



Tournament Organizers Guideline

Here is a quick check list to help you with your tournament planning.

Our tournament coordinator is happy to help with questions and suggestions.

2 Months or more in advance:

- Fill out and return tournament agreement and deposit of \$500 (Non Refundable)
- Set entry deadline for event several weeks prior to the event
- Register participants: Ask the following questions when collecting registration fee, Rental Clubs? (Mens or Ladies, Left or Right Hand) Dietary restrictions or allergies? Playing abilities? As participants register it is important to remind them of our policies, especially those on liquor regulations, appropriate dress, and pace of play
- Finalize tournament format based on players abilities. The competition format is subject to final approval from the professional staff.

3 Weeks in advance:

- Complete registration and collect outstanding payments for registered players
- Set proximity markers (eg. Long Drive, Short Drive, Long Putt etc.)
- Prepare tournament rule sheet, don't forget to add the proximity holes
- Finish setting the tournament teams, (Name one person per team to be captain that is familiar with the etiquette and rules of golf, as well put no more than two beginners or non golfers together on a team)

7 Days in advance:

Provide River's Edge with the following:

- Final number of golfers & meals
- Vegetarian or substitute meals
- Proximity markers & Tournament format, tee choice and tee times
- Special arrangements: (eg. Hole In One, Beat the Pro, Drink Tickets or Host Bar)
- List of players in their foursomes, paired by cart *Your cart labels are printed from this list, please make it very specific with first names and last names spelt correctly

Minimum 24 Hours in advance:

- Hole Sponsorship signs need to be dropped off at the Pro Shop
- Hole in one prizes (eg. Cars, trucks etc.) need to be dropped off in the parking lot

Day of Tournament:

- Final Payment of all tournament fees & meal portion is due prior to your group teeing off.
- Final payment of all sponsored liquor / food holes & open tabs is due prior to leaving.