



PGA ASSOCIATE ORIENTATION PACKET

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Pacific Northwest Section Professional Golfers' Association of America

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Mission Statement of the Pacific Northwest Section:

The Pacific Northwest Section exists to serve the members and grow the game.

The PNW Section Orientation

This packet has been developed to assist you in entering and proceeding through The PGA Professional Golf Management Program (PGA PGM). Please read it carefully. If you need additional information, please call the section office at (800) 688-4653 or the PGA of America's Membership Services at (800) 474-2776.

Founded more than a century ago with 35 charter members, the Professional Golfers' Association of America today has a membership of more than 27,000 golf professionals, making it one of the world's largest sports organizations.

PGA professionals are not only skilled golfers; they're also organizers, administrators, and managers. They are capable businesspeople in what has become a multibillion-dollar industry serving the more than 24 million people who play the game. The PGA Professional Golf Management Program (PGA PGM) will prepare golf professionals to effectively carry out these many roles.

The PGA Professional Golf Management Program provides world-class training for aspiring golf professionals by offering skill-based training programs that provide state-of-the-art skills and knowledge. Graduates of this program will become outstanding golf professionals who will provide exceptional service to their customers, employers, fellow professionals, and the game of golf.

For the aspiring PGA golf professional, the PGA PGM will be the start of a lifelong process of learning new skills, polishing old ones, and becoming even better at dealing with the people, the game, and the business of golf. And as a result, golf itself will continue to become a better and even more popular game.

The PGA Professional Golf Management Program

The PGA Professional Golf Management Program is a world-class training program for all aspiring PGA Professionals. It consists of self-studies, seminars, work experience activities, and testing components. A learning management system online provides 24-hour access to courses.

The program consists of three levels with courses on The People, The Business, and The Game. Course manuals (pdf files) are found online for each level. Associates attend a week-long seminar session at the PGA Education Center for each level. Associates are required to complete and submit a work experience portfolio at each level. Upon approval of this portfolio, Associates are eligible to schedule tests on that level at PSI Test Centers. When all tests of a level are passed, the Associate can advance to the next level. When all levels are completed, the Associate may apply for PGA Membership.

Getting Started

These are the steps that need to be completed to register as a PGA Associate. All steps must be completed prior to submitting your application. You will not be considered a PGA Associate until your application has been approved and any necessary fees have been paid.

<https://www.pga.com/workingolf/associate-program>

For details on these steps, please visit <https://www.pga.com/workingolf/associate-program>

- **Pass a background check.** Background checks are good for one year from the date of completion prior to application to the program.
- **Purchase the Qualifying Levels and pass the test.** You will have 9 months of access to the online Qualifying Levels courses. If the Qualifying Level Quizzes are not completed within that period, access will need to be re-purchased. The completed Qualifying Level will be valid for 12 months prior to applying for Associate status.
- **Be eligibly employed.** To become a PGA Associate and maintain your eligibility, you must be employed 30+ hours per week at an eligible facility in one of the eligible classifications.
- **Player Ability Test (PAT) Requirement.** One of the following must be completed before applying for Associate status:
 - Fully pass a 36-hole PAT. A full passing score is valid for 8 years.
 - Get a “provisional” pass, which is achieving an 18-hole score that is equal to or less than the PAT target score, plus 5 strokes.
 - Submit verification of a current handicap index of ten or less, along with any official supporting documentation to pat@pgahq.com for review.
 - Submit a score from a qualifying event for review. Please click [here](#) for the events which qualify.
- **NOTE:** You will still need to fully pass a PAT to be elected to Class A membership. Starting January 1, 2023, you may combine two separate 18-hole Player Ability Test rounds from the same calendar year from any Player Ability Test to make your 36-hole qualifying score. Please, go [here](#) to have your combined PAT score evaluated and scroll to the bottom and select Submit Alternate PAT Button. Associates that do not have a successfully completed PAT score, but have completed the Associate Program in its entirety, will be eligible for membership upon successfully completing their PAT. (If an Associate reaches their 9-year Acceptable Progress limit without a passing PAT score, the Associate

will be moved to the B-25 category and will still be eligible for Class A membership upon successful completion of a PAT)

The Program

Level 1

- Applicants pay Associate fees and Level 1 online courses fees. Make sure you pay by the due date or national will terminate you for nonpayment. Pre-seminar activities must be completed prior to attending Level 1 seminars.
- **Teaching and Coaching 1:** Core content on learning, teaching, elements of the game, club performance, and player development with emphasis on beginning players.
- **Facility Management 1:** Core content about business, customer service, and key operations at golf facilities.
- **Pre-Seminar Activities:** PGA Associates are required to complete and document pre-seminar activities before attending the seminars. These activities are designed to facilitate discussions during seminar learning activities.
- **Seminars:** The seminars last 2-3 days, offered virtually.
- **Work Experience Portfolio:** The work experience portfolio emphasizes activities linked to on-the-job application and performance. These activities include a combination of subject-specific tasks and integrated projects that PGA Associates complete at each level.
- **Knowledge Quizzes:** After completing a section of the reading material, students will be presented with a knowledge quiz. These quizzes will be 4-10 questions in length, and you must earn a passing score of 100% to move forward to the next section.

Level 2

- **Golf Operations Track:** Application of The PGA business and customer relations models in the context of multiple operations. Application of content linked to learning, teaching, elements of the game, club performance, with an emphasis on intermediate players.
- **Teaching and Coaching Track:** Application of content linked to learning, teaching, elements of the game, club performance, with an emphasis on intermediate players.
- **Executive Management Track:** Executive Management provides leadership, hospitality, and organizational structure while strategically managing the entire enterprise.
- **Pre-Seminar Activities:** PGA Associates are required to complete and document pre-seminar activities before attending the seminars. These activities are designed to facilitate discussions during seminar learning activities.
- **Seminars:** The seminars last a total of five days at PGA Frisco.
- **Work Experience Portfolio:** The work experience portfolio emphasizes activities linked to on-the-job application and performance. These activities include a combination of subject-specific tasks and integrated projects that PGA Associates complete at each level.
- **Knowledge Quizzes:** After completing a section of the reading material, students will be presented with a knowledge quiz. These quizzes will be 4-10 questions in length, and you must earn a passing score of 100% in order to move forward to the next section.

Level 3

- **Golf Operations Track:** Integration of critical business, customer relations, supervision, and operational functions from a management perspective. Integrated perspective of business aspects, learning, teaching, elements of the game, club fitting, and physical performance with emphasis on advanced players. Includes a team focused management simulation consisting of integrating operations and management functions.
- **Teaching and Coaching Track:** Integrated perspective of business aspects, learning, teaching, elements of the game, club fitting, and physical performance with emphasis on advanced players
- **Executive Management Track:** Executive Management provides leadership, hospitality, and organizational structure while strategically managing the entire enterprise. Includes a team focused management simulation consisting of integrating operations and management functions.
- **Pre-Seminar Activities:** PGA Associates are required to complete and document pre-seminar activities before attending the seminars. These activities are designed to facilitate discussions during seminar learning activities.
- **Seminars:** The seminars last a total of five days at PGA Frisco.

- **Work Experience Portfolio:** The work experience portfolio emphasizes activities linked to on-the-job application and performance. These activities include a combination of subject-specific tasks and integrated projects that PGA Associates complete at each level.
- **Knowledge Tests:** PGA Associates must pass a knowledge test at the conclusion of Level 3. The test will consist of multiple-choice and True/False questions that were previously used for Quiz questions from Level 1, 2 and 3. A passing score of 70% or higher is required. Test registration is available through a third-party test company



Associate Program at a Glance

Qualifying Level

- Register for Qualifying Level
- Review Qualifying Level Courses
 - Introduction to the PGA PGM
 - The PGA Constitution
 - The Rules of Golf A
 - Career Enhancement A
- Fulfill PAT requirement
- Document eligible employment
- Complete and pass a background check

Register for Level 1

Level 1

- Purchase Access Complete Level 1 Course Manuals
 - Facility Management 1
 - Teaching & Coaching 1
- Attend Seminars
 - Facility Management 1 (3 days)
 - Teaching & Coaching 1 (2 days)
- Complete Portfolio
- Choose a Career Path
 - Golf Operations
 - Teaching & Coaching
 - Executive Management

Register for Level 2

Level 2

Teaching & Coaching

- Purchase Access
- Complete Level 2 Course Manuals
 - Teaching & Coaching 2
- Attend Seminars
 - Teaching & Coaching 2 (5 days)
- Complete Portfolio

Golf Operations

- Purchase Access
- Complete Level 2 Course Manuals
 - Facility Management 2
 - Teaching & Coaching 2
- Attend Seminars
 - Facility Management 2 (3 days)
 - Teaching & Coaching 2 (2 days)
- Complete Portfolio

Executive Management

- Purchase Access
- Complete Level 2 Course Manuals
 - Executive Management 2
- Attend Seminars
 - Executive Management 2 (5 days)
- Complete Portfolio

Register for Level 3

Level 3

Teaching & Coaching

- Purchase Access
- Complete Level 3 Course Manuals
 - Teaching & Coaching 3
- Attend Seminars
 - Teaching & Coaching 3 (5 days)
- Complete Portfolio
- Pass Knowledge Test

Golf Operations

- Purchase Access
- Complete Level 3 Course Manuals
 - Facility Management 3
 - Teaching & Coaching 3
- Attend Seminars
 - Facility Management 3 (3 days)
 - Teaching & Coaching 3 (2 days)
- Complete Portfolio
- Pass Knowledge Test

Executive Management

- Purchase Access
- Complete Level 3 Course Manuals
 - Executive Management 3
- Attend Seminars
 - Executive Management 3 (5 days)
- Complete Portfolio
- Pass Knowledge Test

Apply for PGA Membership

Course Manuals: PGA PGM Participants must complete the course manuals and quizzes and are encouraged to complete pre-seminar activities to facilitate seminar discussions.

Seminars: Seminars last five (5) days and are held either virtually or at PGA Frisco.

Work Experience Portfolio: The work experience portfolio emphasizes subject-specific activities and integrated projects that link to on-the-job application.

Knowledge Tests: PGA Associates must pass a knowledge test comprised of multiple-choice and true/false items linked to each of the content domains. Test registration is available through a third-party test company.

Acceptable Progress Policy

Acceptable Progress in the PGA PGM Program is defined by successful completion of each Level and matriculation into the subsequent Level.

Successful Completion of Level 1 - Three years (36 months) from Level 1 Start Date

Level 1 Testing must be successfully completed within three years of the Level 1 Start Date. If the Level 1 Testing is not successfully completed within three years of the Level 1 Start Date, the Associate is put on suspension until the Level 1 Testing is completed. If the Level 1 Testing is not completed within five years of the Level 1 Start Date, the Associate is terminated. After termination, if the Level 1 Testing is completed within six years of the Level 1 Start Date, the former Associate may re-register and continue in the PGA PGM Program. If not completed within six years, the former Associate may request early termination of Acceptable Progress or must wait until nine years past the Level 1 Start date to re-register and must complete the PGA PGM Program in its entirety.

Successful Completion of Level 2 – within three years (36 months) from Level 2 Start Date

Level 2 Testing must be successfully completed within three years of the Level 2 Start Date. If the Level 2 Testing is not successfully completed within three years of the Level 2 Start date, the Associate is put on suspension until the Level 2 Testing is completed. If the Level 2 Testing is not completed within five years of the Level 2 Start date, the Associate is terminated. After termination, if the Level 2 Testing is completed within nine years of the Level 1 Start Date, the former Associate may re-register and continue in the PGA PGM Program, however, Level 3 Testing and election to Membership must occur within nine years of the Level 1 Start date. If not, the former Associate must wait until nine years past the Level 1 Start date to re-register and must complete the PGA PGM Program in its entirety.

Successful Completion of Level 3 and Election to PGA Membership – within nine years (108 months) from the Level 1 Start Date

Level 3 Testing and election to PGA Membership must be successfully accomplished within nine years of the Level 1 Start Date. If the Associate does not become elected within nine years of the Level 1 Start Date, the Associate is terminated from the program and must complete the PGA PGM Program again in its entirety, including passing the PAT.

Important Notes:

- **The timelines above are based on your initial Level 1 Start Date. Your Level 2 dates relate to your Level 1 Completion Date.**
- **PGA Associates DO NOT earn work experience credits during periods of suspension or termination and the failure to earn the required 28 work experience credits will prevent you from gaining membership. Stay on schedule to avoid missing your nine-year deadline because you were on suspension and did not earn the required experience credits.**



PGA Professional Golf Management Program 3.1 Associated Costs

Qualifying Level

Portal Access to Online Courses \$200
Valid for 9 months – If the Qualifying Test is not passed within 9 months of the purchase date,
a renewal fee of \$200 will be required.

Associate Fees

Playing Ability Test Entry Fee..... \$100/attempt
Plus, additional fees required by the Section/Facility
Association Dues and Fees Refer to Fees Calculator on PGA.org
Background Check Fee..... \$60

Level 1

Program Registration Fee..... \$200
Portal Access to Online Level 1 Courses \$560
Seminar Session \$750

Level 2

Portal Access to Online Level 2 Courses \$350
Seminar Session \$750

Level 3

Portal Access to Online Level 3 Courses \$350
Seminar Session \$750
Level 3 Associate Final Exam \$21*

Other Fees

Seminar Transfer or Cancellation Fee \$300

Total Expected Costs

Associate 3.1 Program \$4091
(Average time to Membership is approximately 4 years.)

Note: Retakes for PAT and Associate Exams are additional. PGA Dues, travel fees and lodging not included. Associate responsible for all travel costs.

*Test fees are paid directly to Examity (the PGA's testing provider) and are based on current seat time rates. Fees are subject to change.

Eligible Employment

Eligible employment is important to your participation in the PGA Professional Golf Management Program. You must be eligibly employed to register, earn work experience credits, and play in Section or Chapter events.

Classification	Description
B-1	Head Professional at a PGA Recognized Golf Course The term "Head Golf Professional" shall refer to an individual whose primary employment is: the ownership and operation of a golf shop at a PGA Recognized Golf Facility; or the supervision and direction of the golf shop and supervision of teaching at a "PGA Recognized Golf Facility."
B-2	Head Professional at a PGA Recognized Golf Range The term "Head Golf Professional" shall refer to an individual whose primary employment is: the ownership and operation of a golf shop at a PGA Recognized Golf Facility; or the supervision and direction of the golf shop and supervision of teaching at a "PGA Recognized Golf Facility."
B-4	Director of Golf at PGA Recognized Golf Facilities The term "Director of Golf" shall refer to an individual who directs the total golf operation of a PGA Recognized Golf Facility, including the golf shop, golf range, golf car operations (if applicable), and supervision of the Head Golf Professional.
B-6	Golf Instructor at a PGA Recognized Facility PGA Members employed as golf instructors, golf teachers, or golf coaches, including both in-person and online.
B-7	Head Professional at a PGA Recognized Facility Under Construction Individuals employed as Directors of Golf or Head Golf Professionals at PGA Recognized Golf Facilities under construction.
B-8	Assistant Golf Professional at a PGA Recognized Facility The term "Assistant Golf Professional" shall refer to an individual who is primarily employed at a PGA Recognized Golf Facility and spends at least 50% of the time working on club repair, merchandising, handicapping records, inventory control, bookkeeping, and tournament.
B-9	Employed in Professional Positions in Management, Development, Ownership Operation and/or Financing of Facilities Individuals who are employed in professional positions in management, development, ownership, operation, and/or financing of facilities. (Employment at more than two facilities: Individuals who are involved in the management of more than two facilities, regardless of positions, titles or responsibilities shall be classified A-9 or B-9.)
B-10	Golf Clinician The term "Golf Clinician" shall refer to an individual whose main source of income is golf shows or clinics.
B-11	Golf Administrator Individuals who are employed by the Association, a Section or the PGA Tour in an administrative capacity and individuals who are employed full-time as employees of golf associations recognized by the Board of Directors.
B-12	College or University Golf Coach Individuals who are employed as golf coaches at accredited colleges, universities, and junior colleges.
B-13	General Manager Individuals who are employed as General Managers/Directors of Club Operations who have successfully completed the requirements set forth by the PGA Board of Directors. (General Managers/Directors of Club Operations shall manage the entire golf facility including golf operations, golf course maintenance, clubhouse administration, food and beverage operation, and other recreational activities at the facility.)
B-14	Director of Instruction at a PGA Recognized Facility PGA Members who are employed as Director of Instruction who is managing, supervising, and directing the total teaching program, whether in-person or online, and individuals who instruct PGA Professionals how to teach/coach.

B-15	Ownership or Management of a Retail Golf Facility Individuals whose primary employment is ownership or management of golf products or services at a “PGA Recognized Retail Facility” provided such employment specifically excludes primary employment as a clerk.
B-16	Golf Course Architect Individuals who are primarily employed in the design of golf courses as architects or individuals who are primarily employed in an ownership or management capacity as golf course builders.
B-17	Golf Course Superintendent Individuals primarily employed in the management of all activities in relation to maintenance, operation, and management of a golf course. Individuals in this classification are required to satisfy the criteria of either a Golf Course Superintendent or Assistant Golf Course Superintendent as defined by the Golf Course Superintendent’s Association of America.
B-18	Golf Media Individuals primarily employed in the reporting, editing, writing, or publishing of golf-related publications in any form of media (inclusive of, but not necessarily limited to, newspapers, magazines, the Internet) or in the broadcasting or commentating about golf events on network television, cable networks, the Internet or any other form of related media.
B-19	Golf Manufacturer Management Individuals primarily employed in an executive, administrative or supervisory position with a golf industry manufacturer or golf industry distributor.
B-20	Golf Manufacturer Sales Representative Individuals primarily employed by one or more golf manufacturing or distributing companies involved in the wholesale sales and distribution of golf merchandise or golf-related supplies to golf facilities, retail stores, or any other golf outlets.
B-21	Tournament Coordinator/Director for Organizations, Businesses or Associations Individuals primarily employed in the coordination, planning, and implementation of golf events for organizations, businesses, or associations.
B-22	Rules Official Individuals primarily employed in the provision of services as a rules official for recognized golf associations, recognized golf tours, or recognized golf events.
B-23	Club Fitting/Club Repair Individuals primarily employed in the business of club fitting must use a recognized fitting system or a comparable system, must have all the necessary equipment normally Associated with club fitting, and must have access to a PGA Recognized Golf Range or a range at a PGA Recognized Golf Course to monitor ball flight. Individuals primarily employed in club repair must have an established place of business with all necessary equipment normally Associated with club repair or must service one or more golf tours or series of golf events.
B-24	Employed within the golf industry and not eligible for another Active classification In order to be eligible to transfer to the A-24 / B-24 classification, the following criteria must be met: The PGA Member must be primarily employed in the golf industry or have employment duties requiring the expertise of a PGA Member that prove vital to providing a golf-related service. For purposes of the regulation, the term “Golf Industry” is defined as a business that provides primarily golf-related products or golf-related services to consumers, wholesalers, distributors, retailers, PGA affiliated facilities, or others.

Pacific Northwest Section PAT Schedule

Please click [here](#) to find the PAT Schedule for 2025. To register for a PAT, call the PGA Membership Services at 800-474-2776 or go to [PGA.org](https://www.pga.org).

Note: Entry deadline is 7 days prior to the event at 5 PM EST (2 PM PST). No late registrations will be accepted.

PGA Affiliate Program

Overview

PGA Affiliates are individuals who are not eligibly working as golf professionals and do not meet Associate eligibility but may proceed through the Qualifying Level and Level 1 only of the PGA Professional Golf Management Program.

PGA Affiliates:

- Are not Associates or Members of the Association
- Do not enjoy any rights and privileges of membership
- Do not receive an identification card
- Are not covered by the Life, Liability Insurance or Member Assistance Program.

Affiliates may retain amateur status and may have access to National and Section communication, websites, and National and Section meeting and education attendance at the discretion of the applicable National or Section body. PGA Affiliates do not have National or Section playing privileges based on specific tournament event eligibility.

The PGA Affiliate program allows individuals who do not meet Associate eligibility to complete Level 1 of the PGA Professional Golf Management Program. PGA Affiliates must then meet all Associate eligibility to register as an Associate in Level 2 to progress toward PGA of America Membership.

Renewal

Affiliates in Level 1 of the PGA Professional Golf Management Program shall be eligible to renew their registration annually, consistent with the timing of the Membership Year for Members and Associates, provided they are within the Acceptable Progress guidelines as established by the Board of Directors. If annual fees are not paid, the Affiliate will be terminated and must reregister.

Reregistration

Former Affiliates in the PGA Professional Golf Management Program may reregister as an Affiliate in the PGA Professional Golf Management Program, provided they are within the Acceptable Progress guidelines in Section 4, of this Article; and pay all required fees. If outside the Acceptable Progress guidelines in Section 4 of this Article, an individual must first complete the Qualifying Level prior to being eligible to reregister.

Limit of Participation

Affiliates will be subject to the following Acceptable Progress guidelines, as established by the Board of Directors:

- Two years to complete Level 1 from the Level 1 start date. If not completed within two years, you must start over at the Qualifying Level.
- Once Level 1 is completed, a maximum of two years to remain an Affiliate prior to meeting all eligibility to register as an Associate, per ARTICLE III, or be terminated. If terminated, you must start over at the Qualifying Level.
- The Board of Control may extend the Limit of Participation period or allow for early termination based on extenuating circumstances.

PGA Affiliates must then meet all Associate eligibility to register as an Associate in Level 2 of the PGA PGM Program to progress toward PGA of America Membership. To be elected to membership once admitted to the PGA PGM 3.0 Associate Program, Associates will have to meet the appropriate milestones and requirements.

PNW PGA Associate Mentoring Program – Effective 1/2015

The Basics

To retain active status with the Section, Associates are required to attend one PGA Education Seminar, attend one PGA Meeting, and compete in one PGA Tournament each calendar year. **In 2025, we will allow virtual Chapter/Section Meetings to count toward their AMP Meeting credit as well as Section approved webinars to count towards an AMP Education credit.**

Associates that fail to satisfy any or all of the three requirements above shall lose their Section and Chapter playing privileges. Playing privileges may be restored through a process of meeting with a Section mentor and following the program developed in this meeting to regain “Active” status and restore the Associates playing privileges.

In addition, Associates suspended by the PGA of America will have their Section and Chapter playing privileges suspended until they are back in good standing with National.

Qualifying Activities

1. **PGA Education** – includes in-person Section, Chapter, and National education workshops and seminars at least two hours in length. If an Associate attends an online Section/Chapter approved webinar, they will need to attend a minimum of **two webinars** to satisfy the AMP Education requirement. Attendance of a PGA PGM Level seminar does satisfy this requirement.
2. **PGA Meeting** – includes Section, Chapter, and National meetings. Attendance must be in person. Primarily meetings include – Section/Chapter Spring and Fall Meetings and the PGA National Annual Meeting. With the prior approval of the Section, this activity may include Section/Chapter Town Hall meetings provided such meetings include at least one Section/Chapter officer, are at least two hours in length, and focus on Section/Chapter issues and business. The following do not qualify – allied association meetings, committee meetings, board meetings, cracker barrels, and the like.
3. **PGA Tournament** – includes Section, Chapter, and National events. Championships and Pro-Ams owned and operated by the PGA qualify. Associates who have not fully satisfied the PAT may use a PAT to satisfy this requirement. Unofficial events within the Section do not qualify – such as Blue Mountain Best Ball, Fall Tour, Lilac Open, Montana Open, Western Washington Chapter Holiday Scramble and the like. To meet the PGA Tournament requirement, Associates with a physical disability may apply to the Chief Executive Officer for an accommodation.

Seasonal Proration – Associates joining the Section between April 1 and September 30 are required to fulfill two of the three AMP requirements. Associates joining the Section after September 30 have no requirement for the current year. This proration applies to the first year of registration with the Section. The full requirement must be satisfied by seasonal transfer/employees in all subsequent years.

National Suspensions – Associates suspended by the PGA of America will remain suspended until released by the PGA of America. Such Associates are still subject to the Education and Meeting requirements of this provision and the playing requirement during periods not suspended by the PGA of America.

Mentoring and Restoring Active Status/Playing Privileges

- Associates placed in Inactive status shall meet with a Section Mentor to develop a plan to satisfy the current deficiency and successfully satisfy future requirements.
- Associates will be required to satisfy the specific deficiency – Education, Meeting, or Playing before being restored to Active status and full playing privileges.

Playing Privileges

Section and Chapter Playing Privileges

To be able to compete in the tournament activities of any Chapter of the Section, or of the Section, PGA Associates must meet eligibility requirements as defined below:

- Must be an eligibly employed registered PGA of America PGA Associate.
- Attend Section Orientation/Interview.
- Must adhere to the requirements of the PNW PGA Associate Mentoring Program (see previous page).
- Please note that if you play in a tournament (Chapter or Section) and earn money you may need to fill out a W-9 to receive payment from the section office. Feel free to double check with Sara at sarasmith@pgahq.com if you need to fill out a W9. You can find a W9 at the [IRS Website](https://www.irs.gov/efile). Send completed W9 forms to our accounting assistant Robin Groves at rgroves@pgahq.com.

Suspension

You can be suspended and lose your playing privileges for various reasons. The following list includes some of those reasons:

1. Non-Payment of dues (Section, National, and/or Chapter)
2. Failure to complete the requirements of the PNW PGA Associate Mentoring Program
3. Failure to complete each level of the PGA PGM program on the timeline prescribed when you registered.
4. Code of Ethics violation
5. Past due balances to the Section and/or Chapter
6. Inappropriate behavior at a tournament or other Section or Chapter event
7. Cheating

PGA Reciprocal Play

PGA Members and PGA Associates are sometimes afforded the opportunity to play as a guest at courses within the Section. This is a privilege extended at the discretion of the host course and is in no way a 'right' of PGA affiliation. **It is important that PGA Associates discuss this process with their head professional and follow the procedure your employer prescribes.** Abuse of this privilege is a Code of Ethics violation and can affect your membership.

General Guidelines:

- Call the golf course you want to play and talk to the Head Golf Professional. (Your head professional may prefer to make this call.)
- Tailor your request to the play schedule of the host course. Ask when you could play that would be most welcome by the host course.
- Offer to pay the appropriate fees. Often you will be offered a reduced fee. No charge is a real privilege, don't expect it.
- The opportunity to bring guests may not be available. If you are planning on bringing guests make this clear to the host professional and offer to pay the full rate for them. (Don't assume they will be offered a reduced rate).
- Make sure your entire party arrives at the appropriate time. At private facilities, too early is as inappropriate as too late.
- Wear proper attire. This includes long pants (no denim) and a collared shirt. Your guests should wear a collared shirt as well.
- Keep a pace of play customary at the host facility. You are responsible for your entire group.
- Respect the golf course by driving the golf carts properly and by not being disruptive to other golfers on the course. You are a guest of the host professional and your group's conduct reflects on your host.
- Following your round, always thank the golf professional staff for allowing you to play.

Remember you are a guest of the facility, and you are representing the PGA of America. Treat the facility and the staff the way you would want to be treated.

Frequently Asked Questions

When will I be a “PGA Associate”?

You will be an officially registered PGA Associate when you have cleared the background check, completed and passed the Qualifying Courses, passed the PAT (at least provisionally), completed the PGA Associate registration process, paid all dues and fees, and had your application approved by the PGA of America.

Your PGA Associate application can take 7-10 business days to process once submitted to National. Please be patient with this process.

As a PGA Associate, may I use the PGA logo?

Only PGA Members may use the PGA logo.

When do I get to play in events?

You will earn your Section/Chapter playing privileges provided you have completed the following:

1. Must be an eligibly employed registered PGA Associate.
2. Must be in otherwise good standing with the PGA of America and the Section.
3. Have attended a Section Associate Orientation.

What will cause me to lose my playing privileges?

PGA Associate playing privileges may be revoked for a number of reasons. The most common are:

1. Failure to maintain eligible employment.
2. Failure to complete the requirements of the PNW PGA Associate Mentoring Program.
3. Fall outside the PGA of America Acceptable Progress Policy in your PGA PGM Program.
4. Failure to pay your Section/National dues or your chapter dues prior to their deadline.

When am I required to notify the Section and/or National office that my employment has changed?

According to the PGA of America's Constitution/By-Laws PGA Members and Associates will be fined for failure to notify the Association or Section of leaving or accepting a position within ten (10) business days.

Changes to employment can be reported via an Online Change Form at PGA.org.

account.pga.org/profile/pgs-record

(Note: To avoid being fined you MUST notify the PGA when you leave a position even if you have not accepted another position.)

PGA Resources to Benefit You

In addition to the educational opportunities of the PGA PGM Program, the PGA of America provides a multitude of other resources for your benefit.

Career Advancement

From developing a resume or cover letter, readying for an interview, or ways to show your value to an employer and much more, the association provides tools and resources. On PGA.org, there are a multitude of resources in the [Career Advancement Center](#), all designed to assist you in your chosen career path. You are also encouraged to connect with the Section's Career Consultant, who can counsel you on ways to campaign for a position, enhance your current position, and/or even help you build an opportunity based on your skills, passions, and the market in which you wish to work.

Research

One of the goals of the PGA of America is to be THE go-to for information about the industry and as such, it is critical to get data. Every year, the association conducts different surveys and would like to count on your participation in each and every one.

Job Preferences Profiles – As of 2020, the best to ensure you get notices about opportunities you are interested in is to update your “job seeking preferences” (the preferences for job type, facility type, location, and compensation you have).

We encourage every Section professional to go to PGA.org and log in with their credentials. On your personal dashboard, click “Edit My Profile” (<https://account.pga.org/profile/edit>) under where your name is located. From there, you will fill out details for your directory profile, you will be able to review your “official PGA records”, be able to set/adjust your job preferences, and confirm the education programs you’ve participated in.

In 2022, with the cost of living on the rise, updating your Compensation Profile has never been more important for you AND for your fellow Section professionals.

YOUR COMP PROFILE PARTICIPATION IS NEEDED: Do it for yourself and your peers. Here are some of the reasons I [Monte Koch, Certified PGA Professional - PGA Career Services Consultant] have heard from PGA Members and Associates for why they have not completed their profile yet... and my responses.

- **“It takes too long to complete”** – I promise it doesn’t. The newly designed profile can be completed in under 5 minutes, and in most cases, much less. (And your info is still confidential!)
- **“I am in a non-traditional classification and you don’t need my information”** – Yes, we do! I get requests for compensation information for all 24 Active Classifications. In reality, the more unique your role and/or the more rural your work is, the more we need your data (the more you need it.)
- **“My compensation is pretty low, and I don’t want to bring down the average”** – The more I know, the more I can help. I can even use data on “low” compensation and compare it to other industries to help employers understand why they are having a difficult time attracting/retaining talent. And, when I do comparisons for comp reports, I compare the role, the facility “neighborhood”, and the market (e.g. metro vs rural, facility type and reputation, etc.) I need more info in the middle compensation bands so help me help those in this area. Again, I can only do that if I have the data.

Feel free to reach out to Monte Koch, PGA Career Consultant [(206) 335-5260, mkoch@pgahq.com] for questions you have about finding a worthwhile “comp report” when you need one.

GOLFTEC PAT Program

GOLFTEC has created a program to help aspiring PGA Professionals pass their Playing Ability Test (PAT). Aspiring PGA Professionals can sign-up for a free GOLFTEC Game Plan that consists of a swing evaluation, 25 lessons, 12 months of practice, and one club fitting for Irons or Driver.

Program Requirements:

Subject to restrictions and availability. Requires a minimum of one lesson every other week and one practice session per week. A student must be pursuing PGA membership and a career in the golf industry. Student must have previously attempted the PAT or registered for an upcoming PAT. Limited to two aspiring PGA Professionals per GOLFTEC location.

For details and information on how to sign up, visit golftec.com/pat

PGA.Coach

In 2014, the U.S. Olympic Committee, in partnership with the National Governing Bodies, created the American Development Model (ADM) to help Americans realize their full athletic potential and utilize sport as a path toward an active and healthy lifestyle. The model uses long-term athlete development concepts to coach as many as possible, as long as possible, with the best experience possible.

Golf's governing bodies (LPGA, The Masters, PGA of America, PGA TOUR, USGA and USA Golf) have partnered with the U.S. Olympic Committee to apply ADM to golf. The goal is to create athletes that love the game, realize their potential and become life-long golfers. To help professionals and facilities across the country adopt this model, we created PGA.Coach.

What is PGA.Coach?

PGA.Coach is the ultimate coaching resource that teaches PGA Professionals about ADM, and how to apply the concepts to coaching golf.

What's in it for me?

ADM is essential for growing the sport and vital to you and your employer's success. The PGA.Coach Certificate and PGA Coach app will allow PGA Professionals to evolve and adapt to the changes in the game and a new generation of players.

How do I get started?

There is no cost for PGA.Coach. Just go to www.PGA.Coach and sign up for the training. After you complete the virtual training (which takes 2-3 hours), you will be given access to the PGA Coach app. The app includes:

- Lesson planning, note taking, and assessment tools for all ages and skill levels
- The ability to create your own lesson plans using over 150 different ADM inspired activities
- Video and illustrated demonstration for activities
- Preset lesson plans designed by ADM experts
- Assessments for all ages and skill levels

To start your journey visit PGA.coach

For the Betterment of the Association (And Yourself)

Every PGA Professional is encouraged to get involved, whether on the Section, Chapter, or National level. There are many ways to do so, including on Committees and Boards. Find your passion and check out the opportunities. Those who have done so are quick to share that they have gained way more than they have given. Put it on your bucket list to get involved!

Player Development Programs

The key to the success of our industry is in growing the game through structured player development programs that address all consumer needs. The PGA of America is focused on providing PGA Professionals with tools and resources in support of their programming. Designed to introduce golfers to the game, enhance skills, and increase the frequency of play. Below is a sampling of what every facility is encouraged to offer:



Drive, Chip and Putt (DCP) aims to help younger generations begin their lifelong connection with golf by providing a fun, interactive platform for participants of all skill levels. This initiative welcomes boys and girls ages 7-15 to participate in separate divisions in four age categories via local qualifiers, ultimately leading to earning an invitation to the National Finals at Augusta National on the eve of the Masters. A very exciting program and one that should be encouraged at every facility. There is a great way to activate new and current juniors into this program using DCP and delivering Drive, Chip and Putt Prep Clinics. Learn more here:

resources.pga.org/increase-revenue/drive-chip-and-putt



PGA Family Cup (pgafamilycup.com)

In sports, your team is your family. With PGA Family Cup, your family is your team. PGA Family Cup brings family members of all ages together on the same team and connects them through golf. Golf is a game for a lifetime so teams are multi-generational. Think grandparents, aunts, uncles, moms, dads, children, cousins, and more, all playing on the same team.

One of the key benefits of the PGA Family Cup format is you can make it work for whatever your facility needs. Tailor it to themed events, social events, new customer get-togethers, or make it competitive. Create different divisions so each family can enjoy PGA Family Cup at their level.

PGA REACH

PGA REACH is the 501(c)(3) charitable foundation of the PGA of America. The mission of PGA REACH is to positively impact the lives of youth, military, and diverse populations by enabling access to PGA Professionals, PGA Sections, and the game of golf. In addition to PGA Jr. League, PGA REACH supports the following programs:



PGA WORKS (pgareach.org/pgaworks)

PGA WORKS is a strategic initiative, designed to diversify the golf industry's workforce. Funded by PGA REACH, the 501(c)(3) charitable foundation of the PGA of America, PGA WORKS leverages fellowships, scholarships, career exploration events, and the PGA WORKS Collegiate Championship to inspire and engage talent from diverse backgrounds to pursue key employment positions across the golf industry.



PGA Jr. League (pgareach.org/services/youth)

PGA Jr. League is a game-changing program that's shifting the perception of youth golf and the way our sport is played. It brings the team concept to your junior programming opening, getting kids of all experience levels, and their families, engaged with the game and your facility. PGA Coaches are positively enriching the lives of families, building loyalty and increasing family activity at their facilities, while also generating significant personal and facility-based revenue.

Now in 2022, PGA Coaches will have even greater flexibility and expanded opportunities to engage with more players and families. This is highlighted by the introduction of our membership model, the #GameChanger Club; a brand new, custom-built website; an expanded National Car Rental PGA Jr. League Championship Season; and more.

Find more information at www.pgajrleague.com or poropallo@pgahq.com contact Patrick Oropallo, PGA, the PNW PGA's Regional League Manager for PGA Jr. League. (541) 951-0063,



PGA HOPE (pgareach.org/services/military)

PGA HOPE (Helping Our Patriots Everywhere) is the flagship military program of PGA REACH, the charitable foundation of the PGA of America. PGA HOPE introduces golf to Veterans with disabilities to enhance their physical, mental, social, and emotional well-being.

The program introduces the game of golf through a developmental 6-8 week curriculum, taught by PGA Professionals trained in adaptive golf and military cultural competency. All programs are funded by PGA REACH and supplemented by PGA Section Foundations, so the cost of programming is free to all Veterans.

PGA HOPE has a Memorandum of Understanding (MOU) with the Department of Veterans Affairs (VA), which enables Recreational Therapists to refer Veterans to the PGA HOPE program as a form of therapy. Through a robust program strategy, PGA HOPE aspires to create a physically and emotionally healthier Veteran community by shaping lives, changing lives, and possibly saving lives through the game of golf. For more information please visit our website <https://www.pnwpga.com/military-veterans/> or contact [Angela Hinzpeter](mailto:ahinzpeter@pgahq.com) at ahinzpeter@pgahq.com

Patriot Golf Day began as a grassroots fundraising initiative over Labor Day Weekend in 2007, with golfers nationwide encouraged to add an extra dollar to their green fees to fund Folds of Honor scholarships. Over the last 13 years, the effort has grown to encompass a variety of fundraising events, tournaments, and golf marathons led by PGA Professionals and golfers across America, resulting in nearly 24,500 scholarships to benefit Folds of Honor—in all 50 states and 41 PGA Sections. Please visit foldsofhonor.org/golf to learn about the impact your participation will make.



PGA

Pacific Northwest Section

**AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS FOR
INDIVIDUALS (ACH CREDITS/DEBITS)**

I (We) hereby authorize Pacific Northwest Section of the PGA, herein after called **COMPANY**, to initiate credit entries, debit entries and/ or correction entries to our **Checking** ☐ **Savings** ☐ account (select one) indicated below at the depository named below, herein after called **DEPOSITORY**, to debit the same to such account. I have attached a blank voided check for the account noted below.

NAME ON ACCOUNT

EMAIL ADDRESS (For Confirmation)

BANK NAME

CITY, STATE

BANK TRANSIT/ABA NUMBER

ACCOUNT NUMBER

Is this a personal bank account ☐ or a business bank account ☐ (select one)

This authorization is to remain in full force until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY reasonable opportunity to act upon it. The COMPANY also reserves the right to discontinue this service at any time at our discretion.

NAME OF PAYEE

XXX-XX-

LAST 4 DIGITS OF YOUR TAX ID NUMBER

SIGNATURE OF PAYEE

DATE

R100

Please mail completed form and **VOIDED
CHECK** (if available) to the following address:

**PNW PGA
Attn: Accounts Payable
PO Box 14819
Tumwater, WA 98511-4819**

**Or Fax to: 360-456-6745
attn: Rebekah Woods**

We're Here to Help You

As part of the PGA of America's commitment to employment, recruitment and retention, a Regional Team has been assembled as a resource for the Section and its members. The PGA of America will continue to work to expand the reach and level of engagement to PGA professionals in the Pacific Northwest Section.

PGA Career Services for PNWPGA Section Professionals



Monte Koch, PGA Certified Professional, PGA Career Services, Career Coach & Consultant | Certified Interview Coach | Certified Predictive Index Practitioner

Monte has been very engaged in partnering with PGA professionals, course owners, club managers, and the like, to create significant and measurable revenue increases in addition to deeper consumer/member engagement. As a result, many PNWPGA professionals have become more valuable to their employers and have created greater employment stability. Since Jan 1, 2016, Koch has personally been involved with the creation and/or enhancement of many PGA positions in the PNWPGA. In several cases, another PGA professional was able to backfill the job vacated when the new position was created. Contact Monte by calling (206) 335-5260 or via E-mail at mkoch@pgahq.com



Patrick Oropallo, PGA, Player Engagement Consultant | West Region

Patrick has a wealth of experiences and accomplishments in the field of golf that have equipped him with a unique set of skills and knowledge. He has held a variety of positions, including Assistant Professional, Head Golf Professional, Golf Course Manager for a Municipal Facility, General Manager, and Results Based Golf Coach, which has provided him with a well-rounded understanding of the golf industry. He is passionate about elevating the PGA Professional at their facilities and supporting their Player Engagement efforts.

Contact Patrick Oropallo by calling (541) 951-0063 or via E-mail at poropallo@pgahq.com

Section Membership Staff



Sara Smith

Tournament and Membership Coordinator

sarasmith@pgahq.com



Denise Taylor

Member Services Coordinator

dtaylor@pgahq.com



Molly Cooper, PGA

Senior Director, Tournament and Member Services

mcooper@pgahq.com

Your Chapter Information

The Pacific Northwest Section is also organized into five Chapters that provide local programs, especially an extensive pro-am schedule and education opportunities. For details on these programs, please visit your chapter's website:

[Oregon Chapter Website](#)

orpga.com

[Western Washington Website](#)

wwcpga.com

[Central Washington Website](#)

cwcpga.com

[Inland Empire Website](#)

iepga.com

[Western Montana Website](#)

wmcpga.com

Chapter Executive Directors

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Oregon Chapter Executive Director

(503) 521-7374

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Nick Pollock, PGA

Western Washington Executive Director

(253) 973-3774

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Jayne Eberle, LPGA

Central Washington / Inland Empire / Western Montana Executive Director

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SECTION/CHAPTER ORIENTATION

Attendance Verification Form

PGA Associate _____ Date _____

Club _____ Site _____

The PGA Associate Orientation packet includes the following information:

- PGA PGM Registration Information
- PGA PGM Overview
- Acceptable Progress Policy
- Classifications of Eligible Employment
- Suspension Information
- PAT Information
- PAT Schedule
- Affiliate Program Information
- PNW PGA Associate Mentoring Program Requirements
- Requirements for Playing Privileges
- Frequently Asked Questions
- PNW Players Card - Terms and Conditions

I have received my copy of the Pacific Northwest Section PGA Associate Orientation Packet. I understand all the information presented to me and the Pacific Northwest Section PGA Associate requirements.

Signature – PGA Associate

Signature – Head Professional (if attending)

I certify that the above prospective Associate or registered PGA Associate attended the Orientation indicated above and understands the information presented.

Signature – Orientation Administrator

Date

This form must be signed and returned to the Section Office to receive credit for attending this orientation.

Please email to all three:

Molly Cooper (mcooper@pgahq.com)

Denise Taylor (dtaylor@pgahq.com)

Sara Smith (sarasmith@pgahq.com)