

2019

*Tournament Planner*



Maumelle Country Club  
Golf Shop (501) 851-3700  
Fax (501) 851-3613  
[www.maumellecc.com](http://www.maumellecc.com)  
100 Club Manor Dr.  
Maumelle AR, 72113

# *Welcome*

**Established in 1969, Maumelle Country Club is 18 holes of beautiful terrain and natural surroundings, and is rated one of the top courses in the state of Arkansas. The Arkansas State Golf Association frequently utilizes Maumelle Country Club as a state tournament site. Home to the Maumelle Classic, Maumelle Country Club has also been host to satellite PGA events in 1987 and in 1988 was a TPA stop.**

**In late 2008, we converted our greens to the outstanding Champion Bermuda and they have grown in strong as ever. They are providing the smoothest putting surface you have ever played!**

**Our golf shop is stocked with the latest in both equipment and apparel. The professional golf staff on hand is waiting to assist you before, during, and after your tournament.**

**The information in this planner will assist you in organizing a successful event. If you have any special requests or alternate ideas, please be assured that we will do everything possible to accommodate you.**

**Cary Maddox  
Head Golf Professional  
[cary.maddox@maumellecc.com](mailto:cary.maddox@maumellecc.com)  
501-851-3700**



# *Teeing up*

**A great deal of work is required in order to organize a golf tournament. Such as finding the right golf course, setting a date and time for the event, establishing a budget, finding a sponsor, how much will you charge for entry fees. Below is a checklist that should help you in organizing your tournament, the Maumelle staff will gladly assist you with the various tasks along the way.**



**Fill out function sheet; organize pairings providing a copy to the golf shop at least 14 days prior to event.**



**Will you need a registration table, if so how many?**



**Establish a budget to determine the cost of entry.**



**Will you need gift certificates from the golf shop?**



**Determine the number of participants expected.**



**Select the type and format of the tournament.**



**Determine if you will have hole sponsor signs.**



**Establish a method of payment with the club.**



**Establish an entry deadline for participants.**



**Select a date and time for the tournament.**



**Will you need to use the refreshment cart?**



**Review tournament and golf course rules.**

**❖ (dress code sheet is attached)**



**Determine if you will have special prizes.**

**❖ (closest to the pin, long drive, etc)**



# *Services*

**The golf staff at Maumelle Country Club wish to make your day the most enjoyable it can be, we will be here to assist you throughout your tournament. Here is a list of services that are available to you as you plan your tournament.**



**Registration Table**



**Information and Rules Sheet**



**Closest to the Pin signs**



**Long Drive signs**



**Refreshment Cart (if needed)**



**6 passenger shuttle cart (if needed)**



**Professionally designed scoreboard and scorecards**

**\*TOURNAMENT MUST PROVIDE LOGO\***



**Scoring of the event**



**Gift Certificates**



**Cart Signs**



**Starting time/hole sheets**



**Bag Drop and Parking Lot Assistance**



**PA loud speaker for announcements**

**These are only a few services that can go into running a successful golf tournament. If you can think of any additional services that you may need, please feel free to let us know and we will do our best to accommodate you.**



# *Dress Code*

**Below is a copy of Maumelle Country Club's dress code policy. Please make sure that all participants are aware of the dress code prior to the day of the event.**

**The following dress code will apply to everyone over the age of eight (8) years old. Anyone not adhering to this dress code will be respectfully asked to leave the premises.**

## **Males:**

**Slacks or shorts of modest length are acceptable. No gym shorts, jogging shorts, cut-offs or biking shorts, no jeans, jean shorts or denim of any kind is allowed. Males must wear collared shirts with tails tucked in.**

## **Females:**

**Skirts, slacks or shorts of a modest length are acceptable. No gym shorts, jogging shorts, cut-offs or biking shorts, no jeans, jean shorts or denim of any kind is allowed.**

**Shirts with or without collars and/or sleeves are acceptable. No halter-tops, strapless or low-cut tops are allowed.**



# *Tournament Experience*

**As players begin to arrive, they will be greeted in the parking lot by a Maumelle Country Club staff member who will assist them with their clubs.**

**Players will then be shuttled to the registration table where they can check in, find out their starting hole location, and receive any special instructions from the tournament committee.**

**After checking in, players can head inside for a delicious breakfast or lunch\* then head to their golf cart to get prepared for their round.**

**Each player's name and starting hole location will be printed on a cart sign to help the player's identify their cart. Inside the cart players will find a rules sheet on the day's events as well as a professionally designed scorecard for them to keep score on.**

**As players wait for the tournament to begin, they can head over to the putting and chipping greens to work on the short game, or hop on the shuttle cart that will take them to and from the driving range to warm up for their round.**

**Our PGA Golf Professional Cary Maddox will begin announcements five minutes prior to tee off time. Cary will go over the days pin location, local rules, as well as any announcements that the tournament would like made.**

**Players may grab a refreshing beverage from the two beverage carts that will be making their way around the course\*. As they make the turn, players can stop by the clubhouse and use the restroom, participate in any contest the tournament may be having or grab a snack to hold them over as they finish their round.**

**After that final putt on 18 players can head to their cars and unload their clubs. Players may then head down to the area in front of the golf shop where they can drop off the cart, socialize, and have a cold drink while they wait on the Golf Professionals to score the tournament and announce the winners.**

***\* optional add on***



# Function Sheet

The function sheet is used as a way for you to give us as much information as possible about your upcoming event.

Tournament Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Information: Work: \_\_\_\_\_ Home/Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Format of tournament: \_\_\_\_\_ Double Shotgun (yes/no): \_\_\_\_\_ Time: \_\_\_\_\_

Number of golfers: \_\_\_\_\_ Number of carts needed: \_\_\_\_\_ Cart Signs (yes/no): \_\_\_\_\_

Beverage Cart (yes/no): \_\_\_\_\_ How many: 1 2 Shuttle Cart (yes/no): \_\_\_\_\_

Beverages (club or donated): \_\_\_\_\_

Closest to the pin (circle the hole numbers): 5 8 13 17

Longest Drive (circle the hole numbers): 1 11 12 15

Straightest Drive (circle the hole number): 1 3 11 15

Registration Table (yes/no): \_\_\_\_\_ How many: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

How many flights: \_\_\_\_\_ Circle the places we are paying: 1 2 3 4

Prize Payout: 1<sup>st</sup> place: \_\_\_\_\_ 2<sup>nd</sup> place: \_\_\_\_\_ 3<sup>rd</sup> place: \_\_\_\_\_ 4<sup>th</sup> place: \_\_\_\_\_

Breakfast: \_\_\_\_\_ No. \_\_\_\_\_ Item: \_\_\_\_\_ Time: \_\_\_\_\_

Lunch: \_\_\_\_\_ No. \_\_\_\_\_ Item: \_\_\_\_\_ Time: \_\_\_\_\_

Dinner: \_\_\_\_\_ No. \_\_\_\_\_ Item: \_\_\_\_\_ Time: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

# *Tournament Rules*

**Here are a few rules that we ask that you abide by while here at Maumelle Country Club.**

 **Please use golf etiquette on the course by, replacing divots using the sand bottles provided in the golf cart on tees and fairways, repairing ball marks on greens, raking sand traps after use.**

 **Avoid slow play, if a putt is inside the leather pick it up, do not take more than one practice swing, 9 holes should be played in 2 hours and 10 minutes. 18 holes should be played in 4 hours and 20 minutes.**

 **Personal coolers and thermoses, and unauthorized alcoholic product are strictly prohibited.**

 **Following play, please return the carts to the area in front of the pro shop**

 **Unless instructed otherwise please keep carts 90 degrees on all fairways**

 **There should be a maximum of 2 players per cart.**

 **Please keep golf carts 50 feet from greens**

 **Cart path only on all Par 3's.**