



TOURNAMENT INFORMATION



WELCOME

Tournament Project Officer,

Thank you for the privilege of allowing the Tinker AFB Golf Club to host your event. To assist you, we have developed this package to provide you with the tools needed to make your event a great success. Included you will find general information about the course, a list of fees and charges, catering information, a sample tournament roster, tournament contract, and a tournament POC checklist. Planning a golf event can seem to be a huge undertaking, rest assured, the Tinker AFB Golf Club staff is ready to answer any questions you may have and to help in any way we can to ensure you have a successful event. We are excited to host your golf event.

Thank you for allowing us to serve you,

Sincerely,

The Staff of the Tinker AFB Golf Club.



Important Numbers:

Administration Office 734-7016
Pro Shop 734-2909
Catering Office 734-7016
Mulligans Grill.....734-3467
Fax 734-5828

GENERAL INFORMATION

AMENITIES

Tinker AFB Golf Club offers its guests an 18-hole Championship Golf Course, practice putting and chipping green, pitching green and bunkers, and a driving range. The clubhouse includes a well stocked Pro Shop, Grill and a Gentlemen's and Ladies Lounge (both of which include shower facilities). The complex is managed in a relaxed "country-club" atmosphere with hospitality remaining our first priority.

PAYMENT FOR GOLF COURSE SERVICES

It is the responsibility of the tournament POC to collect all fees and charges for his/her tournament in advance. A \$100 deposit is required at the time the event is booked. This deposit will be credited to the total amount due to the course. The event deposit will be forfeited in the case of an event no show, or cancellation of event less than 30 days in advance of event date. Final payment for all golf course services is due NLT the end of the tournament.

GOLF COURSE BASIC RULES

RIDING GOLF CARTS

We highly recommend carts for golf tournaments, and in particular for shotgun tournaments. This will help to organize your tournament by making the check in and start of the tournament operate smoothly and speed up play once on the course. As tournament POC you are responsible for collecting cart fees for your outing. Only two people/bags per cart.

DRESS CODE

Dress and appearance will conform to United States Air Force standards as specified in AFI 36-2903. Base uniform regulations will apply. Appropriate golf attire will be worn at all times to include a collared shirt and smooth soled shoes, rubber shoes, spike less or soft spiked shoes only. No article of the uniform or mixture of military/civilian attire will be worn while playing. Exception, military personnel may practice on the practice putting/chipping green and driving range while in uniform. (Combat boots are not allowed on the putting/chipping green)

The following items of apparel are prohibited: T-shirts, undershirts, muscle shirts, tank tops, cut-offs or pants with frayed edges, athletic or gym shorts (any shorts without pockets), sweat pants, swimming trunks and suits, abbreviated shorts, halter tops and sets, bare midriff suits, high heel shoes, flip flops, hiking boots, GI brogans, orthopedic foot casts, metal spikes and bikini type apparel. No one will be allowed in the golf course facility (course, practice putting green, driving range, etc.) as a player, observer or caddy wearing the above items.

In any instances of questionable attire or cases not covered by this dress policy, the manager on duty has the responsibility to determine what is "appropriate dress and proper golf attire".



FOOD AND BEVERAGE

All food and beverage must be secured from the Golf Course Grill. Any violations of this requirement could lead to cancellation of future tournaments for your organization.

To provide your thirsty golfers with their favorite beverages while playing, the Golf Course staff can provide beverage carts for your event when tournaments have sufficient participant numbers to close the course to open play.

******Private ice chests and coolers are not allowed on the golf course******

COMPETITION MARKERS

For the “Longest Drive” and “Closest to the Pin” markers, please indicate number of markers and hole assignments on the Tournament Contract. The Golf Course Staff will prepare your competition markers in advance and place them on the course. Common holes used for the Longest Drive competition are: #5, and #18. For the “Closest to the Pin,” holes #2, 8, 11, and 13 are available.

SCORE SHEETS, SCORECARDS AND CART SIGNS

The golf course staff will prepare scorecards, and cart signs for your event. Please turn in a roster for your tournament 48 hours prior to enable the staff to perform this service. Also the golf course staff will prepare custom score sheets with your event or organization logo and make hole assignments. For custom score sheets please provide your logo along with your roster to the golf course staff. Your logo will need to be in either GIF or JPEG format.



INCLEMENT WEATHER

Due to unforeseen inclement weather, the occasional “rain-out” is inevitable. Please make early telephone contact with the Golf Course Administrative Office should there be stormy or uncooperative weather on the day of your event. The “General Rule” is that we do not close the course; however, should the course become deemed unplayable, we will try to reschedule on the next available date suitable to your agenda. In the event weather conditions deteriorate after your event has started, it may be necessary for the golf course to call all players off of the course. A siren will be sounded to inform all players that the course is closed due to threatening weather conditions.

USE FEES AND CHARGES

GREEN FEES (18/9 Holes):

	<u>18 / 9</u>
E1-4,GS1-4,WG1-5	\$12.00 / \$6.00
E5– Above Civilian Equivalents	\$21.00 / \$12.00
Civilian Guests and Contractors	\$24.00 / \$14.00

RIDING CARTS (18/9 Holes):

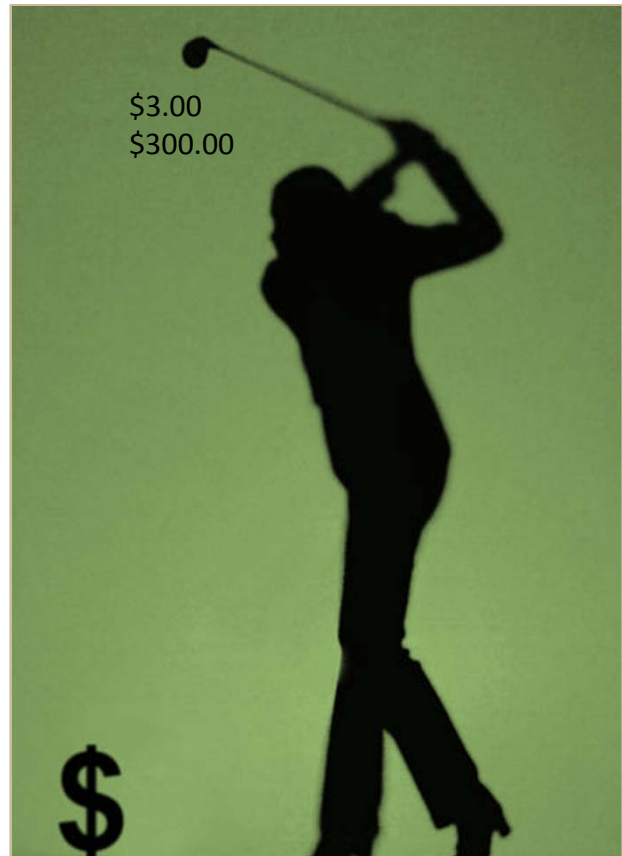
Per Cart - 18 Holes	\$15.00 / \$9.00
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CLUB RENTALS (18/9 Holes):

Per Set	\$10.00 / \$6.00
Deluxe Set	\$25.00 / \$15.00

RANGE BALLS

Token
Pre Set Balls on Range for use





TOURNAMENT MENU



19th HOLE COOKOUTS

(19th Hole Cookouts require a minimum of 45 guests.)

1. Hamburger/Cheeseburger-Chips-Baked Beans..... \$7.00
2. Hamburger/Cheeseburger-Hot Dog-Chips-Baked Beans..... \$8.00

3. Pulled Pork Sandwich –Chips-Baked Beans..... \$6.50
4. Croissant Sandwich Bar, Chips, Baked Beans>>..... \$7.25

Hors d’oeuvres are available by request. Check with our Catering POC for pricing.

All cookout options come with a **Fountain Drink**.

*****A final guest count is needed 48 hours in advance of all 19th Hole Cookouts.*****

You will be charged at minimum the number turned in on your final roster.

Additional lunches charged at per item price.

BEVERAGES

- BEER CANS \$3.00
- GATORADE \$2.00
- SODA or WATER \$2.00

The Mulligans Grill is always pleased to help you with your food and beverage needs. If you do not see a package which meets your tournament needs, please give us a call and we will be glad to work with you to make your event a total success.

*FOR TOURNAMENT INFORMATION OR BOOKINGS, PLEASE
CALL 734-2909*



TOURNAMENT CONTRACT

Name of Tournament: _____

Date of Tournament: _____ Time: _____

POC: _____ Phone Number(s): _____

Routing Symbol or

Work Address _____

E-mail Address _____

Number of Holes: 18 - 9

Tournament Type: Shotgun - Tee Time

Anticipated Number of Players: Less than 50 - 50-75 - 76-100 - 101-125 - More than 125

Additional Cart(s) needed for Tournament Organizer (if available): _____

SPECIAL REQUESTS (circle choices):

Closest to Hole Men: #2 - 8 - 11 - 13

Long Drive Men: #5 - 18

Straight Drive Men: #5

Closest to Hole Women: #2 - 8 - 11 - 13

Long Drive Women: #5 - 18

Straight Drive Women: #5

Other: _____

Do you require a Microphone/PA system: Yes - No

Do you require a Beverage Cart: Yes - No (minimum 48 players needed for one cart, 96 players for two carts)

Beverage Cart Selection (circle choices): 12oz Beer - Bottle Soda - Bottle Water - Gatorade

FOOD/BEVERAGE REQUIRMENTS: (REMINDER: NO Outside Food, Drinks or Coolers allowed)

Meal Serving Time: _____

Meal Selection: _____

Other Food/Beverage Requirements: _____

I understand outside alcohol, beverage, and/or food may not be brought to the golf course or grill. Int. _____

Minimum Deposit \$100 PAID: \$ _____ DATE: _____ Staff Initials: _____

As Project Officer I understand my responsibilities as explained in the *Tournament Information* package and agree to abide by all the requirements contained therein. This includes the NLT 30 day cancellation and non refundable deposit. I further understand that I am responsible for collecting all fees and charges from tournament participants in order to make a final payment to the golf course.

PROJECT OFFICER

SIGNATURE: _____

DATE: _____

GOLF COURSE

MANAGER: _____

DATE: _____

GOLF TOURNAMENT POC CHECKLIST

COMPLETED/DATE

- Determine date and book tournament. Call 734-2909 or 734-7016 and speak to the golf course staff to book date. A \$100 deposit is required to book the event. Schedule an appointment with the Golf Course Director for a facility/pro-shop tour and tournament package overview to include package options (minimum of 32 players for block of tee times or 64 for Shotgun starts).

6 Weeks in Advance:

- Contact Arts and Crafts for trophy/plaque costs. Call 734-5615
- If your event is a fund raising event, contact 72 FSS/FSR for information and approval. Call 734-5128
- Determine cost per player. Green Fee + Cart Fee+ Food/Beverage + Prize Fund + Fundraiser Contribution = Cost Per Player (Golf staff can assist you.)
- Design tournament flyer for event. (if fundraiser, cannot use government resources or email). See golf course website for sample flyers.
- Volunteer list for advertisements/setup and day of tournament staff.

5 Weeks in Advance:

- Advertise tournament.
- Create Excel spreadsheet with names, phone numbers handicap, Annual Green Fee Card number, rank and amount paid/date.
- Start collecting participant entry fees.
- Notify players of dress code, no private coolers and basic golf etiquette.
- Return Tournament Contract to golf course confirming tournament date, course requirements and food choices.

2 Weeks in Advance:

- Re – advertise tournament stating the entry deadline.
- Contact golf course concerning beverage cart requirements.
- Meet with volunteers. Discuss signup numbers, prizes , and day of event duties.

1 Week in Advance:

- Finish collecting entry fees from participants.
- Group players into teams. (Remember to keep fair play in account when pairing teams for stroke play or handicap events)

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- Contact the golf course for up to date participant numbers and re-confirm food package.
- Contact the golf course for the following items as needed:
 - Group players into teams and assign starting holes.
 - Request VIP parking or golf clubs.
 - Meal ticket's.
 - Request golf course spokesperson for pre-tournament briefing.
 - Confirm pro-shop and golf course door prizes, gift cards and awards.
 - Any string for string tournaments or tickets for score improvement events i.e... Mulligan's, Throws, Red tees, etc... must be provided by the event organizer. Door prize drawing tickets are not provided by the golf course.

3 Days in Advance

- Final count of players/ meals must be submitted to the golf course. Any changes to food numbers after this date are not guaranteed to be available.
- Submit list of golfers by teams to golf course to enable golf course staff to make hole assignments, score sheets, score cards, and cart tags.
- Prepare goodie bags.

Day of Event

- Volunteers arrive 90 minutes prior to tee time for pre- tournament set up.
- Take tee signs to appropriate holes if applicable.
- Man sign in table. Begin player check-in.
- Conduct pre-tournament contests (putting contests etc.)
- Escort witness for hole in one competitions to their hole assignments.
- Door prize/ Trophy monitor
- A spokesperson performs pre-tournament welcome and pre-brief for players at the north side of the golf clubhouse 20 minutes before tournament play begins. Cover starting holes, tournament format, rules, and etiquette.
- Send players to starting holes.
- Pay golf course for greens fees, carts, and meals.
- Choose door prize winners and determine tournament placing. The golf course staff will score your event if you would like.
- Complete after tournament survey and submit to golf course.
- Time for a much deserved rest.