



BELOIT CLUB TOURNAMENT TIPS

What is your tournament objective?

- Raise funds for a charity
- Provide recreation
- Gain goodwill as a thank you for support
- Competition/team building

Formats

There are different formats you can use for a golf event including stroke or match play, individual or team, best ball, or scramble. Since most outings involve people with varying degrees of ability, we recommend a scramble. This will be less intimidating, more enjoyable for participants, and easier to score. In a scramble, everyone in your group shoots from the groups best location after the previous stroke.

Handicapping Systems

Handicapping of players (to equalize players' abilities) is done by using the event's course rating, along with the players' USGA handicaps. Many event players will not have a USGA handicap, so you will need to use a modified handicap system, such as selecting six blind holes to calculate a handicap. You can also use a handicap system such as the Callaway or Peoria.

Number of Participants

Most 18-hole golf courses can handle up to 144 golfers (36 groups of four). If you choose a shotgun start, this will require two groups on every hole. If your group is larger, you will need a morning and afternoon start.

What time are you going to play?

You will need to know the date and time of the event and whether you want food, beverages, and/or social services from the club. Sunrise/sunset plays a key role as does weather or not your group will share the course with other players (if you're a smaller group the course may be open to members too).

Establish Your Budget

Details to be considered include: green fees, golf carts, rental clubs, food services (breakfast, lunch, and dinner), beverages, use of a driving range, golf bag assistance, registration table, scorecards, score sheets, and tee prizes and awards. It is customary for prizes and awards to be 10 percent of your budget.

Once you have collected all this information, you will be able to establish your entry fee. Sponsorship should subsidize the cost of the event. Consider whether you want one sponsor for the entire event, several smaller contributors, or both.

Sign-up

How do you get interested players to sign up for your outing? You likely have a good idea as to who your target audience is, so, now, you need to work on inviting them. It is important that you post, advertise, or send out invitations for the event as early as six months in advance. This will give you time to get a head start on other activities. You also need to take into consideration whether people will be coming from out of town and if they need to make travel and lodging arrangements.

Invitations should include the event date, time, location, format, cost, and entry due date.

Thirty days prior to the event, you will want to send out an information packet with the above information, as well as directions to the course, relevant phone numbers, lodging information, the golf course dress code, golf shop hours, practice area hours, and the hours of any planned social activities.

GOLF TOURNAMENT TIMELINE:

One year prior to event:

Select and reserve a date to hold your event. Determine if you need volunteers for the event. You might need volunteers to help your event run smoothly. The number of volunteers will depend on the size of the event.

Nine months prior to event:

Set a budget for your event. Allocate money for food and beverage, gifts, prizes, green fees, carts, rental clubs... Put together a guest list and have invitations printed. Select event format: scramble, stroke play, match play, etc. Get volunteers to agree to help on the day of the event.

Six months prior to event:

Coordinate food and beverage menus and send out invitations for event sponsorship and golfer signup details. Select any contests you may want: hole-in-one, longest drive, closest to the pin, etc. Obtain hole-in-one or putting insurance, if necessary, and select prizes for the contests and tournament winners. Contact local businesses about donating money, silent auction items or gift certificates.

Three months prior to event:

Meet with the club event coordinator to finalize arrangements for course times, banquet facilities, silent auction needs and if any type of audio/visual equipment will be needed. Send out invitations that include directions to the course and specific starting times. Also, remember to order tee prizes, awards, handouts, and tee signs.

Two months prior to event:

Check the progress of outside vendors providing tee prizes, awards, giveaways, and tee signs. Finalize menus and any beverage or snack carts on the course. Tabulate the preliminary number of guests, based on invitation responses.

One month prior to event:

Meet with the Golf Professional to discuss preliminary number of players to determine the number of carts needed, rental clubs, and any special events to be held on golf course. Finalize preparations of all tee prizes, awards, giveaways, signage and banners. Have them delivered to the course. Set up a preliminary player list.

One week prior to event:

Finalize the player list and send it to the golf professional. Double check any final details with the golf professional. Review jobs for the volunteer staff and coordinate any possible timing issues to ensure the event runs smoothly. Take into consideration the time for golfing, food, and an awards ceremony.

Day of the event:

Arrive at least two hours before the guests. Be ready for possible no-shows, cancellations, and last-minute changes. If you're playing in the event, be sure you are in the first group to finish. That way you can get back to the clubhouse to check on dinner preparations and the awards ceremony. Finally, don't forget to have fun!

Additional Ways to Raise Money

Silent auctions—a popular way of raising money at charitable events—add to the experience without causing too much of a distraction. We have organized many silent auctions. Many participants who do not win on the course will enjoy being able to “win” off the green. Silent auctions are flexible because you can offer a few or many high-quality items, the more the better. Gift baskets, golf clubs, golf umbrellas, and golf memorabilia are all great silent auction items. Our golf shop has many items that can be purchased for your auction. Promotional items that are un-related to golf will work, as well.

Determine who your participants are and provide relevant silent auction items. Make a list of businesses or people in your area who may be willing to help by donating money or items from their businesses, such as gift certificates or higher priced promotional products.

Make a master list of all items. Assign a number to each item with the item number, description, minimum bid amount, and a place for the participant's bidder number. Remember to create bidder numbers for all your participants, as well. Don't forget pens and bidder sheets for people to use when bidding.

Choose a closing time and be certain your guests are notified when the auction ends. Volunteers might be needed at the end of the auction. Bidding sheets should be promptly collected and sorted by the winning bidder number. Multiple items won by a bidder can be stapled and totaled so the bidder only has to pay once. Determine how you will deal with any items that are not sold at the auction. Do the donors want them back, or will you save them for next year's event?

After the Event

Did all your guests have a wonderful time at your event? Will they remember the event as one they would like to return to next year? Would they want to invite some of their friends? You may want to send the participants a thank you note and, or a team or group photo as a memento of the event. Don't forget to thank the volunteers who helped you make the event a success. Also, just because the event is over, don't think you're finished. The best time to plan next year's event is now. It is

an appropriate time to reserve our facilities for next year and to start planning the prizes and awards. Have fun, and good luck!

Here are some areas in which we can aid:

- Team pairing – *Complimentary*
- Scorecards – *Complimentary*
- Rules sheet – *Complimentary*
- Bag drop assistance – *Complimentary*
- Gifts/tee prize recommendations
- Food services offered
- Golf Clinics or Tune ups
- Marking of golf course – *Complimentary*
- Scoreboard and score sheets – *Complimentary*
- Rules and event announcements – *Complimentary*
- Special hole events (Proxies) – *Complimentary*
- Award presentations – *Complimentary*

When preparing for, as well as during the event, we offer even more complimentary services from our golf shop staff. Some of these include preparing and creating rule sheets, printing score sheets, establishing a check-in table, preparing a list of participants, assigning golf carts, creating special event signs, posting results after golfing, food service, putting up decorations, and placement of signage and banners.

Eat, drink, and be merry!

Food and beverages is a very important part of the event.

We will assist and plan for the following:

- Meal times
- Bar services
- Meal prices
- On-course beverage cart
- Location of head table
- Podium and microphone
- Type of meal (plated or buffet)
- Hors d'oeuvres
- Method of payment
- Prize and award table

Bar arrangements can include a cash bar, billing to the event, or tickets. During the event, we can offer beverage service on the course. We will schedule for proper timing between golfing and meals. It is not unusual for a scramble event to take anywhere from four to six hours. We will also plan for possible rain delays.

Fore!

The registration table will be located near the golf shop entrance. We will provide: water, pencils, scorecards, tees, divot tools, pairing sheets, tee times, golf cart information, alphabetized player rosters, a cash box, rules and format sheets, paperweights, and a trash can.

We have a fleet of 36 golf carts. To ensure availability for additional carts, we may need to know the number of participants one month in advance. We will provide the availability of a few extra carts to cover breakdowns, rangers, delivery of messages, and any other possible assistance on the course. To avoid confusion (and for safety reasons), we will keep the keys out of the carts until just before the event begins.

During the event, we will be available on the first and tenth tee for club cleaning, to interpret rules, and to monitor the speed of play.

How do we determine the winners?

Players or teams are responsible only for their individual hole scores, not the addition of the totals. Totaling scores is the responsibility of our professional staff. Each team should sign and witness its scorecard. The scoreboard(s) will be in the area of the golf shop or banquet room after finishing play, and we will post all scores for everyone to review.

What did I win?

One of the wonderful things about golf is that the handicap system gives everyone an equal chance to win, and it's easy to have multiple winners with a team event. You can have individual or team winners for the longest putt, longest drive, closest to the pin, and closest drive to the center of the fairway.