



# Braintree Park Department

249 Union Street  
Braintree, MA 02184  
(781) 794-8901

## 2008 SPECIAL GOLF TOURNAMENT POLICY BRAINTREE MUNICIPAL GOLF COURSE

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The 2008 "SPECIAL GOLF TOURNAMENT" or 'Shot-Gun' style tournament applications that are submitted to be held at the Braintree Municipal Golf Course must be approved by the Braintree Parks and Playgrounds Commission. Approvals are contingent on the host applicant's full understanding and complicity of all participants in such events with the following tournament rules and regulations. Failure to comply with these regulations could jeopardize application approval in the future. Tournament host/applicants are to read this entire policy prior to filing an application at the Park Department office. Filing an application is the town's way of knowing that the host applicant has a complete understanding and complete willingness to ensure everyone's compliance with each printed tournament regulation:

1. **APPLICATION INFO:** A properly completed 2008 Special Golf Tournament Application must be filed at the Braintree Park Department Office, 249 Union Street, Braintree, MA 02184 to receive board consideration. Tournament approvals or denials will be voted by the Board of Parks and Playgrounds Commission beginning at their January monthly meeting and written confirmation will be mailed to the applicant by the department. Tournament requests are to be restricted for the months of May through October on **Mondays, Tuesdays, Wednesdays or Thursdays** (We will not schedule two tournaments in a one week period on consecutive days).

2. **GOLFER INFORMATION:** The **MAXIMUM** permitted number of golfers for a special tournament is: **144**. The **MINIMUM** number of golfers to host a Special Tournament is: **120**. (Tournaments held before Memorial Day or after Labor Day may have a reduced minimum number of golfers of **100**). Tournaments that are approved but then lack the requisite minimum number of golfers on tournament day, or tournaments which fail to notify the Pro Shop at least **7 days in advance of the tournament date** with a listing of the requisite minimum number of golfers will receive a "**Modified Shot Gun**" assigned by the golf professional. This discretion could also cause cancellation of the event depending on how many less golfers from the minimum will participate in the scheduled tournament.

3. **TOURNAMENT PAYMENT & DEPOSIT:** The tournament host or coordinator is required to remit to the golf course professional (in check) a sum of **\$7,560 at least 7 days in advance of the tournament**. [Checks must be payable to Town of Braintree.] **If the full advance payment is not received by this seven day deadline it will lead to a cancellation of the tournament by the town!** This payment of **\$7,560** shall cover the costs based on 120 golfers for this event with the following breakdown: (120) Greens Fees, (60) Golf Carts, a \$5/golfer credit in the pro shop for event prizes (to be coordinated in advance with the golf professional and tournament host), and a \$5/golfer credit in the grille room with the Food Concessionaire (to provide similar value food/beverage commodities as negotiated with the tournament host well in advance of the event). If there should be more than 120 golfers signed up, an additional **\$63/golfer assessment** payable at least 24 hours in advance to the Golf Professional will provide the same items for added golfers. On the day of the event, before the tournament begins the host will be asked to remit **three final payment checks** at a cost breakdown provided by the Golf Professional. The 1<sup>st</sup> Payment will be made to Beach Golf, Inc. (for golf carts and pro shop prizes); The 2<sup>nd</sup> Payment will be made to the Town of Braintree (for greens fee costs), and a 3<sup>rd</sup> Payment will be made to the Food Concessionaire (for food and beverage commodities previously negotiated). The golf shop will then **return the original check** in the amount of \$7,560 at this time. No more than **144** total golfers on the golf course will be permitted for any Special Tournament event. Tournament hosts are to deliver to the Golf Professional a copy of the tournament's promotional flyer or a copy of any advertisement for the tournament at least 30 days in advance of the event. All promotional flyers associated with the tournament must state that "**No Alcoholic Beverages of Any**

**Kind Will Be Permitted On the Golf Course Premises at Any Time"** and that no metal spikes may be worn by golfers for the tournament.

4. **SPECIAL REQUESTS:** The Golf Professional will make any/all of the necessary Special Tournament arrangements for the tournament such as arranging for extra golf carts, scoring tables, longest drive hole, nearest to the pin hole etc. and he will also conduct the pre-tournament greeting prior to the start of the event.

5. **FOOD & BEVERAGE:** Special Tournaments that are planning to provide food and beverage items at the golf course for its participants and volunteers **are required** to make any and all arrangements with the golf course's Food Service Concessionaire well in advance of the tournament. If the Tournament Host is going to provide food and beverages, which are **in addition** to what is to be provided by the golf course's Concessionaire, then the Tournament Host **must have prior approval from the golf Concessionaire**. Without prior approval, any food and/or beverage items (coffee, donuts, pastries, snacks, water, soft drinks etc) being passed out on the golf course property or being made available to any tournament participants, must be immediately removed from the golf course premises by the host!

6. **GOLF CARTS:** It is required that two (2) golf carts be used for each tournament **foursome** playing. **No fivesomes** will be allowed at any time! It is the responsibility of tournament coordinators to assign someone early on during the day of the event to allocate carts by number to those playing in the tournament. If additional carts need to be delivered to the course to host this tournament, but carts are then prohibited from use due to inclement wet weather conditions, tournament coordinators will be refunded the cart rental apportioned payment that day with the exception of the extra cart delivery costs. This delivery cost amount is non-refundable (about \$200) if the carts are delivered to the golf course for the tournament. If additional golf carts are needed, the Tournament Organizer must contact the Golf Professional to make arrangements for rental and delivery prior to the tournament. The rental price will be at the prevailing tournament rental rate.

7. **All golfers must be at their assigned golf carts by 7:45 a.m.** to be welcomed and addressed by the golf professional before leaving for their respective tee to start the tournament. Shot Gun Special Tournaments will be approved provided they are organized and scheduled to **begin play promptly at 8:00 a.m.**(except during the months of May, September, and October - 9:00am Start) The golf course will be closed for all other golfing activities prior to, during and until the tournament has completed its play. It is required that all special tournament golfing activity be completed **no later than 5 hours after starting** and that all golf carts and golfers must be off the golf course by that time. All tournaments shall consist of 18 holes only. If additional holes are needed to be played (i.e. playoff) at the conclusion of the event, then prior approval must be sought from the Golf Professional. **It is imperative**, that before leaving the premises at the conclusion of the event, it shall be the responsibility of the tournament host coordinator to have removed and properly disposed of any/all sponsor tee signs, cartons, paper goods, containers or other items brought onto the property. The golf course does have a trash dumpster available for use.

8. **RAIN DATE POLICY:** No rain dates for any tournament will be approved for Special Tournament applications. If the course is deemed playable despite weather conditions, the tournament must be held whether or not drive carts can be used. This decision rests with the Golf Course Superintendent on the tournament day! If a tournament must be cancelled due to "unplayable course conditions", the town will endeavor to provide a suitable agreed upon rain date for the event. **Individual rain checks will not be issued under any circumstances for these tournaments!**

9. **RULES & REGULATIONS:** The host must clearly convey the following rules and regulations to all tournament participants before they arrive at the course that morning:

- a) Possessing, dispensing, consuming, or any visible promotion of any alcoholic beverage or use of any controlled substance while upon the premises of the Braintree Municipal Golf Course is prohibited. Violation of this is subject to immediate police intervention and could lead to revocation of any future tournament requests by the sponsoring host. This will be strictly enforced on the golf course property!
- b) No metal spikes are permitted on the golf course.
- c) The Braintree Board of Health has a "no smoking" by-law in Braintree. Anyone smoking a tobacco product cannot do so within 20 feet of a non-smoker. This by-law took effect January 2, 2002.

10. Any damage caused to personal, public or private property during the conduct of this tournament shall remain the exclusive responsibility of the tournament through its coordinator (and ultimately the participant, if known) and an immediate settlement of damages must be made. At no time shall more than 2 people be permitted on a golf cart while the cart is in motion or shall any cart have more than two golf club bags strapped to the cart.

11. **SPECTATORS & VOLUNTEERS:** No spectators, caddies or other "visitors" at the golf course will be permitted to enter on to the golf course except under circumstances that might be specifically approved by the course supervisor of play/golf professional. No tournament "**roving deliverers**" of food and/or beverages will be permitted at any time during the tournament by the tournament host. Any "hole-in-one" contests held to win a new car when a car is to be displayed on the course for the duration of the tournament event must be restricted to the 16th hole only under the guidance of the Golf Course Superintendent. No exceptions can be approved for any other areas on the course!

12. **COURSE ETIQUETTE:** Golf course employees must be extended appropriate courtesies at all times by all golfers. While any ongoing maintenance work on the course will not intentionally interfere with tournament play, golfers are to respect any workers on the course and to avoid any situations that may endanger the safety of these employees at all times. It is required that proper golfing etiquette be practiced at all times during the tournament. Any restricted area signs posted on the course must be followed. Golfers are responsible for their own individual actions and participants in a special tournament remain the responsibility of the tournament coordinator ultimately. Proper attire will be required at all times in accordance with golf course posted dress regulations. Shirts must be worn at all times while on the golf course property! This will be enforced with all golfers. Any unruly behavior by any tournament participants or committee representative will not be tolerated at any time.

13. It is the responsibility of each tournament host to ensure that all golfing participants are aware of these tournament regulations while they are on the premises of the golf course property. **It is strongly recommended that the tournament host not be a golfing participant during the tournament so as to be accessible to the golf professional and his staff to address any issues that might arise to be addressed immediately!** Parking of vehicles by tournament participants shall be restricted to approved marked parking space areas only. Illegally parked vehicles will be subject to towing at the vehicle owner's expense!

14. It is hoped that each tournament will be a great success and the Town will do its best to ensure that the facility is in the best possible condition for your event. These regulations are subject to changes at any time by vote of the Board of Parks and Playgrounds Commission of the Town of Braintree.

*Good Luck with your tournament planning. The Braintree Board of Parks and Playgrounds Commission is pleased to be able to make the Braintree Municipal Golf Course available for this worthy fund raising event. Your full cooperation to all of these rules and regulations associated with hosting a tournament of this type is fully appreciated by all concerned. The actual tournament host is the person responsible for ensuring that all regulations are made known to all participants in advance of the tournament dates.*

***Best Wishes for a Most Successful Tournament!***

**Board of Parks and Playgrounds Commission  
Town of Braintree, Massachusetts**

**Bruce J. Tobin, Chairman**

**Henry N. Joyce, Vice Chairman**

**Doris T. Furness, Clerk**

**Richard E. Delgiacco**

**Michael J. Ford**

**Michael Denise**

**James M. Daiute**



# BRAINTREE PARK DEPARTMENT

249 Union Street, Braintree, MA 02184  
Phone: (781) 843-6513 (Golf Course) (781) 794-8901 (Park Dept)  
Fax: (781) 356-6803 (Park Dept)

## 2008 SPECIAL GOLF TOURNAMENT APPLICATION BRAINTREE MUNICIPAL GOLF COURSE

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For Special Golf Tournaments, this application must be submitted to the Braintree Park Department office to be considered for approval for the 2008 golf season by the Parks and Playgrounds Commission. If additional space is needed, please use reverse side. Applicants who submit a tournament application do so with the understanding by the Braintree Park Department that the existing *Special Golf Tournament Policy*, as most recently amended, has been read and will be complied with in its entirety in the conduct of this event. There are some changes in the policy for the 2008 golf season, so applicants are asked to review the entire document in advance of submission of any application. Thank you.

TOURNAMENT SPONSOR: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

TOURNAMENT APPLICANT'S NAME: \_\_\_\_\_

Phone #'s: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_ ZIP: \_\_\_\_\_

TOURNAMENT'S BENEFICIARY: \_\_\_\_\_

# OF PREVIOUS YEARS THIS EVENT HAS BEEN HELD AT BRAINTREE: \_\_\_\_\_

DAY/DATE REQUESTED: 1st Choice \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

INTENDED NUMBER of GOLFERS: \_\_\_\_\_ **8:00 AM TEE TIME** Understood? \_\_\_\_\_  
(9:00 AM TEE TIME in MAY, SEPTEMBER & OCTOBER)

### APPLICATION AGREEMENT

I, as the tournament applicant for the above **Special Golf Tournament**, request approval to hold this event at the Braintree Municipal Golf Course. I have read and agree to abide to all Special Tournament Rules and Regulations as listed on the attached policy (detach and retain when filing application) and agree to make known to all tournament participants these regulations before this tournament is held. **I assume full responsibility for this tournament and all of its participants and hold harmless the Town of Braintree, its Park Department and employees thereof, including those at the Braintree Municipal Golf Course for any personal or property damages that may arise in the conduct of this tournament.** I understand all payment stipulations associated with this tournament and **I agree to meet each deadline** associated with this tournament policy in accordance with this application. Failure to meet all deadlines in a complete and timely manner will subject this tournament to cancellation by the town. **Possessing, dispensing, consuming, or any visible promotion of any alcoholic beverage or use of any controlled substance while upon the premises of the Braintree Municipal Golf Course is prohibited.** Violation of this is subject to police action and could lead to future revocation of any future tournament requests by the tournament host coordinator.

SIGNATURE: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_