

FAR WEST GOLF ASSOCIATION FOR THE DEAF

APPENDIX C - ANNUAL TOURNAMENT AND HOST - GUIDELINE

General

1. **Determination** – The annual golf tournament of this association shall be held during the third week of July. Bids for the tournament site must be made three (3) years in advance. In order for the membership to consider a site, two (2) or more members from the affiliated club must be present at the meeting when a bid is made. The host shall be required to make a deposit of \$100 for the right to bid as host for the tournament. If a bid is successful, the deposit shall be placed in escrow and applied to proceeds from the tournament.
2. **Divisions and Flights** – The annual tournament is divided into three (3) divisions, which are Open, Senior, and Super Senior. Each division shall have Championship Flight, and if applicable, First, Second, and Third Flights may be included. Women's division may be added if FWGAD determines there are sufficient female golfers to be grouped separately from Men's divisions.

Host – General Responsibilities

1. **Basic Entry Fee** – The host shall determine an entry fee, subject to the approval of FWGAD Board. An entry fee should include the following items: 1) membership fee, 2) registration fee, 3) prize fee, 4) green/cart fee, 5) banquet fee.
2. **Prizes** – The host shall raise a minimum of \$2000 for the tournament prize fund. This host prize fund, the prize fees paid by golfers and the FWGAD prize fund make up the total tournament prize fund, no matter how many golfers participate.
3. **Trophies** – The host shall purchase and/or solicit trophies for the tournament. Check with the Tournament Director for more information on trophies.
4. **Funds From FWGAD** – The host shall receive from the FWGAD Treasurer a tournament prize fund raised by the club affiliations of the FWGAD.
5. **Accounting** – The host shall provide special a full accounting (report) of all monies collected and spent for the tournament held in the name of the FWGAD.
6. **Social Activities** – The host shall plan some social activity in the evenings during the tournament week.
7. **Banner** – The host shall hang the FWGAD banner in the golf clubhouse and in the banquet room.

FWGAD – General Responsibilities

1. **Advertisement** – FWGAD shall advertise in the social media, website, and through email to members.
2. **Tournament Entries** – FWGAD shall collect the tournament entries.

3. **Prize Fund** – FWGAD shall collect the FWGAD prize fund from each of the club affiliation. Fund from each club shall be determined by the Executive Board and approved by members at the annual meeting.
4. **Hall of Fame Awards** – FWGAD shall present the Hall of Fame awards.
5. **Meetings** – FWGAD shall preside over all meetings during the tournament week.
6. **Green Fee/Cart** – FWGAD shall pay green fees to the golf course for the tournament.
7. **Membership and Registration Fees** – FWGAD shall collect the membership and registration fees from each entrant.
8. **Prize Fees** – FWGAD shall turn over all prize fees to the host.
9. **Special Awards** – FWGAD shall reimburse the host for special awards that are not part of the host's program.
10. **Mediation** - FWGAD shall mediate any disagreement among golfers within a group. A golfer may bring a complaint before the FWGAD officers, provided there are other witnesses. If the situation is serious, the President is responsible for setting up a Adjudication Committee to determine the outcome.
11. **Fundraising** – FWGAD shall reserve the right to conduct any activity for fund raising during the tournament.
12. **Rules of the Tournament** – FWGAD shall establish the rules of the tournament. In general, the USGA rules apply with a few exceptions as allowed by the FWGAD. Winter rules are permitted both in the fairway and the rough. For out-of-bounds, the golfer went to the point where he crossed the out-of-bounds margin and hit from there with a one stroke penalty. For a lost ball, the golfer will drop in the area of the lost ball with a one-stroke penalty. There is a maximum stroke limit. On a par 3, the limit is 6 strokes. The golfer enters 7 on the scorecard. On par 4, the maximum is 8. The golfer enters 9 on the scorecard. On par 5, the limit is 10. The golfer enters 11 on the scorecard.
13. **Scoring/Handicap** – Scoring/Handicap committee shall be responsible for scoring and handicap system during the tournament.
14. **Pairing** – Pairing/Prize Distribution committee shall be responsible for groupings for all divisions and flights.
15. **Prize Distribution** – Pairing/Prize Distribution committee shall be responsible for organizing prize distribution and ensuring the prize distribution to winners are properly vetted.
16. **Assisting Host with Fundraising** – FWGAD shall work with the host by providing support with fundraising. The host, under the auspice of FWGAD, shall use FWGAD's 501-c-3 status to solicit donations as part of fundraising activities.

Host Chairperson – Responsibilities

1. **Committee** – Assemble committee members and the committee shall include Assistant Chairperson, Fund-raising Activities, Banquet, Trophies, Prize Funds, Publicity Activities and, Social Activities.
2. **Meetings** – Preside over Council of Representatives and any relevant committee meetings.
3. **Bid** – Present the bid at the annual FWGAD meeting for a future golf tournament.
4. **Golf Course** – Reserve a golf course. Refer to the Golf Course section for guidance.
5. **Hotel** – Reserve a motel or hotel for the tournament headquarters. Refer to Tournament Headquarters Requirement for guidance.
6. **Updating FWGAD** – Share updates with FWGAD Executive Board about planning and progress made toward the tournament during the first three months of the year. Submit a final progress report 60 days prior to the tournament. If available, give a copy of hotel and golf course contracts to the FWGAD Secretary.
7. **Entry Form** – Send a copy of the drafted general entry form to the Secretary 8 months prior to the tournament. Official Entry Form shall be publicized through FWGAD's website, FaceBook, and emailing to members on or before January 15th.
8. **Financial Report** – Prepare the financial report within 90 days after the end of the tournament and must be audited by at least 3 members of the host's golf club. Upon completion of auditing, a copy shall forward to the FWGAD President and Secretary.

Banquet

1. Reserve a location with capacity of at least 125 seats for the banquet.
2. Set up a system to ensure only registered golfers and invited guests have pass for entry to banquet.
3. Arrange for proper seating of FWGAD officers and guests, Host Chairperson(s) and guests, Master of Ceremonies and guest, and Banquet Chairperson with guest at the head table.
4. Arrange for proper seating of Hall of Fame inductees and guests next to the head table.
5. Select food choices for the banquet with the approval of the host committee.
6. Determine the price per adult.
7. Develop a schedule of programs with approval of the FWGAD Executive Board.
8. Appoint a Master of Ceremonies to run the banquet with the approval of the host committee.
9. Introduce FWGAD officers and Hall of Fame inductees.
10. Set up a table for trophies/awards
11. Ensure the platform for Master of Ceremonies and trophy presentations are high enough and well lighted for visibility.

Trophies

1. Open Champion
2. Open Runner-up
3. Senior Champion
4. Senior Runner-up
5. Super Senior Champion

6. Super Senior Runner-up
7. Women Champion
8. Women Runner-up
9. All Flight winners (if applicable)
10. Club Team Champions (Travel plaque)
11. Medalist (lowest 3 day total gross score from any divisions)
12. Order and purchase trophies and arrange for engraving.
13. Contact organizations and companies requesting donations of trophies. Do this at least five (5) months in advance.
14. Set up the distribution of trophies in orderly fashion.

Golf Course Requirements

1. Golf course shall be convenient to a nearby hotel, preferably within ten (10) miles. If this is not possible, then the golf course shall be an easy drive from the hotel by highway or freeway.
2. The golf course must be an official USGA slope-rated 18 hole layout. Par must be at least 70.
3. The golf course shall have tees for Open golfers at about 6100 yards, Senior golfers at about 5600, and Super Senior/Women at about 5200 yards. This yardage guideline is based on par 72 course.
4. The golf course shall have an above-average USGA slope rating. It shall be challenging for the better golfers, yet be fair for all golfers. It shall be enjoyable for all golfers to play.
5. A slope rating of under 130 is strongly recommended for FWGAD tournaments. If no other course is available, then the yardage of such a difficult course should be reduced to be fair to all golfers.
6. The golf course shall be well maintained.
7. The golf course shall have a practice putting green and a driving range.
8. The golf course shall have a sufficient number of golf carts for a shotgun start and extra carts for rangers, if needed.
9. The golf course shall have a clubhouse with an adequate pro shop, at least a snack bar serving food and drinks, and adequate seating capacity
10. The golf course shall have an adequate meeting area for the Executive Board and Members meeting at 3 pm in the afternoon after 1st day of the golf tournament.

Tournament Headquarters Requirements

1. Host shall be responsible for securing meeting rooms at either hotel/motel or golf course.
2. One meeting room is required. One meeting room that holds people for General meetings.
3. Provide a platform for meeting visibility purposes.
4. LCD and screen are required for the meetings.
5. The host shall set up a registration area near the meeting room for use by the host committee and the FWGAD Treasurer.
6. The host shall ask the hotel for complimentary rooms for the Executive Board during the tournament. If it is not available, then the host shall determine the best location in the hotel or at the golf course's clubhouse for such use.
7. The motel/hotel shall have a restaurant and a lounge (wet bar).
8. The host shall reserve at least 25 rooms for the FWGAD.
9. The host shall accept other compliments from the motel/hotel when offered.