



**GEORGIA**

# **Associate's Guide**



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## ENTERING THE PGA PGM PROGRAM

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. To learn more about the process click [here](#).

### **To register into the PGA PGM Program, you must:**

- All individuals registering or re-registering as an Associate must complete a Background Check. *(If you have been convicted of a felony, misdemeanor or equivalent, you shall submit documentation to the PGA Membership Department to determine your eligibility for PGA Membership prior to proceeding. Per the PGA Code of Ethics, certain transgressions are cause for permanent preclusion to PGA Membership.)*
- Access the Qualifying Level Courses on the PGA Education Portal and pass the Qualifying Test.
- Satisfy the Playing Ability Test (PAT) requirement within eight (8) years prior to registering into the PGA PGM Program.
- Employment verification form must be completed.
- Pay both Level 1 fees and Section and National dues.
- Have a high school diploma or be at least 18 years of age and have the equivalent of a high school education. You are eligible for educational credits toward PGA Membership with a college degree.
- ELIGIBLE EMPLOYMENT REQUIREMENTS
  1. Individuals shall be eligibly employed.
  2. You must be full-time eligibly employed at the time of registration.
  3. Participation in an amateur event will forfeit all work experience credits earned prior to the event.



## Eligible Employment Classifications

Member: A-1 Associate: B-1	<b>Head Professional at a PGA Recognized Golf Course</b> 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."
Member: A-2 Associate: B-2	<b>Head Professional at a PGA Recognized Golf Range</b> 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."
Member: A-3 Associate: NA	<b>Exempt PGA Tour, Champions Tour, Nationwide Tour, LPGA Tour and Futures Tour players</b>
Member: A-4 Associate: B-4	<b>Director of Golf at PGA Recognized Golf Facilities</b> 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.
Member: A-5 Associate: NA	<b>Past Presidents of the Association</b>
Member: A-6 Associate: B-6	<b>Golf Instructor at a PGA Recognized Facility</b> PGA Members employed as golf instructors, golf teachers, or golf coaches, including both in-person and online.
Member: A-7 Associate: B-7	<b>Employed in Senior Leadership Roles Within a PGA Recognized Golf Facility</b> Individuals employed in senior leadership roles: Membership and Event Sales, Membership Director, Finance/Accounting, and Assistant General Managers/General Managers In-Training.
Member: A-8 Associate: B-8	<b>Assistant Golf Professional at a PGA Recognized Facility</b> 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.
Member: A-9 Associate: B-9	<b>Employed in Professional Positions in Management, Development, Ownership Operation and/or Financing of Facilities</b> 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.)
Member: A-10 Associate: B-10	<b>Golf Clinician</b> The term "Golf Clinician" shall refer to an individual whose main source of income is golf shows or clinics.



Member: A-11 Associate: B-11	<b>Golf Administrator</b> 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.
Member: A-12 Associate: B-12	<b>College or University Golf Coach</b> Individuals who are employed as golf coaches at accredited colleges, universities and junior colleges.
Member: A-13 Associate: B-13	<b>General Manager</b> 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, club house administration, food and beverage operation and other recreational activities at the facility.)
Member: A-14 Associate: B-14	<b>Director of Instruction at a PGA Recognized Facility</b> 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.
Member: A-15 Associate: B-15	<b>Ownership or Management of a Retail Golf Facility</b> 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.
Member: A-16 Associate: B-16	<b>Golf Course Architect</b> 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.
Member: A-17 Associate: B-17	<b>Golf Course Superintendent</b> 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.
Member: A-18 Associate: B-18	<b>Golf Media</b> 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.
Member: A-19 Associate: B-19	<b>Golf Manufacturer Management</b> Individuals primarily employed in an executive, administrative or supervisory position with a golf industry manufacturer or golf industry distributor.



Member: A-20 Associate: B-20	<b>Golf Manufacturer Sales Representative</b> 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.
Member: A-21 Associate: B-21	<b>Tournament Coordinator/Director for Organizations, Businesses or Associations</b> Individuals primarily employed in the coordination, planning and implementation of golf events for organizations, businesses, or associations.
Member: A-22 Associate: B-22	<b>Rules Official</b> Individuals primarily employed in the provision of services as a rules official for recognized golf associations, recognized golf tours or recognized golf events.
Member: A-23 Associate: B-23	<b>Club Fitting/Club Repair</b> 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.
Member: A-24 Associate: B-24	<b>Employed within the golf industry and not eligible for another Active classification</b> 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.



## PGA PLAYING ABILITY TEST INFORMATION

- **Passing Scores:** Achieving a passing score in a PAT (including alternate events) signifies full compliance with the requirements. The PAT involves completing two rounds of golf (36 holes) and shooting equal to or lower than the course rating for 36 holes + 15 strokes. For example, if the course rating is 72, the target score for the 36 holes would be 159 ( $72 \times 2 = 144 + 15 = 159$ ). Click [here](#) to view the PAT Schedule. **Passing the PAT is necessary for becoming a PGA of America Member.**
- **Qualifying Scores:** A qualifying score (such as a handicap index submission or the target score+5) allows you to start the PGM Associate Program, but a full passing score must be achieved to become a PGA of America Member.

### PAT Passing Options:

- Take a 36-hole PAT: The traditional method to achieve a passing score. This competition is normally conducted in one day.
- [Alternate PATs](#): Scores from PGA events, collegiate tournaments, USGA events, and several other types of events can be used to satisfy the PAT requirements. Participants in standard 36-hole PAT events have the option to combine two 18-hole scores from multiple PAT events within a year to meet the 36-hole requirement.

36-Hole PAT Target Score	18-Hole Target Score	Target Score to Register as an Associate
Course Rating for 36 holes + 15	(36 PAT Score/2)	(36 PAT Score/2) + 5
151	75.5	80
152	76.0	81
153	76.5	81
154	77.0	82
155	77.5	82
156	78.0	83
157	78.5	83
158	79.0	84
159	79.5	84
160	80.0	85
161	80.5	85
162	81.0	86
163	81.5	86
164	82.0	87
165	82.5	87

## PGA PGM 3.1 OVERVIEW

### Qualifying Level

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



### Level 1

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



### Level 2

#### Teaching and Coaching

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

#### Golf Operations

- Purchase Access
- Complete Level 2 Course Manuals
  - Facility Management 2
  - Teaching & Coaching 2
  - Knowledge Quizzes throughout the Level
- 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
  - Knowledge Quizzes throughout the Level
- Attend Seminars
  - Executive Management 2 (5 days)
- Complete Portfolio



### Level 3

#### Teaching and 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





## 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.)



## PGA PGM ACCEPTABLE PROGRESS

### **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.

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

Not completing Levels 1 or 2 within the three-year time frame will result in a suspension.

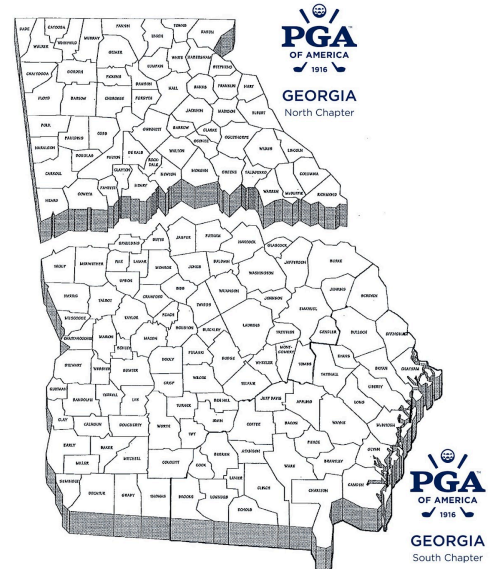
Individuals who have not successfully completed the Level at the end of their two-year suspension will be terminated from the PGA PGM Program. Associates have nine years from their Level 1 Start Date to graduate from the PGA PGM Program, meet all election requirements and become elected to PGA Membership.



## SECTION OVERVIEW

### Governance

The Georgia PGA Section is governed by a Board of Directors, composed of elected PGA Members, four Officers, seven At-Large Directors, two Division Presidents, and two Chapter Presidents. The various Committees handle decisions within their respective areas, and the Board must approve all decisions. The Georgia Section is broken into two Chapters, the North Chapter and the South Chapter. The Section has a staff of nine that run the day-to-day operations. Learn more about the Georgia PGA Section [Board](#) and [Staff](#) on the Section website.



### Foundation



PGA REACH Georgia, the 501(c)(3) charitable foundation of the Georgia Section of the PGA of America, is committed to positively impacting lives through the game of golf. With a mission to empower youth, support military veterans, and champion inclusivity, we provide access to the Georgia PGA, its dedicated professionals, and the sport itself. By fostering opportunities for growth, connection, and community, PGA REACH Georgia is transforming lives and making golf a driving force for positive change across the state.



## PGA OF AMERICA REGIONAL FIELD STAFF



### **Doug Wert, PGA | Georgia Career Consultant**

PGA Career Services helps golf industry and PGA Professionals advance into higher-level employment opportunities, assists employers throughout the hiring process, promotes the immeasurable benefits of employing a qualified Professional, and provides resources for individuals seeking to gain employment in the golf industry. Contact Doug [here](#).



### **Lauren Court Lasprilla | Georgia Player Engagement Consultant**

The Player Engagement Consultant works to provide our members with the best resources possible to make your facility's player development and player engagement programs a success. The products under the player engagement umbrella include Drive, Chip and Putt, PGA Camps, PGA Jr. League, National High School Golf Association, National Collegiate Club Golf Association, PGA Team Golf, PGA Family Golf, and PGA Coach. Contact Lauren [here](#).



### **Matt Hiner | Recruiting Specialist**

The PGA of America Recruiting Specialists focus on retention, helping entry-level applicants find jobs, leading the effort to diversify the game, and supporting PGA Members in recruiting efforts for current and future roles. Contact Matt [here](#).



## TOURNAMENTS

### Tournament Overview

The Georgia Section hosts various individual and team events across the Section and calendar year. Our Section schedule has several Player of the Year point events which include, the Atlanta Open & Georgia Open, various team events, as well as Chapter schedules and an Assistants' Division Schedule. To view this year's tournament schedule, click [here](#).

### Tournament Direct Deposit

Players who compete in our events (PGA and/or non-PGA professionals) that earn winnings will be paid via direct deposit. PGA of America uses Workday for its accounting system, and all players must have a Workday account to set up direct deposit. Players **must** go to PGA's Workday website and create an account.

**[CLICK HERE FOR WORKDAY](#)**

#### **This is how you register for an account on the Workday website above:**

1. Click "Sign In" in the top right, then "Create Account"
2. Enter and verify your personal and/or business information.
3. Ensure you attach your completed [W-9 form](#) on the last registration page. \*\*Your application will not be processed without your W-9
4. Once your registration has been completed, an email with instructions to log into Workday will be sent to you.
5. If you have not received an email within 48 business hours, please go back and review your application to see if it has been sent back or denied due to missing information.
6. You will need to enter your bank information to receive ACH direct deposit payments should you acquire winnings.



## GENERAL FAQs

### **Prior to Membership**

**How do I register for a Playing Ability Test (PAT)?** Registration is run through [pga.org](http://pga.org) and you can find one that is close to you by [CLICKING HERE](#). PAT's close one week before the PAT is to be held.

**Do I have to pass the PAT before I start the work?** No, but you must have a handicap index submission or qualifying score (target score+5) in order to begin the work. You must pass the PAT fully before becoming a PGA of America Member.

**How do I submit an Alternate PAT Score or GHIN Handicap Index?** Click [here](#) to submit your alternate PAT or GHIN Handicap Index. Remember: If you submit a GHIN Handicap Index, you will still be required to complete the PAT before being elected to PGA Membership.

**How long does it take for my membership application to be processed?** Typically, the timeframe is anywhere from 1-3 weeks.

**I am a member of an International PGA Association, LPGA Class-A Professional, or current/former PGA, LPGA/Epson Tour member. Do I have different options for Membership?** Yes! Learn more about the reciprocity options [here](#).

### **Membership**

**When do Section dues take effect?** Upon completion of your membership application, you will be required to pay a prorated Section and National dues amount. Yearly dues are due on June 30th.

**How can I see where another PGA Professional works?** You can login into [pga.org](http://pga.org) and view the directory or if you are looking for a professional within our section, you can use the BlueGolf directory [here](#).

**I just moved to the Georgia Section as an Associate. What is my next step?** Login into your [pga.org](http://pga.org) account and update your facility information to accurately reflect your current employment.

**What do I do when I move to a different facility?** Please complete a [change form](#) to update your employment records. Be sure to update your contact information if it is tied to your previous facility!



**How do I get my BlueGolf login information?** Your BlueGolf login information for registering for tournaments, meetings, and viewing the directory, are your PGA Member # and password used on pga.org. This will become available once you are a registered Associate in the Section.

**How do I start getting emails from the Section?** Our Section uses MailChimp to send weekly email newsletters and other occasional emails. This is synched to our database, so you should begin receiving emails as soon as you are added to the system. If you are not receiving the weekly emails, please reach out to the [Section](#).

**What are PDRs and do I need them?** Professional Development Requirements (PDRs) are continuing education points that are required for PGA Members to maintain their membership. PDRs are not required for Associates, but once you become a member, you will be required to complete PDRs to maintain good standing.

### **Tournaments**

**When can I start playing in tournaments?** Once your membership application has been processed and you are a PGA of America Associate, you are eligible to play in tournaments.

**Who is eligible to qualify for the National Assistant Championship?** Class A-8 Members and B-8 Associates, who have successfully completed Level 1, are eligibly employed, and in good standing as of the 1st round of a Section Assistant PGA Professional Championship are eligible. Other Associates are welcome to play at the Section level, but not advance.

**How do I get paid for tournaments?** You must create a Workday account by clicking [here](#).

### **Member Benefits**

**Can I attend PGA TOUR events, PGA of America Championships, and other major golf tournaments?** As an Associate, you will get access to the PGA Championship, Senior PGA Championship, and the KPMG Women's PGA Championship. \*\*Once you become a Member, access will include those listed above as well as the Masters, the Ryder Cup, the US Open, and PGA TOUR events. Learn more about this great perk [here](#).

**Are there any discounts offered for PGA of America Members and Associates?** Yes! Click [here](#) to learn more.

**What is Deferred Compensation?** This is a compensation program for PGA of America Members who perform services that advance the mission of the PGA of America, growing the game of golf. To learn more about this new program, click [here](#).



# GEORGIA

**For any questions regarding this Associate's Guide please contact the**

**[Georgia PGA Section.](#)**