

# Northeastern New York Section PGA

## *Host Site Facility Form*

To request your facility for a NENY PGA event, please complete the form following the memo. Below are the requirements for hosting a section event. Each facility must have a PGA Professional employed at the time tournament host contract form is confirmed for any NENY PGA Membership Tournament.

All section **Pro Am events** shall adhere to the following requirements unless approved by Committee and host facility:

- No more than 30 foursomes, or fivesomes for special charity pro-ams only
- The section will publish entry information and the tournament date after approval is received from the Tournament Committee.
- PGA members entries will be accepted first, followed by Apprentices and Pre-Apprentices per the priority registration policy established
- The host facility must secure golf cars for two golf cars per foursome or three golf cars for fivesomes
- The host facility will accept all gift certificates from winning amateurs after event for at least one hour after winning teams announced and announce if there is an expiration date on gift certificates.
- The host facility must have course marked with paint, including hazards and ground under repair.
- The host facility must have reception accommodations for 120 players.
- The Northeastern New York Section PGA will pay all expenses, including professional monies and club expenses.
- The course will not be set up any longer than 6,400 yards and not less than 6,000 yards.
- The host professional staff will set tee boxes and hole locations.
- The host professional staff will forward all local rules and hole locations to the section office.

All section **Individual Pro Classic** events shall adhere to the following requirements:

- NENY PGA participants should be first golfers on the course.
- The section will publish entry information and the tournament date after approval by the Tournament Committee.
- The host facility must have enough golf cars for two golf cars per threesome.
- The host facility must have course marked with paint, including hazards and ground under repair.
- The Northeastern New York Section PGA will pay all expenses, including professional monies and club expenses.
- The course will be set up from the back tee boxes, with the tee markers being set at least three club lengths from the back of the tee
- The host professional staff will set tee boxes and hole locations.
- The host professional staff will forward all local rules and hole locations to the section office,

All section **Championships** shall adhere to the following requirements:

- NENY PGA participants must be the first golfers on the course.
- The section will publish entry information and the tournament date after approval by the Tournament Committee.
- The host facility must secure golf cars for two golf cars per threesome.
- The host facility must have course marked with paint, including hazards and ground under repair.
- The Northeastern New York Section PGA will pay all expenses, including professional monies and club expenses.
- The Tournament Director, with assistance from the host staff, will set the tee boxes and hole locations.
- The NENY PGA professional National Championship will be set up at a minimum of 6,700 yards.

*Note that the Tournament Director may be able to assist with course set-up, marking, hole locations dependent upon scheduling availability for events.*

# Northeastern New York Section PGA Tournament Request Form

## Please Complete the Information for Consideration To Host an Event for the 2014 Season.

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

Facility requesting event: \_\_\_\_\_

City/State of facility: \_\_\_\_\_

Host PGA Professional: \_\_\_\_\_

Preferred Date: \_\_\_\_\_ Second Date Choice: \_\_\_\_\_

Please List Section Activities you have participated in the past two years or Past Events Hosted (Tournaments, Education, Play Golf America/Player Development Programs, Annual Meetings): \_\_\_\_\_

Can you provide a complimentary round of golf to a sponsor if requested at facility's availability? Yes No

### *Site Information*

Will greens fees be charged: \_\_\_\_\_ Professionals (cost) \_\_\_\_\_ Amateurs (if yes, what amount)

Golf Cars Fees: \_\_\_\_\_ includes tax

Range Fees: \_\_\_\_\_ includes tax

Food and Beverage: \_\_\_\_\_ how many meals [1 or 2] Does your facility own the restaurant or leased  
Includes tax and gratuity by a caterer

### *Course information*

Par from the back tees for men: Front \_\_\_\_\_ Back \_\_\_\_\_ Total \_\_\_\_\_

Yardage from the back tees for men: Front \_\_\_\_\_ Back \_\_\_\_\_ Total \_\_\_\_\_

Slope from the back tees for men: Front \_\_\_\_\_ Back \_\_\_\_\_ Total \_\_\_\_\_

Course rating from the back tees for men: Front \_\_\_\_\_ Back \_\_\_\_\_ Total \_\_\_\_\_

Shotgun or Starting time start: \_\_\_\_\_

First Starting Time or time of shotgun start: \_\_\_\_\_

I, the host professional, deem the information provided on the form correct. Should any detail of the event change prior to the event, I will notify the NENY PGA section office. Further, I understand the requirements for hosting a section event and will adhere to those guidelines.

Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the section office at: NENY PGA  
Town of Colonie GC  
418 Consaul Road  
Schenectady, NY 12304  
(518) 438-8670 (fax)