



2023

LADIES PHILIPPINE GOLF TOUR

MEMBERS' HANDBOOK
& GENERAL REGULATIONS

Organized by:



Sponsored by:



MESSAGE FROM THE CHAIRMAN

WELCOME TO THE Ladies PGT

Dear LPGT Competitor,

Congratulations on becoming a member of the LPGT. It is important that you understand the work and commitment involved to earn such a coveted membership.

This Handbook is designed to help you achieve an understanding of the Tour's policies and procedures relative to issues you will encounter throughout the 2023 season. As a competitor of this Tour, you are responsible for knowing the content of this Handbook. We wish you the best of luck this season.

Sincerely,



Enrique K. Razon Jr.
Chairman

LPGT STAFF DIRECTORY

Narlene A. Soriano

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Executive Director

Pilipinas Golf Tournaments, Inc. (PGTI)

Ma. Socorro S. Ventosa

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General Manager

Pilipinas Golf Tournaments, Inc.

Mohamed Shariz bin Mohamed Sarwar

Business Manager

Pilipinas Golf Tournaments, Inc.

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Tournament Players' Administration

Pilipinas Golf Tournaments, Inc.

Events Captain, Inc.

Tournament Operations

TOURNAMENT COMMITTEE

The Tournament Committee is responsible for all the Rules.

Composition of this Committee:

PGTI Executive Director

PGTI General Manager

Tournament Operations Director

Tournament Director / Rules Director

ADMINISTRATION

Maximum size 88 players (combination of LPGT and PGT). PGTI reserves the right to change number of field size. The committee will decide on certain number of players for the tournament to proceed.

MEMBERSHIP FEES AND ENTRY FEES

Membership fee -PhP 5,500 / USD 110- for local Players
- PhP 10,500 / USD 210 - for foreign Players
Entry Fee - PhP 3,500-/ USD 70 for Members and PhP 4,000 /
USD 80 for Non-members

All entry fees are payable through telegraphic wire transfer to PGTI bank account or online payment through PayMonggo (Gcash, Credit card, Maya and GrabPay)

BANK DETAILS

Philippine Currency:

Bank Name: BANCO DE ORO

Account Name: PILIPINAS GOLF TOURNAMENTS INC.

Account Number: 4110-0254-70

Bank Address: Carmen Planas-Rada Branch, Binondo, Manila

USD Currency:

Bank Name: BANCO DE ORO

Account Name: PILIPINAS GOLF TOURNAMENTS INC.

Account Number: 1041-1002-5292

Bank Address: Carmen Planas-Rada Branch, Binondo, Manila

SWIFT Code: BNORPHMM

REGISTRATION AND WITHDRAWAL

Online registration for each tournament will be available at lpgt.ph. Please take note of the deadline stated on the website.

Registration does not guarantee your slot to play in the tournament. Please wait for email confirmation.

A Player is only considered registered for an event upon receipt of the full entry fee and any other fee/s due. A confirmation of receipt, if requested, will be emailed to the Player's email address on file. Player

should email proof of payment to PGTI official email address at pilipinasgolftournamentsinc@gmail.com, the Official Receipt will be issued by the Tournament Administrator at the tournament venue.

Intent to play in an event does not register you to a tournament. Any fee or payment after **12:00nn** a day before the Round 1 of the tournament will no longer be accepted and the player will be replaced.

Players must have a valid GAB License prior to registration. Registration fee is non- refundable.

The Tournament Committee has the authority to adjust field size.

WITHDRAWAL POLICY AND DEADLINES

A Player may withdraw from an event, but with penalty as follows:

- Up to 5:00 p.m. the Monday of the week PRIOR TO the tournament. Penalty: USD20 / PhP 1,000.
- From Tuesday the week PRIOR to the tournament until Monday **12:00nn** of the tournament week. Penalty: 50% of entry fee plus USD 20 / PhP 1,000.
- After Monday 12:00nn the week of the tournament. Penalty: 100% of the entry fee.
- All other withdrawals are subject to a USD 20/ PhP1,000 penalty.

Prior to starting the first round of a tournament, if a Player withdraws because of sickness or injury, a Medical Doctor's note (on doctor's stationery) stating you are physically unable to compete in any golf competition must be sent or emailed within 24 hours to be eligible for a refund (no exceptions).

All medical withdrawals are subject to a USD20 / PhP 1,000 fee, on top of the bank fee for telegraphic transfer, to be withheld from the refund. Please note that bank fees deducted are only from the sending bank. PGTI does not have control over the fee structures of receiving banks for incoming funds.

Any Player who withdraws from an LPGT event due to a medical reason and then participates in another event at the same time will invalidate his medical withdrawal notice, and therefore will forfeit 100% of her entry fee.

- If a Player withdraws from a tournament (injury, sickness, etc.), she will not be allowed to use the practice facilities during the event week.
- If a Player walks off the golf course and does not notify any member of the Tournament Committee, the Player will be fined, and suspended from playing in the next tournament.

To withdraw from a tournament, a Player must contact the Tour Player Administration during regular office hours (Monday - Friday, 8:30 a.m. - 5:00 p.m. Philippine time).

Players receiving LPGA, LET, KLPGA, TLPGA exemptions will be granted a refund within LPGT withdrawal guidelines. It is the Player's responsibility to call the offices to withdraw.

Refunds of entry fee, less any administration and bank fees or fines due, will be remitted by the Tour Office by telegraphic transfer within 20 days from the conclusion of play of the event/s withdrawn from.

For any question concerning the withdrawal policy and guidelines, please contact Tour Players Administrator.

TOUR SUSPENSION REGULATIONS

Any Player currently under suspension for violating any of the Tour's policies will not be eligible to compete in an LPGT-sanctioned event until the suspension is lifted.

MEDIA COMMENTS/PUBLIC ATTACKS

The favorable public reputation of the LPGT, its sponsors, its affiliated tournaments and co-sponsored events is a valuable asset and creates tangible and intangible benefits for the LPGT and all Tour members. Therefore, it is the obligation of the Members to refrain from comments that attack or disparage the LPGT, tournament sponsors, tournament venues, volunteers and fellow competitors. Legitimate disagreements with the aforementioned must be handled with Tour officials privately. Any such public attack, including comments on social media, will be viewed as conduct unbecoming of a professional, which is a finable offense and will not be appealable. This includes all forms of social media.

AWARDING AND PRESS CONFERENCES

All Players who make the cut are required to attend the awarding ceremonies and press conferences, if any. Failure to do so will result in a 50% deduction from their respective prize monies, net of tax. The Player should inform the Tour Players Administrator of any urgent matter or flight schedule, which would hinder him or her from attending the awarding ceremonies or press conference.

COMPLAINTS

Any Player who wishes to lodge any complaint shall write to the LPGT Committee. The LPGT Players' Administration shall log the date and time such complaint was received and shall inform the LPGT Committee. The Committee shall convene and communicate its decision within two weeks after the complaint was lodged.

ONLINE TOURNAMENT MESSAGE BOARD

The Player message board will be via WhatsApp. The Tournament Committee will place all announcements pertinent to all Players here, as well schedules of events for upcoming tournaments.

PLAYER ATTIRE

The LPGT is proud of its image and its players. Proper attire by Players at the host course will only contribute to this image and is required at the host course at all times. Players shall present a neat appearance in both clothing and personal grooming. The Tournament Committee and Tournament Directors shall interpret this regulation.

INAPPROPRIATE ATTIRE IS A FINABLE OFFENSE

Jeans, shorts (unless committee authorized), flip-flops, sandals or slippers (unless committee- authorized) and T - shirts are not allowed during:

- Playing practice rounds or using practice facilities
- Playing competitive rounds
- Attending Tour social functions (i.e. Pro-Am parties) – No hats / caps during social functions.

CADDY ATTIRE

The Player is responsible for her caddy's appearance. Shorts are permitted. Shoes are mandatory, but no spikes. Caddie bibs, supplied by the LPGT are required for all caddies.

There are instances where host venues will only allow club caddies to caddy. This should be honored at all times.

Players who did not make the cut may not caddy for another player.

PRACTICE GUIDELINES

The host golf course makes the venue available for practice as noted on the schedule of events. Please check the schedule of the events and plan accordingly.

Host courses may choose to rent out golf carts to players during the practice rounds of event week. All fees for golf cart rental are payable to the Host Course. Failure to pay appropriate fees could be considered “conduct unbecoming of a professional” and is a finable offense.

In the case of inclement weather, and in an effort to preserve and / or maintain the playability and condition of the golf course facility, the local facility staff and /or the Tournament Committee has the authority to close and / or limit play on any day.

A Player may, if approved by the Tour Staff and golf course facility, tee off on no. 1 & no. 10 tees for practice rounds. Players may not start on no. 10 after 9:00 a.m. Players will not hit more than two balls to greens or off tees during practice rounds. Do not hold up other Players trying to complete their practice rounds. Groups are to be limited to foursomes (unless allowed by the Committee). Violators are subject to disciplinary action.

RANGE HOURS

Range hours vary at each site and are posted on the Schedule of Events.

The range facility is available to LPGT players and pro-am participants only. Players must cooperate with the closing hours of the range so the balls may be picked, cleaned and readied for the next day. A fine will be incurred if a Player does not comply with the facility or tournament staff concerning the closing or temporary closing of the range.

Due to the restricted nature of some facilities, the length and width of the range dictate the use of irons only or a small number of hitting stations. We appreciate your cooperation when this request is in effect. One hour prior to the start of each pro-am, the range will be divided into two equal sections: ½ for professional and ½ for the amateurs in the Pro-Am.

PAIRING PROCEDURES

Pairing for first and second rounds of the first two (2) tournaments will be done based on drawing lots. All remaining tournament's first and second round pairings are grouped based on the official money list. These will be available on the day prior to the first round. All third and fourth round pairings are by score. These will be available approximately one hour after completion of round 2. No requests will be taken for tee times. Players are asked to please respect this procedure.

DISCIPLINE, PENALTIES & APPEALS

Conduct unbecoming of a golf professional

Any Player and / or his caddy that shall be deemed guilty of "conduct unbecoming a golf professional" while participating in LPGT activities, shall be subject to fines or suspension from tournament play.

The LPGT Tournament Committee is authorized to impose fines from a minimum of USD 200 to a maximum of USD 300 on the first offense, and suspension from tournament play on the second offense, for any of the following violations:

- Alcohol consumption at any Tour function
- Alcohol consumption during play (including practice round)
- Club throwing / club breaking
- Bullying/ rudeness
- Profanity; racist / sexist remarks
- Littering
- Damage to course and / or property
- Failure to properly rake a bunker
- Gambling
- Any attire not deemed appropriate per Player Attire guidelines.
- Violation of Golf Cart Regulation or Golf Cart Etiquette (i.e. parking on slopes or greens / tees or not returning carts before Pro-Am deadline)
- Other conduct deemed unbecoming of a golf professional by the Tournament Committee

- Public attacks, including social media (which may not be appealed)
- Attendance at "participant only" functions by uninvited players and / or caddies.

Players who observe or notice conduct unbecoming of a golf professional by a fellow competitor, not necessarily within her grouping, should report the action to a Tournament Official. If the official can verify the action through other witnesses, penalties may be imposed without tour officials actually seeing the action.

A Player may appeal a disciplinary action taken by the Tournament Committee in accordance with the provisions above. Such appeals shall be in writing and may include defenses of mitigating circumstances, including written statement of witnesses. It must be received by the Tournament Committee within two (2) days after the notice of such disciplinary action is given to the Player.

Appeals will be reviewed by at least two members of the Tournament Committee.

Fines are due and payable prior to the start of the next tournament series unless a written appeal has been made. Should the appeal be denied, the fine will be deemed payable prior to the start of the next event. The Player will be ineligible for any LPGT competition thereafter until such fine is paid.

NOTE:

If any discipline problem or action is deemed extremely offensive or has caused irreparable harm to the LPGT, its staff, host course/s, and / or Players, the individual/s involved can and will be removed from the competition and will be banned from the LPGT indefinitely.

COMPETITION INFORMATION STARTING TIMES

Starting times will be posted at the following locations:

- Player Information Board
- LPGT Tournament Office

- Host hotel
- www.lpgt.ph
- LPGT Official WhatsApp Group (09283165678)

Starting times for rounds 1 and 2 will be available on the day prior to the first round. Round 3 and 4 tee times available one (1) hour after completion of the second round. (Please see Pairing Procedures).

OFFICIAL TIME

The Tournament Committee will establish the official time based on “TimeandDate.com”.

The clocks on the starting tees are the “Official Time.” Inaccurate time on any other clock is not an excuse for being late to the tee. The responsibility of being ready to play at the appointed time lies solely with the individual Player.

PACE OF PLAY (RULE 5.6)

In the absence of mitigating circumstances, a group is liable to be timed if it is in excess of the time allowed and in the case of second or subsequent groups, Out of Position. From the commencement of timing, if any Player exceeds 50 seconds on a “first to play approach shot (including Par 3 tee shot), chip or putt”, or 40 seconds if it is a tee shot or “second or third to play shot”, she is deemed to have had a “bad time”.

The time allowed will be determined by the Tournament Director and will be published on the official notice board. The first group and any group after a starter’s gap will be “out of position” if, at any time during the round, the group’s cumulative time exceeds the time allowed for the number of holes completed. Any following group will be “Out of Position” if it is more than the starting interval behind the group in front and has exceeded the time allowed for the number of holes completed.

A Player whose group is timed will have a bad time carried forward in the round even if the group subsequently back in position or within time.

Penalty for Breach of Pace of Play Policy - Stroke Play and Match Play:

One (1) bad time - Verbal warning from the referee.

One (1) bad time – one (1) stroke penalty and fine of USD 50 / PhP 2,500

three (3) bad times – two (2) strokes penalty and fine of USD 100/ PhP 5,000 or loss of hole in Match Play USD 100 / PhP5,000

4 bad times - Disqualification and fine of USD 200 / PHP 10,000

Notes:

- Players will be advised that they are being timed.
- Timings will be taken from the moment it is deemed by the Referee that it is the player’s turn to play.
- In some circumstances, an individual player or two players within a group of three, may be timed rather than the entire group.

*All fines should be made payable to: Pilipinas Golf Tournaments, Inc. or PGTI

*Appeals for Pace of Play - Any appeal for a pace of play penalty and / or fine must be referred to the Tour Director immediately upon completion of the Player in question’s round. The Tour Director’s decision shall be final.

SUSPENSION AND DELAYS

When sufficient daylight remains, and the length of a delay warrants, Players will be given a minimum of 15 minutes after a delay or suspension to warm-up and resume their position on the golf course. In some situations, preparation time may be reduced or negated by the Tournament Committee.

REDUCTION OF ROUNDS

The goal of the LPGT is to complete four round, 72-hole events. The Tournament Committee and Players will make their best effort to complete each round of the tournament as scheduled. After exhausting all feasible options, the Tournament Committee may suspend or cancel

a round (Rule 5.7) in the event unplayable condition/s occur. Play will resume when conditions improve, even if the round cannot be completed that day (unless it is the final round of an event).

- a. Play may resume the following day, to include completion of the next scheduled round if daylight permits.
- b. When daylight does not permit, the suspended round may be completed the next available day. Thus, one round might be completed over a two to three-day period. A minimum of 36 holes must be completed for an event to be considered official.

NATURAL DISASTER

If a tournament is been hit by a natural disaster:

- a) 70% of the prize money will be divided equally among all players if 2 rounds of golf are not completed. Earnings won't be counted on the OOM
- b) 70% of the prize money will be paid to players who made the cut but could not finish 3 rounds where payment will be dependent on their scores after 2 rounds. Earnings will be counted on the OOM
- c) 100% of the prize money will be paid to players after 3 rounds is completed but could not finish 4 rounds where payments will be dependent on their scores after 3 rounds. Earnings will be counted on the OOM

COVID-19 PROTOCOLS

Players are obliged to strictly follow PGTI's Covid-19 protocols. Protocols may change in coordination with GAB and IATF guidelines. Players are expected to comply with basic mandatory requirements set by DOH. Players are required by RA 11469, Bayanihan to Heal as One Act, to provide truthful information. PGTI will not be held liable for any wrong

information, whether unintentionally or not and hereby reserves the right to hold any person/s liable under the above-mentioned law or any other applicable law for any untruthful or wrong information provided herein.

If a player proven to disobey protocols, he/ she will be withdrawn from the competition, and it can lead to indefinite suspension from the tour.

PGTI Covid-19 protocols can be downloaded at www.lpgt.ph.

LIVE SCORING RECORDERS

Players must cooperate when asked for details of their scores by the live scoring recorders on course. Please submit your performance analysis card upon submission of score card.

PLAYOFFS AND TIES

The only ties which will be broken by a playoff are those to decide for first place. A sudden death playoff will immediately follow play on a hole or holes chosen by the Tournament Director. All other ties will remain as ties and the purse for those positions will be divided equally.

MOBILE TELEPHONES

Use of mobile telephones will only be allowed for the purpose of calling an Official Referee on duty.

SPECTATOR CARTS

Spectator golf carts will not be allowed unless approved by the Tournament Committee.

PLAYERS' SATISFACTION REVIEW

A review on the tour operations or tournament handling, golf course, facilities, and recommended hotel etc. shall be conducted every quarter. PGTI shall randomly ask Players to fill out an assessment form. Players may also ask for this form at any time from the Tour Players' Administration.

PRO-AMS

The LPGT policy regarding Pro-Am participation is as follows:

Players for the Pro-Am will be Tour members chosen from the LPGT Tour Money List two weeks prior to the event (leading money winner on down and /or by special sponsor's request).

A Player list will be posted and emailed the Thursday prior to the Pro-Am to inform players who will be participating.

To further protect the Tour and the Membership, the Tour, at its own discretion, may refuse player membership or entrance to tournaments.

MEMBER PARTICIPATED EVENTS

A Member must play a minimum of five (5) LPGT events for her winnings to be counted in the Order of Merit.

- If a Member registers to play in a LPGT event and afterwards gets into a concurrent LPGA Tour, LET, KLPGA and TLPGA event, either through a qualifier, a waiting list, or by a sponsor's exemption, that event will be counted as a "participated event."
- If a Player withdraws from a LPGT event for any reason other than participation in a concurrent LPGA, LET, KLPGA or TLPGA event, that event will be counted as a "missed event."
- If a Member is granted an exemption into a LPGA, LET, KLPGA or TLPGA event by LPGT and that event runs concurrent with a LPGT event, that event is counted as a "participated event."
- If a Member participates in an LPGA, LET, KLPGA or TLPGA event and, because of her play in that event becomes exempt in a LPGA, LET, KLPGA or TLPGA event that runs concurrent with a LPGT event, that event, and that event only, will be counted as a "participated event."

LPGT reserves the right to evaluate and modify the LPGT Members' Handbook, policies, purses, player requirements and tournament scheduling. The Tour's and Players' best interests will be considered before modifications of any kind is made. Players will be notified of any changes by Tournament Committee.