

## TOURNAMENT POLICY and PROCEDURES

The following policy and rules apply for the conduct of organizational tournaments and outings held at the Fort Meade Golf facilities and are hereby made a part of this contract:

1. Authorized patrons must sponsor all events as outlined in AR 215-2, Para 2-3. Use of facilities by non-sponsored groups or organizations is prohibited, unless the criteria set forth in AR 215-2, chapter 5-41, is met.
  2. Bookings must be made with a golf course Tournament Coordinator. A contract is required for all tournaments / outings, as well as a deposit.
  3. A rate of \$ \_\_\_\_\_ per person plus and additional charges has been agreed to and I accept those terms and rates. **All fees and charges** (minus any running tabs) must be paid 7 days prior to the day of the tournament. (Unless agreed upon in advance by both parties and signed to that effect.)
  4. During prime play days and times throughout the season coordinators are required to provide continuing updates of player counts and required amenity counts.
    - \_\_\_\_\_ 30 days prior the event date you are locked into a 80% player count.
    - \_\_\_\_\_ 14 days prior the event date you are locked into a 90% player count.
    - \_\_\_\_\_ 7 days prior the event date you are locked into a 100% player count.
  5. A final player count and lists are due by: \_\_\_\_\_
    - In order for non-authorized patrons to gain access to the post, a typed alphabetical list of the players must be received.
    - For those events that request food, a final count is required.
    - A final list of players in foursomes is required. (In addition to an alpha list.)
    - Final billing will be based upon the count at 168 hours (7 days) prior to the event
    - No shows are the responsibility of the coordinator.
  6. All Outings will play unless the courses are closed.  
(The golf courses will only be closed by management for unplayable or unsafe conditions.)
  7. All participants will abide by the course rules and etiquette. A Maximum playing time of 4 ½ hours is expected for all outings. The Courses Ft Meade dress code will be adhered to by all outing participants.
  8. Coordinators will be responsible for the conduct and behavior of the participants and workers while at the facilities. Any damages to the courses and it's equipment will be the legal responsibility of the Outing Coordinator and the Organization.
  9. All food and beverages to be consumed at the golf course must be purchased from the facility. No personal coolers are permitted on these premises.
  10. Coordinators are responsible for the collection and payment of fees to The Courses Ft. Meade. Checks that are in accordance with the MWR (AR210-60 chapter 2-13) will be accepted from coordinators only.
- I have read and understand the requirements for conducting an outing at the Fort Meade golf facilities including the provisions in AR 214-2. I also accept full responsibility for the players and this event.***

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***Fort Meade Golf Course Authorization***

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***Tournament Coordinator***

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***Date***

