



Tournament Planning Guide



Carruther's Creek Golf Tournament Planning Guide

This guide has been designed to assist tournament organizers in their preparations for a golf tournament. In order to secure your tournament booking it is advised to begin planning as soon as possible and discussed proposed dates and times with the Tournament Organizer at Carruther's Creek Golf and Country Club.

The following topics are briefly discussed in this guide:

- Date selection
- Number of golfers
- Budget
- Golf course selection
- Food & Beverage selection
- Tournament format & scoring
- Start times & foursomes
- Contests
- Golf tournament prizes
- Door prizes & auctions
- Grab bags
- Golf clinics & driving range
- Other rentals
- Other activities & services
- Golfer's itinerary & tickets
- Golfer's map & rules
- Ticket sales

Tournament Format & Scoring

This is one of the important decisions you make in the organization of your golf tournament. The format and scoring of your event should reflect the abilities of all your golfers, not just a small group. Your objective should be to ensure that everyone enjoys their day and has a fair chance to win, regardless of their golf skills. The following are some popular formats and scoring systems:

Best-Ball Scramble Tournament

This is the most used and recommended format for golf tournaments. Is the best format for large tournaments and tournaments with golfers of various skill levels. It requires each foursome to act as a team. Each person hits from the tee and then advances to the best-hit ball in the foursome. The other three golfers pick up their golf balls and place them near the best-hit ball. Each golfer then hits their second shot from that same spot and advances to the best hit second shot, etc. This method allows everyone to golf a full round without concerning themselves with how well they played. If the foursomes are



organized in a fair fashion, the competition will be evenly balanced. No pressure, lots of fun, and all at a quick pace.

If you choose a format other than **Best-Ball**, it is strongly recommended that the following rules be used in order to keep the pace of play from slowing down:

Maximum double-par score on any hole; once a player reaches double-par they must pick up their ball and advance to the next hole. Maximum three-putt on any one hole.

Stroke Play Tournament

Should be used only when all of the golfers are very good because no handicaps are used in the scoring, and the lowest score wins. Competition may be on an individual basis, or you may play as two-, three-, or four- person teams. If this format is used with inexperienced golfers, the round will take an exceedingly long period of time to play.

This will cause the better golfers to not enjoy themselves and the weaker golfers to suffer constant reminders from golf course marshals to speed up their play. Thus, this format is not recommended for large groups, which typically include a variety of golfer skills.

Alternate Shot Tournament

Is a great way to pair a good golfer with an inexperienced golfer. This method requires that they act as a team, with each taking every other shot, i.e.: alternating. It keeps the game moving at a quick pace, it is less intimidating for novice golfers, promotes teamwork, and gives everyone a fair chance to win. This format can be used in four person teams as well. This is recommended for mid-sized tournaments.

If you choose a format other than **Best-Ball**, it is strongly recommended that the following rules be used in order to keep the pace of play from slowing down: Maximum double-par score on any hole; once a player reaches double-par they must pick up their ball and advance to the next hole. Maximum three-putt on any one hole.

Date Selection

The tournament date should reflect the availability of your golfers and your budget for the event. Your date should consider golfers' worker commitments, work shifts, and vacation periods. Typically, tournaments held for employees, clients, suppliers, and business associates are better attended when held on a business day. Another factor to be considered is cost. Green fees on weekends are generally more expensive.

In order to get the date you want, it is strongly recommended that you call far in Advance in order to secure your required date. If your date is flexible you can work with our tournament organizer to come up with a date and time that works.

Number of Golfers

An estimate of the number of golfers should be based on reasonable expectations. Approximately 25% of those invited to attend your tournament will not be able to attend. Overestimates caused by a tournament organizer's enthusiasm can lead to disappointment. Underestimating and last minute reduction in golfers may result in a variety of problems: Fewer golfers to share fixed costs of the event may leave you short of funds, a financial penalty may be incurred if you fall below the number you guaranteed to the golf club for



golf and/or meals, and if you have booked a shotgun start and your number falls below the minimum you may be asked to do consecutive tee times which will change your itinerary for the remainder of the tournament.

If your expected number of guests changes at any time, you should report it immediately to the Carruther's Creek tournament organizer in order to reduce any potential financial penalties. As well, under-estimates should be reported in order to ensure that enough tee-off times and meals will be available for your extra golfers.

Budget

A well-planned budget will include these variable costs:

- Green fees, carts & meals
- Grab bags
- Driving range (if required)

As well as fixed costs such as:

- Tickets, printing, signs & banners
- Prizes (golf, door & contests)
- Clinics (if required)
- Equipment rentals
- Volunteers' meals

Golf Course Selection

We have 2 golf courses to meet your needs:

Lake Breeze: Our championship Par 36 course can be played either as nine or eighteen holes, depending on your time allowance. Carruther's Creek winds its gentle course alongside the scenic views of spacious, rolling fairways carved out of a mature forest and farmer's fields. Elevation changes, wetland preserves connected by a wooden boardwalk, bountiful wildlife and wild flowers accentuate the flowing terrain to create an atmosphere uniquely different from other courses. Add to that a pleasant lake breeze to cool you on those hot summer days, and you have the ultimate golf experience.

Whistling Wind: Our nine-hole Par 3 course offers the new or time conscious golfer a "walk in the park" alongside the meandering Carruther's Creek. The contoured sand traps, mature trees, rolling fairways, doglegs and island tee-offs will make a memory to talk about. The difference of the experience will draw you back again and again.

Food & Beverage Selection

The best way to start and end an event is with a meal. An opening lunch helps ensure that everyone arrives early and has an opportunity to meet with their team members.

There is nothing more intimidating than hitting your ball in front of three strangers. A quick meal and a beverage will go a long way in putting everyone at ease.

After a fun day out on the course, the best way to maximize the benefits of your event is to follow it up with a meal. A large selection of lunch and dinner items is available in our tournament packages. If you require to bring in your own caterer that can be arranged for a small room rental fee.



Other Rentals

Golf club rentals should ideally be booked in advance. Please ensure that you determine how many rental sets you will require for right-handers and left-handers.

Special audio/visual equipment required for your banquet should be ordered in advance.

Golf carts are available for rental. Both pull carts and power carts are available to rent.

Please let our tournament organizers know your requirements as soon as possible to ensure that we have enough set aside for your group.

Rules for Scramble Play

Scramble Format #1

1. Any order of play may be used.
2. Men-Green tees Ladies-White tees
3. After the team members select the best shot, all other balls may be placed within six (6) inches of where the selected ball originally lay, not nearer the hole nor on the putting green.
4. If the selected ball is in a hazard, all balls must be placed within the hazard (players may rake bunker between shots)
5. On the putting green, all balls must be placed on the spot where the selected ball lay.
6. The score of the first ball holed, even if by mistake, will count and that ends the stroke play for that hole.
7. If a team is short a person, the remaining three players, in rotation, shall each play a second ball on six of the holes.
8. If a ball selected lies in the rough, or in a tree or the like, it must remain in that lie.

Scramble Format #2

I. METHOD OF PLAY

Each group competes as a team for the **LOWEST TEAM SCORE** for the 18 holes.

Groups are composed for high, medium and low handicap players with each group's handicap about equal, based on the sum of their given handicaps.

The golfer with the lowest handicap in each group is the Team Captain. He is responsible for ball selection, scoring and turning in the team scorecard when his Group has finished.

1. Play begins with all golfers using the same tees.
2. Each member of the group tees off.
3. With the approval of the other members of the group, the Team Captain decides which is the most desirable drive off the tee.
4. The other three players then pick up their balls and proceed to the location of the best drive where they each play their second shot.
5. The better of the four second shots is selected, where all four of the group's third shots are played.
6. This procedure is continued until the ball is holed out.



7. At the end of each hole, the score for the group is recorded on the scorecard. There is only one score per hole. (No handicaps are applied)

II. ADDITIONAL INSTRUCTIONS:

1. On the fairways, place all balls within 6” to 12” of the ball selected for play.
2. If chosen ball is in the rough, it must be played first and other 3 balls played within one club length of where chosen ball lay. Each ball must be played from the rough.
3. If the chosen ball is in a bunker (or water hazard) it must be played first and the other 3 balls placed within 12” of original spot (in bunker). Sand may be raked after each shot.
4. On the putting green, each member of the group must putt before anyone hits his second putt. When a putt has been holed, the remaining players do not putt.
5. The order in which the group hits can be varied according to the strategy the team wishes to follow.
6. If a team tie develops, the winning team will be decided by a scorecard playoff beginning with Hole #1.

III. MISSING PLAYER PROCEDURE:

To compensate for a missing player, on a rotating basis one player on each hole may play two shots for that hole as if he were the fourth player. A rotation order should be established on the first tee.

Corporations, associations and charities are discovering the power of golf. Golf creates the perfect environment and a relaxed social atmosphere facilitating partnerships, camaraderie and team building. An afternoon on the links presents a rare opportunity for uninterrupted conversation with your customers and employees. Golf also offers the opportunity to raise money for your charity.

Organizing and managing a golf event properly will ensure a memorable day for your participants. If done properly the first time, you will ensure that your golfers will come back year after year.

Start Times & Foursomes

One week prior to the event, you should prepare a tee-off schedule and create your foursomes. Try to pair experienced golfers with beginner golfers so that one team isn't advantaged over another team.

Contests: The following are some popular contests
Closest to the pin

Hole in one
Longest drive
Closest to the line
Closest to the target
Putting contests
Chipping contests



Tournament Prizes

Prizes are usually awarded for low gross, low net, contest winners and for good sportsmanship for the worst scores.

Door prizes & auctions

Many golf tournaments award door prizes as a way of including more of the participants in the chance of winning something. Auctions after or during dinner can also help to raise funds for a charity event our cause. You can obtain prizes for donations by sending letters to your local businesses asking for donations for your event auction.

Grab bags

Typically given to golfers when they register. May include any of the following: tees, divot repair, golf balls, towel, gum, sanitizer, sunscreen, golf cap, golf shirt or coupons. Again, you may be able to ask local businesses to donate giveaways along with promotional material for your grab bags.

Golfer's Itinerary & Tickets

Preparing and circulating an itinerary to all participating golfers for the day, prior to the event, will assist you in keeping everyone organized through the various activities scheduled. A typical itinerary would include:

Carruther's Creek Golf and Country Club's Name and address

Date and time of arrival

Time of pre-game meal

Time of tee-off(s)

Time of post-game meal, banquet & awards presentation

It is recommended that tickets should be printed for large tournaments. If meals and/or beverages are to be included, tear-off stubs should form part of the ticket.

Golfer's Rules

It is important that all golfers receive their rules package in advance in order to avoid potentially embarrassing situations regarding dress code and illegal alcohol. Carruther's Creek is a licensed establishment and the consumption of outside alcohol is not permitted on our property. The dress code is listed in the Carruther's Creek Golf and Country Club Tournament Package.

Ticket Sales

It is strongly recommended, if you are selling golf tickets for your event, that you collect the funds in advance. The only true confirmation is full payment. Past experience proves that a high percentage of golfers who have not paid in advance do not show up. This causes needless stress, re-working of foursomes, and possible financial penalties for numbers below the guaranteed amount. As well, you will require funds in advance to pay deposits to the golf club and for merchandise you may be purchasing.



Help & Advice

If you should require any further assistance or simply need clarification on something you may not understand, please feel free to give your Carruther's Creek Golf and Country Club Tournament Organizer a call. Our experienced staff will be more than happy to help you. Further information regarding our booking procedures, cancellation policies and payment details can be found in our tournament package.

Organizer's Reminder List

1. Coordinate registration process through a specific person in your business or charity; ensure that there is a deadline for entries into your event so that meals, groupings and proper tee time arrangements can be made with Carruther's Creek Golf and Country Club.
2. If you have Hole in One Prizes, ensure that you have adequate staff to be a witness for the Prize that day (legal age of 18) and that you have adequate insurance (call your insurance company.)
3. Provide the Golf Club with meal selections, as well as numbers no later than 10 days prior to the event. Date to confirm ____/____/____
4. Provide the Golf Club with the groupings so that power carts can be arranged in proper order for the day of the event no later than 5 days prior to event. Date to confirm ____/____/____
5. Have an organizer assist the golfers during the registration process.
6. Provide your players with a registration time in the information you provide to them about your day. This is very important to ensuring that the tournament proceeds at the proper time.
7. If carts are needed for organizers, please provide that information so that they can make the necessary arrangements to ensure those carts are available.
8. If there is signage that needs to be put on the Golf Course, we must have the signage 2 days prior to the tournament. Date to be dropped off ____/____/____
9. If you have placed your own signage on the golf course, it must be removed from the golf course at the end of your tournament round.



Tournament Planning Checklist (not all tournaments require all tasks)

	<i>Who</i>	<i>Due Date</i>	<i>Status</i>
<u>6-9 Months Prior to the Event</u>			
Set tournament objectives	Chairperson _____	_____	_____
<u>4-6 Months Prior to Tournament</u>			
Set event date and timeline (Chairperson)	_____	_____	_____
Do preliminary budget (Chairperson)	_____	_____	_____
Develop project plan (Chairperson)	_____	_____	_____
Set up tournament Web site (Marketing)	_____	_____	_____
Solicit potential sponsors, donations (Marketing)	_____	_____	_____
Send mailing to potential sponsors/donations (Meeting planner)	_____	_____	_____
Perform site inspections (Event committee)	_____	_____	_____
Solicit and evaluate course proposals (Meeting planner)	_____	_____	_____
Reserve golf course (Meeting planner)	_____	_____	_____
Set up accounting process (Chairperson)	_____	_____	_____
Create volunteer job list	Meeting planner _____	_____	_____
<u>2-4 Months Prior to the Tournament</u>			
Sign course contract (Chairperson/meeting planner)	_____	_____	_____
Prepare guest list (committee/planner/chair)	_____	_____	_____
Finalize tournament format (Event committee)	_____	_____	_____
Send out save-the-date mailing (Marketing)	_____	_____	_____
Arrange for hole-in-one insurance (Chairperson) if needed	_____	_____	_____
Draft invitation, posters (Marketing)	_____	_____	_____
Select and order awards (Marketing)	_____	_____	_____
Finalize volunteer committee (Meeting planner)	_____	_____	_____
Finalize budget (Chairperson)	_____	_____	_____
<u>15-30 Days Prior to the Tournament</u>			
Prepare registration list (Meeting planner)	_____	_____	_____
Publish registration cut-off date	_____	_____	_____
Complete registration with club	_____	_____	_____
Finalize sponsors	Chairperson _____	_____	_____
Finalize rules and agenda	Meeting planner _____	_____	_____
Order shirts, shoes, gloves	Meeting planner _____	_____	_____
<u>15 Days Prior to Tournament</u>			
Plan and stuff goody bags (Meeting planner)	_____	_____	_____
Send confirmation notices	_____	_____	_____
Revise team foursome pairings	_____	_____	_____
Finalize selected food & beverage	_____	_____	_____
Compile dietary restrictions list	_____	_____	_____



	<i>Who</i>	<i>Due Date</i>	<i>Status</i>
<u>10 Days Prior to Tournament</u>			
Finalize course arrangements	Meeting planner	_____	_____
Finalize Payment to course	_____	_____	_____
Meet with course management	_____	_____	_____
Prepare cash drawer if needed	_____	_____	_____
Prepare cart pairings and provide to club	_____	_____	_____
<u>Day of the Tournament</u>			
Make Final Payment	_____	_____	_____
Set up registration table	_____	_____	_____
Set up insured contests /course signage	_____	_____	_____