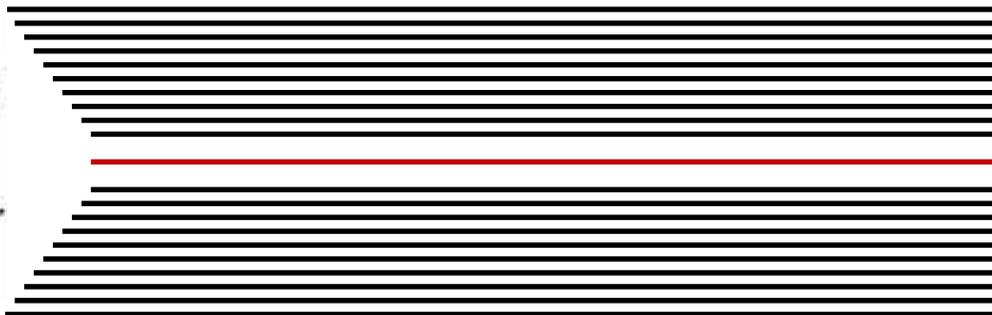


The Rock



Tournament

Planning Guide

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Tournament Planning Guide

We are pleased to present our 2013 Tournament Planning Guide and Information Package to assist you with the planning and preparation of your upcoming event. Feel free at any time to contact us here at the club as we are here to help.

The following topics are briefly discussed in the Planning Guide.

1. Date selection
2. Number of Players
3. Budget
4. Food & Beverage Selection
5. Tournament Format and Scoring
6. Start Times and Foursomes
7. Contests
8. Tournament Prizes
9. Door Prizes and Auctions
10. Grab Bags and Gifts
11. Golf Clinic and Driving Range
12. Other Rentals
13. Golfers Itinerary and Tickets
14. Event Rules
15. Registration In Advance
16. Help and Advice



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Date Selection

Your tournament date should reflect both the availability of your golfers and your budget expectations. Consider the other commitments your golfers might have with work 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 consider is cost: the green fees at The Rock are traditionally more expensive on weekends.

In order to secure the date you want, it is recommended that you call months in advance and discuss your proposed dates with the The Rock Events Co-coordinator.

Number of Golfers

It's important to estimate attendance at your event based on reasonable expectations. If you overestimate the number of participants you will be disappointed both financially and emotionally. The planning for your event is based on your estimate and a last minute change may result in a variety of problems:

Fewer golfers to share in the fixed costs of your event may leave you in financial difficulty.

If your actual number falls below the number of participants guaranteed to the Club you may face financial penalties for golf and/or meals.

A financial penalty may also be incurred if you have booked a shotgun start and your numbers fall below the agreed minimum.

A large increase in participation over your initial estimates could present challenges to the Club with tee times, meals and other amenities (i.e. the availability of golf carts).

If you become aware of a change (up or down) in your expected number of guests please contact the Club immediately to reduce your potential for financial penalties and to ensure that appropriate services are provided.

Budget

Your budget will include variable and fixed costs.

Fixed Costs may include:

Tickets, printed literature, signs and banners
Prizes (potentially Golf, Door Prizes and Special Contests)
Equipment Rentals
Volunteer Meals

Variable Costs may include:

Green Fees
Golf Cart Rentals
Food and Beverage Expenses
Participant Grab Bags
Driving Range
Advertising and Promotion



The Rock

Food and Beverage Selection

Successful events often begin and end with a gathering of all participants – this kind of group experience is enhanced by the inclusion of a food and beverage service. An opening breakfast or lunch will ensure that your golfers arrive early to your event and have an opportunity to socialize and meet their foursome for the event. An appealing, appropriate meal at the start of your event will certainly set a positive tone.



As golfers complete their round, the best way to maximize their enjoyment of your event is to follow it up with a meal and some kind of awards presentation. At The Rock, we can offer a variety of settings and menus for banquets or other meal requests.

Please see our menu selections at www.therock.com or contact the club directly to further discuss your menu options.

A variety of menu options are available and we can customize these options or create something distinct to match your interests and budget constraints.





Tournament Format and Scoring

This may be one of the most important decisions you make in organizing your tournament. The format and scoring of your event should reflect the abilities of your golfers, not just a small group. Your objective should be to provide an event that everyone will enjoy playing in and where there's fairness in competition regardless of their golf skills.

Whichever format you decide to use it is critical that your golfers are aware in advance of the format and scoring system you will be using. This avoids any confusion prior to, during and after your event when you have a clear message to provide as golfers register for your event.

Some popular formats and scoring systems we've experienced are listed below.

The Scramble Tournament

This has been the tournament of choice for many, especially for large events. It requires a foursome to act as a team. Each golfer hits from the tee. Play continues from the point of the best ball hit by the foursome. Each golfer then hits from near the best ball hit and play continues again from the best ball hit. This method allows all golfers to enjoy a full round without concerning themselves with how well they are playing personally. If you have organized your foursomes fairly the competition during your tournament will be evenly balanced. Golfing will be fun, low pressure and proceed at a fairly quick pace.

Scoring for this kind of event will be based upon the team's total gross score and the field is ranked from lowest to highest. Handicapping is not required because this format provides from much lower scores than stroke play.

You may consider customizing your scramble format further by adding rules requiring the use of at least one or more opening drives from each member of the team, to prevent one player from dominating a team.

Stroke Play Tournament

This format works well when all of the golfers are quite 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 involve a wider range of golfing skill.

Alternate Stroke Tournament

This format works well if you'd like to pair experienced with inexperienced golfers. 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 and is less intimidating for novice golfers. The format promotes team work and gives everyone a fair chance to win. The Peoria or Calloway scoring system can be used to further balance out the field. This format is recommended for mid-sized tournaments.



Start-time and Foursomes

One week prior to your event it's appropriate to prepare a tee-off schedule and organize your foursomes. It will be to your advantage to take into account the following factors when setting up your foursomes: the experience and known skills of your golfers; the potential compatibility of their personalities; and, any possible business considerations. We will provide you with a format to use and can provide some advice in setting up your foursomes if asked.

Contests

In addition to your overall tournament prizing plans you might want to consider including special contests and prizes in your event. Some ideas we have experienced at our events include:

Closest to the Pin – this contest works well on a par-three hole. The winner will be the golfer who hits closest to the flagstick. A marker can be supplied to each foursome which enables the leading golfer to indicate their location on the green. At the end of golfing the winner can then be determined from all the markers left on the hole.

Hole-in-One – again this contest is for a par-three hole. A tee shot hit directly into the cup wins the prize.

Longest Drive – this contest works well on a par-five hole and could be applied separately for men and women competing in your event. Again markers can be provided to each foursome which enables the lead shot from the tee to be marked with a golfer's name for consideration at the end of the event.

Closest to the Line – the winner of this contest is the golfer who hits a tee shot closest to a line down the middle of the fairway. This contest doesn't involve distance and can be a fun element for all golfers to contest.

Closest to the Target – is similar to Closest to the Line but involves a circle drawn on a location on the fairway rather than a line.

Putting Contest - a contest held on the practice putting green

Chipping Contest – a contest held on our practice chipping green, similar to a putting contest

Golf Tournament Prizing

Common prizing for tournaments includes the following categories: low gross (best score before applying handicap), low net (best score after applying handicap), contest winners and a good sportsman award for the worst score(s).

Our Golf Pro Shop is available to help assist you in acquiring golf prizing at a discount. If you hope to include customized items in your prize program please insure that your requests are made well in advance of your event date.



Door Prizes and Auctions

Many golf tournaments award door prizes to provide opportunities for more participants to win. Some events have also included a small auction, during or following an end of event meal, to raise funds toward the event itself or for some other cause.

Grab Bags

The provision of “grab bags” to all participants may enhance the success of your event. These tokens are often provided to golfers as they register at the Club on the day of your event. The content of these bags can be customized for your event and may include: tees, divot repair, golf balls, towel, toiletries, suntan lotion, insect repellent, golf cap, golf shirt and coupons or vouchers for golf course or other services or amenities.

Golf Clinic and Driving Range

The The Rock is happy to arrange and host a pre-event golf clinic in advance of your event which may be a nice add-on for less experienced golfers. Our Golf Professional will prepare a group lesson and provide appropriate coaching during the lesson.

In addition, your event can be made available for pre-event practice.

If you would like to include these options in our event planning they should be noted in any materials provided to participants to ensure that awareness and a high participation rate.

Other Rentals

Golf club rentals are available and we appreciate when they are booked in advance if needed. Your initial registration process should include a request so that you are able to reserve rental sets appropriate to the needs of your participants (i.e. left or right handed sets).

If your event requires any special audio/visual equipment for either a pre or post event meal please let us know that so equipment arrangements can be made in advance.

Golfer's Itinerary and Tickets

Providing each participant with a confirmation and itinerary in advance ensures that all golfers participate fully in your event.

Your response would typically include the following items:

- directions to The Rock
- golf course and/or event requirements re: dress, shoes and alcohol on the course
- recommended time of arrival on the day of the event
- any pre-event opportunities – including clinics, lessons and/or driving range availability
- event hospitality – times of any pre and/or post golf meals
- event tee-off time(s)
- an indication of any post-golf contests (if part of your planning)

We recommend that tickets be printed for large events when food and/or beverage services are included in the event. Tickets with tear-off stubs provide a secure method for Golf Course staff to ensure that your participants have access to the hospitality included in your event.

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Event Rules

You may wish to prepare a customized rules package to include with your confirmation that highlights contest instructions, golf instructions and other special rules for your event. It is very helpful for your golfers to receive this information in advance.

Registration in Advance

We strongly recommend that you require participants to register and pay in advance as this provides you with a much more accurate assessment of participation.

Your event planning with the The Rock will require deposits for golf reservations and meals in advance. In addition you may be required to make deposits or full payments for merchandise and prizing that is requested through our Pro Shop.

Help and Advice

We are very happy to assist you in planning your event. Your success is our success. When you book your event with The Rock you will be given the name and contact information for a Club employee who will ensure that your requirements are addressed properly before, during and following your event.

Course Information

Cancellation Policy

Once an event date is confirmed and a deposit schedule agreed to we provide for a full refund if your event is cancelled on a date that is at least 30 days prior to your event date. If your cancellation is made less than 30 days before your event is scheduled any deposits received required and received prior to the date of cancellation will be forfeited. It is important to note that if customized items, such as golf shirts, are required for your event that payment in full for these items may be required well in advance and that if your event is cancelled there are no refunds if items have been ordered and/or received.

Draw Sheet

The group draw sheet which includes foursomes and any other special requirements, such as requested golf club rentals, should be provided to your Club event contact at least seven days in advance of your event date. It is important to note that event play is restricted to a foursome format only.

Signage and Course Displays

Your event contact will consult with you regarding your event's signage requirements at the course and any other displays and/or decorations you hope to include in your event.

Course policy prohibits the use of nails, staples, glue or any like materials on any wall, door, ceiling or surface at the golf course.

Your event set-up and clean-up will be your responsibility however, as part of your event planning we will discuss your requirements with you and provide assistance as we are able to.

Hole sponsor signage must be received at least 48 hours in advance of your event date so that we can place these items on the course as required. Any course signage must be free-standing.

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Taxes and Gratuities

As you work with The Rock to plan your event we will ensure that you are completely aware of Golf Course fees and pricing including applicable taxes and gratuities.

Health Regulations

Any food or beverages to be consumed on the Golf Course property must be purchased through the The Rock. Sponsored products must be approved, in advance, prior to inclusion in your event.

Health restrictions require that any leftover food or beverages prepared or purchased for your event cannot be removed from the Golf Course property after an event.

Menu Selection

We recommend that you choose a single menu for your event. If you consider providing your guests with a choice of items we would ask that you choose two entrée choices and collect the golfer's preference during your registration process. It is expected that you will then speak with your Club Contact at least 10 days prior to your event date to provide a number for each choice.

Golfers with special dietary concerns should be asked to make this indication to you during your registration process so that you can inform your Club Contact of any requests. We will do our best to accommodate your golfer's needs however we may not be able to meet all requirements. If we will be unable to provide appropriate service we let you know as soon as possible.

Hosted Events

Groups providing a hosted event must designate and identify one individual who has charging authority. All items to be included by the host must be signed for by that individual.

Liability

The The Rock reserves the right to inspect and monitor your event generally and your golfers specifically. In the case of any violation of Course policy or provincial laws it may be necessary to discontinue services to the event and/or any and all guests involved in the violation. Should services be discontinued to the event and/or any and all of your guests, the event will remain liable for all amounts owing to the Golf Club. The event will be held responsible for any damage to property or equipment caused by the event itself or any of the golfers. The The Rock assumes no responsibility for any loss or damage to goods, property and/or equipment brought onto the course property by the event organizer or any golfer.

Dress Code

Golf attire should be tailored and in good taste. Please ensure that your golfers are provided with information in advance about the The Rock dress code. Suitable attire includes golf slacks, Bermuda length shorts and shirts with collars (tucked in for men). In addition, women may wear skorts and shorts especially designed as golf course wear. T-shirts, tank tops, jeans, jogging and rugby pants are not permitted on Club property. Children attending any aspect of a golf event are also subject to the course dress code.

The Rock

Golf Shoes

The The Rock has a mandatory soft spike policy for footwear. Golf shoes with metal spikes are not permitted on the golf course, on our patio or in the Clubhouse or Golf Shop. Please note that the Course Greens Superintendent and/or the Golf Course Professional have the authority to deny golfing privileges to anyone with improper footwear.

Pace of Play

The The Rock Player Assistants are responsible for maintaining a pre-determined pace of play on our course. The failure of any foursome to maintain our pace of play could result in that group being asked to advance to the next hole. For shotgun starts to your event, be prepared to add 30 to 60 minutes to the regular pace of play.

During your event planning period our Club Contact will discuss ways of improving the potential for a satisfactory pace of play during your event.

Inclement Weather

Tournaments will commence as scheduled unless the Course Superintendent determines that conditions make the course unplayable.

Power Cart Waiver

The event, through an authorized signature, will be required to confirm the acceptance of the following.

I promise to hold the The Rock free and harmless from any claims of any nature whatsoever that may arise through my golf group's use of a golf power cart. I represent that I and my golf group is familiar with the use of a golf power cart and can operate and control the same. I agree to pay for any damages done to my, or any of my golf group's golf power carts for the duration of this agreement. I further authorize any damages to be charged to the credit card indicated on my Acknowledgement form.

Music

SOCAN (Society of Composers, Authors and Music Publishers of Canada) requires that the users of music obtain a SOCAN license to perform, or authorize others to perform, copyright music in public. The required license fee for an event with music will be charged based on guidelines set out by SOCAN and the Copyright Act of Canada. An event with dancing is \$61.85 (inc. tax) while an event without dancing is \$30.76 (inc. tax). This fee is added to your event if it applies.

Deposit and Payment Schedule

All events require a booking deposit at the time that an event is confirmed and a date is reserved in the schedule of events at The Rock. Group activities involving 24 golfers or less are required to pay a deposit of \$200. All other events are required to make a deposit of \$500. Depending upon the size and nature of the event additional deposits may be required. If this applies to your event you will be made of this schedule at the time of your booking. Full payment for all event services are due in full on the day of your event.

Confirmation

We ask all our events to provide a guaranteed number of golfers and meal attendees 5 days in advance of the event date to provide us with the information we need to provide your group with services and meals. These guaranteed numbers will be used in the processing of the invoice for your event subject to an assessment of actual attendees on the day of your event. This guarantee cannot be adjusted downward in the days immediately preceding your event. If you anticipate that your attendance will surpass your guarantee number we encourage you to contact your Club Contact with this information so that we are able to provide appropriate services and hospitality to your golfers.

On the day of your event, if the number of people attending your event exceeds your guaranteed numbers, it will be the higher (actual) number used in determining the final billing for your event. In the event of a discrepancy we will endeavor to speak with you at the time that the discrepancy is noticed so that you will be aware of our count.

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