



*T O U R N A M E N T
I N F O R M A T I O N*

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P L A N N I N G G U I D E

*Country Club of Mendon
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INTRODUCTION

Before we get into the details of planning your golf tournament, let us highlight the fact that you are bringing your associates here to enjoy themselves, to socialize and to build associations. We specialize in this area and would like the opportunity to make your group's golfing experience as enjoyable as possible. Golf outings have also become a valuable tool for strengthening company communications and associate-client relations. Some of the most profitable business relationships are built and created outside the office arena. The purpose of this planning guide is to assist you in the organizing of your golf event. The Country Club of Mendon is "your country club for the day"! Tell us what you want and we will make it happen.

GENERAL INFORMATION

Outings generally consist of 16 or more players and starting times are always necessary. Tee times for these groups may be reserved well in advance to guarantee availability. Groups of 40 players or less must give a final count of participants ten days in advance and can make cancellations up to 48 hours prior to scheduled time without being held responsible for unused times. A group consisting of more than 40 players must give a final count ten days in advance and can only add to the number of players if possible.

RATES

Because the needs of each individual tournament vary so drastically, it is difficult to quote prices in a format such as this. Desired time and date of play, number of players, shotgun starts, food and beverage requirements, practice and instruction needs, and prizes are variables to consider. As you read through the tournament planner you will begin to determine what your needs are. Through discussions with your group coordinator, you will be quoted a competitive rate for your event.

EQUIPMENT RENTAL

Rental sets in men's left and right handed, women's (right hand only), and junior are available. Choose between Callaway, Mizuno or Adams products. Each player is required to have their own set of clubs and bag. We ask that arrangements for rentals be made in advance through your groups' coordinator in order to ensure accuracy. Guests are responsible for all lost or damaged equipment.

GOLF CARTS

Golf carts are required for all outings and tournaments. Groups and/or individuals are responsible for all damages incurred during usage of golf carts. Caddies are not available. We have a fleet of 50 carts. Additional carts will be billed to the tournament.

PRACTICE FACILITY

The practice facility, complete with grass tees, putting green, chipping area and bunker, opens one hour prior to the first tee time. Practice balls may be purchased in the golf shop, or if you prefer, a specified group rate entitles everyone in the event to unlimited balls prior to their scheduled tee time.

PROFESSIONAL INSTRUCTION/LESSONS

Individual and group lessons are available through our PGA Professional teaching staff. In addition, clinics and workshops are also available and can be conducted prior to the event. Rates vary depending on the number of participants.

DRESS CODE

We have worked very hard at the Country Club of Mendon to create an image we feel is appropriate. In order to live up to that image we require that all participants wear a collared shirt, slacks/shorts, and soft spike golf shoes. T-shirts, and/or jeans are not permitted.

SPIKELESS GOLF SHOES

All players are required to wear shoes with “soft spikes” or a rubber soled shoe that will not cause damage to the putting greens. The golf shop can install soft spikes into your golf shoes prior to playing for a small fee. Please allow enough time for this service to be provided.

PLANNING YOUR GOLF EVENT AT THE COUNTRY CLUB OF MENDON

Tournament services included, but not limited to, as part of the Tournament Package:

- An assigned personal event coordinator to assist in all aspects of your event from the pre-planning stages through the post tournament wrap-up
- A rules and information sheet outlining your specific tournament including format, special events, pin sheets and prizes
- Prepared scorecards and personalized cart tags
- Registration set up
- Organized cart and hole assignments
- Outside service staff to assist with golf bags
- Assistance in welcoming of players and starting of tournament
- Player assistant staff to aid players with any on-course situations
- Coordinate special event contests such as:
 - *Closest to the pin
 - *Hole-in-One
 - *Longest Drive
 - *Longest Putt
- Prepared scoreboard and posting of results in your meeting/dining area
- Prize table and awards presentation
- Order special merchandise to commemorate your event
- Preparation of gift certificates
- Personal coolers for each golf cart / or beverage cart

**Your group will receive a 10% discount on any non-sale items used for prizes as well as additional shop discounts on prizes and tee gifts beyond the \$5 per player requirement.

Many merchandise packages are available for your group. Let us tailor a package to meet the needs of your group.

Steps to consider when planning your event:

1. Determine the date of the event and the number of players participating. Based on that number of players, we recommend the following type of “start” your event will have:
 - * 72 players or more – “Shotgun Start” with exclusive use of the golf course. Choose from an early morning or mid-afternoon start time (8 a.m. or 1:15 p.m.). Other times available.
 - * 36 to 71 Players – “One & Ten start” with players starting on the first and tenth tee every ten minutes or modified shotgun start.
 - * Up to 35 players - “First Tee Start” – with players starting on #1 tee every ten minutes.

Upon reserving your date, you will be sent an outing contract!

2. Select a golf chairperson. This should be someone who will work directly with the event coordinator on all details.
3. Contact our events coordinator to discuss all food and beverage needs.
4. Sign and return your outing contract with your deposit. A \$500 deposit is required.
5. Choose the type of format for your event. The most popular formats being:
 - * Scramble/Captain & Crew - All players hit from the tee. The best shot is selected and all players hit from that point. This process is continued until the ball is in the hole. This format is best suited for groups or organizations with novice golfers participating.
 - * Callaway Scoring – This scoring system is used when the participating players do not possess a legitimate handicap.
 - * Individual Scoring – for groups with participants possessing a certified handicap. Gross and net divisions are set up.
 - * Better Ball – This is a team event where all players play the hole and only the best score or scores are counted.
6. Decide what type of Special Contests you would like:
 - * Closest to the Pin / Longest Drive
 - * Longest Putt / Straightest Drive

- * Hit the Green Contest – Conduct this event on any par 3. A minimum wager is set and 100% of the wager is returned if you miss the green while 150% is returned if your shot hits the green. The return can be in the form of golf shop credit, gift certificates, or cash. Other styles of this idea are available. (Additional charge)
 - * Hole-in-One Contest – The golf professional staff can help you secure hole-in-one insurance for special prizes (ex. new vehicle).
7. Decide on prizes and prize breakdown:
- * Golf shop merchandise
 - * Gift certificates
 - * Custom logo prizes

The Country Club of Mendon golf shop has accounts with many vendors in order to help you chose the best gifts and prizes for your event at discounted prices.

8. Confirm the number of players for golf ten (10) days prior to event date.
9. Deliver all golf tournament materials to the golf shop at least two (2) days prior to the event to include:
- * A list of players, first and last name, with group assignments
 - * Any sponsor signs, banners, hole-in-one signs
 - * Any tee gifts you would like distributed
 - * A copy of your event logo (when applicable)

FOOD SERVICE

Country Club of Mendon is able to provide you with all of your banquet needs. Whether it is a casual cookout lunch at the “Gazebo” or an elegant dinner set in our formal dining room. Our Event Coordinator is available to assist you and your group with all your food and beverage needs. Enclosed you will find a copy of our most popular menus which may be altered to fit the specific wants of your group. Beverage service on the golf course is available in the form of personal coolers on each golf cart and/ or a roaming beverage cart as well as strategically located tubs for beverages.

Charlie Frenzel is our outside event Food & Beverage Coordinator. Charlie can be reached at 329-2159 to answer all your f&b questions. Menus are also available on line at ccmendon.com.

WHAT TO EXPECT THE DAY OF YOUR EVENT:

By the time you arrive, our staff will have:

- Your carts prepared with a scorecard, rules and information sheet, personalized cart signs and starting assignments
- A registration area set up to greet your players
- All special contests set and prepared

Our staff will assist your players with getting their bags on the proper golf carts

At your scheduled start time, our staff will facilitate the starting of the tournament with pertinent rules and information

While your players are on the course, a scoreboard and reception area will be prepared

We will do all the scoring and assist in the presentation of awards

The golf shop will remain open for all certificate winners to redeem or exchange prizes

REMEMBER – PLANNING A SUCCESSFUL GOLF TOURNAMENT REQUIRES LEAD TIME, ATTENTION TO DETAIL AND CAREFUL COMMUNICATION BETWEEN PARTIES AT ALL STAGES.

Thank you for considering the Country Club of Mendon to host this very important occasion for your organization. We look forward to making your event a great golfing experience.

Best Regards,

Joe Lusardi
Head Golf Professional
Country Club of Mendon