

This fact sheet sets forth the items for the entry procedure to the LPGA Qualifying Tournament held by the LPGA of Japan. Any matters which are not referred to in this fact sheet will be set forth in the LPGA Qualifying Tournament Regulations and Fact Sheet which are separate from this document. For any matters not reflected in any of the above documents, the LPGA shall have the right to make decisions at its absolute discretion regarding such matters.

**2018 Qualifying Tournament (QT)  
Entry Fact Sheet**

**1. Eligibility/Entry Period/Entry Fees**

Stage	Eligibility	Entry Start	Entry Deadline	Entry Fee (tax not incl.)	
				LPGA Members	Non-members
First QT	Any female golfers (females at birth) over 18 years of age on 4/1 2018  *Must have the equivalent of a JGA/USGA HDCP Index of 5.0 or better	Apr.2 (Mon) 10:00	May,11 (Fri) 17:00	/	¥50,000
Second QT	① LPGA of Japan Members ② Any players who registered for the 2018 season as a TP One year Member	Aug.1 (Wed) 10:00	Sept.7 (Fri) 17:00	¥40,000	¥50,000
	③ Players who qualified from the 1 <sup>st</sup> QT ④ Any other players approved by the LPGA of Japan	When Qualified			
Third QT	① Players who are within the top 70 on the Money List at the end of the 2018 LPGA of Japan tournament “Higuchi Hisako Mitsubishi Electric Ladies Golf Tournament” (The ranking will not be moved down below 70th under any circumstance.)	Oct.29 (Mon) 10:00	Nov.9 (Fri) 17:00	¥50,000	¥100,000
	② Winners of the 2018 Step Up Tour events (including Temporary Registered Professionals)	Oct.22 (Mon) 10:00			
	③ Players who are 6 <sup>th</sup> to 10 <sup>th</sup> on the 2018 Step Up Tour Money List (the ranking will not be moved down below 10 <sup>th</sup> under any circumstance)				
	④ Players who qualified from the 2 <sup>nd</sup> QT	Nov.5			

	⑤ Any other players approved by the LPGA of Japan	(Mon) 10:00			
Final QT	① Players who are 56 <sup>th</sup> to 60 <sup>th</sup> on the 2018 LPGA of Japan Money List at the close of the “Daio Seishi Elleair Ladies Open “(the ranking will not be moved down below 60 <sup>th</sup> under any circumstance) ② Exempt players of the 2018 season who lost their exempt status for the 2019 season ③ Players who received a medical extension for 2018 who could not keep their exempt status for 2019 ④ Players who finished 2 <sup>nd</sup> to 5 <sup>th</sup> on the 2018 Step Up Tour Money list (The ranking will not be moved down below 5 <sup>th</sup> under any circumstance)	When Qualified	Nov.23 (Fri) 17:00	¥ 50,000	¥100,000
	⑤ Players who qualified from the 3 <sup>rd</sup> QT ⑥ Players other than the above who were approved by the LPGA of Japan	Nov.22 (Thu) 19:00			

## 2. Dates and Sites

Stage	Section	Dates	Site
1 <sup>st</sup> QT	A	August 29 (Wed) - August 31 (Fri)	Itsurateien Country Club (Fukushima)
	B	August 8 (Wed) – August 19 (Fri)	Shizuoka Country Hamaoka Course & Hotel (Shizuoka)
	C	August 29 (Wed) – August 31 (Fri)	Cocopa Resort Club Hakusan Village Golf Course (Mie)
	D	August 8 (Wed) – August 10 (Fri)	Yomiuri Country Club (Hyogo)
2 <sup>nd</sup> QT	A	October 31 (Wed) – November 2 (Fri)	Karasuyamajo Country Club (Tochigi)
	B	October 31 (Wed) – November 2 (Fri)	Kodama Golf Club (Saitama)
	C	October 31 (Wed) – November 2 (Fri)	Ise Country Club (Mie)
	D	October 31 (Wed) – November 2 (Fri)	The Queen's Hill Golf Club (Fukouoka)
3 <sup>rd</sup> QT	A	November 20 (Tue) – November 22 (Thu)	Katsuragi Golf Club (Shizuoka)
	B	November 20 (Tue) – November 22 (Thu)	Sanyo Golf Club (Okamaya)
Final QT		November 27 (Tue) – November 30 (Fri) *December 1 (Sat) Substitute day	Tokyu Grand Oak Golf Club (Hyogo)

### 3. Entries

#### (1) Entry Process

- ① Complete entries for each stage of the QT and pay entry fees using the LPGA MYPGAE (LPGA of Japan tournament website)
- ② Upload a photo taken within the last three months to the LPGA MYPAGE
- ③ Submit other documents to the LPGA of Japan (Players who are entering the Qualifying Tournament for the first time excluding members of the LPGA of Japan and players who registered for the 2018 season as a TP One Year Membership)

**Entry is deemed complete after the above step ① and ② are completed online and the documents of ③ have been received by the LPGA of Japan office.**

**\*Upon completion of ①, ② on the MYPAGE and the documents of ③ has been checked by the LPGA, an email will be sent to the email address (registered by the participants) confirming the receipt of the entry to the QT. (You cannot reply to this email) This email will confirm the completion of entry.**

\*Starting 2018, there will be no requirement to have a recommendation by a LPGA of Japan Player at the time of entry. **Recommendation by a JLPGA member will be required when registering for the TP One Year Membership.**

\*The documents listed in ③ will be submitted only once during the qualifying Tournament of a given year. Members of the LPGA of Japan and players who are already registered for a Tournament Players' One Year Membership will not be required to send the documents.

\*Entries on the LPGA MYPAGE will close at 17:00 on the deadline date.

\*LPGA MYPAGE URL: <https://sys.lpga.or.jp/mypage/signin> ⇒



<Creating a LPGA MYPAGE account>

Register on the QT ENTRY page of the LPGA of Japan official website

An URL will be sent to the email address registered.

Log into the URL and players will be able to enter and make payments for the QT on the day entries commence.

\*If it is unclear if you have an account already on MYPAGE, please inquire with the LPGA of Japan office.

#### (2) Uploading a photograph

An ID photo taken within the last 3 months must be uploaded to the LPGA MYPAGE.

\*Photos taken by a smart phone will be permitted but the photo must be:

taken without a hat, with a plain background, in full-face view facing the camera, and from the chest up.

\*Photos which are not facing the camera, with backgrounds that are not plain, unclear or blurred, hiding part of the face, with eyes closed, partially covered in shadows or wearing sunglasses will not be permitted.



#### (3) Documents

Players (other than members of the LPGA of Japan or players already registered for a TP One Year Membership) will be required to submit the below documents to the address designated by the LPGA of the Japan the first time to enter the QT this year.

Japanese Citizens	① A copy of an ID with a photo ie) Passport, drivers' license, Basic Residence Registry Card ② Written Consent from a Parental Authority (for minors only)
Foreign Citizens	① A copy of the passport ② Written Consent from a Parental Authority (for minors only)

\*For Japanese citizens who do not have ①, one of the following must be submitted; National Health ID card, Student ID or a Company employee ID card.

\*Foreign residents in Japan who do not have ① must submit a copy of the Special Permanent Resident card or a Resident card

\*The documents must be postmarked by the day of the closing of entries

\*The size of paper used for the documents submitted should be A4 (210mm X 297 mm) or close to its size.

\*If a player wishes to deliver the documents directly to the LPGA of Japan, the documents will be accepted on weekdays between 10:00-17:00. The documents must be handed in directly to a LPGA of Japan staff.

**<Address for submission of documents>**

Attention: Qualifying Tournament Contact  
Tournament Division  
The Ladies Professional Golfer's Association of Japan  
Nittetsu Kobiki Building 8F  
7-16-3 Ginza, Chuo-ku  
Tokyo 104-0061 JAPAN

(4) Payment of Entry fees

Necessary payment procedures must be made on the LPGA MYPAGE.

Payment must be made using a credit card or at a convenience store.

\*Credit cards accepted: VISA, MasterCard, JCB, AMEX, DINERS

\*Convenience stores accepting payment: Seven Eleven, FamilyMart, LAWSON, Circle K, Sunkus, MINISTOP, Seicomart

(5) Assignment of Section for Qualifying stages

1 <sup>st</sup> QT	First come first serve on the entries received Select the Section desired when submitting entries on MYPAGE	1st stage Section allocation notification: Middle of June 2018 (Tentative)
2 <sup>nd</sup> QT	Decided by the address registered on the LPGA MYPAGE at the close of entries.	2 <sup>nd</sup> stage Section allocation
3 <sup>rd</sup> QT		notification: Middle of September 2018 (Tentative)

\*If applicants for any Section exceeds the capacity for the 1<sup>st</sup> QT, the LPGA of Japan will at its sole discretion decide where the players will be allocated for those entered after the maximum number has been reached. The applicants

agree to accept the Section assigned.

\*Once a Section has been assigned, players will not be able to change Sections under any circumstance.

\*Depending on the number of players applying for the QT, there may be changes in the number of Sections and dates for each of the stages.

\*If changes are made in the number of Sections, there will be a questionnaire sent to the MYPAGE asking players for their choice of Sections. Players will be designated the new Section as per their choice, but if the applicants exceed the capacity for a section, then, the players will be assigned in the order of the original entry submission.

#### (6) Entry

① Confirmation of the completion of the entry procedure will be the responsibility of the applicant of the QT (“Applicant”). The Applicant must confirm the receipt of entry with the LPGA of Japan herself and the LPGA of Japan shall not be held responsible for any Applicants who are not able to play in the QT due to failure to confirm the receipt of entry.

② Upon confirming the entries on MYPAGE and receipt of the documents required, the LPGA of Japan will send an email to the email address registered on the MYPAGE “notice of confirmation of entry.” (You cannot reply to this email) This email will serve as the notice that your entry is complete.

③ Entries will not be accepted after the closing date for any reason.

④ Entries via phone, email and fax will not be accepted.

⑤ If it is deemed that a player is not suitable to play in the QT, the LPGA of Japan has the right to cancel the player’s entry to the QT at its sole discretion.

⑥ As a basic rule, all QT applicants must register to the QT using her real name (player name /nickname or alias are not permitted.) LPGA of Japan will decide the Japanese Katakana for players who have names using Chinese Characters. The exception to this rule will be if a player is already using a player name/nickname when playing tournaments in other countries.

⑦ If there are any changes to personal information submitted after QT entry is complete, a player must inform the LPGA of Japan immediately through the MYPAGE

**⑧ The LPGA of Japan will not send any qualification information to the players who have already qualified for each of the qualifying stages. It is the sole responsibility of the qualified players to enter each stage within the registration period.**

#### 4. Tournament Format and Proceeding to the Next Stage

Stage	Format	Proceeding to the next stage
1 <sup>st</sup> QT	① 3 days/ 54 hole stroke play ② The First QT will be deemed “officially completed” if 18 holes are completed. If 18 holes are not completed within the schedule, a separate date will be decided to complete the competition.	① The top 20% and ties of each Section will proceed to the 2 <sup>nd</sup> QT. However, if there are more than 500 participants total in the 1 <sup>st</sup> QT, the number of players who proceed to the 2 <sup>nd</sup> QT will be 100 players per Section. ② The announcement of the number of players

		proceeding to the 2 <sup>nd</sup> QT will be made for each Section after all players start play in the first round.
2 <sup>nd</sup> QT	<p>① 3days/54 hole stroke play</p> <p>② All tied scores shall be ranked by card play-off in the following order:</p> <p>(a) the best third round score</p> <p>(b) the best second round scores</p> <p>(c) the best last round score of the 18<sup>th</sup> hole, 17<sup>th</sup> hole, and so on. (countback)</p> <p>③ The 2<sup>nd</sup> QT will be deemed “officially completed” if 18 holes are completed. If 18 holes are not completed within schedule, a separate date will be decided to complete the qualifying</p>	<p>① Upon completion of the tournament at each Section, the players with the better total score will proceed to the 3<sup>rd</sup> QT.</p> <p>② The approximate number of players proceeding to the 3<sup>rd</sup> QT from each Section will be posted after all groups start play in the 1<sup>st</sup> round.</p> <p>③ The final number of the players proceeding to the 3<sup>rd</sup> QT will be decided after the week 46 event of the 2018 LPGA of Japan Tour is completed (November 18<sup>th</sup>)</p>
3 <sup>rd</sup> QT	<p>① 3days/ 54 hole stroke play</p> <p>② All tied scores shall be ranked by card play-off in the following order:</p> <p>(a) the best third round score</p> <p>(b) the best second round score</p> <p>(c) the best last round score on the 18<sup>th</sup> hole, 17<sup>th</sup> hole, and so on. (countback)</p> <p>③ The 3<sup>rd</sup> QT will be deemed “officially completed” if 54 holes are completed.</p> <p>Only if 54 holes are not completed even after using the “reserved rainy day”, the tournament will be deemed complete if 36 holes have been completed.</p>	<p>① Upon completion of the tournament at each Section, the players with the better total score will proceed to the Final QT.</p> <p>② The approximate number of players proceeding to the Final QT from each Section will be posted after all players start play of the 1<sup>st</sup> round.</p>
Final QT	<p>① 4 days /72 hole stroke play</p> <p>② All tied scores shall be ranked by card play-off in the following order:</p> <p>(a)the best fourth round score</p> <p>(b)the best third round score</p> <p>(c) the best second round score</p> <p>(d) the best last round score on 18<sup>th</sup> hole, 17<sup>th</sup> hole, and so on.</p> <p>③ The Final QT will be deemed “officially completed” if 72 holes are completed.</p> <p>Only if 72 holes are not completed even</p>	

	after using the “reserved rainy day”, the tournament will be deemed complete if 36 holes have been completed.	
--	---	--

\*The number of venues for each Stage might be changed depending on the number of entries for the QT.

\*As a general rule, the number of players in each of the sites for the 3<sup>rd</sup> QT will be 102, but in certain cases, the number of players will be less than 102 in order to keep the percentage of advancement from each section equal.

\*The number of players in the Final QT field will be up to 102 as a general rule.

\*Based on the QT ranking list decided by the QT Rule 5-1 and 2, The eligibility to play in the LPGA Tour tournaments of 2019 (up to the last tournament before the first re-ranking of the year) and the step up tour will be awarded.

## 5. Player Companions

### (1) Caddies

① A player is allowed to provide her own caddy only in the Final QT. If a player provides her own caddy, he/she must caddy the entire time (from practice round to the QT competitive rounds.)

② Players must take full responsibility for the caddy.

### (2) Coaches and Trainers

Follow QT Regulations paragraph 9.

### (3) Interpreters

As stated in the QT regulations paragraph 9. If a player is unable to communicate and understand Japanese, she is responsible to arrange an interpreter.

\*All posted information, rules of competition and announcements will be in Japanese.

\*The LPGA of Japan reserves the right to ask a player without an interpreter to leave the competition as stated in QT regulation paragraph 11.

### (4) Other

① Besides above (1),(2) and (3), a maximum of 2 people per player will be permitted to attend the QT.

② Players are responsible for their companions

③ If a player's companions do not comply with the rules and regulations set by the LPGA of Japan at any Stage and venue, the LPGA has the right to ask the companion to leave the premises.

④ Only players are allowed on the course during the competition (including practice rounds.)

## 6. Other

### (1) Amateur Status

According to the rules of Amateur Status as approved by the JGA, a player forfeits her amateur status when she registers as a TP One Year Member. A player does not lose her amateur status even if she plays in the Qualifying Tournament as long as she does not register as a TP One Year Member.

For details of the amateur status, please contact the Japan Golf Association (03-3566-0003).

## (2) TP One Year Membership

- ① Any player who receives a final ranking at the QT Final Stage and attends the TP One Year Membership seminar, can register for a TP One Year membership. The membership will be for one year (January 1, 2019 –December 31, 2019.)
- ② If a player wishes to register as a TP One year Member, she must attend the TP One Year membership seminar (Scheduled for mid- December 2018.) A player must attend the Seminar for 3 consecutive years or 3 times.
- ③ TP One year Membership fee will be 500,000 yen (plus tax.)
- ④ Players who do not have residency in Japan will need to attain a working visa.
- ⑤ Players must receive a recommendation and signature of guarantee from a LPGA of Japan professional member or an international member who has been in good standing for five years.
- ⑥ The details of the One Year TP Membership will be given at the qualifying sites and on the LPGA MYPAGE.

## (3) Re-ranking System

LPGA will introduce the re-ranking system starting 2018. Re-ranking system will take all the TPD players other than the exempt players and re-rank the players by money earned by the tournament designated as the re-ranking cut off. The new ranking (re-ranking list) will be applied to determine the tournament field starting events which are held two weeks after the cut-off event.

\*The details of the re-ranking system will be found on the LPGA website (<https://www.lpga.or.jp/news/info/26735>).

## (4) Personal Information

By submitting the application for QT via LPGA MYPAGE and submitting the necessary documents, the players agree that the LPGA of Japan will share their personal information for the scope of the following:

- ① The Information needed to operate and hold any official, sanctioned and special sanctioned events, Step Up Tour, Legends Tour, LPGA Rookie Tournament, Qualifying tournaments, Pro Test and other events held by the LPGA of Japan.
- ② The information needed to operate, answer inquires, invoice, guide and publicize the said events.
- ③ To store and make public the results of these said events.
- ④ The information of name, status (professional or amateur), affiliation (golf club or corporate name) will also be provide to the sponsors and other tournament related personnel including but not limited to media. In the case for students, the name of the school and the school year will be provided.

## 7. General Instructions

- ① As a general rule, Notices and information by the LPGA of Japan pertaining to the QT will be communicated via MYPAGE. The LPGA of Japan will not be held responsible if the applicant fails to check and receive the information necessary.
- ② Notices and information will be sent to the email address registered on MYPAGE. Players are responsible to set their email so that mail from the LPGA will be accepted.
- ③ Prior to entering the QT, review this Fact Sheet and the QT Regulations found on the LPGA of Japan website.



④ Players will be disqualified from the QT and the TP One Year Membership immediately if it is discovered that the player gave false information intentionally or unintentionally pertaining to entry qualifications.

About 2019 Qualifying Tournament for 2020 season

LPGA of Japan will revamp the Qualifying Tournament system from 2019. The details will be posted at each qualifying tournament site.

**For any questions regarding QT should be sent to:**

Attention: Saito or Masuda

Tournament Division

The Ladies Professional Golfer's Association of Japan

Nittetsu Kobiki Building 8F

7-16-3 Ginza, Chuo-ku

Tokyo 104-0061 JAPAN

TEL (03)3546-7801

