



**RIVERSIDE GOLF**

**Tournament Outing Guide & Contract**



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Riverside Golf is pleased that you have chosen to host your golf event at our facility. This guide is designed for you to have the organizational tools you will require to successfully manage and execute your golf outing.

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## 1. Steps to a Successful Golf Outing

The chart below will assist you with the planning and implementation of your golf event from start to finish.

Task	Timeframe
Select and confirm a date by submitting the outing contract and your outing deposit	Up to 1 year in advance
Solicit sponsors, donations, VIPs, and special invitees	6–8 months in advance
Prepare invitations and marketing materials	6–8 months in advance
Secure Hole-in-One insurance and prizes	6–8 months in advance
Order any special merchandise requiring logos	3 months in advance
Recruit volunteers and any media required	2 months in advance
Organize your sponsor signs and consult a printer for production and delivery	1–2 months in advance
Ascertain guest list progress	1 month in advance
Confirm banquet menu and requirements	2–3 weeks in advance
Confirm your final sponsor and volunteer list	2–3 weeks in advance
Collect and organize your donations and prizes	2–3 weeks in advance
Final count for golf and banquet to RG	2 weeks in advance
Contest and Golf Shop allocation list to RG	3 days in advance
Deliver sponsor and tee signs to RG	1–2 days in advance
Final golfer list to RG	2 days in advance
Event payment due	Day of your event
Pre event set-up and registration	Day of your event
Enjoy your event and the result of your hard work	Day of your event
Book your event for next year	Day of your event
Evaluate your event for next year	1–2 weeks after the event

The staff at Riverside Golf is always available to you as a resource. Please do not hesitate to call or email us should you have questions or concerns regarding any of the above items on the checklist.

## 2. What to Expect on the Day of Your Golf Event

**Coordinators and Volunteers:** Your coordinators and volunteers should plan to arrive at Riverside Golf Course; 2 hours prior to the scheduled start of your event. This will give you ample time to organize your registration area and prepare any tee gifts for distribution when your guests arrive.

**Guests:** Participants should be notified that registration ends 15 minutes prior to the start of the event. This will allow time enough for all participants to register and settle in their cart before the event starts.

**Registration:** Riverside Golf will provide tables for registration of your guests and distribution of tee gifts and hand-outs. Registration is typically done in The Turn (Pro Shop). However, if you prefer to have your registration area set up on the back deck overlooking the golf course, we can arrange that for you.

**Tee Signs and Sponsor Signs:** Riverside Golf will place all tee signs, hole-in-one signs, and sponsor signs for your event on the golf course, provided we have them in our possession a minimum of 3 hours prior to the start of your golf event. We ask that you have your on-course signage delivered to RG 1–2 days prior to your event date, if possible. After your event, your signs will be collected and ready for collection on the day following your event.

**Golf Cart Staging:** All golf carts will be outfitted with scorecard, pencil, and cart placard that includes the event name, player names, start time, and starting hole. For shotgun starts, all carts will be arranged in rows and grouped according to their starting position on the golf course. For safety considerations and organizational reasons, we will hand out cart keys just prior to the start of the event as the final greeting and event instructions are being delivered.

**Starting Your Event:** An RG staff member will give your group a warm welcome and go over the outing format, rules of play, and other instructions for the day. Riverside Golf staff will then dismiss your guests out to their respective starting holes for the commencement of play.

**Contest Signs:** Riverside Golf will provide all required contest signs for your event. RG will place them out on the golf course and retrieve them at the end of your event. For tee time events, we will place contest signs with your first group and remind the last group to remember to collect them as they pass through the contest holes.

**Scoreboard:** Riverside Golf staff will collect scorecards in The Turn (Pro Shop) as your guests complete their round. We have a scoreboard spreadsheet set up and will post scores as players complete their rounds. This spreadsheet will also calculate Skin winners, if needed.

**Banquet Service:** The Food & Beverage staff will monitor the pace of play during your event so that food service will begin within a reasonable timeframe after players have finished and turned in their scorecards.

### 3. Commonly Used Outing Tournament Formats and Prize Options

#### Format of Play

**Scramble:** This format is the most popular and the most commonly used format for golf outings as it allows players of all abilities to compete and contribute to the team score. Everyone in the group tees off and then the best shot of the group is chosen. All players then play from the spot of the best drive for the second shot. This selection and play process continues until the ball is holed out.

**Best Ball:** This format is generally chosen when each player has a USGA handicap. Players play their own ball for each hole, and the best score is used as the team score. Variations of this format include one ball per group or two balls per group per hole.

#### Common Starting-Hole Arrangements

**Shotgun Start:** All groups begin play at the same time from each hole on the golf course. This starting arrangement accommodates groups of 100–144 players. For these large groups will often have 2 groups on some holes, so an “A” and a “B” group will be assigned to these holes. Depending on the group size, RG may adjust the starting holes to ensure a better pace of play (ex. Only one group starting on the holes following a par 3).

**Modified Shotgun Start:** All groups begin play at the same time from selected holes on the golf course. This starting arrangement accommodates groups of 24– 99 players. For these large groups will often have 2 groups on some holes, so an “A” and a “B” group will be assigned to these holes. Depending on the group size, RG may adjust the starting holes to ensure a better pace of play (ex. Only one group starting on the holes following a par 3). Modified shotgun starts often are assigned hole #1 and hole #18 back through the course to fill out the field.

**Tee Time Starts:** Each group begins play from the 1st or 10th tee in succession. This starting arrangement works best for smaller groups of up to 40 players.

#### Skill Competition Markers

Competition markers are designated for single-hole competitions during your golf event. Competitions include Closest to the Pin, Closest 2nd Shot, Straightest Drive and Longest Drive and may be separated by male/female/senior competitions depending upon the number and mix of genders in the field. Proximity markers are placed on the competition holes by members of the Riverside Golf staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups’ cart).

Typically, event planners attempt to have more contests closest to the pin than longest drive contests. Closest to the pin contests tend to give everyone a fair shot at winning. Longest drive contests tend to unduly give the advantage to the more skilled and experienced players.

#### **4. Food and Beverage**

Per Restaurant lessee's Guidelines

#### **5. Professional Services**

**Tee Signs and Sponsor Signs:** Riverside Golf staff will place any tee signs or sponsor signs that you have for your event on the golf course, provided that RG has the signs a minimum of 3 hours prior to the start of your event (we request that you have your signs delivered by the day prior to your event if possible). Upon completion of your event, signs will be collected from the course and held for collection.

**Skill Competition Markers:** Competition markers are placed on the competition holes by members of the Riverside Golf staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups' cart). Upon completion of play, all markers will be collected and brought to the scoring area.

**Cart Placards and Scorecards:** Prior to your event, Riverside Golf will generate cart placards with the names of each player and will affix the placards to the carts to designate which players are riding in which carts. Riverside Golf will also generate customized official scorecards for each group and will place these on the steering wheel of the carts.

**Practice Balls:** Practice balls for the Driving Range are available for purchase in The Turn (Pro Shop) and will be made available for your event on the practice area to allow your guests to warm up prior to the start of play.

**Scoring and Results:** Riverside Golf will create a scoreboard and will score your event. A results sheet will be generated that will include the teams that place for prizes and all contest winners.

## 6. Policies and Procedures

**Reservations:** Deposits are required to reserve dates and are non-refundable. All deposits are applied to the final invoice.

- Groups with fewer than 80 players but more than 30 require a \$500 deposit and a signed contract to confirm the date
- Shotgun starts require a \$1000 deposit and a signed contract to confirm the date

**Final Player Count and Golf List:** Riverside Golf must fully utilize the golf course each day. In order to accurately schedule your event, RG requires that your final guest count be submitted 7 days prior to your event. The final guest list should be submitted 2 days prior to your event and should be in group format.

Example:

Group #1: Rickie Fowler, Jordan Spieth, Jason Day, Adam Scott

Group #2: Jack Nicklaus, Arnold Palmer, Lee Trevino, Tom Watson

Group #3: Leo Diegel, Gene Sarazen, Harry Vardon, Walter Hagen

The guest list is one of the most important responsibilities of the event coordinator. The guest list is the data source for generating your alphabetized check-in list, cart placards, scorecards, and scoreboard.

**Changes to Final Count:** Golf course utilization is tantamount to Riverside Golf's success as a business. It is for this reason that we are unable to drop your golfer count once the final player count has been submitted. We will make every effort to accommodate changes to your count as the event day approaches. In most cases, we will be able to accommodate additional players who sign up after the final count has been submitted.

**Payment:** Final payment is due on the day of your event. Deposits will be applied to your event invoice on the day of your event.

**Donated Food/Alcohol Goods:** Riverside Golf does not permit customers to bring food, beverages, or alcohol to the facility. This policy is applicable even if the food or alcohol has been donated. PLCB laws do not allow for outside food and alcohol vendors at the club as it violates our licensing.

**Beverage Cart Service:** Riverside Golf has dedicated beverage service on the course.

**Inclement Weather Policy:** If the golf course is officially closed, the outing may be rescheduled. Except in the case of widespread extremely inclement weather, your guests should be asked to come to the golf course. Prior to the start of play, our golf course superintendent will determine the playability of the golf course. If the golf course is deemed to be playable, your event will be played. It is difficult to reschedule a golf event if there is food service involved. Food will have been ordered, delivered, and be in the preparation phase before your guests

arrive at the club. We will make every effort to reach a fair determination of how to proceed should weather affect your event.

**Dress Code:** Proper dress is required at all times everywhere on the golf course (including the practice range and the putting green). Only spikeless golf shoes or sneakers are allowed on the golf course and practice areas.

**Pace of Play:** A round of golf should not take more than 4 hours and 30 minutes to complete. However, events sometimes have such a large number of players that pace of play can be compromised. Riverside Golf will have play coordinators roaming the golf course to assist the players in your event with the pace of play.

**Skill Competition and Games:** These competitions allow you the opportunity for more of your guests to win prizes and make your event more engaging. Try to spread out the games evenly. Any game can be split between Men and Women, but most common is longest drive, then straightest drive.

Longest Drive in Fairway - 1, 5, 12, 15, 16

Straightest Drive - 7, 12, 15, 16

Closest to Pin (Par 3) - 3, 11, 8, 13, 6

Closest to the Pin 2nd Shot - 7, 2, 18, 14, 12

Longest Putt - (Easy) 1, 5, 6, 7, 15, 16 (Hard) 13, 11, 9, 4, 10, 12, 2

Closest to the Pond (You must use that shot) 10, 7, 6

Shortest Drive (You must use that shot) 2, 13, 17

8 Prizes (Example)

Longest Drive in Fairway (Men and Women) - 5

Straightest Drive - 7

Closest to Pin (Par 3) - 11, 3

Closest 2nd Shot - 18

Longest Putt - 1, 13

10 Prizes (Example)

Longest Drive in Fairway (Men and Women) - 5

Straightest Drive (Men and Women) - 7

Closest to Pin (Par 3) - 11, 3

Closest 2nd Shot - 18, 14

Longest Putt - 1, 13

(Or you can substitute closest to the pond on 6 or shortest drive on 17 for straightest womens)



## 7. Riverside Golf Outing Contract

The undersigned in consideration of Riverside Golf (hereinafter referred to as RG), renting to us a portion of their facilities and grounds for the purpose and number of guests as outlined hereinafter agree to the terms set forth below.

**As the Tournament Coordinator/Representative, you agree to comply with and inform/have all your participants comply with all Riverside Golf's policies.**

**Event Deposit:** An event deposit of \$500 is required within ten (10) days of the mailing date of this contract in order to secure the agreed upon date. Your date will be released if your deposit is not received within twenty (20) days. Deposits can be by credit card, cash or check. A signed copy of this contract must accompany your deposit.

**Final Payment:** The final payment for your outing is due on the day of the event. Final payment may be made in the form of cash, check and/or a credit card. Credit card payments will be charged a 3% convenience fee. A credit card number must be on file with Riverside Golf for all events. Other payment arrangements must be approved no later than two (2) weeks prior to your event. A 10% gratuity will also be added to the invoice. An 18% finance charge will be added to any past due invoice.

**Number of Players:** Riverside Golf guidelines call for a minimum of eighty (80) players to reserve the facility for a shotgun start tournament. You will need to estimate the maximum number of golfers upon the signing of this contract. As the tournament planner, it is your responsibility to contact your Riverside Golf representative if the number of golfers changes by more than 10% or if the number drops below the minimum of 80 golfers.

**Player Reduction Policy:** The final number of players must be guaranteed with Riverside Golf three (3) business days prior to your outing. The required deposit is nonrefundable.

**Listing of Players:** A final list of golf pairings broken down into groups of four must be provided to Riverside Golf no later three (3) days prior to your event.

Riverside Golf will provide you with a Google Sheets spreadsheet by email that you will use to submit your names/pairings. Hole assignments will then be established by the Club. Every effort will be made to accommodate pairing changes up to 24 hours prior to your outing. Additional golfers may still be added after the final listing has been turned into Riverside Golf.

**Number of Golf Carts:** Riverside Golf will provide enough golf carts for 144 golfers and 2 additional carts for volunteer/event coordinator use. If the number of carts needed exceeds this amount, you must contact Riverside Golf at least two (2) weeks prior and additional fees may apply.

**Course Closure:** You will be expected to host your outing on the agreed upon time unless the course has been closed. In the event of a complete cancellation of your outing due to weather, your deposit will be refunded. No rain checks will be issued on an individual basis during an outing.

**Food:** Per Restaurant Leasee's Guidelines. Additional charges may apply if you wish to have your meal indoors in the Kelly Ballroom. You will be provided with The Kelly Ballroom contract upon

making this reservation based on availability.

**Damage:** In the event of damage to the golf course or any of Riverside Golf's property, you, as the tournament coordinator, will be liable for any and all damages. Every effort will be made by Riverside Golf staff to assist in determining who did the damage. It is important to drive the golf carts responsibly. Warnings will be issued to offending golfers. If you, as the tournament coordinator are concerned about this issue, please contact your insurance agent to see about coverage in the event of damage. The charges for all damage will include but not be limited to: parts and labor to restore the damaged property and/or replacement costs

**Golf Cart Rental Agreement:** As the sponsoring organization of a golf outing at Riverside Golf, you hereby; (1) agree to hold harmless, indemnify and defend Riverside Golf and its owners and agents from and against any and all injuries and damages of any kind whatsoever to any person or entity arising out of or in any way resulting from the negligence or reckless use of operation of the subject golf carts; (2) agrees to reimburse Riverside Golf for any such injury or damage to any golf carts; (3) agrees not to allow any person not of legal driving status to operate a golf cart. Signature of the tournament coordinator on this contract will constitute compliance with the above mentioned golf cart rental agreement.

**Alcoholic Beverages:** PLCB law prohibits the bringing of alcohol onto the Riverside Golf Course's premises. All such alcohol will be confiscated. Alcohol will be sold at Riverside in The Turn and on a beverage cart.

**Intoxication:** While your enjoyment of the day is important to us, so too is your safety. Please be aware that we take the responsibility of our liquor license seriously and reserve the right to stop serving any guest(s) at our discretion.

**Speed of Play:** Riverside Golf asks all its patrons to adhere to the USGA golf rules and reasonable pace of play for the enjoyment of all its guests. For outings, we recommend playing "Bogey Golf". If a team is putting for bogey, they pick it up and move to the next hole. This ensures a faster pace of play and an overall better experience for your guests.

**Attire and Equipment:** All players are expected to wear appropriate golf attire while on the property. Shirts are required. Each player must have his/her own set of golf clubs.

**Scoring:** Riverside Golf will provide scoring and skins scoring services for your outing.

**Event Signage:** Banners and signs should be delivered to The Turn (Pro Shop) at Riverside Golf no later than the morning of the outing to allow RG staff enough time to coordinate placement. Event signs may be placed at designated holes of your choosing and banners may be hung in pre-designated locations. Riverside Golf reserves the right to refuse the display of any banner or sign. All signs and banners must be removed from the property the day of your outing or they may be discarded.

# Riverside Golf Outing Price List

## 2025 Season

Call Jeremy: 814-398-4537

[jeremy@golfttheriverside.com](mailto:jeremy@golfttheriverside.com)

**Golf:** 18 Holes with Riding Cart (per player)

**Weekdays:** \$29 (40-70) / \$27 (80+) **Weekends:** \$39 (40-70) / \$38 (80+)

**Food:** All meals are served buffet style in our Covered Pavilion unless other arrangements are made. Prices not valid for banquets in the Kelly Ballroom. The following menu options are available for any group of 20 or more:

12 oz. New York Strip Steak Dinner \$24

Grilled Boneless Chicken Breast Dinner \$17

**(Dinners include: Choice of 3)**

(baked potato, pasta salad, coleslaw, potato salad, baked beans, garden salad)

Also includes Rolls & Dessert

Picnic Sandwich Buffet \$16

Sandwich Choices: Sausage with Peppers & Onions, Pulled Pork, Ox Roast

*One Sandwich per Player*

Choice of 3 from following sides: baked potato, pasta salad, coleslaw, potato salad, baked beans. Sandwich buffet also includes dessert

**Food at the Turn**

Two (2) Smith's Hot Dogs \$8

One (1) Cold (Ham or Turkey) Sandwich \$6

One (1) Pulled Pork, Sausage, Ox Roast \$7

Banquet dinners served in the clubhouse are also available (subject to dining room availability)

Please request a banquet menu.

**Beverages:** Beverage stations will be set up in selected areas. Prices include cups, ice, and service. All alcoholic beverages consumed on the premises must be purchased from Riverside Golf. No Hard Liquor may be brought onto premises.

Beer/case of 30 - \$50

6-Packs - \$13-\$15

Water - \$16 per case

Soda - \$18 per case

**Food pricing confirmed 30 days prior to your event. All food & beverage to be provided by Riverside Golf.**

**2024 GOLF OUTING CONTRACT**



**Client/Organization:**

**Event:**

**Name:**

**Address:**

**Telephone:**

**Email:**

**Event Date:** \_\_\_\_\_ **Approx. Number of Guests (\*):** \_\_\_\_\_

**Shotgun Start Time:** \_\_\_\_\_ **Event Format:** \_\_\_\_\_

**Food Selection:** \_\_\_\_\_

**Beverage Selection:** \_\_\_\_\_

**Notes:** \_\_\_\_\_ \$ \_\_\_\_\_ **Person (Food, Bev, & Golf)**

**Outing Contact:** \_\_\_\_\_

**Outing Contact E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Proximity Contests:**

**Longest Drive Men:** Yes No      **Hole #'s:** 1 5 12 15 16

**Longest Drive Women:** Yes No      **Hole #'s:** 1 5 12 15 16

**Longest Drive Senior:** Yes No      **Hole #'s:** 1 5 12 15 16

**Closest 2nd Shot Men:** Yes No      **Hole #'s:** 7 2 18 14 12

**Closest 2nd Shot Women:** Yes No      **Hole #'s:** 7 2 18 14 12

**Closest to Pin Men:** Yes No      **Hole #'s:** 3 11 8 13 6

**Closest to Pin Women:** Yes No      **Hole #'s:** 3 11 8 13 6

**Longest Putt Men:** Yes No      **Hole #'s: (Easy)** 1 5 6 7 15 16

**(Hard)** 13 11 9 4 10 12 2

**Longest Putt Women:** Yes No      **Hole #'s: (Easy)** 1 5 6 7 15 16

**(Hard)** 13 11 9 4 10 12 2

**Hole-in-One:** Yes No      **Hole #'s:** \_\_\_\_\_ **Special Requirements:** \_\_\_\_\_

**Putting Contest:** Yes No

**By signing this contract, you agree that you have read the Riverside Tournament Outing Guide and Contract and agree to the policies and fees stated within. You are responsible for all charges including room deposit, room rental fee, food and beverages, and any damages that might incur. You will also be responsible for all players conduct and any damage to the golf course or golf carts. Riverside Golf reserves the right to inspect and control all golf outings. Liability for damage to the premises will be charged accordingly. Riverside golf will not assume responsibility for injuries or for damages to personal property and equipment brought onto the premises.**

EVENT CONTACT NAME \_\_\_\_\_

EVENT CONTACT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email : \_\_\_\_\_

RIVERSIDE GOLF SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

Please sign and return this contract along with your deposit

to: Attn: Jeremy Ball

Riverside Golf

24537 US Hwy 6 & 19

Cambridge Springs, PA 16403

Phone: 814-398-4537

If you have any questions regarding your outing or this contract, please contact Jeremy Ball at 814-398-4537 or by email at [jeremy@golftheriverside.com](mailto:jeremy@golftheriverside.com)

**Please Make Check Payable to:**

**Riverside Golf**