

Where do I start?

- Select Moose Run Golf Course
- Choose two or three dates and call us at 907.428.0056 or fax request to 907.428.3942
- Name your tournament
- Choose the format
- Solicit sponsorship
- Meet with Moose Run Golf Course tournament planning staff to review and select schedule, rental club availability.
- Secure invitation list and addresses
- Prepare and mail Invitation/Entry form.
- Things to include on entry form:
 - ✓ map to golf course
 - ✓ prizes/sponsors available
 - ✓ other contests (long drive, closest to the pin)
 - ✓ tournament amenities
 - ✓ Who is eligible (do they have to have a handicap?)
 - ✓ format
 - ✓ deadline for registration
 - ✓ time to check in day of tournament (one hour to ½ hour before tournament starts - which is not the starting time of the tournament)
 - ✓ time tournament starts
 - ✓ time to check in for tournament (about one hour before tournament begins).
 - ✓ time for award ceremony
 - ✓ Chairperson contact info (name, address, phone #, fax, email address).
 - ✓ Post your information on a website with information and downloadable entry form. You can post for free at www.alaskagolflinks.com

- Send press release to newspaper about your tournament. Anchorage Daily News prints this information on Tuesdays. Send about a month before your tournament with as much information as possible (contact info, price, etc.). Email (preferred) to sports@adn.com or fax 257-4342. Do not send as an attachment, put in text of message.
- Compile preliminary list of entrants (Names, addresses, and telephone numbers)
- Signage: Tournament signs, directional signs, hole sponsor signs
- Coordinate food and beverage.
- Decide if you want to include practice balls and rental clubs for your tournament to be included in the price.
- **Hole-In-One Insurance if needed. Check the yardage carefully. Do not use a longer yardage that is printed on the scorecard.**
- Fax us a copy of your Hole-In-One contract so we can make sure the yardage is correct 907-428-3942
- Assemble Tee Gift Bags, containing items from Moose Run (golf shirt, towel, balls/tees, sunscreen, tournament rules, etc.)

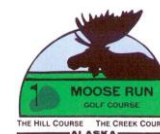
Amenities Available

- Picnic Area
- BBQ
- Podium with microphone
- Scoreboard
- Beverage Car
- Beverage Car Driver
- Food & Beverage

(see contract for current prices)

Tips on Running a Successful Golf Tournament

It can take anywhere from a few weeks to a year to plan and stage a successful tournament. If you're responsible for organizing one for your company, charity, association, or just a group of friends, don't wait. Start early and you'll actually be able to enjoy yourself at your own tournament. Use our handy checklist and scheduler to guide you through the process.



Moose Run Golf Course
Hill & Creek Course
P.O. Box 5310
27000 Arctic Valley Road
Fort Richardson AK 99505
phone: (907) 428.0056 fax: (907)
428.3942
www.mooserungolfcourse.com

TIMELINE

Week before tournament

- Let us know how many club rentals and type that will be needed. Also, let us know who will pay for the club rentals. (Will the tournament absorb the cost or will players pay for their own rentals?)
- Make sure your volunteers know about safety on a golf course, and etiquette and where they are going. If they are driving a golf car for the first time, they must be aware of proper etiquette and safety on a golf course.
- **ONLY TWO PEOPLE TO A GOLF CAR!**
- Remember, children under the age of six are not allowed on the golf course. If your volunteers have children that plan to ride around on the golf car, they must only have two people to a golf car, and no one under the age of 8 is allowed on the golf car or golf course.
- Make sure all players know they can not bring their own alcohol or coolers on the course.
- Make sure your players and volunteers know there is a dress code for Moose Run Golf Course, and are asked to observe it.
- Confirm with the sponsor when the hole in one item (car, ATV, etc. will be delivered). Fax us a copy of your Hole-in-One contract so we can make sure the yardage is correct 907-428-3942.
- Prepare and remit final list of players (pairings) and non-players to Moose Run Golf Course (2 days before tournament).
- Print Tournament Rules Sheet which includes:
 - ✓ tournament format
 - ✓ which tees men/women play
 - ✓ what will happen in the event of a tie
 - ✓ what will happen in case of pace of play violation, for example, if a team is playing too slowly, our Player Assistants may ask them to move ahead to close

the gap - **please put on your rules sheet what the maximum score they should take in case this happens.**

- ✓ if you are playing "winter rules," or not
- ✓ special events holes (SEE CONTRACT FOR SUGGESTIONS)
- ✓ rules chairperson's name
- ✓ any other info you want to convey
- Give rules sheet to MOOSE RUN GOLF COURSE Tournament Staff to look at/give advice

Day before tournament

- Send out fax or email or call golfers and remind them of tournament. Let them know that if they can't make it to contact YOU so YOU can fill the space with an alternate.
- Let us know where you are having long drive, closest to the pin, hole-in-one
- Let us know of any special events you are having on the course.

Day of Tournament

- Shotgun tournaments begin at the starting time. For instance, a 7:00 shotgun tournament begins at 7:00. **The golfers should be on the starting hole ready to play at that time.** They will be heading out to the golf holes, 15 minutes prior to that time.
- Volunteers for registration (distribute tee-prizes) (1-2 people) Golfers should start checking in an hour before the shotgun begins.
- Volunteers to put banners up and hole sponsor signs on the course. (2-3 people)
- Volunteers for scoring the event
- Bring, adding machines, string (or other items to put up banners), scissors, sunscreen & umbrellas (for volunteers), stapler, lots of copies of pairings, alpha list of players with hole #, rules book, have

volunteers dress in layers -- weather is sure to change and other items necessary for your tournament.

- Hole-in-One **volunteers (look carefully at your insurance, many say there must be 2 witnesses)**. Make sure yardage for men and women are what the contract states. Volunteers need to be at the holes before the tournament starts. Make sure they are at the course, ready to go, about 20 minutes before the tournament begins.
- Rules Chairman to answer rules questions/disputes.

After Tournament

- Send results to the Anchorage Daily News. Email (preferred) to sports@adn.com or fax 257-4342. *Do not send as an attachment, put in text of message.*
- Thank You to sponsors in the Anchorage Daily News Lifestyle Section. E-mail (preferred) to acorley@adn.com . *Do not send as an attachment, put in text of message.*

Example how to determine someone's handicap, when they don't have one.

If their average score is 100
 $100 - \text{Course rating (69.8)} = 30.20$ [Moose Run's Slope rating is 69.8 from white tees; 70 from red)
 $30.20 \times 113 = 3412.60$
 $3412.60 / \text{slope (119)} = 28.67$ (Moose Run's Slope for Men is 119; Women is 120)
28.67 would be their Index for Moose Run Hill Course

SUCCESS TIPS

Give GREAT prizes. Even if you have a very worthy cause, people want to have a chance to win good prizes.

Give your prizes away as door prizes rather than winner's prizes. This will let everyone have a chance to win.

Use golfer's email addresses! It is an easy way to update golfers of any changes and serves as a reminder of the date, time and place of the tournament.

Encourage golfers to come EARLY the day of the tournament. **Times are for starting time, not check-in time.** We suggest they check in 1 hour before the start of the tournament.

Get lots of volunteers who are not playing in the tournament!

OTHER TIPS TO SPEED UP PLAY

In scrambles, you may consider if the team uses a person's drive, they can not use their 2nd shot. This will eliminate a stroke per hole in playing time.

A fun rule you may consider in a scramble: If the teams gets a par or higher on a hole, they need to play from the forward tees on the next hole.

If a team falls behind, our Player Assistants may ask them to move ahead to close the gap - please put on your rules sheet what the maximum score they should take in case this happens.

To keep a steady golf pace and to simplify rules, we strongly recommend you don't use/sell Mulligans.

Updated April 2009

GOLF CAR SAFETY & ETIQUETTE

You may have golfers or volunteers who have never driven a golf car before. Encourage them to be safe, and ask questions if they haven't been on a course before.

The Hill Course does not have "cart paths." However, we do ask that you never take a car within 30 yards of the putting green, or within 15 yards of fairway bunkers or water hazards.

The Creek course does have "cart paths." Please ask what the rule is for that day.

Never take a car within 30 yards of the putting green, or within 15 yards of fairway bunkers or water hazards.

If you learn that the "90-degree rule" is in effect, this means that you can take the car onto the fairway, but only at 90-degree angles.

ONLY TWO PEOPLE TO A GOLF CAR!

Hole-In-One Insurance Companies

Hole In One International

800-827-2249

www.holeinoneinternational.com

National Hole In One Association

800-527-6944

www.hio.com

Hole-In-One Clearing House

800-834-0210

www.hioch.com

An alternatives to a hole-in-one hole: how about a "putt for dough" on the putting green? Ask the insurance company for other options.

Pre-Tournament Supplies

- Invitations, Flyers and any other promotional materials
- Banners and/or Signs
- Advertisement (Radio, TV, Newspaper)
- Registration Forms
- Sponsorship Materials
- Press Release Materials
- Post Tournament Supplies
- Thank You Letters to Sponsors
- Delivery of Unclaimed Prizes

Day of Tournament Supplies

- adding machines
- string or other items to put up banners
- scissors
- sunscreen (for volunteers)
- umbrellas (for volunteers)
- chairs, hole in one spotters stapler
- lots of copies of pairings
- alpha list of players with hole #
- rules book
- have volunteers dress in layers -- weather is sure to change
- Arrival Packages (Tees Balls, etc.)
- Registration Signage

FOOD & BEVERAGE

The food and beverage operation is a function of Moose Run Golf Course. Organizations or groups may make arrangements for special food service through the Golf Course Manager.

Beer and soda will be purchased through the golf course snack bar. For those tournaments desiring to furnish their own **non-alcoholic beverages**, corkage fee will be assessed for each tournament player. For shotgun start tournaments this fee will be assessed for each player or, for a minimum of 132 players, whichever is greater.