



2025 TOURNAMENT MANUAL

243-7080 River Road
Richmond, BC
V6X 1X5
Phone: 604.303.6766

2025 PGA OF BC GENERAL TOURNAMENT CONDITIONS

1. TOURNAMENT ADMINISTRATION

The PGA of BC Administration shall carry out the tournament rules laid down in the PGA of British Columbia Tournament Manual, supplemented by any subsequently published rules. The Administration shall refer to the Board of Directors on any matter which they feel requires the consideration of the Captain and Board of Directors. A player has the right to appeal all decisions within 7 days of the infraction. On notice of an appeal, the Administration shall submit a written report to the Captain and Board of Directors for their discussion.

2. ENTRIES

- i. Entries must be made via online registration at **pgabc.org** by American Express, VISA or MasterCard. Entries accompanied by payment must be sent to the PGA of British Columbia office to arrive on or before the deadline dates specified on the entry forms.
Send entries to: **#243, 7080 River Road**
Richmond, BC
V6X 1X5
Phone: 604.303.6766
- ii. An Apprentice Professional or Member of the PGA of BC must be in good standing for a minimum of 6 months prior to the event in order to be accepted. In the event that a tournament has not reached its capacity, members in good standing with fewer than 6 months experience will be considered for entry.
- iii. In the event that eligibility requires a member to be in a certain category, the member must have been in that membership category for at minimum 30 days prior to the start of the event. For example, Club Professional Championship competitors must be working in the role of Head Professional, Executive Professional or Head Teaching Professional for at least 30 days before a tournament commences
- iv. In fair-mindedness and in spirit of competition for PGA of BC members, entry priority for tournaments will go to individuals who are currently working full-time in the golf industry when an event has reached its registration capacity. In such cases, an alternates list will be created on a first-come-first-serve basis. Tournament registrants understand that determinations of full-time employment will be at the sole discretion of the PGA of BC and verified documentation (i.e. government-issued documents) may be required in order to confirm eligibility. The PGA of BC administration office holds the right to contact the participant's employer to verify if they are working full time. Full-time employment must be confirmed by the event's registration deadline or when an event reaches capacity, whichever comes first
- v. If a registrant has a history of withdrawals during or prior to the start of events, the PGA of BC reserves the right to place members in question on an alternates list if a tournament reaches capacity
- vi. In the event that a team-oriented tournament has reached its registration capacity, an alternates list will be created. Clubs wishing to submit more than one team will be added to this list and only accepted into the field if the tournament does not reach its capacity.
- vii. A PGA of BC member may not play in more than two (2) professional tour events 45 days in advance of the commencement of the PGA of BC event in order to be eligible to compete and win prize money in said event. Tours under this clause include all tours used in the Official World Golf Rankings plus the Champions Tour, European Senior Tour, LPGA Tour and Symetra Tour. Exceptions to this two-event limit include any nationally recognized Championship, such as the US Open, Open Championship, RBC Canadian Open or PGA Championship.
- viii. All team competitions must include participants from the same facility, unless otherwise stated.
- ix. Provision for acceptance of entries will be at the discretion of the Captain's Committee.

- x. Pairings and starting times: It is the player's responsibility to be aware of his/her starting time for any PGA of British Columbia event. Starting times can be accessed online or by contacting the office.
- xi. **Entries must be PAID IN FULL before a competitor is confirmed as a tournament entrant.** Entries will be confirmed via website email confirmation. **All draws are final and will not be adjusted for any reason.**
- xii. **Withdrawal Policies:**
 - Registrants will be charged a \$50 administration fee if withdrawing within 30 Days before the start of the event.
 - If a registrant withdraws from the event within 14 Days before the start of the event, they will forfeit their entry fee. Unless the position is filled by another player.*
 - Members who do not have priority into events and are on the waitlist will be notified of any open spots in the event 21 Days before the start of the event.
 - 21 Days before the start of the event registration will be on a first come first serve basis.

***In the case that a waiting list has been created, entry fees may be refunded less a \$50 cancellation fee should the position be filled by another player.*

Note: At the discretion of the PGA of BC Office, a full refund may be given to the withdrawing competitor in instances of extenuating circumstances. Injuries occurring prior to the entry deadline must be disclosed at time of registration or at the time of injury, whichever occurs later. Failure to do so will result in the competitor forfeiting their entry fee if withdrawal from the Championship is necessary due to said injury.

- xiii. **No Show Policy:** Any member who has entered a tournament and fails to appear for his/her starting time without reasonable cause will be subject to the forfeiture of the entire entry fee amount. In addition, without submitting a written explanation within a reasonable amount of time (7 days after the tournament ends) any further requests for refund consideration will be refused and the member will be subject to a no-show penalty (see section 4iv).
- xiv. **Late Entry:** Entries received after the registration deadline of the tournament will be put on an alternate list and will be accepted into the tournament if space permits and it doesn't compromise the coordination of the tournament.

3. PURSE & PAYOUTS

- i. Championship purses are solely determined by the PGA of BC and are based on an event's participation. Final purse amounts and placement payouts will be confirmed by the start of the tournament.
- ii. Monies earned in eligible events will be paid by Electronic funds transfer (EFT) 30 days of the event's conclusion. EFT will be sent to the primary email address listed on a member's PGA of Canada profile.
- iii. It is the member's responsibility to ensure their primary address is up to date by the event's entry deadline.
- iv. Participants agree that they will not share any part of the prize money they may win in a Championship with any other contestant and will not enter into any arrangement whereby they could have a financial interest in any other player's prize money (such as through prize-splitting or prize money 'insurance').

4. DISCIPLINE

- i. All penalties must be paid or an appeal made before play will be allowed in the next tournament.

- ii. All penalties will be doubled for a second offence. A third offence may lead to expulsion from participation in future PGA of British Columbia events. Penalties also apply to all practice rounds.
- iii. All penalties are cumulative. All penalties must be paid to the PGA of British Columbia upon assessment and any appeal must be made in writing to the Administration of the PGA of British Columbia within 7 days.
- iv. **Offences and corresponding penalties:**

No-Show – All competition rounds	\$200
Throwing club	\$100
Failure to repair ball mark(s)	\$100
Failure to return scorecard (within 10 minutes)	\$100 & DQ
Conduct or Language likely to injure the reputation of the PGA of British Columbia, host facility, or partner(s)	up to \$500
Violation of PGA of British Columbia Dress Code standards	\$100
Failure to attend mandatory tournament function	\$200

5. CANCELLATION OF TOURNAMENT

In the event a tournament is cancelled prior to its commencement, competitors will have their registration fees refunded. In the event of the curtailment or cancellation of a tournament underway, prize money shall be distributed at the sole discretion of PGA of BC Administration and Board of Directors.

6. CADDIES

Caddies are permitted at select PGA of British Columbia Championships. It is the player's responsibility to ensure Caddies abide by all tournament policies such as consumption of alcohol/cannabis and facility dress code. Caddies must wear the bib provided to them by the tournament committee at all times during their respective competitor's round. The caddie or competitor must return the bib to officials in the scoring area, or to the tournament committee otherwise, upon completion of all rounds, including those comprising a multi-round event. Metal-spiked footwear are not permitted. Caddies will not be permitted to use a power cart during competitive play.

7. CARTS

The Rules Committee may limit the number of carts permitted on the course based on availability and weather conditions. This information will be made available prior to the start of each event.

Any individual who is not a competitor or a caddie is **not** permitted to ride in any cart assigned to a competitor. Penalty for breach of this rule is 2 strokes for each hole on which any breach occurred, to a maximum penalty of 4 strokes per round.

8. PRIZE PRESENTATION

The top five prize-winners in individual and/or team events must be in attendance at the prize presentation, unless given consent by the Tournament Committee. The penalty for failure to attend is \$200.

9. LOCAL RULES

Upon commencement of play each player will receive a local rules/notice to competitor's sheet.

10. RETURN OF SCORECARDS

Players are responsible for checking and signing their own scorecard and attesting their fellow competitor's scorecard. If a competitor fails to check, sign and return his/her scorecard to scoring officials within 10 minutes of the completion of his/her round, he/she shall be deemed disqualified and will be fined \$100.

11.TIES

- i. In stroke play events, in the event of a tie, a sudden-death playoff will decide the winner. (Applies to PGA of BC Championship, Seniors' Championship, Assistants' Championship, Women's Championship and Club Professional Championship).
- ii. In select team formats, in the event of a tie, a sudden-death playoff will decide the winner. The format for this playoff will be **Alternate Shot** (Applies to Pro-Assistant Championship and Tournament of Champions)
- iii. When a competition stipulates that ties be broken by means other than a hole-by-hole playoff, retrogression, flipping a coin or other similar methods shall determine the order of finish. (Applies to Pro-Junior)

12.DRESS REQUIREMENTS & CODE

All professionals are required to present a neat appearance in both clothing and personal grooming and maintain an acceptable standard of dress both on the golf course and in the clubhouse. All branded apparel must be golf related. Every PGA of BC tournament has a mandatory dress code for tournament functions, unless waived by the Administration Office. Penalties for infractions are \$100 for the first offence and \$200 for the second offence.

Dress code information can be found for quick reference [online](#)

Dress Code	Simple Definition	All Participants Detailed Definition
Golf Casual	Proper golf attire	Golf pants, shorts, skirt, or skort required. Collars Mandatory. Input from host facilities and/or sponsors to be taken into account. Footwear: teaching shoes acceptable
Business Formal	Suit and tie or equivalent	Sport jacket or suit jacket, necktie, dress slacks and dress shirt; or skirt/pants and blouse, or dress. Footwear: dress shoes
Unacceptable attire:	The following is unacceptable at any PGA of BC event or function:	Denim jeans, clothing that is ripped, torn, or otherwise in a state of disrepair, clothing with commercial and/or sporting advertising ie. Baseball caps or offensive logos or slogans, running shoes, sandals

13.DRESS CODE & OTHER POLICIES FOR SPECIFIC EVENTS:

Tournament of Champions

Dress code for post-golf luncheon: Golf Casual

Post-golf function: Mandatory attendance for top 5 teams

Alcohol consumption: NO ALCOHOL to be consumed during the course of play

Cart use: Mandatory

Class "A" Professionals may substitute in the place of an HP/EP if they are unable to participate.

Amateur designates will be subject to the approval of the PGA of BC Administration

Skins Payout: Paid to Golf Professional. Professional is expected to compensate Amateur in the form of golf shop credit or gift card(s).

Caddies: Not Permitted

Assistants' Championship

Dress code for post-golf gatherings: Golf Casual

Post-golf function: Mandatory attendance for top 5 competitors

Alcohol consumption: NO ALCOHOL to be consumed during the course of play

Cart use for Assistants': NOT permitted unless otherwise approved
Caddies: Permitted, unless otherwise noted

Pro-Assistant Championship

Dress code: Golf Casual
Post-golf function: Mandatory attendance for top 5 teams
Alcohol consumption: Permitted during the course of play in moderation
Cart use: Required
Purse Payout: Cheques will be split equally and sent to facility
Caddies: Not Permitted

Pro-Junior Championship

Dress code: Golf Casual
Post-golf function: Mandatory attendance for top 5 teams
Alcohol consumption: NO ALCOHOL to be consumed during ANY portion of event
Cart use: NOT permitted unless otherwise approved
Caddies: Not Permitted

PGA of BC Championship

Dress code for post-golf gatherings: Golf Casual
Post-golf function: Mandatory attendance for top 5 competitors
Alcohol consumption: NO ALCOHOL to be consumed during the course of play
Cart use: NOT permitted unless otherwise approved
Caddies: Permitted, unless otherwise noted

Club Professional Championship

Dress code for post-golf gatherings: Golf Casual
In the case a special post-round event is sanctioned, other dress codes will apply
Post-golf function: Mandatory attendance for top 5 competitors
Alcohol consumption: NO ALCOHOL to be consumed during the course of play
Cart use: Permitted
Caddies: Permitted, unless otherwise noted

PGA of BC Women's & Seniors' Championship

Dress code for post-golf gatherings: Golf Casual
Post-golf function: Mandatory attendance for top 5 competitors
Alcohol consumption: NO ALCOHOL to be consumed during the course of play
Cart use: NOT permitted unless otherwise approved
Cart use for Seniors': Permitted at own expense
Caddies: Permitted, unless otherwise noted

14. SEPARATE TEES POLICY

When men and women compete in the same event, they will play from separate tees. When setting the golf course, the men's tees will be set at the yardage most appropriate for the competition. The women's yardage will be set approximately 10 to 15% shorter than the men's yardage. After the men's tees are set, the committee will attempt to reach the guidelines while preserving similar shot values. Participants will compete from the tees that they qualify for based on the criteria in section 15.

15. GENDER IDENTITY AND TOURNAMENT ELIGIBILITY

Tournament participants will be considered to be their gender at birth when participating in an event. If a participant is currently transitioning or has completed gender reassignment, the following will apply:

i. **Members who have transitioned before puberty**

Participants will be regarded as female if they have undergone gender reassignment from male to female.

Participants will be regarded as male if they have undergone gender reassignment from female to male.

ii. **Members who transitioned after puberty**

Male-to-female transgendered persons will be regarded as female but will be required to submit documentation from a medical practitioner that the individual has been undergoing the gender reassignment process for at least 12 months before the start of the tournament.

Female-to-male transgendered persons will be regarded as male but will be required to submit documentation from a medical practitioner that the individual has been undergoing the gender reassignment process for at least 12 months before the start of the tournament.

Members who have not had or have completed less than the 12-month period of hormone therapy for gender reassignment will be eligible to compete as the gender assigned at birth.

iii. **Failure to Provide Documentation**

If a member is unable to comply with the above policies for gender identity, then the participant will be able to participate in the category of their gender at birth. Participants that have transitioned genders before puberty would not be required to submit documentation.

iv. **Confidentiality**

The PGA of BC agrees that the procedures under this Policy are confidential. The PGA of BC will not disclose to outside parties any documentation submitted by a transgender member or any communications with a transgender member, except as is necessary for the purposes of implementing this policy.

v. **Appeals**

Appeals of decisions rendered under these procedures will be heard by the Board of Directors of the PGA of Canada at its next regularly scheduled Board meeting. The decision of the Board will be final and binding upon the Member, and not subject to any further appeal under the policies and jurisdiction of the PGA of Canada.

16. USE OF CANNABIS

The use of Cannabis is prohibited at all PGA of BC events. Members must not vape, smoke, or ingest cannabis on property or outdoor property belonging to the host facility (ie: Patios, Parking Lots, Golf Course) or anywhere else designated as a no-smoking area. Penalties for infractions are \$100 for the first offence and \$200 for the second offence.

17. PLAYER DECLARATION

- i. I certify that I have read the PGA of British Columbia tournament rules and conditions governing each tournament to be conducted under the auspices of the PGA of British Columbia during 2025 and acknowledge the PGA of British Columbia Administration and Board of Directors as the sole authority.
- ii. By entering into a PGA of British Columbia tournament, I accept the outlined terms and conditions, together with any amendments that may from time to time be deemed necessary.
- iii. I certify that I will conduct myself both on and off the golf course in such a way that will at no time discredit the PGA of British Columbia.
- iv. I certify that at any tournament in which I participate, I will abide by the decisions of the appointed PGA of British Columbia committee, whose decisions I will accept as final.

- v. I grant the PGA of British Columbia representatives and employees the right to take photographs of me and my property in connection with PGA of British Columbia events. I authorize the PGA of British Columbia (its assigns and transferees) to copyright, use and publish the same in print and/or electronically. I agree that the PGA of British Columbia may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web/social media content.

2025 TERMS OF THE COMPETITION & LOCAL RULES

Play is governed by the 2023 Golf Canada Rules of Golf, and, where applicable, by the following Local Rules and Terms of Competition, approved by the PGA of BC Rules Committee, subject to changes, additions, or deletions for particular Championships. The player's attention is drawn to Terms of Competition as printed on the forms accompanying applications for entry. Complete text of Rules may be found in the 2023 Golf Canada Official Guide to the Rules of Golf. Unless otherwise specified, the penalty for a breach of a Local Rule is the General Penalty

SECTION A: LOCAL RULES

1. Out of Bounds (Rule 18.2): Defined by course-side points at ground level of white dots or stakes and fence posts. When a paved road or curb defines out of bounds, a ball that is on or beyond the road or curb is out of bounds, even though it may lie on another part of the golf course.

2. Penalty Areas (Rule 17): When penalty area is defined on only one side, it is deemed to extend to infinity. When a penalty area adjoins a boundary, the penalty area edge extends to and coincides with the boundary

3. Abnormal Course Conditions (Including Immovable Obstructions) (Rule 16):

Ground Under Repair – Rule 16.1 includes:

1. Areas defined by white lines
1. French drains filled with stones
- a. Seams of Cut Turf – If a player's ball lies in or touches a seam of cut turf or a seam interferes with the player's area of intended swing:
 - (i) Ball in the General Area: The player may take relief under Rule 16.1b.
 - (ii) Ball on Putting Green: The player may take relief under Rule 16.1d.

But interference does **not** exist if the seam only interferes with the player's **stance**. All seams within the area of cut turf are treated as the same seam in taking relief. Model Local Rule F-7 in affect.

- d. Immovable Objects – White-lined areas of ground under repair and the artificially surfaced road or path or other identified obstruction they tie into are treated as a single abnormal course condition when taking relief under Rule 16.1.

4. Integral Parts of the Course: The portion of wrappings, wires, or cables where closely attached to trees (,) or objects defining out of bounds. Artificial retaining walls and/or pilings when located within penalty areas.

5. Permanent Elevated Power Lines or Cables: MLR E-11 - If it is known or virtually certain that a player's ball strikes a permanent elevated power line or cable, the player must play a ball without penalty from where the previous stroke was made (Rule 14.6)

6. Temporary Immovable Obstructions: Model Local Rule F-23 is in effect. Temporary Immovable Obstructions include, but are not limited to, starting tents, scoring tents and pace of play stations.

7. Back-on-line-relief – ball must be dropped on the line – relief area is one club length in any direction - This applies in the application of Rules 16.1c(2), 17.1d(2), 19.2b, 19.3b

8. Rule 11.1b – (2) - when a ball played from the putting green accidentally hits the player, the club used by the player to make the stroke, or an animal defined as a loose impediment (that is, worms, insects and similar animals that can be removed easily), the stroke counts and the ball must be played as it lies.

9. Model Local Rule G-10 – Maximum Allowable Club Length: In making a stroke, the player must not use a club, except for a putter, which exceeds 46-inches in length. There is no penalty under this Local Rule for carrying but not making a stroke with a club not conforming to this Local Rule.

Penalty for making a stroke with a club in breach of this local rule: **Disqualification**

10. Use of Green Reading Material – Rule 4.3: Handwritten notes may be added to approved yardage book or approved hole location sheets before or during a round by the player or the player's caddy only and are limited to information gathered by the player or caddy only, and must be based on the player's and caddy's experiences or observations of a ball rolling on a green, or through the player's or caddy's feel or general observations of the green. Use of a level or other device to gather information is not allowed. The size of the yardage book must not exceed 7" x 4.25" and the scale of the green must not exceed 3/8 " for every 5 yards. (**THE USE OF MOBILE DEVICES IS NOT ALLOWED**).

11. Model Local Rule L-1- Signing an incorrect scorecard: If a player returns a scorecard without the hole scores being certified either by the player, the marker or both, the player gets the general penalty (two penalty strokes).

12. Players with Disabilities - Rule 25: To be eligible to compete under Rule 25 a player must have EDGA certification.

SECTION B: TERMS OF THE COMPETITION

1. Specification of the Clubs and Balls:

a. List of Conforming Driver Heads: Model Local Rule G-1 is in effect.

Penalty for making a stroke with a club in breach of the Local Rule: **Disqualification**

b. List of Conforming Golf Balls: Model Local Rule G-3 is in effect.

Penalty for breach of the Local Rule: **Disqualification**

c. Replacing Club that is Broken or Significantly Damaged - When replacing a club, the player must immediately take the broken or significantly damaged club out of play, using the procedure in Rule 4.1c(1).i.

Penalty for Breach of Local Rule: See Rule 4.1b.

Note: An updated List of Conforming Clubs and Balls is available at www.golfcanada.ca/rules.

2. Pace of Play: See following PGA of BC Pace of Play Guidelines for pace of play timing, fines and penalties.

3. Suspension of Play Due to a Dangerous Situation (Rule 5.7b):

Discontinue Play Immediately: One prolonged signal note

Discontinue Play: Three consecutive short signal notes

Resume Play: Two short signal notes.

Note: During a suspension for a dangerous situation all practice areas shall be closed until the Rules Committee has declared them open. Players who disregard such closing are subject to disciplinary action.

4. Practice (Rule 5.2a): Before or between rounds – A player must not practice on the competition course before or between rounds. Penalty for first breach: **General Penalty (applied to the player’s first hole)**. Penalty for second breach: **Disqualification**.

During a round: (Rule 5.5b) Between the play of two holes, a player must not:
Make any practice stroke on or near the putting green of the hole just completed, or
Test the surface of that putting green by rubbing the putting green or rolling a ball.

5. Transportation: The PGA of BC’s Transportation Policy is in effect. When the use of transportation is not mandatory, scouting with the use of a cart is prohibited.

6 How to Decide Ties: In the event of a tie for first place in a stroke play competition; there will be a hole-by-hole play-off to determine the winner immediately following the last stipulated round.

7. Close of Competition: The competition shall be deemed to have closed when all scores have been validated in the Scoring System and approved by the Committee. In the event of a play-off, the competition shall be deemed to have closed with the play-off scores have been approved by the Committee.

PGA OF BC’S PACE OF PLAY POLICY – STROKE PLAY EVENTS

Rule; (5.6b) states, in part: “The player shall play without undue delay and in accordance with any pace of play guidelines that the Committee may establish.” The following pace of play guidelines, penalties and fines for PGA of BC stroke play competitions has been adopted. In the administration of the pace of play guidelines, a member of the Rules Committee shall not tolerate abuse, oral or otherwise, by a player. Such abuse may constitute conduct unbecoming a professional.

Definition of “Out of Position”: The first group to start will be considered out of position if, at any time during the round, they exceed the time allotted to play, as detailed on the applicable course’s Pace of Play Chart. Any subsequent group will be considered out of position if, at any time during the round, they (a) exceed the allotted time to play and (b) reach a par-3 hole that is open and free of play, reach a par-4 and have not played a stroke from the teeing ground before the hole is open and free of play or reach a par-5 and all players have not played a stroke from the teeing ground before the hole is open and free from play.

Note: The Committee reserves the right to time a group when the Committee deems it necessary. Further, if a player is determined by the Rules Committee to be unreasonably slow, he may be timed individually at the Rules Committee’s discretion, regardless of whether his group is out of position.

Timing: When the Rules Committee determines that a group or an individual out of position will be timed, all players in the group, or the specific individual, will be informed they are being timed.

Other than on the putting green, the timing of a player’s stroke will begin when it is his turn to play and he can play without interference or distraction. Time spent determining yardage will count as time taken for the next stroke. On the putting green, timing will begin after a player has been allowed a reasonable amount of time to mark, lift, clean and replace his ball, repair his ball mark and other ball marks on his line of putt and remove loose impediments on his line of putt. A player has 40 seconds to play a stroke, with an additional 10 seconds (total of 50) when first to play.

Penalties:

First offense (after 2 bad times): **Verbal warning, no penalty**

Second offense (after 3 bad times): **One (1) penalty stroke**

Third offense (after 4 bad times): **Two (2) penalty strokes**

Fourth offense (after 5 bad times): **Disqualification**

Note: Any timings exceeding the applicable time to play a stroke (bad time) will be carried over throughout the round. All warnings may be subject to written notices issued by PGA of BC Administration Office following the event.

Appeals: Any appeal of a penalty or fine must be referred to the on-site Executive Director immediately upon completion of the player in question's round. The Executive Director's decision shall be final. If the player in question does not appeal immediately upon conclusion of his round any penalties & fines shall stand.