

## PACE PROGRAM

### Candidate for Membership (CFM) to Class “A” Member

All individuals wishing to join the PGA of Canada will be required to enter the PACE Program by becoming a “Candidate for Membership” which is a non-voting membership category.

The requirements to become a PGA of Canada “Candidate for Membership” (CFM) are:

- Golf Industry Employment
- At least 18 years of age
- Completion of High School or equivalent
- Completion of the National Orientation

All applicants wishing to become a CFM will be required to successfully complete an online National Orientation, which will require the applicant to sign off that they have completed.

Information on the following will be available on the PGA of Canada website –

[www.pgaofcanada.com](http://www.pgaofcanada.com)

- History of the PGA of Canada
  - Current PGA of Canada By-Laws
  - The road map for moving through the PGA of Canada system
  - Dues structures and categories of membership
  - Insurance & Liability issues
  - Important dates and deadlines
  - Code of Ethics and code of conduct
  - Professionalism
  - Future Links
  - Long Term Player Development
  - Member Benefits Program
  - Teaching & Coaching Certification Program (TCCP) information
  - Police Check
  - Amateur Status
  - PAT standards
  - National & Zone leaders/contacts
- **Zone Orientation**  
Timing of Zone orientation is determined by the Zone. A Zone orientation will be mandatory for all applicants to attend.
  - **Complete Police Check**  
All CFM’s will be subjected to a standard screening to ensure compatibility given their involvement with youth. This check, paid for by the applicant, will be conducted by a third party organization contracted to the PGA of Canada.  
**All information pertaining to the Police Check will be available online at [www.pgaofcanada.com](http://www.pgaofcanada.com) in the National Orientation area.** Please note: a link to the third party company’s website to complete the police check itself will be on [www.pgaofcanada.com](http://www.pgaofcanada.com)
  - **Pass the Playing Ability Test (PAT)**

## **Required Steps to Class A Status**

1. Complete Applicant Process
2. Successfully complete PAT
3. Proceed as Candidate for Membership (CFM)
4. Complete all of the Class A Core Competencies within 6 years of the date joined (Join date is the date when the PAT is successfully passed)

### **1. Applicant Process**

- a) Register online at [www.pgaofcanada.com](http://www.pgaofcanada.com) with accompanying registration fee of \$300 – onus on applicant to meet the minimum requirements of golf industry employment, age, education and police screening – verified by supporting documents sent to the Zone Office.

The \$300 fee allows an individual to remain an applicant for a **one-year period** from the date of application or 5 Playing Ability Test attempts. If an individual does not advance through the program during this time, they must register again and pay the registration fee of \$300 again.

**\* Registrations are accepted between January 1 and June 1 of any given year.**

- b) Information for the National Orientation will be available on the website – [www.pgaofcanada.com](http://www.pgaofcanada.com) (publicly viewable).  
**Registrants will be required to verify on their applications that they have read and understand this material.**
- c) **Both the registrant and the applicable Zone will be emailed confirmations.** The Zone location will be based on the address of the registrant's golf industry employer.
- \* At this time the registrant must pay the BC Zone Registration/PAT fee of \$560 (\$500 + HST)**
- \* The registrant must send in proof of age and proof of high school completion to the appropriate Zone office.**
- d) Once the registration is complete and both the National application fee and BC Zone Registration/PAT fee are paid, the registrant is then considered an **Applicant** and can access the 'Applicants Only' section of the PGA of Canada website which will guide them through the requirements to become a Candidate for Membership.

## **2. Playing Ability Test (PAT)**

The requirement to pass the PAT will be to score no higher than 15 strokes over twice the course rating for 36 holes in a sanctioned or formal PAT event.

### **PAT Definitions**

<i>Target Score:</i>	15 strokes over twice the course rating or less for 36 holes (numbers above .4 rounded up, .4 and below rounded down)
<i>Sanctioned PAT:</i>	A golf event sanctioned by the Zone Board to be a PAT qualifier. Events must be 36 holes with rules officials in attendance. Applicants must register with Zone in advance with the Zone to determine deadlines. Appropriate Zone PAT fees would still apply.
<i>Formal PAT:</i>	PAT's conducted by the Zone and would have the same requirements as the sanctioned events.

**An applicant must declare their intent to attempt the PAT online in the Applicant section of the PGA of Canada website ([www.pgaofcanada.com](http://www.pgaofcanada.com)) and must also confirm directly with the BC Zone office prior to attempting the PAT.**

**Applicants must pay the BC Zone Registration/PAT fee directly to the Zone office prior to their first PAT attempt.**

This fee is due for the formal PAT, sanctioned events or an exemption. **The applicant will only pay the fee once for five attempts.** There is no charge for a re-try. An Applicant will be permitted to attempt a maximum of five PAT opportunities per year.

An Applicant is permitted to play in sanctioned events in other zones but may only play the Formal Zone PAT in the home zone; however the PAT fee is payable to the Zone in which the Applicant is registered.

### **Playing Ability Test Exemptions**

In recognition of demonstrated playing ability, an Applicant will be awarded an exemption from the PAT requirement based on the following criteria:

- Canadian Men & Women's Amateur Champions for the past 10 years; 2008 & 2009 Canadian Junior Boys & Girls Champion; 2008 Canadian Men & Women's Mid/Amateur/Mid-Amateur/Mid-Master Champion; 2008 Men & Women's Senior Champion; Playing members of the 2009 Willingdon Cup Teams ('09 Prov. Quota); Current provincial Men & Women's Amateur Champions (part of provincial quota); Top 5 Men & Women players on the 2008 CN Future Links Junior Order of Merit; 2009 Barrett East Coast Amateur Champion; 2009 British Men & Women's Amateur Champion; 2009 Australian Men & Women's Amateur Champion; 2009 New Zealand Men & Women's Amateur Champion; 2009 Glencoe Invitation Champion; 2008 Western Amateur Champion; 2008 Porter Cup Champion; 2009 Monroe Invitational Champion; 2008 Men & Women's Amateur Champion; 2008 Men & Women's North South Amateur Champion; 2008 US Men & Women's Public Links Champion, 2008 Men & Women's Players Amateur Champion
- Documented qualifying PAT score from a foreign PGA within the past three years that meets the current Canadian PGA PAT standard
- Shooting a 36-hole score in a recognized tour event within the past year that meets the current Canadian PGA PAT standard (incl. Canadian PGA Women's Championship)
- Past Canadian PGA National Champions

**Please note: It is the responsibility of the Applicant to apply for a PAT Exemption by forwarding the appropriate documentation to the local Zone office.** These Applicants must complete and meet all other PAT requirements, i.e. payment of the National application fee and the BC Zone Registration/PAT fee, meet all deadlines, and regulations from the local Zone office.

### **3. Proceed as Candidate for Membership (CFM)**

The National office will send an electronic invoice to the successful PAT applicants for their dues – prorated to the month the PAT was passed.

**The applicant will have 30 days from this date to submit payment with their signed application form back to the National office.**

This is the only time dues are charged at a prorated amount. **THE CANDIDATE WILL BE SUSPENDED FOR NON-PAYMENT IF HE/SHE DOES NOT PAY WITHIN 30 DAYS.**

### **4. Complete all Class A Core Competencies within 6 years of the date joined** (Join date is the date when the PAT is successfully passed)

The Class A requirements may be completed in a minimum of 3 years and must be completed in a maximum of 6 years. Should any Candidate fail to complete the program (including successful completion of the Class A Evaluation) within the 6-year time frame, there will be a 2-year waiting period for re-application.

A CFM can view his/her “Education Summary” in the Members’ Only Section under “My Message Centre”. **It is the responsibility of the Candidate to ensure that their records are updated with the National Office by providing proof of completion for formal education completed.**

The 6 Core Competencies that are required to become a Class A Member of the CPGA are as follows:

- 1) Rules
- 2) Club Fitting
- 3) Completion of Instruction Beginner Golfers & Instruction Intermediate Golfers from the PGA of Canada’s Teaching & Coaching Certification Program (TCCP)
- 4) PGA of Canada Core Competency Golf Modules (if required)
- 5) Employment – 3,000 hours work experience in the golf industry (Membership Committee to determine acceptable employment)
- 6) Successful completion of the PGA of Canada formal education component

#### **1) Rules**

Must complete Level Two of the RCGA Rules of Golf online at [www.rulesofgolf.ca](http://www.rulesofgolf.ca)

## **2) Club Fitting**

All CFM's must complete the recognized club-fitting program. Registration is in the Members Only Section of the PGA of Canada website.

## **3) PGA of Canada TCCP Instructor Beginner Golfers & Instructor Intermediate Golfers**

Instructor Beginner 'Trained' status is required before a Candidate can begin to instruct golf for compensation.

**It is mandatory that all Candidates obtain Instructor Beginner 'Trained' status by April 30<sup>th</sup> of the year following the year that they become a CFM or their candidacy will be terminated.**

**It is mandatory that all Candidates obtain Instructor Intermediate 'Trained' status by April 30<sup>th</sup> two years after being 'Trained' in Instructor Beginner.**

Example:

- PAT Completed – 2010
- Instructor Beginner workshop completed by April 30<sup>th</sup>, 2011
- Instructor Beginner Portfolio/Evaluation completed by September 30<sup>th</sup>, 2012
- Instructor Intermediate workshop completed by April 30<sup>th</sup>, 2013
- Instructor Intermediate Portfolio/Evaluation completed by September 30<sup>th</sup>, 2014

**TCCP Registration is in the Members Only Section of PGA of Canada website.**

## **4) PGA of Canada Core Competency Golf Modules**

All CFM's will be required to achieve standardized learning outcomes as defined by the PGA of Canada. **Recognized PGA programs will fulfill this requirement.**

The PGA of Canada Core Competency Golf Modules will cover the following:

- Golf Operations & Club Services
- Turf Management
- Tournament Operations & Event Planning
- Retail Management
- Food & Beverage

Registration for PGA of Canada Core Competency Modules will be online at the PGA of Canada website. The Core Competency Modules are offered by the Golf Management Institute of Canada.

PGA of Canada Core Competency Golf Modules Schedule:

- Students will have 4 months to complete each module
- Start at any time of the year
- The Candidate will receive their mark within 30 days of submitting the completed module.

## 5) Employment

Work experience component must be obtained by working within the Golf Industry. A CFM must obtain a minimum of 3,000 hours of relevant workplace time during their training. Current PGA of Canada categories are accepted; all other positions must be approved by the National Membership Committee.

***All CFM's will be required to work in the golf industry until Class A status is obtained.***

CFM's may reside and work outside of Canada.

## 6) PGA of Canada Formal Education Component

***PATH "A"*** – Eligible for Class A membership & Certified in 'Golf Operations'

1. 3 year PGM diploma from a recognized college **and** 2 seasons of employment under a PGA of Canada Class A member or a Class A member from a recognized PGA at an approved golf course
2. 3 year Business diploma from a recognized college or University degree with a business major and the completion of the PGA of Canada Core Competency Golf Modules with 2 seasons employment under a PGA of Canada Class A member or a Class A member from a recognized PGA at an approved golf course

***PATH "B"*** – Eligible for Class A membership

1. A 3 year Business Diploma or PGM diploma or a University degree with a Business major **and** PGA of Canada Core Competency Golf Modules
2. University degree other than Business or 2 year Diploma in any discipline other than Business **and** 1 year business certificate from an accredited college or the Golf Management Institute of Canada online diploma **and** PGA of Canada Core Competency Golf Modules.

Tracking for education: A digital photo of diploma, degree and/or certificate must be submitted electronically to the National Office.

Recognized PGA's are reviewed annually by the National Board of Directors. Currently accepted PGA's are: PGA of America, PGA of Great Britain & Ireland, PGA of Australia, PGA of France and PGA of New Zealand.

## Progress Update

Upon becoming a CFM in the PACE program, the Class A requirements can be completed in a minimum of 3 years and must be completed in a maximum of 6 years. **The deadline is November 1<sup>st</sup>, six years after the year the applicant becomes a CFM.**

Should a CFM fail to complete the program in the maximum 6 year period, they must wait 2 years before they can re-apply to begin the program. The PACE program must be completed in its entirety. Annual Progress Reports will be mailed out to all CFM's.