

# TOURNAMENT GUIDE



## THE GOLF COURSES — *at* — JOINT BASE CHARLESTON



Wenwoods (843)-963-1833

[www.JBCharleston.com](http://www.JBCharleston.com)



(843)-794-7828

Dear Guest:

Thank you for your interest in having your golf tournament at one of your Joint Base Charleston golf courses! As part of one of the Air Force's premier golf complexes, our staff is highly qualified to assist you with planning and coordinating your golf tournament.

With careful attention to detail, we take pride in assisting you at every stage – from preliminary planning to smooth coordination and execution on tournament day. Our staff of professionals will help determine the tournament format that is best suited for your event. Our innovative food-and-beverage staff offers a variety of customized menus and specializes in providing the highest level of service. From a major corporate outing to a smaller squadron event, you can rely on our experienced tournament specialists to help you orchestrate a truly memorable golf experience.

A golf tournament is also a great opportunity for your group or organization to raise money. The following pages will serve as a guide for you. You will find information regarding the various tournament formats, the avenues for raising money and the responsibilities of being a tournament director.

We have a common goal of ensuring a successful tournament. Please keep in close contact with us during this process; we're here to assist you and your organization in every way.

Thank you again for your interest in the Joint Base Charleston Golf Operations. Hosting your tournament at one of our courses is truly appreciated and represents a valuable reinvestment in your base and the community of Joint Base Charleston. We look forward to working with you!

Sincerely,

Aaron Sales, PGA  
Director of Golf



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## PACKAGE FEES

EAGLE FUNDRAISER – 72 to 120 Players.....Cost Per Player: \$36 \*\*\*

- Package Includes:
  - Golf with cart, practice balls, professional tournament execution
  - Registration and advertising through our website
  - Beverage Car Service

PAR GOLF – 40 to 71 Players.....Cost Per Player: \$40 \*\*\*

- Package Includes:
  - Golf with cart, practice balls, professional tournament execution
  - Registration and advertising through our website
  - Beverage Car Service (\$50 additional)

\*\*\* *Joint Base Golf Operations Members receive a \$10 discount on entry fee  
(will reduce our cost to you; will NOT affect your profit)*

\*\*\* *Deduct \$2 for booking 3rd party catering service through the golf course*





## Tournament Menu



### **Deli Ham & Turkey - \$7.00**

You'll be sure to enjoy our freshly sliced ham or turkey with the works, served on a Kaiser bun or tortilla wrap, chips, tea and water.

### **Grilled Burgers - \$8.50**

Quarter pound Black Angus beef grilled just right with full selection of condiments, chips, tea and water.

### **Hot Dogs - \$8.00**

Nathans Hot dogs grilled just right with full selection of condiments, chips, tea and water.

**BBQ Pork Sandwich - \$8.75 (if available)** Pulled pork smothered with our very own special BBQ sauce with sides of baked beans, coleslaw, tea and water.

### ***Soul Train's Eatery***

Menu and pricing available upon request



*\* Special request for food or drinks?  
Let us know.*



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## HOW TO MAKE YOUR TOURNAMENT FUN AND PROFITABLE

A fundraiser golf tournament is an opportunity for a booster club, squadron or private organization to have a day of fun and raise money for their organization at the same time. There are many benefits to running a fundraiser golf tournament. For one, a tournament is a great way to boost morale! The event provides a great opportunity for folks to interact outside of the office and spend time relaxing and playing a game many do not get the opportunity to play often enough. Another great benefit of a golf tournament is that it requires low manpower with maximum return. A successful event can be run by two or three individuals in an organization. If you were to operate a car wash or bake sale, you would have to dedicate far more personnel.

For the non-golfer, coordinating a tournament can be a daunting task – not the case with us. This guide provides step-by-step instructions to ensure your event is a success. You may also lean on our professional tournament staff to assist you with anything you may need. We are here to ensure that your event is fun and profitable.

### Formats of Play and Definitions:

- *Captain's Choice / Scramble* – A good format for a large group of recreational golfers. The players can pick their own teams or they can be randomly selected. Each player tees off at the beginning of each hole: The team selects the best ball position, hits from the selected position, and continues this format until the ball is holed.
- *Shamble* – A good format for more experienced players. This format is more competitive for players and offers more scoring variations. Each player tees off at the beginning of each hole: The team selects the best ball position, hits from the selected ball position, and continues to hit their own ball from this point forward until their ball is holed. It is recommended to take the best score to represent the team score for each hole.

### Optional Scoring Method:

- *Modified Peoria Handicap System* (allows each team equal opportunity to compete):
  - Groups tee off and complete their rounds scoring in the normal fashion with one exception: double par is the maximum (i.e., 8 is the maximum score on a par 4).
  - The local PGA Professional secretly selects six holes (one par 3, par 4, and par 5 on the front and on the back nine). Competitors do not know which holes have been selected. Following completion of play, the six Peoria holes are announced.
  - The scorer will total the six secret hole scores for each team. That total is multiplied by 3; par is subtracted from that total; then the resulting number is multiplied by 80 percent. This is the team's handicap. Example: On the six holes, the team uses 21 strokes.  $21 \times 3$  is 63. Par 72 minus 63 is +9. Eighty percent of 9 is 7.2 (round off to 7). Seven (+7) is the handicap. The team's gross score is 56; 56 plus 7 results in a Peoria System net score of 63.
  - Add the handicap for gross scores under par. Subtract the handicap for gross scores over par.



## Starting Time Definitions:

- *Shotgun Start (More than 72 players)* – Each team begins on a different hole on the golf course at the same time. This is a great way for everyone to start and finish near the same time.
- *Modified Shotgun Start (40 to 71 players)* – This format is very similar to a shotgun start, but is only utilized when an organization does not have the capacity to fill the golf course. We will fill in the shotgun with regular play.
- *Tee Times (Less than 40 players)* – Teams begin play in eight minute intervals off the first hole. This format is effective for small groups or for outings where not all players can arrive at the same time.

## Let's Make Some Money:

It's important that we maximize resources, capitalize on this event and turn your efforts into profit. Your golf fees are the only fix costs. The difference between your fixed costs and the entry fee is your profit.

*Example:*

Entry Fee:	\$55.00
Total fees:	<u>\$45.00</u>
Differences:	<u>\$10.00</u>
# of Golfers:	<u>x 100</u>
Your Profit:	\$1,000.00

The following options are things that make the game enjoyable, but more importantly add dollars to your bottom-line:

- *Sell Mulligan's, String, and Red / Junior Bombers:*
  - Mulligan: An extra free shot anywhere on the course.
  - String: Usually 1-3 feet of yarn. *Example*: a player's putt stops 6 inches short of hole; use 6 inches of string to make that putt good.
  - Red Bomber: Men get to hit from the red tees on a hole of their choice.
  - Junior Bomber: Ladies get to hit from the junior level 2 tees on a hole of their choice.
  - Maximize your Profits: We recommend not limiting the quantity players can purchase.
- *Sell Additional Door Prizes Tickets*: Each player should get a free ticket just for playing in the event, but you may also sell additional tickets if they want a better chance to win some great prizes.



## Conduct A Fun Event & Maximize Participation:

- *Door Prizes:* Getting a good collection of donated prizes from local businesses is a great way to ensure the majority of your players go home with something. You can also randomly select a numbered golf car to win door prize. We recommend you advertise the number of door prizes and highlight some of the big ones in your publicity to attract more players to the event.
- *Prizes for Tournament Winners:* You will want to consider prizes for at least 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places. Some groups even have a prize for the last place team as a consolation.
- *Offer Closet-To-The-Pin and Long Drive Competitions*
- *Hole-In-One Prizes & Insurance:* Having a large prize like a car or \$10,000 cash for the person(s) who make a hole-in-one is a great way to attract players to your event. The following companies can assist you:
  - Hole-In-One International\*\*\*: 1-800-827-2249, [www.holeinoneinternational.com](http://www.holeinoneinternational.com)
    - Putting Contest Insurance, Million Dollar Shoot-outs, Hole-in-One Insurance, Hole/Contest Partner Signs.
  - Coastal Golf Marketing\*\*\*: 843-881-1804 / 843-708-8294, [golfmktg@bellsouth.net](mailto:golfmktg@bellsouth.net)  
POC: Mr. Jody Riggs for hole-in-one insurance and more.

\*\*\* No Federal endorsement intended or implied.



	GUNTHER			
1B	SAVAGE			
	HART			
	BLACKLOCK			
	HARRIS			
8B	MOSS			



Wrenwoods (843)-963-1833

[www.JBCharleston.com](http://www.JBCharleston.com)



Redbank GOLF COURSE  
(843)-794-7828

## PROMOTING YOUR EVENT

The most important way to ensure a successful event is to promote it. We recommend you start promoting your event 4 - 5 weeks prior to the event date. AFB Legal office must approve the fundraising event prior to promoting it. The list below contains avenues that you can use to promote your tournament:

- *The Golf Courses at Joint Base Charleston website and periodic emails to our golfer database:*  
[www.JBCharleston.com](http://www.JBCharleston.com)

### Helpful Links:

- *Contacts at The Courses at Joint Base Charleston:*
  - Aaron Sales, PGA, Director of Golf, [aaron.sales@us.af.mil](mailto:aaron.sales@us.af.mil)
  - Brian Brown, GCSAA, Superintendent, [brian.brown.54@us.af.mil](mailto:brian.brown.54@us.af.mil)
  - Alyssa Cortellino, Food & Beverage, [alyssa.cortellino@us.af.mil](mailto:alyssa.cortellino@us.af.mil)
- *Private Organizations Program Information:*
  - <http://www.jbcharleston.com/private-organizations/>
- *Sample Flyer:*
  - See Attachment 1 at the end of this guide



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## FAQ'S

1. *Can I raise more money by taking my tournament off base?*

Not without increasing your entry fee to cover the more expensive costs you may incur. With all of the amenities and accommodations we provide, there is no better place to host your event. You will be provided with the best value for the price paid. Hosting your tournament with us is truly appreciated and represents a valuable reinvestment in your base and the community of Joint Base Charleston.

2. *What is the condition of the golf course?*

The courses are in their best condition in over 30 years. We have reinvested over \$5 million into include new Tif-Dwarf Bermuda and Sunday Ultra-Dwarf Bermuda greens, new bunkers, new Tif-Way Bermuda fairways, a new clubhouse with nine-acre practice facility including practice bunker and putting/chipping green, new maintenance equipment and golf carts. Our professional staff is highly qualified to assist you with planning and coordinating your golf tournament. With careful attention to detail, we take pride in assisting you at every stage – from preliminary planning to smooth coordination and execution on tournament day.

3. *Do I need donations?*

Getting donations is a great way to add to your prizes and add to your bottom-line profitability. Having plenty of prizes will help maximize participation for your event. Any donations you collect become prizes you do not have to spend money to purchase. We recommend starting early in the year to maximize the prizes for your event.

4. *Can players bring their own food and drink?*

We do not permit outside food or beverages. Please make this clear to those registering for the event so they will not have a problem the day of the event. A discount on the package price is given to organizations that choose us to cater the event.

5. *What prizes are awarded?*

We recommend awarding the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place teams. Also, for fun, you can award the last place team a consolation prize. The golf course will make a contribution to your prize fund for each player that participates depending of the package selected. For example, if you have a 100-player event for the Eagle Fundraising package, the golf course will contribute \$300 (\$3 pp) worth of gift certificates to the organization to distribute how they see fit for the event.

6. *Is one beverage car enough for my event?*

One beverage car is more than adequate for any event. Our staff is very well trained and players can expect to see the beverage car at least 3 times throughout their round. Alcoholic beverages, sodas, water, and numerous snacks will be sold directly to the players during the event. In addition, water coolers are located on the course at every other hole.



# TOURNAMENT AGREEMENT

Event Date: \_\_\_\_\_ Course Location: Wrenwoods  or Redbank

Name of Tournament: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone # \_\_\_\_\_

Second Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

## Details of Golf Tournament

Number of Players: \_\_\_\_\_ (40 to 71 Tee Time Start or Modified Shotgun, 72 to 120 max. for Shotgun Start)

Tee Time Start: \_\_\_\_\_ hrs. Shotgun Start: \_\_\_\_\_ hrs.

Package:  <sup>Golf Fee</sup> \$40.00 (40-71 Players) Hole Contests: C.T.P. \_ \_ \_ \_  
 \$36.00 (72-120 Players) L.D. \_ \_ \_ \_  
 \$2 deduction for booking Soul Train's catering services through the golf course

Registration Tables: \_\_\_\_\_ Setup By: \_\_\_\_\_ hrs. Practice Balls on Range By / Time: \_\_\_\_\_ hrs.

## Details of Food & Beverage

\* Food pricing is in addition to golf fees annotated above

Number of Guests: \_\_\_\_\_ Food Prepped By/Time: \_\_\_\_\_

Menu Selection: \_\_\_\_\_

Wrenwoods  Beverage Car  (40-71 package = \$50)  
Picnic Area (72-120 packages = 1 provided)

\*\*\*All beverages will be sold and distributed by the Golf staff.  
Absolutely **NO OUTSIDE ALCOHOL BEVERAGES.**

When food service is requested, your organization shall be responsible for payment of the number of people fed.

If there is insufficient or additional turnout to support the event, the organization shall be deferred to the appropriate package and incur all applicable prizes and fees.

Full disclosure of fundraising dollar amount added to the cost payable to the golf course is required in all publicity.

A Registration Committee shall be appointed by the organization to collect all tournament fees before the start of the event.

Payment from your organization may be in the form of cash or one check written to the golf course on the day of the event.

The golf course shall be notified no later than seven (7) business days prior to the tournament date if the organization intends to cancel the event. If notification is not received within the required time frame, the organization will be assessed a fee of \$500.00.

Air Force regulations and instructions shall be adhered to in regards to the official / unofficial recognition or endorsement of private entities. For questions concerning Fund Raising for Private Organizations and Unofficial Activities, refer to AFI 34-223 and AFI 36-3101.

The procurement and recognition of donations from private entities shall be processed in accordance to all applicable AF regulations and instructions.

The golf course reserves the right to cancel or discontinue any event and retain any and all fees for violation of Air Force Regulation, Federal or State Laws, and or misconduct / damage to personnel or property.

\_\_\_\_\_  
SIGNATURE OF ORGANIZATION REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF FACILITY REPRESENTATIVE

\_\_\_\_\_  
DATE



# CHECKLIST

## First Things First

- Choose the date of the event
- Estimate the number of players expected
- Guarantee the reservation by submitting the tournament agreement to the golf course
- Complete the Fundraising Request Form:  
<http://www.jbcharleston.com/private-organizations/>  
PO Documents Link  
**- Ensure fundraising event is approved by Base Legal office**

## 6 - 8 Weeks Prior to the Event

Assess your merchandise needs for the following:

- Gather door prizes
- Tournament prizes
- Staff or volunteer needs
- Order hole-in-one insurance, if needed

- Submit flyer and/or other advertising to the Base Legal office for approval by email:

## 4 Weeks Prior to the Event

- Start advertising for the event
- Finalize your food menu and confirm with us.

## 1 Week Prior to the Event

- Inform golf course of hole-in-one insurance and prize information
- Special needs for supporters, volunteers, etc?
- Other set up information, such as putting contest, placement of prizes, \$100 cash change fund, door prize tickets, yarn/string

## 1 Day Prior to the Event

Deliver any signage or prizes that needs to be pre-staged by 12 noon

## Day of the Event

- Have your staff / volunteers arrive at the course to start registration 1.5 hours prior to the start time
- Communicate any last minute player changes
- Final payment for the use of the course is due

## After the Event

- Please complete our Event Survey to help us improve our services in the future  
Pick up any leftover prizes and signs  
Choose a date for your NEXT outing!

Contacts at the Courses:

[aaron.sales@us.af.mil](mailto:aaron.sales@us.af.mil)

[alyssa.cortellino@us.af.mil](mailto:alyssa.cortellino@us.af.mil)



ATTACHMENT 1 – SAMPLE FLYER

**LOA**  
Low Country  
*Presents*  
*St. Patrick's Day*  
**GOLF**  
**TOURNAMENT**  
**2022**

Scan QR Code to Register  
Now!

**\$10K HOLE IN ONE PRIZE!**

**LOGISTICS OFFICER ASSOCIATION**

**\$55** Per Player

**MAR 25**  
FRIDAY | 2022

**WRENWOODS**  
GOLF COURSE

RANGE PRACTICE	7:00AM
REGISTRATION	8:00AM
SHOTGUN START	9:00AM
LUNCH BREAK	14:00AM
AWARDS	15:00AM

Door Prizes  
Contests  
and more

Hole in One  
Closest to Pin  
Longest Drive

Come dressed in your best St. Patrick's Day Attire! Please provide FULL team entries with golfer's names, contact phone and payment - CASH only NLT 24 March. Call or Text Presidents with any questions.  
Brian Foxworth (434) 251-0024  
Ashley Bardot (321) 266-7793

LOA LOW COUNTRY IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.

Call Now  
**(843) 963-1833**

Wrenwoods Golf Course  
100 Cusabee Trail  
JB Charleston, SC 29404

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[www.JBCharleston.com](http://www.JBCharleston.com)



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