

---

## ***ENTRY PROCEDURES***

Entries for all non-invitational tournaments conducted by the Northern Texas PGA Junior Golf Foundation during the summer may be mailed no earlier than **Monday, May 4th**. Online entries will be accepted starting at 12:01 a.m. **Monday, May 4th**. There is no limit to the number of events members can enter. Any entry (entries) postmarked BEFORE May 4th will not be accepted and will be returned.

**NOTE:** The Northern Texas PGA will stop accepting entries for an event once the tournament is full or seven (7) days prior to the event, regardless of whether or not the event is full. Should a tournament have openings within the seven (7) day window, members are encouraged to walk-up to the tournament the day of the event. Walk-up entries will be subject to a \$10.00 processing fee.

- ◆ Members will be placed in the age group according to their age as of the date of the tournament (unless they have declared “up” to a higher age level). **NOTE: Should you qualify for the Area or Tour Championship in one age group, however as of the Area or Tour Championship you are in an older age group you will be required to compete in the older age group.**
- ◆ Members must use the official tournament entry form located on the Foundation’s website to register for events.
- ◆ Members should prioritize their tournament selections on the tournament entry form.
- ◆ All entry forms shall be delivered via the U.S. Mail or other similar carriers.
- ◆ Entry forms will be accepted based on the postmark date, not the date the entry form arrives at the office.
- ◆ All entry forms postmarked on May 4th will be processed together, then May 5th, 6th etc.
- ◆ Entries submitted via phone or email will not be accepted.
- ◆ Hand delivered entries will be placed in the next day’s mail.
- ◆ Correct payment must accompany entry forms in order to be processed. Incorrect payment will result in the entry form being delayed.
- ◆ Confirmation emails will be sent out to each member submitting an entry form confirming the tournaments they were accepted into or otherwise.

**NOTE: It is imperative that the NTPGA has an accurate email address on file for you to receive these notifications.**

**ALL ENTRIES MUST BE SENT TO:**  
The Northern Texas PGA Junior Golf Foundation,  
15150 Preston Rd Suite 250, Dallas, TX 75248

---

---

## ***TOUR REFUND POLICY AND WITHDRAWALS***

All cancellations and withdrawals must be submitted online or through the Foundation office utilizing the automated cancellation line. Cancellations can be made online by accessing your account on the main page of the Foundation's website. The cancellation line can be accessed 24 hours a day by calling the Foundation office at (214) 420-7421 and pressing #6 to reach the voice message system. Refunds will be granted until 5:00 p.m. seven (7) days prior to the scheduled event. Example: If an event is on June 10, you must withdraw by 5:00 p.m. on June 3. No refunds will be granted for cancellations and withdrawals after this time. In case of medical or family emergencies, written requests for refunds must be submitted to the Foundation office no more than seven (7) days after the completion of the event. Each request will be considered separately on its own merit. Refund Request Forms are available on the main page of the Foundation's website under the Forms and Documents heading. **Please note: For Prep and Medalist Tour events, all refunds are subject to a \$5.00 processing fee. For Masters Tour events, all refunds are subject to a \$10.00 processing fee.**

## ***TOURNAMENT CANCELLATION PROCEDURE***

The Foundation reserves the right to cancel tournaments in the event of inclement weather or other incidents. The NTPGA recommends checking the status of the tournament by viewing the Foundation's website or calling the NTPGA or host facility the morning of the event. If a tournament is cancelled, members scheduled to participate in the event will be refunded the full entry fee to their account. If the tournament is cancelled during play, the Foundation reserves the right to retain the full entry fee.

## ***NTPGA JUNIOR GOLF FOUNDATION ON THE WEB***

The NTPGA Junior Golf Foundation is accessible on the Internet at <http://juniorgolf.ntpga.org>. Use your Member ID and password to log on and find the following:

- ◆ Account information (this can be updated by the member)
  - ◆ Credit Account balances
  - ◆ Tournament schedules and information
  - ◆ Tournament changes, additions, etc.
  - ◆ Tournaments in which you are entered
  - ◆ Tournament results
  - ◆ Complete hole-by-hole statistics
  - ◆ Information about additional Foundation events and opportunities
  - ◆ Player of the Year standings
-

---

## ***ON-SITE CHECK-IN POLICY***

**If a tournament is using a shotgun start, all participants must check-in or be in line to check-in 30 minutes prior to the scheduled start of the tournament.**

**EXAMPLE:** If a tournament is scheduled to begin with an 8:00 a.m. shotgun, a participant must be checked-in (or in line to check-in) by 7:30 a.m. Otherwise, the Foundation reserves the right to cancel the participant's registration and use it for a walk-up participant. If you arrive after the registration window has closed, you will be added to the bottom of the walk up list and put into the tournament on a space available basis. You are not guaranteed entry into the tournament if you miss the registration window. If you do not get into the tournament you will be given a refund less the cancellation fee.

**If a tournament is using a tee time start, all participants must be checked-in and at their designated starting hole at their assigned starting time.**

**NOTE:** Prompt attendance is required of all players and time of starting penalties shall be consistent with Rule 6-3 and the Note to Rule 6-3 in the USGA Rules of Golf. Each contestant is responsible for obtaining his/her starting time.

## ***WALK-UP POLICY***

Walk-up lists will be used to place members into events that they were not otherwise entered for. The list will begin the morning of the event when the NTPGA staff or official in charge arrives approximately an hour and a half before the scheduled start of the event. **No other list should be signed or circulated until the NTPGA staff or official in charge starts the official walk-up list the day of the event. Any such list will be disregarded.**

Members on the walk-up list will replace no-shows on a first-come, first-served basis within the applicable age group. Members, if placed in the tournament, must pay the appropriate entry fee on site or have an account credit with the NTPGA that will cover tournament fees; without sufficient funds players will be denied entry. The NTPGA does not guarantee that signing the walk-up list will ensure a spot in the tournament. **Anyone walking up to an event will be subject to an additional \$10.00 processing fee.**

## ***BREAKING TIES***

In Medalist and Prep Tour events the NTPGA official policy for breaking ties is the same as defined by the USGA in Appendix I, by matching score cards. The method of matching score cards to determine the winner will begin by using the last nine (9) holes of the tournament. If the players have the same score for the last nine (9), we will use the last six (6) holes, last three (3) holes and finally the 18th hole. If this method is used in a competition with a multiple tee start, it is recommended that the "last nine holes, last six holes, etc." is considered to be holes 10-18, 13-18, etc. If after proceeding with this method the winner has yet to be determined, we will

---

---

continue on by comparing score cards from the 17th hole and continuing backwards by comparing the 16th hole, 15th hole, etc. until a winner has been determined. In Masters Tour events all ties, for **first place only**, will be decided by a sudden-death play-off. Ties for second and third place will be broken using the NTPGA score card playoff policy.

### ***NO SHOWS & NO CARDS***

It is the responsibility of the participant to notify the Foundation office when canceling out of a tournament. When canceling on the day of the tournament, members must notify the Foundation by canceling online or using the cancellation line. Any member who does not will be considered a “No Show.”

All participants must return their score card to the scoring area immediately following play. Any participant who fails to return their score card after the round will be considered a “No Card” and will be deemed to have taken the nine (9) stroke limit on each hole. Participants withdrawing during play of an event **MUST** return their score card to the scoring area and notify a Foundation official before leaving the facility; otherwise, they will be considered as a “No Card” participant.

### ***DECLARING UP***

Members may declare up to an older age division, which may allow them to play in an event not otherwise open to them. If a member declares up, he/she must play in the older age division for the entire series (summer, fall, or winter) and must play by the applicable rules and regulations of that tournament. In order to declare up, members must complete the Foundation’s Age Division Declaration Form which is available on the main page of the Foundation’s website under the Forms and Documents heading.

---