



# **TOURNAMENT HANDBOOK**



- ❖ **Championship 18 Hole Golf Course**
- ❖ **PGA Professional Tournament Coordinator & Staff**
- ❖ **Full Service Dining & Bar at the Rockwind Grille**
- ❖ **Practice Facilities**

[WWW.ROCKWINDGOLFCOURSE.COM](http://WWW.ROCKWINDGOLFCOURSE.COM)

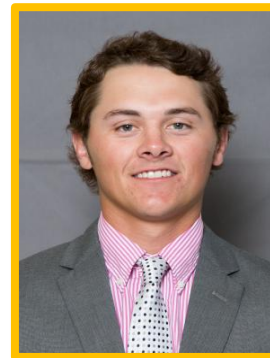
**HOBBS, NM. ♦ (575) 397-9297**



## **PGA PROFESSIONAL TOURNAMENT STAFF**

There is no finer achievement than for your outing to be a stress-free success. The Rockwind Professional staff has the experience and passion to assist your charitable organization, business or group of friends, in creating a memorable and hassle-free experience. From groups as small as 20 people to as many as 130, we have the resources to accommodate any function and every theme. With our combination of tailored customer service and strict attention to detail, your guests will be treated to a first class experience from start to finish.

Already proven to be an outstanding group and tournament venue in the region, Rockwind Community Links offers extraordinary group services and an exceptional value. Leaving nothing to chance, our expert PGA staff will work with you hand in hand to execute a successful and unforgettable event that will satisfy and/or exceed all of your participant's and sponsor's expectations.



Linda Howell –General Manager/Head Professional

Camren Bergman – 1<sup>st</sup> Assistant Professional



## **STANDARD TOURNAMENT PACKAGE INCLUDES:**

- ❖ Green Fees & Cart Fees
- ❖ Range Use prior to Play
- ❖ **10% Discount on all Tournament Fees, and Food & Beverage costs for all Charitable Organizations (501C3). Does not include alcohol.**
- ❖ Custom Score Cards & Cart Signs For YOUR Event
- ❖ Player Registration
- ❖ Sponsor Signage Service
- ❖ Professional Customized Scoreboards
- ❖ Tournament Administration
- ❖ **Our Professional staff helps coordinate events from start to finish**
- ❖ **Our goal is to simplify YOUR job as tournament coordinator**
- ❖ **The Ultimate In Customer Service**
- ❖ Curb side assistance
- ❖ Bag handling services
- ❖ Complimentary golf club cleaning services
- ❖ Driving range attendants
- ❖ On course personnel- Rules Officials, Starters, Rangers, Beverage Service
- ❖ Practice Facilities
  - Driving range offering 8 different target zones
  - Unlimited range balls
  - 9000 sq. ft. practice green
- ❖ Contest Markers
  - Long Drive
  - Closest to the Pin
  - Straightest Drive
  - Longest Putt etc...

OTHER OPTIONS (Additional Charges Apply):

- ❖ Food & Beverage
- ❖ Customized menus provided by Rockwind Grile Catering
- ❖ Full service restaurant and bar
- ❖ Banquet facilities available
- ❖ Group Golf Clinics
- ❖ Professional PGA instructors
- ❖ “Mastering the short game”
- ❖ “Grip it & rip it”- Long drive secrets
- ❖ Rules and etiquette clinics
- ❖ Specialized clinics- Seniors, Women, and Juniors
- ❖ Pro On The Range
- ❖ PGA Professionals available for “Quick Tips” on the range
- ❖ Personalized and Custom Logo Merchandise
- ❖ Hats
- ❖ Shirts
- ❖ Towels
- ❖ Divot Tools
- ❖ Balls
- ❖ Bags etc.

## MERCHANDISE PACKAGE DEALS

### ❖ Logo Shirts

- ❖ Short Sleeve Basic Cotton: \$31.95
- ❖ Short Sleeve “Tour” Shirt: \$55.00
- ❖ Add Your Logo Add \$3.00 Per Shirt Min. Order Required. Requires 30 Days Advance Notice

#### ○ Logo Hats

- Price Range: \$12.00 - 18.00 per hat
- Add Your Logo Add \$3.00 per hat Min. Order Required. Requires 30 Days Advance Notice

### ❖ Custom Logo 2 Item Package

- Basic Cotton Shirt: + hat, balls, towel, divot tool or hat clip =
  - \$42.00
- “Tour” Shirt: + hat, logo golf balls, towel, divot tool or hat clip =
  - \$65.50
- Choose 2: hat, logo golf balls, towel, divot tool or hat clip =
  - \$23.00
- **Custom 3 Item Package**
  - Basic Cotton Shirt: + + hat, balls, towel, divot tool or hat clip =
    - \$55.00
  - “Tour” Shirt: + + hat, logo golf balls, towel, divot tool or hat clip =
    - \$75.50
  - Choose 3: hat, logo golf balls, towel, divot tool or hat clip =
    - \$31.00



## **GOLF TOURNAMENT TIMELINE**

1. Contract signed: 60 days prior to date of event
2. Final guarantee of number of players within 20%: 30 days
3. Hole in One Contract submitted to staff for verification: 1 week
4. Final number to be charged for any food service ordered including players and staff:  
3 days
5. List of teams/players submitted to staff (Excel format with one space between teams):  
2 days
6. List of proxy markers needed (Closest to the Pin, Long Drive, Longest Putt etc.):  
2 days
7. List of Sponsors sent to staff (Word format): 2 days
8. Hole in One signage delivered to event: 24 hours
9. Hole Sponsor signs (11 X 17 preferably laminated): 24 hours
10. Date of Final Payment: Day of event



# 2016 TOURNAMENT SAMPLE CONTRACT

Contract Number: \_\_\_\_\_

NAME OF GROUP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_ NUMBER OF PLAYERS: \_\_\_\_\_

START TIME: \_\_\_\_\_ FORMAT: \_\_\_\_\_

1. **GUARANTEED MINIMUM GOLFERS** – Rockwind Community Links must receive notification of the number of participants no less than 14 days prior to the event. There is a minimum guarantee of 80% of the number of players reported 14 days prior to the event. If notification is not given, the number of players listed above on this contract becomes the minimum guaranteed. If more players show up for the event than the number guaranteed, Rockwind Community Links will attempt to accommodate everyone possible, however, Rockwind Community Links does not guarantee the availability of space for excess players.

2. **FEES** – Rate for the Tournament Package. Please refer to your Tournament and Outings Guide for a list of services and restrictions covered in this rate.

\$ \_\_\_\_\_ *per player*

3. **DEPOSIT** – A non-refundable deposit of \$200.00 must accompany this contract no later than 60 days prior to the scheduled event. Failure to comply will result in the cancellation of your scheduled times. **BALANCE OF THE PAYMENT IS DUE NO LATER THAN THE DAY OF THE EVENT.**

4. **ACKNOWLEDGMENT** – I the undersigned as an authorized representative for the group listed above, agree to pay the balance of all incurred charges on the day of the event and abide by all policies, rules, and time schedules specified in this contract and in the Tournament and Outings Guide included with this contract.

SIGNATURE \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Authorized Representative

SIGNATURE \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Rockwind Community Links Tournament Coordinator

<b>FOR OFFICE USE</b>			
FORMAT: _____	INDIVIDUAL _____	or TEAM _____	TEE TIMES _____ or SHOTGUN _____
DATE CONTRACT RECEIVED _____		CUSTOMER NUMBER _____	



## 2016 TOURNAMENT AND EVENTS GUIDE

### • OUR STANDARD TOURNAMENT PACKAGE INCLUDES:

- ⌚ Green Fees for 18 Holes of Golf
- ⌚ Cart Fees for 18 Holes of Golf
- ⌚ Use of our Practice Facility
- ⌚ Bag Handling
- ⌚ Tournament Administration
- ⌚ Cart Labels
- ⌚ Scorecards
- ⌚ Contest Markers- Longest Drive, Closest to the Pin, Etc.

### • ADDITIONAL OPTIONS:

- ⌚ Food & Beverage
- ⌚ On Course Beverage Carts
- ⌚ Group Golf Clinics
- ⌚ Pro On The Range
- ⌚ Personalized and Custom Logo Merchandise or Golf Awards
- ⌚ Golf Etiquette Program

Please check with your Tournament Coordinator for pricing on these services.

The food service you provide for your players and guests is a major part of their overall outing experience. It can be as simple or elaborate as you wish. The Rockwind Bar & Grill features an extensive Tournament and Event Menu with offerings for breakfast, lunch and casual dinner, all with a variety of pricing options.

## POLICIES AND PROCEDURES

We want your event at Rockwind Community Links to be fun and stress free. We have developed a simple set of policies and procedures to ensure safety, prevent common misunderstandings and maximize the enjoyment of your guests as well as our other customers who may be at Rockwind Community Links on the day of your event.

• **RESERVATIONS** – There is no set time limit on how far in advance you may reserve a date for your event. Reservations require a \$200.00 deposit and a signed contract to secure a date. The deposit is non-refundable but may be applied to a future date within the same year in case of cancellation. Golf tournaments and outings are typically scheduled weekdays Monday through Thursday. A Shotgun Tournament requires an A.M. start unless it is a Double Shotgun Tournament with both A.M. and P.M. starts. A Shotgun Start does not guarantee course exclusivity. Rockwind Community Links staff will determine hole assignments for Shotgun Tournaments.

• **NUMBER OF PARTICIPANTS** - A maximum number of participants will be required when the contract is submitted. It is far easier to reduce the number of participants and times than it is to add participants and times. We cannot guarantee accommodating a greater number of players than what is on the tournament contract at the time it is submitted even if it is outside the ten (10) day window for final count and payment. Contact your Rockwind Community Links Tournament Coordinator for more information.



• **FINAL COUNT AND PAYMENT** – In order for us to accurately schedule your event we need to have your final count for golf and food service no later than 10 days prior to your event. As your day approaches we would like to accommodate changes in your count, either up or down, but sometimes it is not possible. After the 10-day deadline has passed, tee times surrounding your event may be committed to someone else.

• **RAIN POLICY** – A tournament or outing may be rescheduled if the golf course is officially closed. Weather varies considerably from area to area in our region. Except in cases of widespread extremely inclement weather, players should be asked to come to the golf course. Before the scheduled start, our Golf Course Superintendent and Golf Professional will make a determination of playability. If the event can be played in reasonable comfort and safety, it will be played. If play has been suspended and it is determined by the Rockwind Community Links Golf Course Superintendent and Golf Professional that play cannot resume in a reasonable period of time, every effort will be made to reschedule the event for completion. If the event cannot be rescheduled for completion, a pro-rated refund will be issued for players that complete less than nine (9) holes. There will be no refund for the players in groups that have completed nine (9) holes or more. There will be no refund for food and beverage charges.

• **DRESS CODE** – Rockwind Community Links requires that all participants be dressed in proper attire. Proper attire is defined to be regular and customary apparel worn by golfers. Shirts and shoes must be worn at all times. Prohibited clothing includes: all cut-offs, all tank tops, all gym shorts and all shoes that cause damage to the greens. ROCKWIND COMMUNITY LINKS GOLF LINKS IS A SOFT SPIKE ONLY FACILITY. Only approved soft-spiked shoes are allowed on the golf course or in the clubhouse

• **LIABILITY** – Any damage to the golf course, golf cart fleet and/or property due to misconduct by players or guests of your event must be paid by person or group responsible for scheduling the event. Event players and guests agree to hold harmless and indemnify Rockwind Community Links Golf Links, its employees, agents, servants, representatives, affiliated companies and their employees, agents, servants and representatives from and against any and all claims, injuries, demands, judgments, damages, suites, losses, costs, penalties, expenses, (including reasonable attorney's fees) and liabilities of any kind or nature whatsoever arising out of players or guests use or misuse of Rockwind Community Links Golf Links facilities, including but not limited to, operation of golf carts, use and care of the golf course, or other equipment and acts of God.

• **GOLF MAINTENANCE** – A golf course is a living, changing environment that requires continuous care in order to maintain optimal playing conditions. Some activities, such as watering and mowing, need to be done daily. Most of this work can be accomplished in the early morning hours. However, due to weather conditions and other factors, some of this activity may be taking place during playing hours. Our staff is trained to be as unobtrusive as possible so that players can still enjoy their round to the fullest. Our golf course maintenance staff truly appreciates your understanding and cooperation with regard to their work.

• **PACE OF PLAY** – Pace of play or more specifically “slow play” is always a concern for any golf course. Rockwind Community Links is an extremely challenging course and is hosting many golfers playing it for the first time. The USGA Pace Rating for Rockwind Community Links is 4 hours and 20 minutes with carts driving in the fairway. Unfortunately, the vast majority of our outings tend to spend 5 hours or more on the golf course, regardless of size or collective golfer experience. There are strategies that you can use to help your group finish their round more quickly. Rockwind Community Links has 4 sets of tees for each hole specifically to accommodate golfers of varied abilities. Selecting a less difficult set of tees to play from is one strategy that will have a positive effect on pace of play. Slow play not only has an effect on when your group finishes and the scheduling of any subsequent award/banquet activities, it also affects people that may be playing on the course after your group has finished. On-course Player Assistants will monitor pace of play. Contact your Rockwind Community Links Tournament Administrator for any other ideas or for more information.

## RULES AND REGULATIONS

- Golf carts are mandatory for all players in tournaments.
- Rockwind Community Links Rules may from time to time encompass “cart path only” days due to weather or course conditions that warrant such a rule. The decision to implement “cart path only” traffic remains solely with the management team of Rockwind Community Links (Golf Course Superintendent, Head Golf Professional or General Manager). Players that abuse this rule will lose their playing privileges.
  - No playing group shall be made up of more than four players unless authorized by the Golf Professional.
  - Practice must be confined to the driving range, chipping and putting greens.
  - Each player must have his own golf bag and clubs.
  - Each player must replace and repair divots, repair ball marks and rake bunkers.
  - No without a valid drivers license will be allowed to operate a golf cart.
  - No more than two riders and two sets of clubs per golf cart will be allowed.
  - Please follow all signs and instructions from Golf Shop.
  - No outside food, beverage or personal coolers will be allowed.
  - Tournament participants and guests must observe all rules and regulations covering use of the facility.
  - USGA Rules of Golf and Proper Golf Etiquette shall govern all play where applicable.

## THE DAY OF YOUR EVENT

- **WHEN TO ARRIVE** – The coordinators and other volunteers for your event should plan to arrive at least 90 minutes before the scheduled start time. Make sure all players arrive at least 30 minutes early to allow time for registration.
  - **REGISTRATION** – We provide registration tables with tablecloths for your use in checking in players and guests and distributing gifts and handouts.
  - **GOLF CART STAGING** – Golf carts will be staged and marked with cart labels identifying player names and starting hole numbers or tee time before you arrive. Our staff will assist with your players’ golf bags and locating their carts. For both safety and traffic flow considerations, we cannot allow players’ use of their golf cart before the start of the event.
  - **STARTING YOUR EVENT** – Shotgun Start – At the designated time, a member of our professional staff will call all players to their carts, give reminders on the tournament format and go over a few important rules and policies. This is a good time for you to make any brief announcements or recognitions to your group. Rockwind Community Links Staff members will then escort players to their designated starting point on the course. Play will start once players reach their designated starting hole.
- Tee Times- Our starter on the first tee will start all groups at the appropriate time. Players will not be called to the tee, so make sure players are aware of their starting time so they can proceed to the tee approximately 5-10 minutes before their start time. The starter will explain all course policies and rules.
- **ON-COURSE COMPETITION MARKERS** – Our staff will have prepared your competition markers for Closest to the Pin and Longest Drive. For Tee Time starts, the first foursome of each group may need to take the markers out and the last foursome should bring them back to the golf shop. For Shotgun Starts, the Rockwind Community Links Staff will place the competition markers on the course before your group starts.

- **SCORING** –We will instruct players to return their scorecards to the golf shop for posting.
- **FOOD SERVICE AND TIMING** – Our staff will monitor the progress of your event during the day so that the beginning of food service coordinates with the completion of play. Not all players will finish at the same time, Therefore our standard policy is to begin food service after most of the players have completed their round. Arrangements can be made with our Food & Beverage Department if you prefer another format.
- **GOLF SHOP HOURS** – The scheduled closing time for our golf shop varies throughout the season. These hours normally accommodate redemption of Gift Certificates. Contact your Rockwind Community Links Tournament Coordinator if you have any questions.



## **2016 GROUP EVENT/TOURNAMENT FEES**

Applicable to groups of at least 28 players

DATES	WEEKEND (Fri. – Sun.)	WEEKDAY
Jan. – February	\$35	\$30
March - October	\$45	\$40
Holiday Premium	Add \$10	Add \$10

### **CHARITABLE ORGANIZATION DISCOUNT**

**10% Discount on Tournament Fees and Food & Beverage Fees for 501C3  
Does not include alcohol**

### **CLUB RENTALS**

**Brand new 2016 Taylormade & Nike Clubs. \$45 per set  
Limited sets available so please call ahead to reserve**

# **ADVERTISING AND VENDOR RECOGNITION**

One of the challenges for a tournament coordinator and their committee is to provide ample exposure for your valued donors and sponsors. We can offer multiple opportunities to not only provide adequate recognition for your sponsors, but also provide information regarding your organization and highlight any other messages you would like to offer to your guests. Creative and plentiful publicity will ensure that your sponsors will continue to support your organization in the future. At Rockwind, we are committed to provide the resources for you and your committee to impress your sponsors and encourage their continued support in years to come.

Samples of sponsor recognition opportunities:

- Sponsor pages provided to every player
- Sponsor logos on cart placards
- Custom Rules Sheet
- Additional signage opportunities on each golf cart
- Assistance with hole sponsor signage
- Sponsor recognition on specific holes
- Rule sheets with sponsor recognition
- Hole in One Prizes
- Logo merchandise
- Custom Yardage Books
- And so much more!!!



*Proudly presents the*

# 2012 Fadel Nahle Pro Am

## Benefiting Fadel Nahle and the Vasculitis Foundation

*Friday, August 10 2012*

**FORMAT:** 4-person Shamble  
All players hit a drive, select the best tee shot and each team member plays their own ball throughout completion of each hole. Teams must record 1 NET Best Ball and 1 GROSS Best Ball on each hole. The same score may be used for net and gross scores.

**HANDICAPS:** Players receive 50% of their current reported handicap.

**TEES:**

Amateurs	Men: HCP 0 – 8 Black Tees HCP 9 - 15 Blue Tees HCP 16+ White Tees 65 & over White Tees	Women: Red Tees HCP 0 – 8 White Tees
Professionals Tees	Men: Gold Tees 45 & over Black Tees 65 & over Blue Tees	Women: Blue Tees 45 & over White

**PRIZES:** Prizes will be awarded for best team scores and for the professional individual scores.

### *Rules for Play*

*(All U.S.G.A. Rules of Golf and the following Local Rules will apply)*

- Through the green or in a hazard, all balls may be placed within one club length of where the selected ball originally lay, not nearer the hole or onto a putting green. In placing the ball you may not change the condition of the shot. If the ball is in a hazard or rough, all members of the team must play their shot from the hazard or rough, respectively. Players shall play the ball Lift, Clean & Place (within 1 club length of the original lie, no closer to the hole) on all mowed areas of the course.
- **DESERT RULE-** If your ball enters the desert, you MAY drop a ball outside the Desert within two club-lengths of the point where the original ball last crossed the margin of the Desert. **One stroke penalty.**

- All amateur players are asked to be mindful of pace of play and “pick-up” when out of the hole.

*Upon the completion of your round, please return scorecards to the Golf Shop.*

## A Very Special Thank You to Our Sponsors:



**The Pueblo of Pojoaque  
Businesses**



**Buffalo Thunder Casino**



**Hilton**

**The Santa Fe Hilton at  
The Buffalo Thunder Resort**



**Homewood Suites Santa Fe North**



**Santa Fe Volvo Mazda**



**Kai Sushi Restaurant**



**El Gancho Fitness Swim  
& Racquet Club**



**Manual Lujan Insurance Agencies**

**Gary Mazzaroff**

**Butterfield Trail Golf Course**

**Dave Brown**  
**Santa Ana Golf Course**  
**Head Professional**

**Joe Rodriguez**

**Bill Smidt**