at tournaments shall normally be in the hands of the Tournament Director who shall be responsible to the appropriate Committee for the scoring, the decisions on the Rules of Golf and other tournament regulations, the distribution of prizes and overall smooth administration of the tournament.
- 2.2. In the event of doubt on any decision the Tournament Director shall consult the Chief Executive or his appointed deputy whose decision having been given shall be final.

3. Tournament rules

PGA Tournaments shall be governed by the Rules of Golf as published by the Royal & Ancient Golf Club of St Andrews with the exception of certain alterations and additions that may be deemed necessary by the Tournament Committee. The Tournament Conditions and Local Rules will be published as Part 5C of the Association's Regulations and issued separately from this booklet. These Rules shall be binding upon all players.

4. Course unfit for play

- 4.1. In the event of a hole or holes becoming flooded or otherwise unfit for play the Tournament Director may authorise the cutting of a fresh hole or holes even if a round is in progress if it is considered that by doing so the tournament may be saved.
- 4.2. In the event of a round being cancelled because of unplayable conditions the tournament may be reduced to a stipulated number of rounds or holes to be played if an additional day, or days, is impracticable for the tournament to continue. For detailed guidance refer to paragraph 5 of this Regulation below.

5. Play foreshortened or cancelled

The Tournament Director may, following consultation with the Chief Executive or his appointed Deputy, vary the following procedures in exceptional circumstances:



- 5.1. If in the judgement of the Tournament Director adverse weather conditions or any other occurrence beyond the control of the Association renders the commencement or continuation of the tournament impracticable play shall be postponed until such time as the Tournament Director after consultation with the sponsor considers that play can be continued.
 - 5.2. If it becomes necessary to suspend play for a period during a tournament the Tournament Director or his deputy will cover the course informing players of the suspension. When available, short (1 second) intermittent blasts on the claxon will signify suspension of play. On receiving the message or hearing the claxon the player may complete the hole being played or discontinue play immediately and lift the ball after marking the position in which it lay.
 - 5.3. As soon as the conditions allow play to be resumed the Tournament Director or his deputy will cover the course again or play will be resumed immediately by all competitors on the course as soon as similar short blasts on the claxon are sounded.
 - 5.4. If after play has been temporarily suspended the Tournament Director covers the course, or sounds longer (5 seconds) blasts on the claxon it will signify that play has been abandoned for the day.
 - 5.5. The following procedures shall apply:
 - 5.5.1. The Tournament Director shall adopt the policy that offers the most likely opportunity to complete the Tournament over the number of holes stipulated in the conditions for the Tournament;
 - 5.5.2. if half the field has completed a round the round must stand and the round is completed the next day;
 - 5.5.3. if less than half the field finished a round that round will be disregarded;
 - 5.5.4. in Tournaments scheduled for 72 holes to be played over four days paragraph 5.5.2. and 5.5.3. above will be applied with the object of completing a minimum of two rounds by the end of the third day's play;
 - 5.5.5. in Tournaments scheduled for 54 holes to be played over three days paragraph 5.5.2. and 5.5.3. above will be applied with the object of completing a minimum of one round by the end of the second day's play;
 - 5.5.6. in the event of play being foreshortened so that two rounds have to be played on the last day, then the field will be cut to the leading forty (40) players and those tying for 40th place;
 - 5.5.7. in Tournaments scheduled for 36 holes over two days paragraph 5.5.2. and 5.5.3. above will be applied;
- Note : If paragraph 5.5.2. is applied in a Tournament scheduled for 36 holes over two days, the Tournament Director shall decide the number of players qualifying for the final round.
- 5.5.8. if it is not possible to complete play on the final day the Tournament shall be decided on the scores achieved in completed rounds;
 - 5.5.9. professional individual prize money in Category A Tournaments can only be declared on scores achieved in completed rounds. Prize money allocated for Professional team prizes may be declared on the maximum number of holes completed by all Professionals. In Category B Tournaments over eighteen holes, Professional individual prize money may be declared on the number of holes completed by all Professionals;

- 5.5.10. in the event of curtailment or cancellation of a Tournament prize money shall be distributed as agreed between the Sponsors and the Association and may vary from that published in the Tournament Conditions. However, if bad weather causes the abandonment of a Category B Tournament after all teams have commenced play, the result shall be declared over the aggregate scores of holes completed by all teams; and
- 5.5.11. The Tournament Director may authorise the reciting of a hole or holes if the course becomes waterlogged during play.

6. Eligibility of Members and Registered Trainees

All Members and Registered Trainees may compete in tournaments provided they are eligible under the conditions of entry of the tournament and are not under suspension at the time.

7. Entry method - Tournaments

- 7.1. All entries shall be done through the PGA Tournament Website by noon of the closing date for the tournament in question.
- 7.2. Entries shall be accompanied by the appropriate entry fee to be paid on the PGA Tournament Bank Account. A player is responsible for ascertaining whether or not the entry has been received.
- 7.3. Late entries may be accepted only if there are vacant times in the draw. The late entry will be accompanied by a raised entry fee.
- 7.4. The conditions of entry on the entry forms have priority over the above.

8. Entry fees

The appropriate Committee shall from time to time review the entry fee for tournaments which shall be published on the appropriate entry form and must be paid exclusively by the professional if the entry is to be accepted.

9. Tournament withdrawals

- 9.1. A player who withdraws his entry after the closing date for entries will be charged the appropriate entry fee.
- 9.2. A player whose withdrawal is notified only within five (5) days of his starting time shall be charged a maximum of EUR 200.
- 9.3. A player whose withdrawal is not notified and who is absent from a tournament shall be fined a maximum of EUR 300 and shall be liable to suspension.
- 9.4. For a second or subsequent offence, it will be mandatory for the facts to be reported to the appropriate Committee and action taken as a breach of the Code of Ethics.
- 9.5. Any competitor who qualifies to play in a tournament and then fails to play in the final stages and thereby prevents another competitor from playing, or who fails to complete all rounds for which he has entered, or fails to record a score for a round may forfeit any prize money won in respect of that tournament and may be fined up to EUR 500 by the appropriate Committee. A second or subsequent offence or one which in the opinion of the appropriate Committee constitutes a breach of the Code of Ethics must be reported to the Board of Directors for disciplinary action.



- 9.6.** Any competitor who fails to record a score for any round or is disqualified, shall not be eligible for prize money or Order of Merit points if applicable.
- 9.7.** Exceptions to these rules may be made in the case of sickness (for which a certificate for inability to work must be provided within 48 hrs to the Tournament Director) and other special circumstances subject to the discretion of the appropriate Committee.

10. Entry fees - refund

- 10.1.** A competitor in any PGA tournament who withdraws before the closing date for entry shall be eligible for a refund of entry fee.
- 10.2.** Any player withdrawing after the closing date shall under no circumstances be eligible for a refund of his entry fee unless the appropriate Committee is satisfied that the withdrawal enabled the Member to enter a higher ranked tournament.

11. Ladies & Senior competitors

- 11.1. Ladies competitors** shall play under the same tournament conditions as other competitors. Separate tees shall be used in order to balance both Course Ratings.
- 11.2. Senior players as of 50 years of age** are allowed to play from the forward Men's Tee. In Category A Tournaments their score shall not count for any Ranking (except Senior Ranking if appropriate) if played from this tee.

12. Prize money: allocation

The appropriate Committee shall be responsible for deciding the allocation of prize money for each tournament subject to agreement with the sponsor. This allocation shall be published in the tournament conditions or on the Tournament Notice Board.

13. Prize presentations

- 13.1.** The appropriate Committee shall normally publish for each tournament the number of leading players required to attend the prize presentation and in the case of Pro-Am tournaments, the number of professionals in leading teams who will be required to attend. In the absence of published conditions, the eight leading players and those tying in professional tournaments and Pro-Am tournaments and the professionals in the three leading teams in Pro-Am tournaments will be required to attend. All professionals in Company/Club day Pro-Ams shall attend the prize presentation. In case of absence € 50 shall be deducted from the appearance fee.
- 13.2.** Unless otherwise specified in the conditions of any tournament or by special dispensation of the Tournament Director, all Members must observe the dress rules operating in the clubhouse at the time of any PGA tournament. All male Members involved in any prize presentation must wear the PGA Uniform.

All women Members involved in such a presentation must dress with equivalent formality to their male counterparts. A Member who fails to comply with these Regulations may be fined up to EUR 500 by the appropriate Committee. A second or subsequent offence, or one that in the opinion of the appropriate Committee constitutes a breach of the Code of Ethics, must be reported to the Board of Directors for disciplinary action.

- 13.3. A player who fails to attend a prize presentation shall be fined a minimum of EUR 250 by the appropriate Committee. A second or subsequent offence, or one that in the opinion of the appropriate Committee constitutes a breach of the Code of Ethics, must be reported to the Board of Directors for disciplinary action. Special dispensation to be absent is only given in exceptional circumstances by the Tournament Director.

14. Conflicting advertising

No Member, or his caddie, during the playing of a tournament will be permitted to wear or display any advertising matter, which in the opinion of the Tournament Director or the Chief Executive, may embarrass a Sponsor or place in jeopardy the conduct of a tournament. In all cases, approval to wear conflicting advertising matter must be obtained from the Tournament Director or Chief Executive prior to the commencement of the tournament.

15. Official recorders

Members must co-operate when asked for details of their scores by the Official Recorders on the course. Note : The Scoreboard Officials and TV Recorders are regarded as Official Recorders on the course.

16. Caddies

Caddies are the responsibility of the Member employing them. Any breach of the following Regulations will be deemed to be a breach by the Member and the minimum penalty of EUR 250 shall be imposed, which shall be doubled for subsequent offences:

- 16.1. Caddies are not permitted to wear shorts or jeans.
- 16.2. Caddies are not permitted to wear spiked shoes (soft or hard).
- 16.3. Caddies must not behave in a socially unacceptable way.
- 16.4. Caddies are required to wear and display the caddie-bib or uniform issued to them for the duration of the round.
- 16.5. No professional golfer may caddie for another professional golfer in an Association-administered event if one of them played in the same event.
- 16.6. Caddies are not permitted to mark players' scorecards.

17. Standard of dress

- 17.1. The wearing of shorts/bermudas by Members at a PGA event will be subject to the discretion of the Tournament Director.
Exceptions: - paragraph 17.1. does not apply to women Members;
- to Pro-Am events in foreign countries.
- 17.2. The wearing of jeans by Members at a PGA event is not permitted.
- 17.3. Competitors may not wear training shoes at a PGA event.

For the purpose of this rule the PGA event is the course, clubhouse and environs.

For breach of this rule a player shall be fined EUR 250.

18. Breaches of etiquette

If any Member is seen, or reported for, breaking any of the rules of etiquette, whether in practice, qualifying or in the PGA event proper, he shall be fined a minimum of EUR 250. Repeated breaches may be considered by the appropriate Committee as a breach of the Code of Ethics. The following will be seen as PGA Etiquette:

- 18.1.** When playing a practice round behind a pre-qualifying event, not keeping two holes clear between himself and the last match.
- 18.2.** Having more than one ball in play - other than in accordance with the Rules of Golf - in a practice round, with the following exception: - if a player misses the green with his shot to the green he may play one additional practice shot.
- 18.3.** Commencing a practice round, other than on the official practice day, without first having obtained permission from the Club Secretary or Professional.
- 18.4.** A minimum fine of EUR 250 shall be imposed on any Member seen, or reported for, throwing a golf club or any other item or for swearing or any other act of temper anywhere within the environs of the Club or course. The fine shall be doubled on each subsequent occasion. Repeated breaches may be dealt with by the appropriate Committee as a breach of the Code of Ethics.

Note : the Tournament Director shall be empowered to impose such fines at his discretion. Members fined in this way shall have the right to appeal to the appropriate Committee.

19. Public relations

Members must give full co-operation to any function that may be organised with a sponsor or by a local civic authority. To ensure maximum goodwill it is vital that competitors make every effort to support all public relations activities and fully co-operate with press, radio and television.

20. Returning of scorecard

In all PGA events the Members must return their scorecard in person to the Official Recorder within 15 minutes of finishing the round. In the case of Pro-Am events the professional is responsible for returning the team scorecard in person to the Official Recorder. For a breach of this rule a Member shall be fined a minimum of EUR 250.

21. Pro-Am Tournaments

21.1. Starting times

- 21.1.1 The draw may be amended in exceptional circumstances and starting times changed after publication at the request of the sponsor.
- 21.1.2. Starting times are available from the Tournament Director, PGA Headquarters or Head of Tournaments.
- 21.1.3. When a Member and one amateur play as a team the late arrival by both players incurs a penalty of two shots on the team. The team shall be permitted to commence play at a later time where possible in accordance with 21.1.6.
- 21.1.4. If there is no individual professional score and one or other partner is ready to commence play at the designated starting time he should do so and his partner should join him on the course upon arrival.

- 21.1.5. If there is an individual professional score, then the amateur shall not commence play without the professional except as allowed for in 22.1.6. Provided that the amateur was ready to commence play at the designated starting time, no penalty will be applied to the team for late arrival by the professional. If the professional arrives at his starting point, ready to play, within 5 minutes after his starting time, the penalty for failure to start on time is two strokes at the first hole applied to the professional's individual score. If more than 5 minutes late, the professional shall be disqualified for the individual score.
- 21.1.6. When a team comprises of more than a Member and one amateur the team will incur a penalty of two strokes, if at the designated starting time they cannot fulfil the scoring requirements of the event:
- 21.1.6.1. if there is no individual professional score the team should commence play at the designated starting time if they can fulfil the scoring requirements of the Pro-Am and the missing player may join his team on the course upon arrival; or
- 21.1.6.2. if there is an individual professional score and the professional is late then no penalty is applied to the team score providing that the team could fulfil the Pro-Am scoring requirements assuming that the professional was present. If the professional arrives at his starting point, ready to play, within 5 minutes after his starting time, the penalty for failure to start on time is two strokes at the first hole applied to the professional's individual score. If more than 5 minutes late, the professional shall be disqualified for the individual score. The team shall only commence play should the professional and the minimum number of amateur partners required to fulfil the scoring requirement be present.
- 21.1.7. Once a Member is late for his tee-off time in a Pro-Am and his team is ready to play at their designated start time and in the opinion of the Tournament Director the Member will be unacceptably late, the Tournament Director may disqualify that Member from the event, place him on disciplinary report and replace him with a substitute professional.

22. Exemptions

22.1. Pre-qualifying Tournament

In the case of a pre-qualifying tournament, the following will be exempt:

- | | | |
|------|---|---------|
| 1. | The winner of the PGA Championship | 5 years |
| 2.a. | The winner of the Belgian Omnium | 3 years |
| b. | The winner of a 72-holes PGA Order of Merit Tournament | 3 years |
| 3.a. | The winner of the International Ranking | 3 years |
| b. | The winner of the National Ranking | 3 years |
| c. | The winner of the PGA Order of Merit | 3 years |
| d. | The winner of an official international Tour Event | 3 years |
| 4. | The winner of a 54/36-holes PGA Order of Merit Tournament | 2 years |
| 5. | PGA European Tour Members (cat. 1-14) | 2 years |
| 6. | Top-15 PGA Order of Merit | 1 year |
| 7.a. | The winner of a PGA Order of Merit Event | 1 year |
| b. | The winner of the PGA Trainee Order of Merit | 1 year |
| 8. | Lady Professionals | |
| 9. | 5 Senior Professionals | |

22.2. List of Exempted Players

A list of all exempted players will be available at the National Headquarters each year. All exemptions expire at the end of year to which they relate.

22.3. Tournament Selections

Tournament selections will be determined by using the following order will be used:

- 23.3.1. Exempted Players Cat. 1-2-3c-4
- 23.3.2. 1 Local Professional
- 23.3.3. 2 Board Members
- 23.3.4. Sponsor invitations (max. 5)
- 23.3.5. Exempted Players Cat. 6-7
- 23.3.6. PGA Order of Merit positions 16+
- 23.3.7. PGA Trainee Order of Merit

22.4. PGA Alliances

Selections for the PGA Alliances will be based on first come, first serve.

23. Approved Tournaments and Rankings

23.1. International Approved Tournaments

All tournaments run by the following Approved Tours:

- 1) PGA European Tour, Challenge Tour, Alps Tour, Pro Golf Tour, Mastercard Tour, Europro Tour & Nordic Tour
- 2) US Tour + affiliated Tours
- 3) Australasia Tour + affiliated Tours

Prize money won in these tournaments will count towards the (Inter)national Ranking.

23.2. International Ranking

The International Ranking will reflect the positions of all PGA of Belgium Members according to the prize money won at International Approved Tournaments and PGA Order of Merit Tournaments.

23.3. National Ranking

The National Ranking will reflect the positions of PGA of Belgium Members with the Belgian nationality according to the prize money won at International Approved Tournaments and PGA Order of Merit Tournaments.

23.4. PGA Order of Merit

The PGA Order of Merit will reflect the positions of all male PGA of Belgium Members according to the points won at PGA of Belgium Order of Merit Tournaments (see points grid).

23.5. PGA Trainee Order of Merit

The PGA Trainee Order of Merit will reflect the positions of all Registered Trainees according to the points won at PGA of Belgium Order of Merit Tournaments (see points grid). Registered Trainees will only be eligible for this Order of Merit. The top-3 places will be awarded points if less than 10 Trainees participate. If more than 10 Trainees participate, the top-5 places will be awarded.

23.6. Ladies Order of Merit

The Ladies Order of Merit will reflect the positions of all female Members according to the points won at PGA Order of Merit Tournaments for which at least 5 ladies entered (see points grid). The top-3 places will be awarded points if less than 10 ladies participate. If more than 10 ladies participate, the top-5 places will be awarded.

23.7. Prize money

All prize money shall be mentioned in Euro. For foreign currency the following rate will be used:

1 US\$ = 0,933 EUR

1 GBP = 1,416 EUR

24. Qualifying Procedures

- 24.1.** The International Ranking will be consulted for International Approved Tournaments in Belgium.
- 24.2.** The National Ranking will be consulted for Tournaments where Belgium as a country will be represented.
- 24.3.** The PGA Order of Merit will be consulted for Tournaments where the PGA of Belgium is represented.
- 24.4.** For all Invitational Events the appropriate ranking of the past calendar year will be used.

PART 3C PGA TOURNAMENT CONDITIONS AND LOCAL RULES

PGA Tournament Conditions and Local Rules cards will be available to all competitors at each event.