

Appendix B **Golf Tournament Procedures**

Revised July 2019

Typical procedures for setting up the Annual and Past Presidents golf tournaments are as follows:

1. It is recommended that an experienced golfer run the tournament to assure the course and play experience are exceptional.
2. Confirm/coordinate the date and time of the tournament with the Board
 - a. Sunday's are best to assure adequate participation
 - b. For the summer Annual Conference, if it is located in a very warm climate, it is recommended a 7:30AM start to beat the hottest part of the day. If heat is not a concern, later in the morning or noon is better so folks arriving early Sunday can still participate.
 - c. For the January Monterey Past Presidents tournament, a noon start is best. It will generally be after the Board meeting. In addition, it can be a bit cold some years and again allows for Sunday arrivals to participate.
3. Scout for a course at least 4 months in advance, solicit recommendations from local SWAAAE golfers and check out online.
 - a. A couple of courses should be considered to assure we can be profitable for the conference (refer to budget) and to have some variety for the yearly Monterey tournament.
 - b. Course selected should be a top quality course typically designed by one of the top classic course designers and should have good amenities. Solicit recommendations from local SWAAAE golfers for recommendations. For Monterey, there is significant tournament history to help., Carmel Valley and Bayonet have both been excellent. Poppy Hillis is a great course but is expensive and there have been challenges in the past.
 - c. Contact the courses several months in advance to get quotes and start negotiations and request they pencil in the date to reserve the time slot.
4. Tournament requirements and contract
 - a. Tournaments shall be a scramble format with a shot gun start. The scramble format allows novice and beginner players to participate and enjoy the day. This also promotes team comradery and friendly competition among the field. The shot gun start is a must since it assures the tournament is completed hours quicker (approximately 5-5.5 hours total) and it is much simpler to start the tournament vs individual group tee times (6-6.5 hours total)
 - b. Scoring and prizes as follows gives all a fair chance to win something and enjoy the day as well as bragging rights.
 - i. Low net scored by the Peoria determines the tournament winning team - \$100 gift card to each team player.
 - ii. Second place low net team receive \$50 gift cards for each player.
 - iii. Third place low net and most honest team (last place) low net receives \$25 to \$50 gift cards depending on sponsor golf sponsorship levels.

- iv. Low gross team score receives \$50 gift card for each player.
 - v. Closest to the hole, longest drive and longest put player winners receive \$50 gift card
- c. Golf Sponsorships for prizes, meals, beverages, welcome bags etc. to be posted on the sponsorship web page as follows. Golf sponsorships totaling over \$500 count toward conference Tier sponsorship. Below is an example and will be included in the Sponsorship Prospectus.

	AVAILABLE	TYPE	COST	DETAILS	BENEFITS
WELCOME BAG	1	IN-KIND	@COST	SUSTAINABLE/REUSABLE TOTE WITH OR WITHOUT GOLF KIT	LOGO ON BAG
GOLF KIT	1	IN-KIND	@COST	SHOULD INCLUDE: SLEEVE OF GOLF BALLS, SUNSCREEN, TEES, BALL MARKERS, ETC.	LOGO ON GOLF CART
LONGEST DRIVE COMPETITION	2	CASH	\$200 EA	ONE PRIZE FOR MEN AND ONE PRIZE FOR WOMEN	LOGO SIGN BOARD ON TEE BOX
LONGEST PUTT COMPETITION	1	CASH	\$200	COMPETITION ON COURSE ON LARGEST GREEN DURING NORMAL PLAY	LOGO SIGN BOARD ON GREEN
CLOSEST TO PIN COMPETITION	4	CASH	\$200 EA	PRIZE FOR MALE AND FEMALE WINNER	LOGO SIGN BOARD ON TEE
INDIVIDUAL HOLE	18	CASH	\$150 EA	FIRST COME FIRST SERVE CHOOSE HOLE(S) DESIRED	LOGO SIGN BOARD AT INDIVIDUAL HOLE
BREAKFAST LUNCH OR	1	CASH	\$750		LOGO STICKER ON BOXED MEAL
BEVERAGES	1	CASH	\$400		LOGO ON DRINK TICKETS

- d. Contract: Most courses have a standard contract or agreement typical to the attached Bayonet contract from one of our previous tournaments. Contract to include the following services and establish terms as follows:
- i. Rate per player which is to include golf, cart, range balls and boxed lunch or breakfast.
 - ii. Establish deposit requirements, terms of payment and time and date of the tournament.
 - iii. Services to include; Peoria and gross scoring, rule sheet, team score cards, player names on the carts, bag drop services, setting up prizes holes and sponsor signs and starter for shot gun start.
 - iv. Establish minimum number of golfers we must commit to (most courses state they need a minimum but none have enforced this).
 - v. Establish terms of payment, typically a deposit is required in advance.
 - vi. Establish when final count of golfers and foursome listing is required, again some plus or minus the day of the tournament is typical but should be kept to a minimum.

- vii. Confirm per drink costs for the drink cart including tip and set up for ticket collection of our tickets for refreshments for the players on the course. We do not cover the costs of drinks at the club house.
 - viii. Establish club rental rates, we do not include this in our registration cost. Club to have multiple sets available for rental by individual players.
5. The following tournament organization and coordination is the responsibility of the golf committee chair and are to be coordinated with and approved by the Board and our SWAAAE Executive Director:
- a. Scout and recommend course for the tournament
 - b. Coordinate contract with the course to meet the tournament requirements.
 - c. Establish budget for the tournament and help determine the registration fee, for review and approval by the Board.
 - i. Our typical fee for the past several years has been \$135 per player
 - ii. The tournament budget including registration fee and golf sponsorships must cover all costs of the tournament and should be able to give funds back to the conference.
 - d. Coordinate and execute all activities required to execute the contract and payment with our SWAAAE Executive director.
6. The golf committee chair shall coordinate and execute the following additional activities to
- a. Help solicit golfers and sponsorships.
 - b. Determine foursome group teams based on requests from golfers and sponsors. Sponsor requests should be given preference if possible and at least one executive member should be included in each group of corporate members.
 - c. Provide all arrangements with the course for the organization and execution of the tournament.
 - d. Notify golfers of the tournament arrangements, teaming and directions to the course.
 - e. Order prizes gift cards through the course Pro Shop prior to the tournament.
 - f. Greet golfers at the course and confirm participation and payment of registration fee and coordinate last minute changes for additional golfers and cancelations.
 - g. Announce tournament rules, prizes, day's activities and thank all the sponsors!
 - h. Ensure the course services are fulfilled per the agreement and address any issues which may arise.
 - i. Ensure all have a fun day!

Miscellaneous Notes

This document was updated by FY18/19 Assigned Committee Member for Golf events for the Conferences Howard Paige, FY18/19 Summer Conference Committee Chair Danette Bewley, A.A.E., C.A.E., Courtney Johnson, C.A.E, and 2nd Vice President Judy Ross, A.A.E., C.A.E.

Sample Golf Course Contract