



**PGA**

Wisconsin Section

**2020  
ASSOCIATE /  
PRE-ASSOCIATE  
ORIENTATION  
PACKET**

**Effective January 2018: The term "Apprentice" was changed to "Associate." The terms mean the same thing. Please use the word "Associate."**

# **Mission Statement**

*The Assistants' Committee exists to provide golf professionals, who are seeking or have attained PGA Membership, opportunities in education, tournament play, and building professional relationships.*

Please use this guide as a road map as you attempt to achieve your goal of being elected to PGA membership. If you have any questions, please feel free to contact us at any time. We also encourage you to interact and network with other Associates in your journey to becoming a PGA Golf Professional.

A mentoring hotline for the PGA PGM has been established at the PGA Education Center. This hotline is for associates in the program who are working on preparing for seminars/testing or have questions on work experience activities. Questions regarding basic information on the PGA PGM or registering into the PGA PGM should be directed to MISC. The mentoring hotline number is 1-866-866-3382 and then hit prompt #6.

All associates and A-8's (Assistants) are automatically considered to be members of the Assistants' Committee.

## **Assistants' Committee - Contact Information**

Shaun Finley, PGA Head Golf Professional – The Oaks GC  
Co-Chairperson – [shaunfinley@golftheoaks.com](mailto:shaunfinley@golftheoaks.com)

Mark Becker, PGA Head Golf Professional – Irish Waters GC  
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Erika Pirkel – Wisconsin Section, PGA  
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Victor Jacinto – PGA Assistant Golf Professional – Tuckaway CC – [victor.jacinto@gmail.com](mailto:victor.jacinto@gmail.com)

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Dan Hastreiter – PGA Assistant Golf Professional – Whistling Straits – [dhastreiter@pga.com](mailto:dhastreiter@pga.com)

# 2020 Playing Ability Test (P.A.T.) Schedule

To register for these PAT's online visit <https://www.pga.org/membership/associate-program/player-ability-test-pat> and click on PAT Schedule and Wisconsin for the location.

June 2<sup>nd</sup>, 2020 – Edgewood Golf Course, Big Bend  
July 10<sup>th</sup>, 2020 – Quit Qui OC Golf Course, Elkhart Lake  
August 4<sup>th</sup>, 2020 – Reedsburg Country Club, Reedsburg  
August 21<sup>st</sup>, 2020 – Dretzka Park Golf Course, Milwaukee  
September 22<sup>nd</sup>, 2020 – Odana Hills Golf Course, Madison

**\*\*THE ONSITE FEE FOR EACH EVENT IS \$50 AND INCLUDES LUNCH, CART AND RANGE.**

**\*\*THE REGISTRATION FEE FOR EACH EVENT WITH THE PGA IS \$100.**

**\*\*MEASURING DEVICES MAY BE USED DURING A PLAYING ABILITY TEST\*\***

***Toll-Free Automated PAT Line: (888) 298-7391. Individuals can have info on PAT's throughout the U.S. read and/or faxed to them, detailing the PAT id#, deadline date, facility phone #, on-site fees and number of openings and/or wait list. To sign up for a PAT individuals must call: (800) 474-2776. Registration by credit card is preferred. (MasterCard, VISA, American Express).***

All PGA Golf Management University students must pass the Playing Ability Test prior to graduation. In order to pass the 36-hole PAT, you must achieve a 36-hole score within 15 shots of the course rating. For example, if the course rating is 72, the target score for the 36-holes would be 159 ( $72 \times 2 = 144 + 15 = 159$ ). This competition is normally conducted in one day.

The PAT is conducted from the middle tees of the golf course with the flagsticks set on a generally flat area of the green. Although this sounds relatively simple, less than 20% of those taking the test achieve a passing score. If your game is marginal, it is highly recommended that you work diligently on improving prior to registering for the PAT.

## Registrations

- Registrations are taken in order of receipt at the PGA of America National Office and through [www.pga.org](http://www.pga.org). There is a 14 day registration deadline for every PAT and an individual may be registered for only two PATs at any one time. The registration fee, paid at the time of registration, is \$100.00 for each PAT and the registrant is responsible for all additional on-site fees.
- For schedule information or to register with an American Express, MasterCard or Visa, visit <https://resources.pga.org/Document-Library/pat-test-info-01-2020.pdf>, or call Membership Services at (800) 474-2776.

## Equipment

All individuals must use USGA Conforming Ball and Driver Head Lists are continuously updated. Please see below for the most current list.

- [Approved Golf Ball List](#)
- [Approved Driver Head List](#)

## Waiting List Policy

- If a PAT becomes full before the deadline date, a wait list will be established. At the registration deadline a wait list report including the wait list registrants in order of registration is sent to the Section Office. To determine your wait list status, you may contact the National Office prior to the deadline and the Section Office after the deadline. If there are any late cancellations or no shows the day of play, the Section will fill any remaining spots from the wait list, in wait list order, from those who present themselves on site. If a spot does not become available off the wait list, an individual should contact the National Office at (800) 474-2776 to have the fees transferred to another available PAT or have funds refunded.

## Transfers, Refunds, and Cancellations

- There are no transfers or refunds from a PAT inside the 14 day registration deadline unless it is a cancellation after passing a previous 36-hole PAT (this does not include meeting the 18 hole minimum PAT requirement) or off a wait list. An individual who passes the 36-hole PAT and is signed up for another, must contact the National Office at (800) 474-2776, within three business days of passing the 36-hole PAT to have the funds refunded. A competitor, who is unable to participate in a PAT and does not notify the National Office and Section Office at least 72 hours prior to the PAT, will be suspended from playing in another PAT for 90 days.
- A competitor who withdraws during play or no cards (does not complete and submit a card for two 18 hole rounds) will be suspended from competing in another PAT for 90 days from the date of that PAT. If that competitor is signed up for another PAT within the suspension period, that individual will be canceled from that PAT and the funds will be refunded.
- An individual, who cancels, withdraws or no cards due to injury or illness may submit medical documentation to the National Office no later than three business days following the PAT for review for refund, and/or waiver of suspension.
- If a PAT is canceled for not meeting the minimum registrations, you will be notified by the National Office. If a PAT is canceled due to weather, you should contact the Section Office at 414-443-3570.

## **Dress Code**

- Female participants must wear slacks, culottes, walking shorts or golf skirts, which constitute acceptable clothing worn by women in connection with participation in professional golf tournaments.
- Male participants must wear slacks and participants shall not wear shorts anywhere on club property. Jeans are not to be considered slacks.

## **The Competition**

- In order for the competition to take place, the course must have a minimum USGA course rating 68.0 for both men and women. Men under age 50 will play from a minimum of 6,350 yards to a maximum of 6,700 yards, while Women under age 50 will play from a minimum of 5,400 yards to a maximum of 5,700 yards. Men age 50 and over will play from 94% of the Men's under age 50 yardage and Women age 50 and over will play from 94% of the Women's under age 50 yardage, while retaining the Men's and Women's under age 50 target score.
- Target score is determined by multiplying the USGA course rating by two (2) and adding fifteen strokes. (After multiplying, any remaining fraction is dropped.)
- "Lift, clean and place" cannot be invoked during a PAT. If conditions do not warrant playing the ball down, the PAT must be canceled and should be rescheduled. If a PAT is played under "lift, clean and place," that PAT will be invalidated and all scores will be null and void.

## **Golf Car**

- Contestants' clubs must be transported on a golf car; no more than two cars per grouping. Only players may ride in a golf car.
- Only players may ride in a golf car and no more than two players are allowed to ride in the golf car at one time.
- When one golf car is employed by two players, the golf car and any person or thing in it is always deemed to be the equipment of the player whose ball is involved, except when the golf car is being moved by one of the players employing it, the golf car and its contents are considered the equipment of that player.
- Spectator golf cars are not allowed. Only official golf cars authorized by the PAT Examiner will be allowed on the course.
- It is imperative that all players return their golf cars to the golf car staging area immediately upon completion of their round. Do not leave them at the various courses or their respective practice areas or parking lot.

## Other Policies

- To enter into the PGA Professional Golf Management Program, the registrant must attempt the PAT at least once within eight years prior to registration. Within that time frame, shoot one 18-hole score in a PAT that is equal to or less than the PAT target score for 18-holes, plus 5 strokes. Each PAT score has a validity date of eight years. Any registrant, who enters the PGA PGM Program without successfully passing the PAT, must pass the 36-hole PAT prior to registering for Level 3 testing. The 36-hole PAT remains valid during the Acceptable Progress period. For more information on the PGA Professional Golf Management Program, visit [PGA.org](http://PGA.org).
- The PGA reserves the right to preclude an individual from participating in a PAT based on prior PAT scores that were unreasonably above the target score.
- There must be at least ten registrants in a PAT at the deadline in order for the PAT to be held unless approved by both the National Office and Section Office.
- Tee times are sent by the Section prior to the PAT. If you do not receive this listing, you should contact the Section Office.
- A photo identification is required at the PAT site, lack thereof is cause for disqualification.
- If allowed by both the Section and golf course, caddies are permitted.
- Devices that measure distance are permitted. If the device measures other factors they must be disabled.
- The use of alcohol, legalized marijuana and any illegal substance is prohibited during play of the PAT.
- For conduct unbecoming a golf professional during a PAT, the registrant may be assessed a two stroke penalty. A second offense will result in disqualification. PAT participants are advised that actions determined by the PGA of America to be construed as conduct unbecoming a golf professional in any way connected with the PAT (without limitation unprofessional behavior displayed or unprofessional actions of any nature or description committed during practice rounds, the PAT test, or committed subsequent to the completion of a PAT) may result in the suspension of such an individual from participating in PATs for a period up to two (2) years at the sole discretion of the PGA of America.
- To preserve the integrity of the game and our PGA competitions, please be reminded that each player has the duty and responsibility to protect the rest of the field from questionable practices and Rules infractions. If you are doubtful as to the rights or procedure for either yourself or a fellow competitor, seek the counsel of the PAT Examiner.
- Scores from the first two competition rounds of a collegiate golf tournament (Division I, II, III and NAIA) may be used to satisfy the 36-hole PGA Playing Ability Test requirement. Playing Ability Test validity would extend eight years past the date of passing. Applicant would be responsible for submitting documentation of scores, yardage and course rating to verify Playing Ability Test eligibility, and all PGA minimum standards for the Playing Ability Test must be met. [Click here](#) to send us your scores.
- The PAT schedule and deadlines are subject to revision. For an updated schedule visit [www.PGA.org](http://www.PGA.org). All deadlines are based on Eastern Time. For any questions regarding PAT policies, contact the Membership Services Department at (800) 474-2776.

## 2020 Events for Assistants Only

As a Wisconsin PGA Associate or Pre-Associate you are eligible to play in just about every event the Wisconsin PGA administers (Over 35 different events). The only events that you are not eligible for are the WPGA Match Play Championship and WPGA Professional Championship (PGA Members Only). Please also keep in mind as a Pre-Associate that if a Pro-Am is oversubscribed, priority will be given to members and apprentices. For the entire Wisconsin PGA tournament schedule, entry fees and event policies visit [www.wisconsin.pga.com/schedule/](http://www.wisconsin.pga.com/schedule/)

DATE	TOURNAMENT	FACILITY
May 4, 2020	WAGPA Stroke & Match Play	Hawk's View GC
July 20, 2020	National Car Rental WAGPA Championship	Morningstar GC

## Playing Privileges / PGA Reciprocal

- \*Call the golf course you want to play and ask to talk to the Head Golf Professional.
- \*Introduce yourself along with where you are employed and that you are a PGA associate or pre-associate.
- \* Ask the Head Golf Professional if it would be possible to be able to play their course. Followed by what day you hope to play and ask what time would be convenient. (Don't assume you can play on Saturday morning at 9am).
- \*Ask what the fee will be to play.
- \*If you are planning on bringing guests to play with you, ask if they are welcome and what the fee will be for those players (Don't assume it will be the same rate as yours).

- \*Show up at least 15 minutes early for your tee time; that includes any guests that will be playing with you.
- \*Wear proper attire. This includes long pants (no denim) and a collared shirt. Your guests should wear a collared shirt as well.
- \*Keep a good pace of play. This means your entire group.
- \*Respect the golf course by abiding by all course rules & etiquette. This generally includes driving the golf cars properly, acting in a professional manner, not throwing golf clubs and not being loud and disruptive to other golfers.
- \*When you are done you should 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.**

**PRE-ASSOCIATES - PLEASE NOTE:** If you have registered with the Wisconsin PGA as a Pre-Associate, please keep in mind that you have not started the PGA / PGM Program. Becoming a Pre-Associate is a great way to determine if you want to become a PGA member and if the golf business is right for you. It gives you the opportunity to participate in Wisconsin PGA events, be affiliated with the Wisconsin PGA and learn more about the PGA of America. Membership as a Pre-Associate is limited to two years. Most individuals use this time to pass their P.A.T. and save money to enter level one of the PGM program.

# **Initial Steps to Enter The PGA / PGM Education Program**

**(Please note the general content of this information matches PGA.org, however the order is slightly different and is what the Wisconsin Section, PGA recommends to new associates.)**

In order to become a PGA Member, you'll first need to become a registered Associate and go through the PGA Professional Golf Management (PGA PGM) Program. [CLICK HERE](#) to view/download the PGA PGM curriculum information.

## **PGA PGM 3.0 Associate Program Overview**

Those following the PGA Associate pathway will need to satisfy all requirements to register as a PGA Associate, including the PGA Playing Ability Test requirements, the PGM Qualifying Test, the background check and eligible employment at a PGA-Recognized Golf Facility.

### **Qualifying Level**

- Register for Qualifying Level
- Complete Qualifying Level Courses:
  - Introduction to the PGA PGM
  - History of the PGA
  - The PGA Constitution
  - The Rules of Golf A
  - Career Enhancement A
- To purchase access (\$200) to the PGA PGM Program Qualifying Level courses, [click here](#).
- Pass Qualifying Test
- Document qualifying Playing Ability Test score
- Document eligible employment
- Register and purchase Level 1 materials and online access ([click here](#) to view and/or download PGA PGM Program curriculum information)

## PGA PGM Level 1

- Applicants pay associate fees and Level 1 online courses fees. 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 listed below last two- to three-days each, for a total of five days, at the PGA Education Center in Port St. Lucie, Florida.
  - **Teaching and Coaching 1:** Group discussions and instruction-related simulations and experiences
  - **Facility Management 1:** Discussion and group projects centering on PGA models and core operations Business Planning, Customer Relations, Introduction to Teaching/Club
  - **Performance and Tournament Operations:** Golf Car Fleet Management is a self-study course.
- **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 each level before moving on to the next level. The test will be comprised of multiple-choice and true/false items linked to each of the content domains listed above.

## Level 2

- **Teaching and Coaching 2:** Application of content linked to learning, teaching, elements of the game, club performance, with an emphasis on intermediate players
- **Facility Management 2:** Application of The PGA business and customer relations models in the context of multiple operations
- **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 listed below last two to three days each, for a total of five days, at the PGA Education Center in Port St. Lucie, Florida.
  - **Teaching and Coaching 2:** Application of instruction-related practices at golf facilities through group projects and simulations
  - **Facility Management 2:** Application of business, customer relations, and operations concepts through projects and simulations
- **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 each level before moving on to the next level. The test will be comprised of multiple-choice and true/false items linked to each of the content domains listed above.

### Level 3

- **Teaching and Coaching 3:** Integrated perspective of business aspects, learning, teaching, elements of the game, club fitting and physical performance with emphasis on advanced players
- **Facility Management 3:** Integration of critical business, customer relations, supervision, and operational functions from a management perspective
- **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 listed below last two to three days each, for a total of five days, at the PGA Education Center in Port St. Lucie, Florida.
  - **Teaching and Coaching 3:** Integration of teaching, player development, and business practices through group projects and simulations
  - **Facility Management 3:** A team focused management simulation consisting of integrating operations and management functions
- **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 each level before moving on to the next level. The test will be comprised of multiple-choice and true/false items linked to each of the content domains listed above.

# PGA Associate Acceptable Progress Tracking

## Are you on the right path?

Acceptable Progress in the PGA PGM Program is defined by the successful completion of each Level and matriculation into the subsequent Level. Please read the Acceptable Progress Policy before verifying the progress of any associate.

- Level 1 must be successfully completed within two years of the Level 1 Start Date
- Level 2 must be successfully completed within two years of the Level 2 Start Date
- Level 3 and election to PGA Membership must be successfully accomplished within eight years of the Level 1 Start Date

Individuals who have not successfully completed the Level at the end of their two-year suspension will be terminated from the PGA PGM Program. Associates have eight years from their Level 1 Start Date to complete the PGA PGM Program, meet all election requirements and become elected to PGA Membership.

## Associate Complimentary Access to Tournaments

### (Does Not Apply to Pre-Associates)

Do you love attending golf events as much as you love teaching the game and bringing golfers to your facility? If so, be sure to take advantage of the complimentary tickets offered by our industry partners.

*NOTE: Complimentary access to the Masters, the Open Championship, USGA, PGA Tour and LPGA tournaments is determined by their respective organizations on an annual basis.*

Find the event in which you're interested and click for details. For the entire list, click [HERE](#).

### **PGA Championship**

**May 11–17, 2020; Harding Park; San Francisco, CA**

PGA of America Members, Associates, PGA Golf Management University Students and accompanying immediate family (spouse, children, member's parents and in-laws - does not include member's grandparents, brothers/sisters, spouse of children, etc.) receive daily access into the PGA Member Club. Member must show membership card (spouse can show spouse card if attending separately) and photo I.D. each day. Section employees and their spouse may receive a complimentary daily PGA Member Club ticket. Section employees must show current Section employee card and photo identification. Spouse must accompany the Section employee to receive a PGA Member Club ticket. Go to the Will Call office located near admission gate to pick up daily ticket. For general ticket information, contact Membership Services at (800) 742-4653.

### **KitchenAid Senior PGA Championship**

**May 19–24, 2020; Harbor Shores Resort; Benton Harbor, MI**

PGA of America Members, Associates, PGA Golf Management University Students and accompanying immediate family (spouse, children, member's parents and in-laws - does not include member's grandparents, brothers/sisters, spouse of children, etc.) receive daily access into the grounds of Harbor Shores Resort. Member must show membership card (spouse can show spouse card if attending separately) and photo I.D. each day. Section employees and their spouse may receive a complimentary daily ticket. Section Employees must show current Section employee card and photo identification. Spouse must accompany the Section employee to receive ticket. Go to the Will Call office near admission gate to pick up daily ticket. For general ticket information, contact Membership Services at (800) 742-4653.

## **Ryder Cup**

### **Sept. 22-27, 2020; Whistling Straits; Kohler, WI**

PGA of America Members and their accompanying spouse/partner or guest (not both) may receive complimentary PGA Member Club tickets. Members' immediate children, under 21 years of age, will also receive complimentary access. Tickets must be picked up on a daily basis from the Will Call office and all individuals (spouse/partner or guest, children) must be present and visible with the PGA Member to receive their ticket. Members must show current PGA of America membership card and photo ID. Class "F" Members, Apprentices and PGA Golf Management students do not receive complimentary admission. No PGA Member Club tickets may be collected for a future day of attendance, without exception. Members may bring a different guest, to a limit of one, each day of the Ryder Cup.

The PGA Member Club is located on-site, adjacent to the driving range. Food and beverage will be available for purchase and the tent will offer soft seating, televisions and air-conditioning. The PGA Member Club will be a shared venue with European PGA and PGA Tour entities. The PGA Member Club ticket does not offer access to the International Pavilion.

Section employees and their spouse may receive a complimentary PGA Member Club ticket. Section employees must show current Section employee card and photo identification. Spouse must accompany the Section employee to receive ticket. Go to Will Call office located near admission gate to pick up your daily ticket. For general ticket information, contact Membership Services at (800) 742-4653.

## **Masters**

### **April 6-12; Augusta National GC; Augusta, GA**

**As a courtesy extended by Augusta National:** Class A PGA Members, Life Members and Master Professional Members only; this offer is not extended to other Member classifications, Associates or PGA Golf Management University Students. No spouse or families (including Practice Rounds). Must show membership card and photo I.D. each day. Entries are limited to 2 per day, i.e., if the member leaves, he/she may re-enter by following the same procedure but only 2 times total per day. Go to North Gate off Berckmans Road, follow signage to PGA Booth located to the far right of the ticket pavilion to receive daily ticket. **NOTE: Daily tickets are not available to purchase for spouse.** Ticket Information: (706) 667-6700 and [masters.com](https://www.masters.com).

**\*\* Entrance eligibility based on classification at the time of the event.**

For a complete list, please visit [pga.org](https://pga.org), search for complimentary access, or click [HERE](#).