

# RHODE ISLAND BUILDING OFFICIALS ASSOCIATION

## GOLF TOURNAMENT COMMITTEE POLICY

The Chairperson of the Golf Committee shall coordinate with the Executive Board on the following:

- ***Selection and securing of the Golf Tournament location.***
- ***Obtaining all pricing breakdowns and setting Tournament Pricing.***
- ***Meal selection options.***
- ***Date and time of the Tournament.***
- ***Obtain the contract with all terms outlined, which shall then be reviewed by the Executive Committee and signed by the President.***
- ***The Tournament preferred date shall be the second Friday in June.***

The Tournament Selection process shall start immediately after the June Tournament for the following year, and the Chairperson shall work with the Executive Board to select a Tournament location which shall be brought to the full membership in July or August for discussion and approval. Upon approval by the membership, the Chairperson shall obtain the contract to secure the date for the next year with a deposit. The funds for the deposit shall be deducted from the Scholarship Fund.

A member of the Executive Board shall be placed in direct charge the day of the Tournament to handle all cash and checks received from all sources, which include player fees, sponsorships, sale of mulligans, 50/50 raffle, raffle ticket sales and any other money received during the day of the Tournament. The President or Treasurer shall be responsible for the final payment of the Tournament fees to the Golf Course.

No member of the Golf Committee shall be allowed to purchase or sign for any items from the Club House, Bar or any other area of the Golf Course. Any and all purchases shall be approved by a member of the Executive Board Only.

Members of the Golf Committee not golfing and any other RIBOA volunteers who work the entire day of the Tournament in an assignment designated by the Chairperson and Executive Board shall be entitled to a complimentary dinner at the Tournament.

The Chairperson and Executive Board shall assign a minimum of one executive board member or a golf committee member or a RIBOA member to each task involving the collection of cash or checks. These tasks shall include; golfer registration sign-in and payments; the collection of mulligans; raffle ticket sales (group of two members -one member shall collect the money and one shall distribute the tickets) ; 50/50 ticket sales; closet to the pin collection. All designated members who collect cash shall then submit all money to the designated member(s) of the Executive Board.

Raffle prizes shall begin to be raffled after main meal is served. The method of raffling prizes shall be through the method of providing ticket bags at each prize, with the tickets to be placed in the bags by each golfer. The ticket number or name shall be called for each bag until all prizes are distributed. The committee may offer a secondary raffle for more expensive or unique prizes using the same method.

**January**-The Chairperson and Executive Board shall meet with the full Golf Committee to begin to review player and sponsorship fees, sponsorship categories and flyers for players and sponsors.

**February**-The Chairperson shall assign task to committee members as noted below and shall report to the Executive Board on the members assigned to each task.

**March**-The Chairperson and Executive Board shall meet to finalize all player and sponsorship flyer information. The President shall coordinate the distribution of the final flyers to all members, including PDF versions for the website.

**March**-Begin contacting individual communities to solicit raffle and/or gift prizes.

**March/April**-Update by the Chairperson and Executive Board on the golfers signed up, sponsors, raffle prizes collected, Tee sponsors and status of gift bag items and advertising booklet. Final push by all members of the Golf Committee and Executive Board to fill all golf slots, secure sponsors, secure Tee sponsors, gift bag items, obtain raffle prizes from each community, secure prizes from secondary sources if needed.

**May**-Finalize with Chairperson and Executive Board on all aspect of the Tournament and review list of members who will be available as volunteers the day of the Tournament so assignments can be documented.

**Assign two (2) committee members to coordinate all donations for the raffle.** This shall include contacting each municipality to get each of them to get a prize donation or gift certificate from their community. They shall maintain a list of each community with the donation given.

**Assign one (1) committee member to coordinate all donations and or purchases for the player gift bags.** These items may include tees, golf balls, snacks, pens, etc. or other donated items. After securing all items, all committee members shall assist to prepare the gift bags two weeks prior to the tournament.

**Assign one (1) committee member to coordinate all Tee sign sponsors.** The Chairperson shall assist with providing the sponsor list from the previous year. The members shall maintain a list of all Tee sponsors, which shall include all contact information of the sponsor. The member shall coordinate the creation of all Tee Signs with the printer no later than May 1<sup>st</sup> of every year.

**Assign one (1) committee member to coordinate the advertising booklet for the Golf Tournament.** The Chairperson shall assist with providing a list of previous sponsors. This will be made up of Platinum, Gold, Silver and Bronze sponsors. The cover shall note the "Annual Jack Maloney Scholarship Golf Tournament". Photos are encouraged to be used. The booklet shall include information regarding the "Best Ball" format to be used, times, longest drive, closet to the pin, mulligans, 50/50, Tournaments prizes, unique gift prizes. The booklet shall also describe our associations work in the association scholarships and High School Vocational programs sponsorship and that 100% of the money raised is used in these programs.

All fees collected for golfers, sponsors or any other donations shall be given to a member of the executive board for proper documentation and deposit.