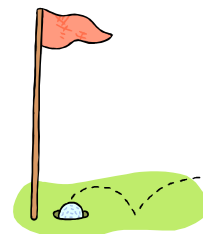


# WISCONSIN KNIGHTS OF COLUMBUS ANNUAL STATE GOLF TOURNAMENT GUIDELINES & DIRECTIONS



## I. GENERAL INFORMATION

The Host Council for this annual activity is named, normally, 1-1/2 years in advance, by the State Golf Committee, subject to final approval of the State Deputy and State Officer-In-Charge. The goal of the Host Council is to promote and operate the actual Annual State Golf Tournament as meaningful competition for all members of the Wisconsin State Council, blending in as much fraternalism as possible. The tournament should not be viewed as a large profit-maker though there is a definite profit potential to the Host Council.

The enclosed guidelines and directions are based on experience of past tournaments and should be followed as closely as possible. For any major changes or deviations, please obtain the approval of the State Golf Committee.

The tournament is scheduled for a late June weekend prior to the Fourth of July holiday. This period is a wind-down to a Council's year; schools are out; most families have not taken vacations as yet; motels and campsites are readily available.

In soliciting entries in the second half of a Council's year you are dealing with experienced Grand Knights. Though, the Host Council is responsible for all the actual operations, the State Golf Committee do assist with promotional efforts. The State Golf Committee does not attempt to have individual State Golf Committee itself consists of Brother Knights that have actual experience in chairing previous tournaments. This experience is an asset to you; do not hesitate to contact any of the committeemen and/or the State Office for guidance and answers to questions you might have.

## II. MANDATORY REQUIREMENTS

Preface following are mandatory requirements that the Host Council must comply with.

- A. There **MUST** be a written commitment from the golf course(s) to be used for the tournament, guaranteeing that it will be available to the Knights of Columbus on the dates specified, for time periods as determined by the Host Council Golf Chairman. A copy of this written commitment should be filed with the State Office and the State Golf Chairman prior to January.
- B. All Chairman and Committee assignments **MUST** be determined prior to January 1<sup>st</sup> and filed, in writing with the State Office and State Golf Chairman by the Host Council GRAND KNIGHT.
- C. The Host Council **MUST** budget in \$4.00 per male entrant and \$2.00 per female entrant, payable to the Wisconsin State Council, to assist with expenses at the State Level for promotion and publicity, State Office, mailing and the like. These funds must be submitted to the State Office within 30 days after completion of the tournament.
- D. The Host Council **MUST** file a complete financial statement with the State Office and State Golf Chairman within 60 days of competition of the tournament. This financial statement is to be supplemented with a complete list of all entrants including their Council number, complete mailing address and zip code.
- E. Approximately 90 days **PRIOR** to the start of the tournament and **BEFORE** any actual entry blanks are sent out or used, the Host Council Committee **MUST** meet with one member of the State Golf Committee to review final entry blanks, final planning and the like. The material for *review* may be in "draft" form at that time.
- F. Reservation confirmations; with assigned tee times **MUST** be mailed out to individual contestants 10 days prior to the start of the tournament. If possible, both days' tee times shall be assigned in advance.

- G. For actual play, it is very important to pair two persons from one Council with two persons from another Council each day and/or fit in singles so that you achieve a fraternalistic mix. Good friends are made on golf courses; new friend can be made via our State Golf Tournament.

### III. HOST COUNCIL PERSONNEL

Preface - The following are SUGGESTED Host Council organization based on past experience.

- A. **GENERAL CHAIRMAN:** One General Chairman for overall tournament direction and liaison with the State Golf Committee. Co-Chairman as such is frowned upon since there must be a single source of liaison and responsibility.
- B. **GOLF CHAIRMAN:** One Golf Chairman, preferably with a co-chairperson (the latter to handle the ladies activities). The Golf Chairman is responsible for coordination with the golf facility, starters, scheduling, flighting, posting of scores and the like.
1. The State Golf Committee recommends that there be a sub-chairman in this area who would be responsible for snacks and refreshments on the course. This sub-chairman would also handle any prizes for play, a blind bogey (there should be one) and activities of this nature. Prizes for play are better limited to first day's play, only.
- C. **SECRETARY-TREASURER:** One Secretary/Treasurer to be responsible for the paperwork and financial duties including reports and records. The Secretary/Treasurer should receive the entries and do scheduling under the direction of the Golf Chairman.
1. The State Golf Committee recommends that there be a sub-chairman in this area to be responsible for acquisition of trophies, general printing of forms, postage and the like.
- D. **HOUSING-HOSPITALITY:** One Housing/Hospitality Chairman in charge of a Saturday evening banquet in addition to coordination housing. While most entrants prefer to make their own actual reservations, it is still recommended that blocks of rooms be tied down in advance.
1. The State Golf Committee recommends that there be a sub-chairman in this area, to wit:
    - A. One sub-chairman responsible for arranging and setting up a convenient Saturday Evening Mass.
    - B. One sub-chairman to be an official photographer. Photos are very important to the overall publicity and reporting of this activity; the more pictures, the better.

### IV. MEN'S COMPETITION

Preface - The basic intent of this activity is to have a meaningful tournament while generating fraternalism for KC golfers. It is important that new friends be made via mixed pairings, i.e. two members from one Council playing with two members from another Council.

#### STATE GOLF COMMITTEE RECOMMENDATIONS:

- A. An OPEN DIVISION, scratch play to determine the individual Wisconsin State Champion, 18 holes of play per day, 36 holes total.
- B. TWO HANDICAPPED DIVISIONS
  1. One handicap Division to include those entrants that have an official USGA handicap.
  2. One handicap Division based on Kraft, Calloway, Peoria or other system, subject to approval of the State Golf Committee; decided in advance.
- C. A SENIOR DIVISION, to determine a low gross and low net champion for those members 62 years of age and older as of the date of the first day's competition.

NOTE: Open & Senior Divisions contestants are automatically included in Handicap competition with one trophy limitation.

D. NOTES:

1. There is a traveling trophy for the OPEN CHAMPION.
2. There is a traveling trophy for the SENIOR CHAMPION.
3. The State Golf Committee recommends plaque-type trophies similar to those given at the State Convention for Council achievements. Information on same is available via the State Office.
4. The State Golf Committee recommends that the greens keeper make the course easy on Saturday, tougher on Sunday. The logic is that the first day play is normally slower since several contestants will be unfamiliar with the course.
5. It may well be that certain seniors and novices would prefer to play but nine holes per day. That option should be open to the Golf Chairman for his consideration.

**V. WOMEN'S COMPETITION**

Preface - Spouses have demonstrated a keen interest in golf and appreciate meaningful competition. Some of the ladies prefer 18 holes per day, some prefer to limit their play to 9 holes per day. Again, it is important to mix pairings, similar to the men. The Host Council can reasonably assume that there will be ladies play approximately 30-40% of the number of male contestants.

**STATE GOLF COMMITTEE RECOMMENDATIONS:**

- A. For the 36 hole players, and OPEN winner and a HANDICAP winner, using methods of handicapping similar to the men.
- B. For the 18 hole players, same as above.
- C. NOTES:
  1. Do NOT rule out the possibility of a second course for the women. Transportation does NOT seem to be a problem.
  2. NEVER-Two consecutive Women groups.
  3. Scheduling for the ladies is left to the option of the host council. If both men's and women's play is at the same course, remember that husband-wives will be traveling together and some consideration will be necessary in placing their tee-times relatively close together.
  4. Women prefer to play with women and men prefer to play with men; do NOT have mixed paring. If female foursomes are spotted at random, we strongly suggest leaving some starter's times.
  5. ON an 18 hole course, give consideration to starting from #1 and #10 tees and criss-crossing. This will depend on course on the total number of entrants. 128 preferred, 136 absolute tops.

**VI. GENERAL COMMENTS**

- A. The State Office works towards having a tournament coordinator in each Council. A listing of these Brother Knights will be made available to the Host Council.
- B. A mailing list of entrants in the previous two years tournaments will be made available to the Host Council.

- C. A mailing list of all Grand Knights, District Deputies, and State Officers plus State Committeemen and Insurance Agents is available from the State Office for Host Council use.
- D. Motorized golf carts must be allowed; this is usually handled by the local golf course. A rough minimum estimate in ONE motorized cart will be required *per* foursome of players. The local course should be appraised of this figure since it's of ten times necessary for them to bring in rental carts.
- E. The State Golf Committee does not recommend for - or against - blind bogeys, course prizes, flag prizes and such, but does feel that such sidelights be LIMITED to the first day's play, only. These sidelights must not be overdone to the distraction of the basic tournament. If there are any questions along this line, they should be reviewed with a member of the State Golf Committee.

Note that the complete mailing list of the current year's entrants must be maintained and filed with the financial statement at the close of the tournament. We cannot overemphasize the importance of maintaining such records in an accurate manner.

The State Golf Committee assists with promotional efforts at a State Level, at District Deputy meetings, at Diocesan Meetings and has a booth at the State Convention. The Host Council however, retains the responsibility for local direction, soliciting actual entries, and actually running the tournament. A cooperative effort is a must. You must save all Entry Blanks.

The golf course(s) to be used SHOULD have watered fairways and be well maintained.

There will always be unusual situations that come up with regards to parings, distance of travel, the possibility of State Officers competing and the like. The State Golf Committee suggests a 1/2 hour block of time be reserved "ahead" of the first tee time and suggests there be a reasonable amount/numbers of starter times spread through the scheduling.

The awards presentation can be a hassle at the end; a goodly number of entrants will leave. The presentation ceremony per say can be brief and trophies can be presented at the Diocesan meetings. This would actually enhance the tournament.

**The State Golf Committee Suggests:**

1. Having youths available to help load and unload golf clubs, etc.
2. Having youths available as caddies, forecaddies and spotters.
3. Having a nice scoreboard with names & Council numbers kept current by promptly posting scores.
4. Putting out a map with your entry blank cover letter, reservation confirmation, so that strangers know where the course is, where are the motels/hotels, where are the churches, and the like.
5. Having two Brother Knights on hand at all times as good will persons.

# GROUP CONTRACT (SAMPLE)

FOR OFFICE USE ONLY Deposit \$ Date Balance Due \$ _____
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Date

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Group Name

---

Name of- Person Responsible for Reservation

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Address

---

City

State

Zip

---

Business Telephone

Other Telephone

As requested, starting times will be reserved for you on the following date after receipt of your deposit and signed contract. Until we receive your confirmation and deposit, we cannot guarantee your reservation.

\_\_\_\_\_ For \_\_\_\_\_ Starting Time  
Date # of Players

\_\_\_\_\_ For \_\_\_\_\_ Starting Time  
Date # of Rental Cars

Green Fees Due: \$

Car Rental Due: \$

TOTAL CONTRACT: \$

DEPOSIT DUE: \$ (50% of total contract)

Schedule foursomes every 8 minutes. Please arrange to have someone from your group deliver a starting sheet of foursomes at least 24 hour in advance.

CONFIRMATION MUST BE MADE AT LEAST SEVEN (7) DAYS BEFORE YOUR GROUP DATE AS TO THE EXACT NUMBER OF PLAYERS AND 90% OF THAT NUMBER MUST BE GUARANTEED.

**GROUP CONTRACT (continued)**  
**(SAMPLE)**

A minimum deposit of \$ \_\_\_\_\_ is required and is due at the time you return your signed contract. This deposit will be refundable until seven days prior to your starting date listed above. Once within this seven-day period, the deposit is NOT refundable. In the even of inclement weather on the day of your outing, a full refund of the deposit is awarded. Rescheduling is possible based on availability. Your signed contract and deposit are due on or before

GREEN FEE RATES: (5% tax included in prices)

Weekdays:	9 holes:	\$	Weekends:	9 holes:	\$
	18 holes:	\$		18 holes:	\$

GOLF CAR RATES: (5% tax included in prices)

Weekdays and Weekends:	9 holes:	\$
	18 holes:	\$

If groups of 25 or more also book a dinner at the supper club -For the entire group, a .25 per 9 hole discount is applied to each green fee.

We offer the following services. Please check if interested and we will contact you regarding the details:

- |   |  |
|---|--|
| <input type="checkbox"/> Banquet Dinner | <input type="checkbox"/> Cocktail Hour     |
| <input type="checkbox"/> Luncheon       | <input type="checkbox"/> Gift Certificates |
| <input type="checkbox"/> Beverage Car   | <input type="checkbox"/> Flag Events       |
| <input type="checkbox"/> Hors d'oeuvres | <input type="checkbox"/> Other             |

IT IS AGREED THAT NO FOOD, ALCOHOLIC BEVERAGES OR COOLERS WILL BE BROUGHT ONTO THE PREMISES.

FINAL PAYMENT DUE ON THE DATE OF YOUR GROUP OUTING. PLEASE HAVE ALL GOLFERS SIGN IN AT LEAST 15 MINUTES BEFORE THEIR TEE TIME.

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Name of Person Responsible for Payment

Phone Number

I AGREE with the information and dates as outlined in this contract:

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Name

Title

Signature

Date

Thank you for including our facility in your group outing schedule.