



MEMBERS REGULATIONS HANDBOOK AND BY-LAWS 2013

Location	Suite 11 37 Bundall Road
Bundall	QUEENSLAND 4217
Telephone	+61 7 55 390 913
Fax	+61 7 55 390 926
Email	gameon@alpg.com.au
Website	www.alpg.com.au

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It is recommended that you read the complete document as unawareness of the matters contained herein will not be a defence.

Warren Sevil
Chief Executive Officer

I.

MANAGEMENT

Australian Ladies Professional Golf Incorporated

EXECUTIVE BOARD (2012 – 2013)

PRESIDENT	:	Shani Waugh
VICE PRESIDENT	:	Carlie Butler
TREASURER	:	Loraine Lambert
BOARD MEMBER	:	Joanne Mills
BOARD MEMBER	:	Christine Wallace
BOARD MEMBER	:	Nancy Harvey
BOARD MEMBER	:	vacant

STAFFED POSITIONS

CHIEF EXECUTIVE OFFICER	:	Warren Sevil
OPERATIONS & MARKETING MANAGER	:	Fiza Errington
MEDIA CO-ORDINATOR	:	Sandra Lonergan
MATCH COMMITTEE CHAIRMAN	:	Graham Nightingale

POSTAL	:	<i>PO Box 447 Mudgeeraba QLD 4213</i>
STREET ADDRESS	:	<i>Suite 11 37 Bundall Road Bundall Queensland 4217</i>
TELEPHONE	:	<i>+61 (0)7 55 390 913</i>
FAX	:	<i>+61 (0)7 55 390 926</i>
E-MAIL	:	<i>gameon@alpg.com.au</i>
WEBSITE	:	<i>www.alpg.com.au</i>

OBJECTIVES

Our vision as an organisation is to provide a dynamic, responsive service committed to developing women's professional golf in Australia.

Our mission is to work with stakeholders to promote women's professional golf and develop competition and business opportunities for members through tournaments and professional development initiatives.

BOARD OF DIRECTORS

The Board of Directors are the guardians of the Tour and are responsible for:-

- Financial management;
- Long range planning;
- Direction of policy; and
- Management of the Tour.

The authority and responsibility of the Board of Directors shall include, but not be limited to, financial planning, budgeting, tournament scheduling, tournament purses, tournament operations, sponsor relationships, member benefits, the promulgation of disciplinary regulations and material, legal and fiscal matters and tour policy.

The current structure of the Executive Board is as follows:-

- President
- Vice - President
- Treasurer
- Board Members x 4

The Chief Executive Officer is appointed by the Executive Board and is responsible for the day to day management of the Tour including appointment of members of staff. He does not sit on the Board of Directors, but attends Board meetings to report and discuss planning and policy matters as detailed above.

Specific Duties and objectives pertaining to the Chief Executive Officer include the following:-

- * Oversee the implementation of the Board's policy and programs as per the ALPG Constitution and Strategic Intent;
- * Assist the board to progress the activities of ALPG Inc. for the benefit of all members;
- * Manage the affairs of ALPG Inc. including:-
 - Executive Officer to the Board of Management
 - Office administration;
 - Liaison with relevant golf associations/clubs, tournament promoters, Sponsors, media and other key stakeholders;
 - Representing ALPG Inc. at all appropriate forums; and
 - Financial management including budget preparation and monitoring, financial accountability and general financial administration of ALPG Inc. activities including: preparation of monthly and annual income/expenditure reports to ALPG Accountant;
 - Control and operation of *ALPG Tour Tournament Management Program* in conducting ALPG Tour events including prize money distribution and reconciliation between co-sanction partners for distribution of prize money and associated tournament revenues;

- Oversee development and administration of the ALPG Tour website including: managing new design features and functions, update/write weekly news, and upload database to Web Host; and
- Oversee ALPG Teaching Division direction in co-ordination with ALPG National Education Director.
- * Supervise, control and co-ordinate staff (both paid and volunteer) and manage all ALPG Inc. human resource related issues.
- * Prepare and implement ALPG Inc. strategic intent, annual priorities and operational plans in consultation with the Board.
- * Consult and liaise with existing (and future) golf organisations in relation to the promotion and development of women's professional golf.
- * Co-ordinate and oversee the management of ALPG Inc. marketing plan, the implementation and review of marketing priorities.
- * Co-ordinate the preparation and presentation of sponsorship proposals and funding submissions to the current and prospective sponsors.
- * Co-ordinate the promotion of women's professional golf and maintain regular contact with all areas of the media.

The Board of Directors shall be elected at the Annual General Meeting to serve as follows:-

- * For the 2012 Annual General Meeting, the President and one (1) Full Board Member will be elected for a two year period;
- * The current Vice-President and two (2) Full Board Members will remain in office until 2013, when they shall stand down but may renominate for office;
- * Thereafter, the President and one (1) Full Board Members will serve a two (2) year period with election taking place in alternate years to that of the Vice -President and two (2) Full Board Members.
- * A non-member may be appointed to any vacant, casual or additional position/s on the Executive Board, and, in addition, the Board is empowered to appoint a suitable person to this/these position/s.
- * In the event of a Casual Vacancy occurring in the membership of the Board of Directors (for reasons outlined in the Constitution; Clause 5.5), the Directors may co-opt on to the Board another player/person of their choice to fill the vacancy. The person so appointed shall hold office until the conclusion of the annual general meeting next following the date of appointment
- * The normal 'staggering' of positions (every two years – 3 positions, then 2-3 positions the following year) will be maintained.

Board Members must **not** be approached with problems or queries before they are due to play at a tournament site in order to allow them their right as Players to concentrate on their own game.

The Chief Executive Officer is available to listen and to discuss matters with members at all times.

II.

MEMBERS'

REGULATIONS

**The rules and regulations
contained in this By-Laws
handbook determine and
supersede any previous
issued by ALPG Inc.**

GENERAL REGULATIONS

These By-Laws are made pursuant to the Australian Ladies Professional Golf Incorporated Constitution and shall govern:

- a. The powers of the Chief Executive Officer, Board of Directors, Disciplinary Committee, Tournament Directors and Staff of ALPG Inc.
- b. Membership of ALPG Inc.
- c. The administration of all golf tournaments which are held under the auspices of the ALPG Tour.
- d. The conduct and responsibilities of the Members of the ALPG Tour.

Definitions

“ALPG Tour Events” shall mean all those events which are run under the auspices of or licensed by the ALPG Tour and which appear on the annual Schedule of Events.

Joint Sanctioned Events shall mean those events which are run under the combined auspices of the ALPG Tour and another recognised golfing body and which may have different conditions of entry, prize fund breakdowns, levy deductions and entry fees to those specified in this By-Laws Handbook. Such events may or may not be eligible to be considered as ALPG Tour Ranking Tournaments although Members will be fully informed prior to the closing date for entries for the event in question.

“ALPG Tour Tournament Exemption Categories” shall mean a listing of Members in order of priority according to that which has been determined by the Board of Directors as preferred performance based categorisation, and shall include the Order of Merit and Career Order of Merit under respective categories.

“ALPG Tour Order of Merit” shall mean a listing of Members in order of priority according to dollars won by Members in Tournaments designated by the ALPG Board as official Order of Merit Tournaments.

“Career Money” shall mean a listing of Members computed each year in priority according to the total prize money earned in a player’s career in Official ALPG Tour Events.

“The Chief Executive Officer” shall mean the individual appointed by the Executive Board to conduct the day to day affairs of the Company within the powers delegated to him hereafter and the Tournament Directors and Staff shall mean those individuals duly appointed by the Chief Executive Officer to implement the day to day affairs allocated to them.

“Official Website” shall mean www.alpg.com.au

A. DELEGATION OF POWER

The Executive Board of the ALPG Tour delegates its powers to the “Chief Executive Officer”, Tournament Directors, ALPG Staff and Disciplinary Committee to administer these By-Laws in all tournaments held under the auspices of the ALPG Tour.

B. RULES OF MEMBERSHIP

All Joining Fees and Annual Subscription Fees are non-refundable

1. Classes of Membership
2. Eligibility for Membership
3. Nomination for Membership
4. Renewal of Membership
5. Termination of Membership

1. CLASSES OF MEMBERSHIP

- A. Probationary Member
- B. Full Member
- C. Life Member
- D. Honorary
- E. Temporary Member
- F. International Member

2. ELIGIBILITY FOR MEMBERSHIP

A. Probationary Member

Any female golfer who has reached her eighteenth (18th) birthday and who meets the following criteria at the time of application may apply for Probationary Membership of ALPG Inc.:

- I. Was female at birth; or
- II. Has undergone sex reassignment, which will, assessed by the guidelines set out in the Constitution of ALPG Inc. Clause 4.1.
- III. (a) Citizen or permanent resident of Australia or New Zealand;

(b) Golf Australia or New Zealand Golf verified handicap of 0 (zero) or better;

OR

Equivalent handicap verification by a recognised amateur body (e.g. USGA/LGU);

OR

Full verified playing member status of another recognised Tour (e.g. LPGA, Ladies European Tour, LPGA of Japan, Duramed FUTURES Tour or KLPGA).

(c) Nomination by two Full Members of ALPG Inc.;

(d) Payment of ALPG Inc. joining fee, \$550.00 (incl. GST), plus, in 2013, the annual subscription fee of \$363.00 (incl. GST), payable on nomination of membership approval.

Probationary Members are those members serving their first year of membership. Upon the anniversary of their first year, Probationary members shall transfer to Full Membership provided they have not acted in any manner which has brought them or the organisation into disrepute. Probationary Members shall have all privileges of full membership with the exception of:-

- a. No voting rights; and
- b. Not eligible to be elected to the Board of Directors.
- c.

B. Full Member

To be eligible for election to full membership the nominee must have qualified by serving one (1) year as a probationary member and fulfilled all requirements of a probationary member. Only full members are eligible to stand for election to the Board of Directors or to vote at the election of officers of the Association.

Full Members must pay the appropriate annual subscription fee or stated portion thereof at the required time.

PGA of Australia Female Trainee Professionals

1. Any female accepted by the PGA of Australia as a trainee professional, and in possession of a letter of recommendation from the PGA Academy, whose Golf Australia women's handicap at the time of joining the PGA meets the ALPG criteria 2 (II) above may apply for membership.

Or

2. PGA of Australia female trainee professionals in possession of a letter of recommendation from the PGA Academy may be admitted as probationary Members of ALPG. Those who are so admitted will remain probationary Members of ALPG until such time as they have been granted full membership of the PGA of Australia, or the PGA withdraws its letter of recommendation.
 - a. PGA of Australia trainees, whose **adjusted average** against par, at the time of application, is less than or equal to 1.5, will be eligible for full playing privileges and the right to enter **ALL** ALPG Tour events.
 - b. PGA of Australia trainees, whose **adjusted average** against par, at the time of application, is greater than 1.5, will be eligible to compete in one and two day ALPG Pro-Am events and any non-limited field tournament **ONLY**. Any such Member, who finishes among the top ten (10) players in ALPG Tournament

Exemption *Category 5*, shall be eligible to qualify for all tournaments in the current year.

3. PGA of Australia graduates (full members) may apply for membership of ALPG and if successful will have the same playing privileges as a Full Member of ALPG.

C. Life Member

Any Member who is considered to have rendered conspicuous service to the Association may be nominated and seconded by any two (2) Members – such nomination must be made in writing and approved by the Board for presentation at the next general meeting of the Association. Only a general meeting of Members may elect a Life Member.

D. Honorary

Any person (male or female), who is considered by the Board to have rendered special service to the Association and who the Board submit to a general meeting of the Association for election to honorary non-playing membership.

E. Temporary Member

*** Not available to Australian Citizens**

A Temporary Membership/Non-Member Administration Fee shall be payable by any non-ALPG Member whose entry is accepted into non co-sanctioned ALPG tournaments. This payment shall cover all tournaments entered within the current season. Players applying for this type of Membership shall be bound by the ALPG Membership By-Laws for the events entered as such.
(For 2013 - \$200.00)

Temporary Membership is not available to citizens of Australia but may be granted to members of a recognised overseas ladies professional golf organisation. Temporary membership is granted for a specified period as determined by the Board from time to time.

Temporary members have no voting rights on any Association matters.

F. INTERNATIONAL MEMBER

Any female golfer who is not a citizen or permanent resident of Australia or New Zealand and is eligible under the terms and conditions as specified from time to time in the Association's By-Laws, (outlined herewith) shall be welcome to submit an application for International Membership of Australian Ladies Professional Golf.

Note: (International members are not eligible to stand for election to the Board or vote on any Association matters).

1. Terms and Conditions

To be eligible for International Membership of Australian Ladies Professional Golf, the applicant:

1. Shall be a member of a *recognised Ladies Professional Golf Organisation; (excluding ALPG Tour)
2. Shall agree to be bound by the By-Laws and Member Regulations of Australian Ladies Professional Golf Incorporated, whilst competing in all ALPG Tour events which she has entered, or qualified for, as an International Member of the ALPG Tour;

3. Shall, upon successful application, pay the annual membership fee which shall be equal to that of current ALPG Full Member, plus \$100.00 (for 2013 - \$473.00 including GST)

2. Membership Benefits

International Members of ALPG shall benefit from the following:

1. Access to all information and services provided through the members area of ALPG website
2. Eligibility for all non co-sanctioned ALPG Tour fixtures, subject to the Priority Listing applicable to International Members for the respective year.
3. **Tax Free threshold benefits afforded non-residents competing in ALPG Tour fixtures
4. Virgin Australia deal for ALPG members (**discount airfares and no charge for golf bag on all domestic and trans-Tasman flights)
5. Opportunity to qualify for entry into major co-sanctioned tournaments on ALPG Tour schedule. Refer Category 5 – **2013 ALPG Tournament Exemption Categories**.
6. Public & Products Liability Insurance cover. (Applies only to tournaments entered as an ALPG International Member.)

3. NOMINATION FOR MEMBERSHIP

The Board of Directors shall be responsible for the admission of Members, who must satisfy conditions in 2 - **Eligibility for Membership** above.

Applications for membership shall be made on the official ALPG Tour application form and be accompanied by payment of the appropriate fees.

All Members shall pay entrance fees and annual subscription fees as prescribed by the Association.

4. RENEWAL OF MEMBERSHIP

All annual subscriptions are due to be paid by the thirtieth day of June each year.

To be considered for renewal of membership, an applicant must be an existing Member not currently under suspension **OR** owing any outstanding debt to the Tour. In the latter circumstances, renewal of membership may only be considered once the debt has been paid in full.

Unless granted, by prior arrangement with the Chief Executive Officer, a Member who fails to pay the Annual Subscription or other financial obligations due to the Association before the due date shall forthwith cease to be a Member. Membership rights may be reinstated if outstanding payments are received within 14 days of the first and only reminder notice to be sent no later than one month from the due date each year.

The Board of Directors shall have the power to reinstate such person as a Member if it is satisfied that the failure to make such payments was due to sufficient cause. In such cases, said Member shall pay an amount equal to twice the annual subscription together with any other financial obligation then due and owing to the Association.

If a membership lapses such lapsed Member will lose her exempt status which will **not** be regained on rejoining the Tour although career earnings will always be recognised on assessment of position in Categories 6 and 8.

The ALPG Tour shall notify Members of the subscription fee which is currently due by post or email in a good and timely manner. Such notification shall be sent to each Member's current postal or email address.

No Member shall be entitled to the rights and privileges of membership until her fees are paid and the renewal of her membership ratified.

Note: *Application of the above payment conditions cannot be backdated to previous years.*

Late Applications:-

In reference to late applications for renewal or re-election of membership may be considered subject to the following:-

- * At date of renewal, applicant was not under suspension from or owing any outstanding debt to the Tour
- * Payment of twice the amount of the current annual subscription fee
- * Receipt of correctly completed forms

If successful, any such late applicant will lose any Exempt Status held, other than Category 6 and 8. Upon appeal by the Member, the Board of Directors shall have the power to reinstate a person's exemption status.

The following categories of membership are exempt from payment of the annual subscription fees:-

- a. Life Members
- b. Honorary

5. TERMINATION OF MEMBERSHIP

A player eligible to be a member of ALPG Inc. as defined above, shall not become or may cease to be a Member on the occurrence of one or more of the following:-

- a. Failure to renew membership and pay the appropriate fees or any outstanding fine by the due date in the relevant year.
- b. Resignation by the Member. **(*see details below)**
- c. Expulsion by the Chief Executive Officer and Executive Board as a result of breach of the ALPG Tour Code of Ethics following standard Disciplinary Proceedings
- d. Member dies.

*** Resignation of Membership: - (Clause 4.6 of Constitution)**

A Member of the Association who has paid all amounts payable by the member to the Association in respect of the Member's membership may resign from membership of the Association by first giving notice (being not less than one month or not less than such other period as the Board may determine) in writing to the Chief Executive Officer of the Member's intention to resign and upon the expiration of the period of notice the Member ceases to be a member.

B. TOURNAMENT ADMINISTRATION

THE DECISION OF THE CHIEF EXECUTIVE OFFICER IS FINAL

1. Playing Standards

Any tournament participant, who records a score of +14 or more in the first round of a tournament, will be retired. This regulation shall be implemented at the Tournament Director's discretion having taken into consideration prevailing weather and course conditions.

Non Members participating in a Tournament are subject to the ALPG Tour Rules and Regulations

2. Entry Regulations and Procedures

a. Method of Entry and Withdrawal

Members must enter and withdraw **personally**. Any Member wishing to enter or withdraw from a Tournament must do so, prior to the relevant closing date as published, in one of the following ways:

- i. By completing the appropriate Entry Forms and forwarding by post, fax or email to the ALPG Office or via the Members' area of the ALPG website;
- ii. Withdrawal in writing by post, fax or email to the ALPG Office or via the Tournaments' Official website;
- iii. In writing by post, fax or e-mail to ALPG Head Office or via the official website;
- iv. By telephoning ALPG Head Office during office hours (09:00 – 17:00 Monday to Friday). Messages on the answering machine will **not** be accepted as entries or withdrawals. **ALPG Tour Staff will not return answer machine messages from Members wishing to enter or withdraw.**

ALPG Head Office

Telephone : +61 7 55 390 913
Fax : +61 7 55 390 926
Email : gameon@alpg.com.au
Website : www.alpg.com.au

b. Confirmation of Entry

For all entries received at ALPG Head Office, confirmation of entry will be sent to the Member by return e-mail, fax or post to her latest mailing address as advised to the ALPG Head Office.

c. Closing Date for Entries

i. Tournaments:

Entries will close by 17:00 (ALPG Head Office – AEST) on the stipulated closing date. Entries received by the ALPG postmarked two (2) days before the closing date will be accepted.

ii. Pro-Ams:

Entries for stand alone Pro-Ams will close by 17:00 (ALPG Head Office – AEST) on the stipulated closing date.

Entries received by the ALPG postmarked two (2) days before the closing date will be accepted.

d. Entry Fees

Pro-Ams - \$2.00 for every \$1,000 prize money on offer, up to a maximum of \$50.00 (plus GST and equivalent merchant fees).

Tournaments – As advised on the applicable tournament entry form.

The entry fees are payable in Australian Dollars either by prior payment or upon registering at the tournament site, or as advised on the applicable tournament entry form.

Members are encouraged to make all payments through the Members area of the ALPG website or by direct deposit to avoid credit card surcharge. A 2% surcharge will apply to payments made by credit card.

Late entries will only be accepted where the number of entries is less than the field size or by Sponsor's Invitation.

Late entries for Pro-Am tournaments will be accepted provided there is a place in the field. A late entry fee will apply, that being double the advertised entry fee. If the field is full, a late entry (entrant) will be placed at the end of the tournament alternate list.

e. Player's Responsibility

The onus is on the player to make sure her entry has been received by the ALPG Tour by the closing date.

3a. Withdrawals (Major Tournaments)

- i. A player who withdraws her entry after the closing date for entries will be fined unless such withdrawal is supported by a relevant medical certificate and presented to ALPG Officials within 48 hours of the date of withdrawal.

**Disciplinary Action: \$200 for first offence in season
\$400 for second offence in season
Suspension for any subsequent offence**

- ii. A player who is absent from a tournament and fails to notify her withdrawal before the advertised close of registration for the Tournament (local time at tournament venue), will be fined \$500.00 and be liable to suspension. Any notification of withdrawal received after that deadline must be supported by evidence of the Member's prior intention to play (such as travel/accommodation reservations) even if the non-attendance is based on medical grounds and supported by a medical certificate.

A player who fails to notify her non-attendance and has to be contacted by ALPG Officials after the advertised close of registration for the Tournament, to confirm the situation, will receive an automatic fine whether or not medical certificates and supporting travel/accommodation documentation can be produced.

- iii. A player who withdraws from a Major Tournament Pro-Am before or during the round may be in breach of the Code of Ethics.

Any combination of offences by a player relating to the above clause iii shall be viewed collectively and disciplinary proceedings and fines will be issued in a cumulative method.

iv. Refund of Entry Fees -
Refunds will be at the sole discretion of the organising body of each tournament (e.g. Golf Australia for the Women's Australian Open).

vi. Withdrawal From Tournament Pre-qualifying
A player may withdraw from a tournament pre-qualifying event no later than ten minutes before the published tee time. No breach nor fine will apply provided notice is given prior to this time.

3b. Withdrawals (Stand-Alone Pro-Ams)

i. A player who withdraws her entry less than seven (7) days prior to the commencement of a Pro-Am will be fined unless such withdrawal is supported by a relevant medical certificate and presented to ALPG Officials within 48 hours of the date of withdrawal.

Disciplinary Action: \$200 for first offence in season

\$400 for second offence in season

Suspension for any subsequent offence

ii. A player who is absent from a stand alone Pro-Am and fails to notify ALPG Officials before the commencement of play will be fined \$500.00 and be liable to suspension.

Any notification of withdrawal inside seven (7) days of the commencement of a Pro-Am must be supported by evidence of the Member's prior intention to play (such as travel/accommodation reservations) even if the non-attendance is based on medical grounds and supported by a medical certificate.

A player who fails to notify her non-attendance and has to be contacted by ALPG Officials to confirm the situation will receive an automatic fine whether or not medical certificates and supporting travel/accommodation documentation can be produced.

iii. A player who withdraws from a Stand-Alone Pro-Am before or during the round may be in breach of the Code of Ethics.

Any combination of offences by a player relating to the above (clause iii.) shall be viewed collectively and disciplinary proceedings and fines will be issued in a cumulative method.

iv. Refund of Entry Fees -

* Withdrawals received by the ALPG Office prior to the closing date will not attract any administration fees unless the payment was made with credit card, whereby the refund will not be in full (minus surcharge fees).

* Non-medical withdrawals received after the closing date of entries but prior to seven (7) days before the commencement of a Pro-Am will attract an administration fee of 50% of the entry fee.

* There will be **NO** refund of entry fees for non-medical withdrawals within seven (7) days of the commencement of a Pro-Am.

4. Registration

**** Players MUST register in person**

The registration form which must be completed by the player giving details of the contact address and telephone number for the event, and the entry fee must be received by the Tournament Office by no later than 18:00 hours local time as stipulated on the official entry form. It is suggested that Members should register immediately on arrival at the tournament site.

Players who find they are unable to meet the local time deadline, must contact ALPG Staff or the Tournament Office by telephone prior to the deadline. Players who fail to meet the above deadline will be removed from the draw and replaced with the first available reserve.

5. Major Tournament Pro-Am(s)

All entrants to the Tournament are committed to play in the Tournament Pro-Am(s) if required, unless granted an exemption by the Chief Executive Officer. Applications for a Pro-Am exemption must be received no later than the closing date for entries of the relevant tournament.

The onus is on the Members to check whether or not they are required to participate in the Pro-Am. The Tournament Director can draft in replacement players if required.

After the closing date for entries and by no later than 90 minutes before the player's Pro-Am time, a player may apply for a medical Pro-Am exemption which must be supported by medical evidence from an authorised medical practitioner. Such medical evidence must be submitted to the Tournament Director within two (2) days of the date of the Pro-Am in question, if not available at the time of application.

Any player who has been granted a medical exemption from Pro-Am participation will not be permitted to use the practice facilities.

Pro-Am reserves/alternates will be required to attend on the day for a period to be notified by the Tournament Director. In the event of late withdrawals from Pro-Ams, the professionals on the reserve list will be called upon. They must supply the Tournament Office with a telephone number where they may be contacted prior to the event.

Late arrival on the tee is a serious breach of the Code of Ethics and may result in Disciplinary Action as follows:-

Disciplinary Action:

Minimum - \$200 automatic fine for non-appearance

Maximum - Disqualification from the tournament or the following tournament (which will be confirmed at time of breach). This will apply to the first tournament of the following season where necessary.

6. Stand Alone Pro-Ams

- a. The fields for one and two day Pro-Ams which have an individual prize fund for professionals are normally, (however, not always), filled according to Tour Exemption Categories.

In the event that not all players are required in the Pro-Am, the onus is on each Member to check with ALPG Staff or the Tournament Office whether they are included in the Pro-Am field.

- b. Time of Starting
- i. The draw may be amended in exceptional circumstances and starting times changed after publication at the request of the Sponsor.
 - ii. When a team comprises more than a professional and one amateur (i.e. group of 3 or 4), the team may start at the allotted time without penalty, provided the professional and one amateur are present. Missing amateurs may join the team on the course on arrival.

- iii. Late arrival on the tee by a professional marking an individual score is subject to normal penalties as per the Rules of Golf.

Disciplinary Action for breach of Pro-Am conditions:

Minimum: Cumulative fine for late withdrawal and for non-appearance.

7. Ancillary Payments – Clinics and Other Competitions

Any Member who participates in or organises an activity during an ALPG Tour Event that attracts additional or separate payment must seek the permission of the Chief Executive Officer. No activities that detract from or conflict with a Tour or tournament sponsor or Tournament Director shall be permissible.

Disciplinary Action:

Major Tournaments - Minimum \$1,000
Pro-Ams - Minimum \$100

8. Prize Fund Breakdowns

All official ALPG tournaments conducted or approved by the Association have a levy deducted from the prize funds. These funds shall be deducted and paid into the funds of the Association and such percentage shall be determined by the Board from time to time.

Commencing season 2008/2009:

Prize fund up to	\$99,999.99	7% Levy
Prize fund > or =	\$100,000.00	10% Levy

In official ALPG tournaments, prize money will be distributed according to the standard breakdowns approved by the ALPG Tour.

After making the cut, if a player is disqualified from a tournament, she **will not** receive payment.

After making the cut, if a player retires through illness or injury, she **will** receive last place money which **will** count towards the money list.

If a player is disqualified from a Pro-Am, she **must** continue to play and will be awarded last place money (if applicable).

Withholding Tax will be deducted from prize fund payment according to the laws and regulations applicable to participants who have advised the ALPG Office of their Non-Resident status.

In the case that prize funds are received by the ALPG Tour in currencies other than Australian dollars, an exchange rate will be fixed and announced on the Monday of Tournament week, such rate to be used for the purposes of determining Career Money.

Prize fund payments to players at the conclusion of the Tournament will be made in the currency in which the prize fund is received by the Tour and may therefore differ from Career Money values.

Individual payment advice slips and end of season payment summaries issued to Members will be based on actual payments made in appropriate currencies.

Historical data will be retained in Australian dollars.

9. Prize Presentations / Money

Leading placegetters **MUST** be available to attend prize giving presentations as required by notice from the Chief Executive Officer or Tournament Director at the event. It is advised that Players be aware of their position in the field before leaving a tournament site. Actual fines for failure to comply will be relatively severe at the discretion of the Disciplinary Committee.

Disciplinary Action:

Major Tournaments - Minimum \$1,000
Pro-Ams - Minimum \$100

10. Tournament Draws

Play in the first two rounds of major tournaments will normally be in three-balls. After the designated cut round, play may be in either two or three-balls depending on television requirements. Starting times after the cut will be according to scores - first in, last out with leaders out last.

Where a special format or two-tee start is involved draw procedures may be varied.

The Tournament director will consider, with **no guarantee**, requests for similar tee times for those players travelling/housing together – however **no** requests for early/late or late/early tee times will be accepted. The ALPG reserve the right to work, where practical, to accommodate media requests for such tee times which would allow access to players for media and promotional purposes.

11. Official Scores and Statistics

Players **MUST** co-operate when asked for details of their scores by the Official Recorders on the course. **NB: Scoreboard Officials and TV recorders are regarded as Official Recorders on the Course.**

Disciplinary Action:

Minimum - \$50
Maximum - At the discretion of the Disciplinary Committee
Fine, doubling for subsequent offences

12. Member Responsibilities to Media

It is important that ALPG Members cooperate with media requests from press, radio and television.

Players are expected to comply and cooperate with reasonable requests from the ALPG Media Coordinator throughout the year and particularly during the ALPG playing Season. Requests that should be adhered to are; those immediately following the round including attending the media centre for a press conference or interview, and completing a television, radio or print interview if requested by the host broadcaster.

The ALPG Board encourages Members to speak in a positive manner about the organisation and our sponsors. Members should not make derogatory or contentious remarks about the Tour, sponsors, fellow members or our counterpart women's professional Tours.

To maximise good will with sponsors and tournament owners, it is vital that players make every effort to support all public relations activities organised for the sponsor or television broadcaster. Again, these requests will generally come through the ALPG Media Coordinator.

Disciplinary Action:

Minimum - **\$100**
Maximum - **At the discretion of the Disciplinary Committee**

13. ALPG Social Media Policy

Be respectful. Be smart. Be yourself.

Purpose

The ALPG social media policy is designed to protect its members and staff in relation to social media.

ALPG encourages its members to fully utilise ALPG's social media platforms to increase the profile of ALPG, its members, events and other initiatives relating to women's golf.

Scope

Social media platforms mentioned in this policy refers to ALPG's profile page or presence in the following:

1. Facebook
2. Twitter
3. YouTube
4. Website

Participation Guidelines (For Members)

1. ALPG members are encouraged to participate in ALPG's social media platforms, representing themselves as the user and owner of the opinion or content. ALPG members must be clear in identifying oneself as the user for all contents published.
2. Social media platforms are public. Members are reminded that contents are likely to be permanent and offensive use of language is strictly prohibited.
3. Be respectful. Be mindful that your contents and opinions are respectful to others. If in doubt, do not post the content.
4. Act responsibly and use common sense
5. Use your own voice and bring your own personality to the forefront.

Members are never to disclose the following:

1. Confidential numbers or agreement. If you are privy to information relating to numbers or figures relating to ALPG's programs, events or activities, you are not to disclose the information without ALPG's consent
2. You are not to present any promotions using ALPG's logo or brand, without ALPG's consent
3. Do not disclose of any personal information relating to you. Be smart.
4. You are not to disclose any legal information pertaining to ALPG or its associates, partners and sponsors.
5. Do not publish contents that belongs to someone else or are not your property to publish

Live contents of members' social media feeds

ALPG aims to publish live contents of its members social media feeds on the website with prior consent. Any member who wishes to publish or remove her direct relation of contents on ALPG's website must notify ALPG's administration staff.

A statement occupies members social media feeds:

Any content displayed by ALPG members are their own and doesn't reflect ALPG's views or opinions'

Social media policy

The central administration control for all ALPG's social media platform will be managed and monitored by ALPG's employees.

ALPG employees are bound by the copyright laws that prohibit copying or assuming other people's work by publishing on behalf of ALPG. All sources must be acknowledged accordingly.

ALPG employees are also bound by the principles outlined above for ALPG members.

Disciplinary Procedures

In the event that an official complaint or harassment charge was made, this will be directed to ALPG Board for discussion and review.

Any contents that may be deemed offensive or derogatory may faced disciplinary actions as deemed appropriate by ALPG Board.

14. Gambling, Bribes & Gifts

a) Subject to (b) below, neither a Player nor the Player's caddie, coach, trainer or any member of a support team, will have any financial interest, either direct or indirect, in the performance or winnings of themselves or any other Player in the Tournament, including but not limited to prospective financial interests relating to bets, bribes, purse-splitting, prizemoney insurance, or financial assistance.

b) A player will not contravene (a) above where such Player has a financial interest, direct or indirect, dependent on such Player winning a Tournament.

Disciplinary Action:

Maximum - At the discretion of the Disciplinary Committee

15. Public Relations

To ensure maximum goodwill and to preserve the good name and reputation of the Tour it is vital that players make every effort to support all public relations activities organised with a Sponsor.

Disciplinary Action:

Minimum - \$100

Maximum - At the discretion of the Disciplinary Committee

16. Conflicting Events and Release From the Tour

For these purposes, a public golfing event shall mean a Tournament, Pro-Am, exhibition match or any golfing activity for which specific payment or competition for prizes in money or in kind occurs. A release will not be required to participate in any recognised Ladies Professional Golf Tour event.

Members shall not compete in any conflicting public golfing event with equivalent or lower prize money scheduled during the published dates of an approved ALPG Tour event without the written permission of the Chief Executive Officer.

All applications for release must be made in writing to the Chief Executive Officer no later than the closing date for entries for the relevant ALPG event which conflicts. Permission will not be unreasonably withheld.

Disciplinary Action:

Minimum - \$400

Maximum - At the discretion of the Disciplinary Committee

17. Dress

The ALPG Tour is a professional organisation and players should be aware that their appearance and grooming need to reflect positively both on themselves and the Tour as a whole. Players are expected to be stylishly dressed and groomed at all times; both on and off the golf course. Clothing should be clean, tidy and not frayed in any way. Shoes should be clean.

Blue denim jeans are not acceptable **at any time**. This includes all components of a tournament from arriving at the course until leaving the course at the conclusion of the tournament. Trousers made of any material, not necessarily denim, but of blue denim appearance are not acceptable. Any other colour denim must not be faded.

All players shall adhere to the dress regulations displayed in the relevant clubhouse associated with the tournament. In turn, players shall comply with such higher standard of dress as may be specified by a golf club or course management.

The standard of dress will be monitored by the ALPG Tour staff that is present at each event. The Chief Executive Officer shall have full authority to interpret this regulation, and any standard of dress which is considered inappropriate will incur disciplinary action.

Players are responsible for ensuring that their caddies comply with the dress standards of the golf club/course at which they are playing (as set out in Section 21 on pages 28/29).

Dress requirements for functions will be specified in full in the relevant Player Fact Sheet. If not published, smart casual attire is expected.

The minimum standard of dress with which Members shall comply when visiting at any golf club or golf course outside of official tournament purposes or tournament times shall comply with the minimum standards as required by that golf club.

18. Conflicting Advertising Rule

In all cases approval for competitors or caddies to wear or display conflicting advertising matter must be obtained from the Chief Executive Officer prior to the commencement of the tournament.

19. Official Social Events & Functions

Where events/functions are stated as mandatory attendance as contained in the Player Fact Sheet, then attendance is mandatory unless prior permission to be absent has been granted by the Tournament Director. It is requested that Members mix with the invited guests in order to promote the Tour's image. During any tournament there may be more than one official social event which professionals participating must attend. Details including category of dress required will be included in the Player Fact Sheets.

Your attendance at functions associated with each event form a crucial part of the Sponsor/Club's investment in the tournament. 'Exemptions' may be granted to players based on the number of events entered at the discretion of the ALPG Tournament staff at the event. Players may request an exemption from attending functions as follows:

Number of Events Entered	Exemptions Granted
6 – 8	2
4 – 5	1
1 – 3	0

- These exemptions apply to the Pro-ams and tournaments identified as CLUB CAR Series events, only.
- A maximum of 6 exemptions, per function, will be granted.
- Requests must be made either by email, or at the tournament office on site, two days before the scheduled function.
- Players are encouraged to attend all functions if possible.
- If you have any allergies to certain foods or are a vegetarian, please inform the ALPG Head Office so that clubs may prepare accordingly.

Disciplinary Action:

Minimum - \$100

Maximum - At the discretion of the Disciplinary Committee

20. Amateur Partners in Pro-Ams

Members are reminded that it is extremely important to their own livelihood and the success of the ALPG Tour that they endeavour to make Pro-Ams as enjoyable as possible for the amateurs participating. Charting yardages during the Pro-Am round is not allowed. Members should eat with their team and socialise with their amateur team members.

Disciplinary Action:

Minimum - \$100

Maximum - At the discretion of the Disciplinary Committee

21. Thank You Letters

All players are expected to write a thank you letter to the Sponsor of every event in which they participate, as soon as possible after the event. The name and address of the Sponsor will be provided in the Player Fact Sheet for each event. The name, title and address of the person to whom you are required to write will be stated. This simple act creates a great deal of goodwill and is very helpful to the selling and growth of the event in future years.

22. Accommodation / Private Housing

It is each player's responsibility to arrange their own accommodation. Details of hospitality, contact name, plus a list of accommodation in the vicinity of the tournament venue are circulated to Members in the Player Fact Sheets and are available on request from ALPG Head Office.

The following policies will be in effect for all ALPG Tour Members using private housing or hospitality:

1. Private housing is **NOT** guaranteed and is available for **competitors only unless agreed to by the host organiser.**
2. Requests must be made as early as possible. Private housing will be allocated on a first come first served basis therefore accommodation may not be available if you delay in making a request.
3. The private housing contact or your hosts must be advised of your time of arrival and should subsequently be advised of any change of plan.
4. The private housing should be advised if you have any allergies or other specific requests.

5. The hospitality contact **MUST** be notified immediately if you decide not to use private housing.

Specific responsibilities include:

- Do not take pets to residences used for hospitality;
- Do not invite guests to a private residence unless given permission by your host;
- Let your host know your daily schedule;
- Do not expect your host to provide transport for you;
- Make your bed daily and keep bathroom neat;
- Offer to help clean up after meals;
- No late hours (after 23:00 hours) unless you notify your host;
- All phone calls must be made collect/reverse charge or by credit card;
- Do not tie up the phone for unreasonably long periods of time and advise your relatives/friends to call at reasonable hours;
- Make an effort to meet your host's meal schedules and do not make demands on what and when you will eat;
- Make an effort to socialise with your hosts, and above all be friendly, courteous and respectful;
- A small gift (e.g golf balls, wine and/or guest passes) should be left as a thank you gesture;
- Thank you notes are a **MUST** and should be sent within two weeks of your stay.

NB: It will not always be possible to extend the courtesy car service to include those staying in private housing.

If you do not agree with these requirements and responsibilities, then private housing is not for you. This is a **privilege** extended to you and must be treated as such.

Disciplinary action for abuse of private housing privileges:

Minimum - **Loss of private housing privileges.**

Maximum - **Breach of Code of Ethics subject to fines at discretion of Disciplinary Committee.**

23. Complaints and Other Related Matters

Any complaints should be made in writing to the Chief Executive Officer, or to the ALPG Board for discussion at their next Meeting. If a Member has a problem or query to discuss with a Board Member, it is requested that the Member waits until after the round in progress. At a tournament, the first point of call should be the Chief Executive Officer or ALPG staff member.

24. Caddies

The requirement for caddies at each tournament will be denoted on the relevant tournament entry form or fact sheet. It is the players responsibility to fulfil these requirements.

A professional caddy, for the purposes of the ALPG Tour Member By-Laws, is a person employed for payment of money or money's worth at the officially approved tournaments.

A member of the Tour is allowed to caddie in a Tour approved event, provided that such Member has not registered for the event in question or is no longer eligible in said event (i.e. missed the cut).

Any non-professional caddie must abide by the rules for professional caddies whilst on the course.

The conduct of any caddie is the direct responsibility of the Member engaging the caddie. Such responsibility extending for the period of the tournament where the caddie is so engaged.

It is each player's responsibility to establish the terms of employment for their caddie. Conditions of employment must be made absolutely clear and agreed between player and caddie before the employment commences. Local caddies or trolley pullers shall be paid promptly in accordance with minimum rates as posted.

Caddies must observe all the rules of the host club and are expected to dress appropriately when at a tournament venue. Clothing must be tailored, clean and tidy. Shoes must be clean. Blue denim jeans are not acceptable at any time. Caddies shall adhere to the dress regulations displayed in the relevant clubhouse associated with the tournament. In turn, caddies shall comply with such higher standard of dress as may be specified by a golf club or course management.

Caddies **MUST** not:-

- i. Attend official functions unless specifically invited by the Sponsor. The Tournament Director must be informed of such invitations in advance;
- ii. Use practice facilities;
- iii. Play golf at tournament venues, whether by invitation, payment or otherwise;
- iv. Walk on greens if wearing spiked footwear;
- v. Stay at the tournament site, whether camping or otherwise, unless in designated area and approved by the Tournament Director;
- vi. Wear tracksuit/jogging suit/sweatsuit bottoms at any tournament venue;
- vii. Wear cut-off shorts, swimming trunks or beach shorts at the tournament site. Tailored shorts only may be worn;
- viii. Have or consume alcoholic beverages at tournament site except in designated areas;
- ix. Use the courtesy car service unless accompanied by a player nor take a seat if required by another player;
- x. Falsely obtain passes in order to enter the car park and/or clubhouse via their employing player;
- xi. Mark players scorecards; and
- xii. Conduct themselves in any matter which may bring the ALPG Tour into disrepute or otherwise may reflect unfavourably upon the ALPG Tour

Bibs or other official clothing issued to caddies on the first tee must be worn and returned when leaving the 18th green or otherwise as directed.

If a caddie fails to comply with any ALGP Tour caddie regulation, the player employing such caddie will be subject to a fine and the membership advised that such caddie is not to be further employed in such capacity.

Any such fine or suspension from employment for minor offences will be implemented during the tournament week immediately following the breach of regulation, unless the suspension falls unreasonably close to the next tournament, in which case the suspension will take effect the following tournament week. A major breach of the caddie regulations will be dealt with separately by the Chief Executive Officer and suspension may take immediate effect during a tournament, or at any other time specified by the Chief Executive Officer.

Should any suspension be imposed the caddie will always have the Right of Appeal, which must be submitted in writing to the Chief Executive Officer within fourteen (14) days of the date of notification of suspension. Any such Appeal will be heard by the Board of Directors. **The decision of the Board will be final.**

Disciplinary Action (of the player):

Minimum - \$100

Maximum - At the discretion of the Disciplinary Committee

25. Non-Golfing Attachments

Nationalities rather than a sponsor's name may be shown by the ALPG Tour whenever it deems appropriate.

26. Film & Media Rights

The television, radio, film and all other digital and electronic media rights of all players participating in events forming part of the ALPG Tour, or any other golf event run in conjunction with or under the auspices of the ALPG Tour, shall be assigned to the ALPG Tour and shall be retained by the ALPG Tour in relation to archive material. No person is authorised to make use, commercial or otherwise, of the ALPG Tour name or logo without the advance written approval of the ALPG Tour.

Disciplinary Action:

Minimum - \$100

Maximum - At the discretion of the Disciplinary Committee

27. ALPG Tour Tournament Rules

It is the responsibility of all Members to secure a copy of the Tournament Rules (hard card). These are reviewed annually and can be obtained from ALPG Head Office or from the Tournament Office. Rules governing play shall be:-

- a. The current Rules of Golf as published by the Royal & Ancient Golf Club of St Andrews;
- b. The current ALPG Tour Conditions of Competition and Tournament Rules; and
- c. The supplementary local rules sheet as approved by the Tournament Director.

28. Guidelines for Play Foreshortened or Cancelled

- a. The general objective in cases of suspended play is to complete as many rounds as possible at the scheduled time. The final objective is to finish the Tournament on the scheduled day;
- b. If play is suspended, every effort will be made to resume play the same day, even when that round cannot be completed before dark;
- c. If it is impossible for the entire field to finish a scheduled round, there are two alternatives:
 - i. To cancel the round and play it in its entirety the next day, or
 - ii. To finish the suspended round when conditions permit;
- d. If less than 50% of the starting field can complete play on the first scheduled day, the round may be cancelled. The decision whether or not to cancel a round will be at the discretion of the Tournament Director and/or ALPG Tour Officials.

29. Practice Regulations

- a. Practice shall be permitted –
 - i. By players only;
 - ii. In designated practice areas only; and
 - iii. At designated times only.
- b. **It is the player's responsibility to be aware of the practice guidelines at each tournament.**

- c. Player's should, where possible, register for the tournament before commencing a practice round. If your practice round begins before registration opens, registration should take place immediately following the completion of your practice round.
- d. Players **MUST AT ALL TIMES** be aware of their position on the course and pace of play during practice rounds. Only one ball shall be in play with the following exceptions:-
 - i. If a player misses the green with her shot to the green she may play one additional shot;
 - ii. Not more than three chip shots may be played from beside the green provided such practice does not damage the course; or
 - iii. A maximum of two bunker shots may be played towards the green from a greenside bunker. All other practice bunker shots (maximum two) must be played away from the green.
- e. In any case **regardless** of the above regulations:
 - No additional practice strokes shall be played **if the group behind is waiting to play;**
 - Any group **must** leave the green as soon as the group behind is ready to hit to the green; and
 - Where Pro-Am teams catch up with Members in a practice round, those Members must **immediately leave the course and allow the Pro-Am to proceed without any interruption.**
- f. Times for practice rounds must be approved by the Tournament Director and reserved on official time sheets.
- g. Players who have missed the cut must give priority to those who have qualified for the final round(s) of the tournament.
- h. Any practice which threatens to damage putting greens is unacceptable (for example, remaining for an excessive length of time at any one point on the green).

Players are encouraged to:-

 - Wear flat soled shoes for practice sessions after practice/tournament rounds; and
 - Be aware of the damage caused by persistent use of chalk lines.

Disciplinary Action:

Minimum - \$100

Maximum - At the discretion of the Disciplinary Committee

30. Etiquette

If a Member or her caddy is seen or reported for breaking any of the following Rules of Etiquette, the Member shall be fined an amount at the discretion of the Disciplinary Committee and repeated breaches may be considered as a breach of the Code of Ethics:

- a. Removing the ball from a hole with a putter or any other club;
- b. Not repairing pitch marks on the green;
- c. Not raking bunkers to an appropriate standard;

- d. Throwing a golf club or any other item, swearing or otherwise failing to control temper anywhere within the environs of the Club or the course;
- e. Dropping or leaving rubbish anywhere other than in a rubbish bin;
- f. Leaving locker room in an untidy state;
- g. Using a mobile telephone within the environs of the course or practice facilities with the following exceptions:
 - i. In the case of a medical emergency; or
 - ii. In a situation, where if not reported, it will cause undue delay or disruption to the running of the tournament.

Disciplinary Action:

Minimum - \$100

Maximum - At the discretion of the Disciplinary Committee

The following acts shall be considered appropriate to incur a written warning, with subsequent offences incurring an automatic fine:

- Failing to wear flat soled shoes to protect green when wishing to practice putting from one particular position for a period of time that will cause damage to the green.

31. Play-Offs

In the event of a tie for first place in a stroke play tournament, a sudden death play-off will be used to decide the winner unless the Conditions of Competition, as authorised by the Tournament Director, allow an alternative.

32. Visiting Golf Clubs or Golf Establishments

Any member engaged in any activity whatsoever which requires their attendance at a Golf Course or other golf approved establishment, must on every occasion contact the Club concerned to confirm their arrangements at least 24 hours in advance.

Members **must always** pay a courtesy visit to the Club Professional **whenever** visiting a golf club or other golf establishments.

Disciplinary Action may be taken if complaints are received

33. Information Specific to Club Car Series Pro-Ams

- All events are official Order of Merit tournaments and many procedures are the same as for the major tournaments.
- Registration processes vary at each tournament:
 - Registration will either be in the Pro-Shop or at a designated registration desk – all players should collect scorecard(s), pin sheet and local rules sheet.
- Every event is unique in some way so it is **IMPORTANT to read the local rules** sheet at every tournament.
 - Important items included on the rules sheet include the colour of the tee markers being used and whether preferred lies or lift clean and place are in place.
- It is the professional's responsibility to request the low handicap marker in the group to mark the professional's scorecard. A player **MUST NOT** mark their own card.
- Scorecard check must be attended immediately following your round where you are required to sit and wait until the card has been checked and the score verified.
- In the case of a rules discrepancy and the player/marker cannot agree or are unsure of the correct ruling, the two ball rule applies. That is, play another ball, record two scores and clarify the ruling at scorecard check with ALPG officials.
- The yardage spots and pin sheets are the same at each event – (50m, 75m, 100m, 125m, 150m and 200m) – measured to the front of the green. Par-3's – number painted on tee.
- **SLOW PLAY POLICY** – while the policy defined on the ALPG Tour Hard Card does not apply in Pro-Ams, ALPG Members are responsible for the speed of their group. Members are urged to encourage players to 'pick up' if appropriate.

- **ATTENDANCE AT PRESENTATIONS** – the leading two professionals plus ties and the leading three team placegetters **MUST** attend the presentation. It is the responsibility of the professional to ascertain whether it is appropriate to leave the course. Automatic fines apply to ANY player in the above circumstances missing the presentation.
- Attendance at official functions is compulsory unless otherwise advised. Players are allowed exemptions from functions upon request to ALPG staff. A maximum of 6 exemptions will be granted for any one function.
- **Private Housing is a PRIVILEGE.** Please refer to section 20 for the rules that apply.
- Players are reminded that Thankyou Letters should be forwarded to ALL contacts supplied by ALPG.

It is EVERY Member's **responsibility to uphold the reputation** of the ALPG Tour. The Tour prides itself on delivering to both sponsors and club members on and off the golf course. An effort must be made to make their day enjoyable including but not confined to: talking to your partners, tips and lessons on course and sharing lunch and a drink after the round.

D. MEMBERSHIP STANDARDS – CODE OF ETHICS

Members shall adhere to a Code of Ethics and Standard of Conduct

- a. On becoming a Member of the ALPG Tour, each person is bound to observe By-Laws and standards of behaviour and ethical conduct which will gain respect for the profession. Each Member will at all times maintain the Tour's reputation for honesty, fair dealing, courtesy and sportsmanship, whether on or off the golf course. Each Member's professional integrity and loyalty to the game of golf and sense of responsibility to sponsors, employers and employees, manufacturers, clients and fellow professionals must always transcend thought of material gain.
- b. It would be impossible to define exactly the standard of conduct expected from Members in all circumstances or to list all acts which would amount to a breach of the Code of Ethics and lead to disciplinary action. Any Member who has any doubts as to the conduct expected of her should contact ALPG Head Office for advice.
- c. Each player will be on her honour to report herself for breach of the Code of Ethics and Membership Standards. If she does not do so, it is the obligation of her fellow competitors or any other ALPG Tour Member who witnesses such a breach to report the incident in writing to the Chief Executive Officer and/or Tournament Director, for further investigation and, where appropriate, disciplinary action.

In most circumstances the following acts or omissions will be considered to be contrary to the Code of Ethics and if established will lead to disciplinary action:

1. Failure to comply with normally accepted standards of courtesy and golf etiquette;
2. Convictions of a criminal offence by a court of law;
3. Cheating;
4. Conduct likely to discredit the reputation of the Tour or any of its Members. Members should make only constructive comments regarding fellow professionals, the ALPG Tour, its sponsors and venues and deal with all persons in a fair manner;
5. Members must act at all times in the best interests of the ALPG Tour and the game of golf and try to enhance the goodwill which attaches to the same;
6. Failure to meet all financial obligations promptly;
7. Failure to present an image through conduct or dress which would gain respect and elevate the profession

Disciplinary Action:

Minimum : \$100 Fine

Maximum : Suspension or expulsion from the ALPG Tour

ALPG TOUR DISCIPLINARY PROCEDURES

1. Minor Breach

Where it appears that a Member may have committed a breach of Tour Regulations/By-Laws or the Code of Ethics it may be considered that a reprimand only or the stated disciplinary action within Tour Regulations/By-Laws should be applied by the Board, Disciplinary Committee or the Chief Executive Officer.

Notification shall be given to the Member in writing by post, fax or e-mail to the relevant contact details supplied to the Tour or at the next applicable tournament and shall be within twenty eight (28) days of the date of the breach. Payment of the fine should be made within twenty eight (28) days of the date of the notification. If the Member is dissatisfied with the decision, she may Appeal in writing to the Chief Executive Officer within fourteen (14) days of the date of notification of the fine.

The Disciplinary Committee shall tender their decision on the Appeal within twenty eight (28) days of its receipt of the Appeal and their decision in the matter shall be final.

However, if in the opinion of the Disciplinary Committee, the Appeal requires further consideration, they may refer the matter to the Board for advice and guidance prior to notification of their final decision.

If required, payment of the fine must be made within fourteen (14) days of the date of the Disciplinary Committee's letter of decision. Failure to pay the fine within the prescribed time will result in exclusion from ALPG Tour approved events until such time as the fine has been paid in full.

2. Serious Breach

If it is considered that any breach be regarded as a Serious Breach of the Code of Ethics and/or may warrant the imposition of a penalty greater than the stated Disciplinary Action within Tour Regulations and By-Laws, the Tour shall cause to be carried out a detailed investigation by the Disciplinary Committee to include the preparation of a report which shall be accompanied by such written statements as may be appropriate from witnesses. If, upon consideration of the report and written statements, the Disciplinary Committee considers that a serious breach of the Code of Ethics has been established, they may impose such penalty as appropriate, with regard to the circumstances. Such penalties may range from a reprimand, censure, fine, suspension of membership, suspension from participation in one or more tournaments or for a given period, expulsion from the Tour or otherwise as they shall determine.

If, in the opinion of the Disciplinary Committee, the breach is very serious, they may refer the matter to the Board for advice and guidance prior to imposition of any penalty.

In any event, the Chief Executive Officer shall confirm the decision in writing within twenty eight (28) days.

3. Right of Appeal

The Member may appeal to the Appeal Committee of the ALPG Tour against any decision of the Disciplinary Committee, pursuant to clause 2 hereof, by giving notice of her intention to do so within seven (7) days of receipt of the decision of the Disciplinary Committee, or within twenty one (21) days of his decision having been posted to the Member at her last registered address, whichever is the sooner. The Member shall then be notified of a hearing date which shall be within twenty eight (28) days thereafter.

The Appeal Committee shall consist of the President of the Executive Board of ALPG Inc., a former Tour professional golfer, as well as one non-Board Member of the ALPG Tour. Both shall be designated by ALPG Inc. Executive Board. It is the express intent under this Constitution to afford a Member full and fair opportunity to be heard by an impartial committee whose members are not in competition with her. The Appeal Committee shall have the power to fix the time and place of any hearing to review decisions, and shall prescribe its own rules of procedure, provided the time, place and procedures afford due process to the appealing Member.

Upon receipt of a Notice of Appeal, implementation of the decision of the Disciplinary Committee and enforcement of any penalty imposed shall be stayed until the appeal has been heard.

4. Notice of Appeal

The Notice of Appeal must state the grounds of the appeal which shall be:-

- a. On a matter of fact including the introduction of new evidence;
- b. On a question of the application of interpretation of the ALPG Tour's Constitution or By-Laws made there-under, including the Code of Ethics; and/or
- c. Against the severity of the punishment requesting a reduction in the fine or other penalty imposed or any combination of the three.

5. The Appeal

The appeal will be by the way of a hearing before the Appeal Committee.

6. Procedure of Hearing

There shall be no fixed rules of procedure save that the hearing shall be conducted in accordance with the rules of natural justice. Witnesses will not normally be called, but if the Member feels that she cannot do justice to her case unless a particular witness is present at the hearing, she may give the Appeal Committee notice to that effect, not later than seven (7) days before the date fixed for the hearing. The Appeal Committee, if so requested, will use its best endeavours to procure the attendance of such a witness to give evidence before it in the presence of the Member and at its absolute discretion may adjourn the hearing to another date to enable such attendance. At the hearing, the Member will be allowed to present her case in such manner as she deems appropriate, putting forward her own version of what has occurred. She will be allowed to question any of the witnesses and may herself be subject to questioning by the Appeal Committee, as may any of the witnesses giving evidence.

7. The Appeal Committee Decision

The Appeal Committee may give its decision at the conclusion of the hearing or subsequently as it may see fit. In either case, the decision will be confirmed in writing. In arriving at its decision, the Appeal Committee may, either up-hold the decision of the Disciplinary Committee, or it may allow the Appeal in whole or in part. A decision of the Appeal Committee should be reached unanimously or by majority. If the Appeal Committee cannot reach a decision by a majority, and is equally divided, then the Chairman, as then appointed, shall have the casting vote. The Appeal Committee in its absolute discretion may remit, reduce, increase or otherwise vary any penalty imposed by the Disciplinary Committee. In any event, its decision shall be final.

8. Costs

The Appeal Committee in its' absolute discretion, may either award costs to a successful Applicant of Appeal out of ALPG Tour funds, or impose costs on an unsuccessful Applicant of Appeal of such an amount and on such terms of payment it shall deem appropriate.

9. Fines Payable

Any fine and costs imposed shall be payable within the time stipulated (except in the case of an Appeal when payment shall be suspended pending the hearing of that Appeal) and in default of such payment on its due date, the Member shall be immediately suspended from participation in ALPG Tour events until such time as the fine has been paid in full, or expelled from Membership.

III.

EXEMPTION CATEGORIES

EXEMPTION CATEGORIES / EXEMPT PLAYERS FOR 2012-2013

Category	Category Description	Rank	Name	Rank	Name
Category 1	<i>Full Members who are past Champions (10 years) of Ladies Masters; Women's Australian Open; New Zealand Women's Open.</i>	1	K Webb		
		2	K Hull		
		3	K Smith		
		4	L Wright		
Category 1A	<i>Commencing 2013, Winners Cat 1 events who have joined the ALPG as an International Member</i>	5	C Boeljon		
		6	J Korda		
Category 2	<i>Winners of ALPG Order of Merit (past five (5) years</i>				
Category 3	<i>Full Members who are winners of the NSW Open; Women's Victorian Open; ActewAGL Royal Canberra Ladies Classic - previous 3 (three) years</i>	7	S Oh		
		8	K Lunn		
Category 3A	<i>Commencing 2014, amateur players who are winners of the NSW Women's Open or Women's Victorian Open and who apply for ALPG membership within 7 (seven) days of the win</i>				
Category 3B	<i>From 2014, Current International Members who joined in 2013 and who are winners of the previous year's NSW Women's Open; Women's Victorian Open; or any new ALPG non co-sanctioned tournament, categorised as same.</i>				

Category 4

Full Members ranked 1st - 30th on previous year's Order of Merit, plus, Medical Exemptions (m)

9	S Kemp	23	L Brooky
10	N Campbell	24	J Fleming
11	J Speechley	24a	(m) R Hetherington
12	S Keating	26	W Doolan
13	S Na	27	T Johns
14	B Arthur	28	R Codd
15	F Bondad	29	K Must
16	R Bailey	29a	(m) L Hart
17	V Thomas	31	C Massey
18	R Artis	32	D Montgomery
19	N Garrett	32a	(m) S Waugh
20	S-J Smith	34	K Little
21	C Bristow	35	S Whittle
22	J Boland	36	J Mills

Category 5**2013 RACV Ladies Masters**

*Following the NSW Women's Open, as required, the first 20 (twenty) players from the current year's Order of Merit, who are not otherwise qualified from Categories 1-4, above; includes a maximum 10 (ten) **International Members** from the current year's Order of Merit*

37	Qualifer no. 1 Qualifier	47	Qualifer no. 11
38	No. 2 Qualifier No. 3	48	Qualifier No. 12
39	Qualifier No. 4	49	Qualifier No. 13
40	Qualifier No. 5	50	Qualifier No. 14
41	Qualifier No. 6	51	Qualifier No. 15
42	Qualifier No. 7	52	Qualifier No. 16
43	Qualifier No. 8	53	Qualifier No. 17
44	Qualifier No. 9	54	Qualifier No. 18
45	Qualifier No. 10	55	Qualifier No. 19
46		56	Qualifier No. 20

Category 5**2013 ISPS Handa New Zealand Women's Open**

*Following the NSW Women's Open, as required, the first 20 (twenty) players from the current year's Order of Merit, who are not otherwise qualified from Categories 1-4, above; includes a maximum 10 (ten) **International Members** from the current year's Order of Merit*

37	Qualifer no. 1 Qualifier	47	Qualifer no. 11
38	No. 2 Qualifier No. 3	48	Qualifier No. 12
39	Qualifier No. 4	49	Qualifier No. 13
40	Qualifier No. 5	50	Qualifier No. 14
41	Qualifier No. 6	51	Qualifier No. 15
42	Qualifier No. 7	52	Qualifier No. 16
43	Qualifier No. 8	53	Qualifier No. 17
44	Qualifier No. 9	54	Qualifier No. 18
45	Qualifier No. 10	55	Qualifier No. 19
46		56	Qualifier No. 20

Category 5**2013 ISPS Handa Women's Australian Open**

*Following the ISPS Handa New Zealand Women's Open, and outside of the first 25 (in order) who enter from Categories 1-4 above, as required, the first 10 (ten) players from the current year's Order of Merit, who are not otherwise exempt. **Includes a maximum 5 (five) International Members***

Category 6A * Active ALPG Life Members 57 **J Stephenson**

Category 6B *Leading players from the top 25 on the ALPG Career Order of Merit provided the player is an ALPG member and an active member of a **recognised Tour* 58 **K Pearce**

** Must have played a minimum of four events in the current ALPG season or on a recognised Tour two (2) calendar years prior to the first event on the ALPG schedule.*

*** ALPG Tour; US LPGA; LET; LPGA of Japan; Symetra Tour; KLPGA Tour; Legends Tour.*

Category 7 *(31st to last player on previous year's OOM – must have earned money)*

59	T Durdin	77	J Kim
60	A Whitaker	78	V Wrigley
61	N Harvey	79	K Quinn
62	L Jean	80	A Rolley
63	M Bagger	81	C Alison
64	C Hou	82	S Farron
65	C Bon	83	J Parker
66	W Dragojlo	84	J Bannerman
67	J Noh	85	K Macdouall
68	J Toberty	86	S King
69	C Furnell	87	D Southam
70	E Sandak	88	Z Nelson
71	B Turnbull	89	N Henderson
72	P Meti	90	A Tunchon
73	S Nicholson	91	A Hawkes
74	S Park	92	E Murray
75	R Green	93	P Goldman
76	R Blain		

Category 8 *Career Order of Merit - Same eligibility criteria as Category 6B* **New Members from 2012 plus any player not featured on 2011-12 Order of Merit**

NOTES ON EXEMPTION CATEGORIES:

1. The categories above are not always applicable in determining the field for any ALPG sanctioned event and other co-sanctioned tournaments. The participation regulations for which will be issued to Members separately.
2. To gain exempt status a player must be a current Member of ALPG Inc. If her membership subsequently lapses she will lose her exempt status which will not be regained on rejoining the ALPG Tour. *NB: Career earnings will always be recognised.*
3. Extension to Exemption Category Applications

Any Full Member who suffers an injury or illness which causes her to be unable to compete in an ALPG tournament may apply to the Board for an extension to her Exemption Category for the relevant season. A season shall be the financial year beginning on 1st July and ending the following 30th June.

Applications **MUST**:

- Be in writing and forwarded to ALPG Head Office;
- Be supported by medical reports which must be submitted in English (including diagnosis, expected duration and period of treatment); and
- Be submitted by no later than fourteen (14) days following the first round of the last tournament missed due to the relevant injury or illness.

THE ONUS IS ON THE MEMBER TO ENSURE AND TO CONFIRM THAT APPLICATIONS ARE RECEIVED AT ALPG HEAD OFFICE WITHIN THE SPECIFIED TIME LIMIT.

4. Exemption Category classification

A player who qualifies for an extension to her exemption category due to injury, illness, pregnancy or maternity will, for the following season, be given the same position qualified with an 'a' within her current exemption category (e.g. if a player held Category 4, position 20, she will be granted Category 4, position 20a the following season. For the avoidance of doubt, position 20a will immediately follow position 20 and immediately precede position 21).

Pregnancy/Maternity

Both pregnancy and maternity (up to and including the child's second birthday) will be considered valid reasons for application. No more than two consecutive years will be considered and each year must be applied for separately. Any application or re-application for a consecutive year must follow the same procedure as outlined above.

The Board shall:-

- Take into consideration all applications at a relevant Board Meeting to and, wherever possible, decisions will be forwarded to the applicant as soon as possible and no later than the closing date for entry into the following Tour; and
- Have full authority to rescind any extension to an Exemption Category granted by them should further evidence be received to cause them to review their decision at any time prior to the exemption categories coming into force for the following season.

Subject to the above, the decision of the Board shall be final and all decisions will be conveyed to the applicant in writing.