

APPROVED
MAY 17 2006

REPORT OF GENERAL MANAGER

**BOARD OF RECREATION
and PARK COMMISSIONERS**

NO. 06-129

DATE May 17, 2006

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GOLF TOURNAMENT POLICY – PROPOSED REVISION OF GOLF TOURNAMENT POLICY

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Robert H. Jensen (fa)
General Manager

Approved

Disapproved

Withdrawn

RECOMMENDATION:

That the Board approve revisions to the Golf Tournament Policy as summarized below, effective immediately, and delineated in Attachment A.

SUMMARY:

The Golf Tournament Policy was last comprehensively revised in 1998, at the conclusion of an interactive process between staff and the Golf Advisory Committee. Since that time, while the policy has been changed only slightly, numerous factors in the golf industry have changed creating substantive issues as a direct result. Among those issues are:

1. Proliferation of "senior" golf clubs in the local municipal golf sector as a mechanism for absorbing under-utilized weekday access/demand;
2. Viability of increased weekend tournament access as a mechanism for both accommodating excess weekend demand and generating revenue;
3. Need for Department women's clubs weekend play opportunities;
4. Reality that a more flexible shotgun tournament policy would make the Department's courses more attractive to shotgun tournament organizers and more capable of revenue generation; and
5. Without a limited mechanism for the General Manager to permit scheduling of additional tournaments, the Department may lose potential revenue and fail to service the public in a manner sufficiently flexible to accommodate modern service expectations.

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The golf industry has experienced little growth since a peak in 1998. Staff and the Golf Advisory Committee spent many months analyzing the policy changes deemed necessary to not only mitigate some of the changes and pressures in the industry, but to overcome them. The proposed changes are summarized below:

All Sections

- The Department's General Manager will have the authority to permit the scheduling of additional tournaments, with required fees, to maximize the use of the golf courses;
- Recognition of Cesar Chavez Day and Columbus Day as holidays, with holiday rates attached, as well as day before or day after holidays which fall on Saturday or Sunday, respectively;
- Reserving the time between December 25 and January 2 for public access and not permitting tournaments during those dates; and
- Consolidation of two (2) small tournaments (maximum total of 80 players) into one (1) tournament for the purpose of reconciling the "one tournament per day" rule upon approval of the Golf Manager.

Section I – General Tournaments

- Enable the scheduling of weekend tournaments on a basis restricted by both system-wide frequency and time – with such scheduling performed in a manner minimizing public access impact and with none permitted to commence play prior to 10:00 a.m.;
- Direct that weekend tournaments pay a fee to Department's golf course concessionaires as a minimum payment for services. This payment will be equal to the minimum payment currently paid to concessionaires for shotgun tournaments.

Section II – Exempt Groups

- Change the method for calibrating the cap on annual tournament access from the current number-of-players methodology to an annual number-of-hours methodology in an effort to more accurately assess and track overall impact to the system.

Section III – Special Exemptions

- Specify that the rate charged to the Sun Valley Chamber of Commerce be the regular shotgun rate and not the premium shotgun rate. This group is currently permitted by Board action to hold a maximum of two (2) shotgun tournaments on two (2) Mondays annually, commencing at 11:00 a.m. at the regular shotgun rate.

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Section IV – Affiliated Groups

- Change fees for the Municipal Golf Association (MGA) clubs from a discounted rate to the regular weekend/holiday rate for weekend tournaments;
- Limit the number of annual weekend tournaments for Department men's golf clubs to twelve (12);
- Permit existing Department women's golf clubs limited weekend access;
- Enable the establishment of separate senior golf clubs with specifically delineated obligations and privileges;
- Permit Department golf clubs to cancel one (1) foursome of reserved times on day of play during an organized, prescheduled event;
- Direct that individual teams in MGA Team Play be responsible for payment of fees for all tee times reserved;
- Change the method for calibrating the cap on annual tournament access from the current number-of-players methodology to an annual number-of-hours methodology in an effort to more accurately assess and track overall impact to the system; and
- Eliminate the "MGA rate" for shotgun tournaments. Department clubs shall pay the "regular shotgun rate," including concession fees, for shotgun tournaments.

Section VI – High Schools, Colleges, and Classes

- A high school, college, junior class is permitted one (1) reservation per week per course, except during playoffs;
- High school and junior class play days are limited to weekdays, after 11:00 a.m., except during league playoffs.

Section VII – Shotgun Tournaments

- Designation of different fee structures for shotgun golf tournaments that commence at 8:00 a.m. from those that commence at 10:00 a.m.;
- Allowance of "modified" shotgun starts (less than full field of 128) with express advance approval of the Golf Manager.

The changes, unanimously endorsed by the Golf Advisory Committee at its regular meeting of January 23, 2006, are noted in Attachment A in bold italics. Attachment A is the completed proposed Golf Tournament Policy.

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“Affiliated” groups are those Department men, women and senior golf clubs specifically recognized by the Department and treated somewhat differently from unaffiliated or unrecognized groups in respect to two (2) key factors: 1) The services they perform and the obligations they undertake in furtherance of the Department’s golf program, with particular emphasis upon junior golf and other programmatic support; and 2) the commercial benefit they provide in their capacity to attract core golfers to the Department’s system and keep them attracted thereto.

“Exempt” groups are those regional non-profit golf organizations, like the Public Links Golf Association of Southern California (PLGA) and the Southern California Golf Association (SCGA), that provide services to the Department, such as Course Rating, Electronic Handicapping and computerized score posting, and certain services to the “Affiliated” men, women and senior clubs – services without which those groups would be unable to conduct their affairs in accordance with the prescriptions of the United States Golf Association (USGA).

FISCAL IMPACT STATEMENT:

By incorporating the changes as summarized in this report, staff is convinced that Department revenue can be measurably increased with minimum impact on public access.

This report was prepared by James N. Ward, Golf Manager.

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TOURNAMENT RESERVATION PRIORITIES

1. L.A. City Golf Championships - submit by the first working day in September of the previous year.
2. Affiliate Groups - submit by the first working day in October of the previous year.
3. Exempt Groups, Special Exemptions, and Junior Groups - submit by the first working day in October of the previous year.
4. General Public Groups, High Schools, and Colleges - submit no earlier than the first working day in November of the previous year.

SECTION I	General Tournaments	Page: Sec. I Pg. 1
		Date: February, 2006

1. General tournament policy applies to general public tournaments.
2. Tournaments are permitted, except on the following holidays:
 - New Year's Day
 - Martin Luther King Jr., Day
 - **Cesar Chavez Day**
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - **Columbus Day**
 - Veteran's Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas Day
 - **No tournaments will be permitted between December 25 and January 2.**

Note: When a holiday falls on a Sunday, the following Monday will **also** be observed as the holiday. If a holiday occurs on a Saturday, the preceding Friday will **also** be observed. Holiday rates will be in effect on these days.

3. **General Information:**
 - A maximum of **two (2)** tournaments per week (Sunday through Saturday) per course
 - **Two (2) separate back-to-back tournaments, up to a maximum of 80 players, may be counted as one tournament with the approval of the reservation office.**
 - 36-hole complexes are permitted no more than one (1) tournament per day
 - Department affiliated and sponsored events are **not** to be counted as tournaments and will include events such as affiliated club "play days".
 - A group is permitted one (1) tournament per course, per calendar year.
 - Two (2) tournaments may be requested by the first working day in November of the previous year. Up to five (5) additional tournaments may be requested and may be awarded after the first working day in December.
 - The total number of players which may be booked per calendar year is 320. Individual tournaments are limited to a minimum of 24 players and a maximum of 160 players.
 - Spectators and caddies are not permitted
 - Arrangements for refreshments and/or merchandise must be made through individual concessionaires (excludes corporate logo tee prizes handed out at the first tee).
 - Location of sponsors' signs, banners, etc., must be approved in advance by course manager.

SECTION I	General Tournaments	Page: Sec. I Pg. 2
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4. Weekday Tournaments:

- Pay the tournament rate stipulated in the Rates and Fees Manual for that course
- Senior rates, lifeline rates, junior rates, and courtesy passes do not apply
- All tournaments by permit pay with one check
- Full payment must be made at least 15 days prior to day of play through the Golf Reservations office.

5. Weekend Tournaments are permitted:

- At Wilson, Harding, Encino, and Balboa golf courses
- On only one of the 36-hole golf course complexes each weekend
- On any non-holiday weekend, **except between December 25 and January 2**
- With a maximum of 60 players per event
- **Beginning at 10:00 a.m.**
- At a special weekend tournament, fees are as specified in the Rates and Fees Manual
- ***A separate fee will be paid to the pro shop and restaurant as a minimum payment for services from the concessions. This fee is equal to the minimum payment currently specified in the rates and fees schedule for shotgun tournaments.***

6. Reservations:

- Must be made at least 30 days prior to the requested date of play, but no earlier than the first working day in November of the previous year.

The Department of Recreation and Parks General Manager will have the authority to permit the scheduling of additional tournaments, with required fees, to maximize the use of the golf courses. The Department's General Manager will report periodically to the Board of Recreation and Park Commissioners any exceptions to tournament scheduling.

For reservations or additional information call Golf Reservations at 818/291-9980.

SECTION II	Exempt Groups	Page: Sec. II Pg. 1
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1. Exempt Groups:

- Public Links Golf Association of Southern California (P.L.G.A.)
- Women's Public Links Golf Association of Southern California (W.P.L.G.A.)
- Los Angeles County Women's Golf Association (L.A.C.W.G.A.)
- United States Golf Association Amateur Public Links (U.S.G.A.-A.P.L.)
- Southern California Golf Association (S.C.G.A.)

2. Tournaments are permitted on Monday through Friday, except on the following holidays:

- New Year's Day
- Martin Luther King Jr., Day
- **Cesar Chavez Day**
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- **Columbus Day**
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- **No tournaments will be permitted between December 25 and January 2.**
- No tournaments are allowed on weekends, except P.L.G.A. (see #4A below).

Note: When a holiday falls on a Sunday, the following Monday will **also** be observed as the holiday. If a holiday occurs on a Saturday, the preceding Friday will **also** be observed. Holiday rates will be in effect on these days.

3. General Information:

- A maximum of **two (2)** tournaments per week (Sunday through Saturday) per course
- 36-hole complexes are permitted no more than one (1) tournament per day.
- Department affiliated and sponsored events are **not** counted as tournaments, and include events such as affiliated club "play days".
- S.C.G.A. team play competitions and practice rounds count as tournaments unless added to the regular monthly men's club tournament.
- Exempt tournament groups are permitted a stipulated number of tournaments
- All exempted tournaments pay the stipulated rate for that course.
- Senior rates, lifeline rates do not apply.
- Minimum 24 players; maximum 160 players, except U.S.G.A.-A.P.L. (60 players) and S.C.G.A. reciprocal practice rounds
- No spectators or caddies are permitted.
- No refreshments, coolers, or merchandise may be brought onto the golf course.

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Arrangements for refreshments and/or merchandise must be made through individual concessionaires (excludes corporate logo tee prizes handed out at the first tee).

- Location of sponsors' signs, banners, etc., must be approved in advance by course manager.
- Reservations must be made at least 30 days prior to the requested date of play, but no earlier than the first working day in October of the previous year.

4. Public Links Golf Association of Southern California (P.L.G.A.)

- Weekend tournaments:
 - **Four (4) weekend tournaments per calendar year**
 - **Limited to ten (10) hours of tee times, with a maximum of 84 players at any one (1) event**
 - **May increase the number of weekend tournaments to five (5) so long as the total number of hours in any calendar year does not exceed a total of ten (10) hours of tee times. Such increases must be negotiated in coordination with the Golf Manager or designee.**
 - Regular weekend rate
 - Green fees will be paid with one (1) check on the day of play, a minimum of 15 minutes prior to the first tee off time.
 - P.L.G.A. is responsible for payment of all tee times left unused during their reserved play.
- Weekday shotgun tournaments:
 - Two (2) per calendar year
 - Monday, Wednesday, or Thursday
 - 36-hole golf complexes only
 - Tee time will be 7:30 a.m.
 - **Shotgun rate applies, including the must include the \$5.00 stipulated minimum payment to the food and pro shop concessionaires**
 - Electric carts are required.
 - Minimum 128 players
 - Payment for the shotgun tournament will be made 15 days in advance of the scheduled tournament, for the required 128 player minimum.
 - Additional players may be added the day of play to maximum, if paid for prior to tee time.

5. Women's Public Links Golf Association of Southern California (W.P.L.G.A.):

- Seven (7) weekday tournaments per calendar year:
 - One (1) Thursday tournament at each of the seven (7) 18-hole City courses
- Five (5) matches:
 - Mondays only, at one specified course, each calendar year
 - Limited to 48 players per match

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- Team playoff championship:
 - One (1) per calendar year
 - Non-holiday Mondays only
 - Maximum 64 players
 - Fees:
 - Regular weekday rates
 - Pay individual green fees at the course on the day of play, a minimum of 15 minutes prior to individual tee times
 - W.P.L.G.A. responsible for payment of all tee times left unused during their reserved play.
6. **Los Angeles County Women's Golf Association (L.A.C.W.G.A.):**
- Four (4) weekday tournaments per calendar year on four (4) separate courses
 - Regular weekday rates
 - Pay individual green fees at the course on the day of play, a minimum of 15 minutes prior to individual tee times.
 - The L.A.C.W.G.A. is responsible for payment of all tee times left unused during their reserved play.
7. **United States Golf Association Amateur Public Links (U.S.G.A.-A.P.L.):**
- One (1) qualifying round on a non-holiday weekday
 - Maximum of 60 players
 - Regular weekday rate
 - Full payment must be made at least 15 days prior to the day of play
8. **Southern California Golf Association (S.C.G.A.):**
- Participation in the S.C.G.A., Thursday team play competition with any Municipal Golf Association (M.G.A.) club that maintains membership in the S.C.G.A.:
 - The 36-player team competition will be added to the club's regular monthly tournament:
 - Total number of participants, including the club's players, will not exceed 160 players.
 - Maximum of six (6) 36-player competitions are permitted in a calendar year
 - The 20-player "reciprocal, practice round" field will be scheduled as a separate event:
 - Maximum of six (6) 20-player reciprocal, practice round fields per calendar year
 - Regular weekday rates
 - Adjustment in the number of players must be made with the Golf Reservation office a minimum of eight (8) days prior to day of play.
 - Payment will be by one check, a minimum of 15 minutes before the first tee time.

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9. **Championship Playoffs-Ties-Sudden Death:**

- Course manager will be notified in advance on the tournament permit that the tournament is for a championship and may involve a playoff.
- Playoff group may be placed in the next available "dead" time, or as determined by the course manager.
- Will only be allowed to play as many holes as necessary to decide the championship
- Playoff group may begin the playoff on the first or the tenth tee, as directed by the course manager.
- If the playoff group has rented an electric cart, arrangements must be made with the cart concession before proceeding with any playoff. If necessary, payment must be made for the cart by the playoff group for the playoff holes.

For reservations or additional information call Golf Reservations at 818/291-9980.

SECTION III	Special Exemptions	Page: Sec. III Pg. 1
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1. **U.S. Army Corps of Engineers:**
 - Eight (8) tournaments per calendar year
 - Weekdays or weekends
 - Limited to 60 players per tournament
 - Regular tournament rate
 - Full payment must be made by check to the Golf Reservation office, at least 15 days prior to the day of play.

2. **All City Employees Benefits Services Association (A.C.E.B.S.A.):**
 - Four (4) tournaments per calendar year on holidays, if desired
 - Limited to 160 players per tournament
 - Regular tournament rate
 - Full payment must be made by check to the Golf Reservation office, at least 15 days prior to the day of play.

3. **Sepulveda Men's Club:**
 - Balboa Golf Course on the Friday after Thanksgiving
 - Limited to 120 players
 - Participants will be charged the **full regular weekend/holiday rate** and will pay with one check, a minimum of 15 minutes prior to their first tee time on the day of play.

4. **Sun Valley Chamber of Commerce:**
 - Two (2) tournaments each calendar year
 - Hansen Dam Golf Course
 - Non-holiday Mondays for the purpose of fund raising
 - This tournament will be allowed to begin at **10:00 a.m.** (Public access to the course will be permitted prior to the start of the tournament.)
 - **Participants will be charged the regular shotgun tournament rate, not the premium shotgun rate, and will include the payment to the pro shop and restaurant as a minimum payment for concession services.**

For reservations or additional information call Golf Reservations at 818/291-9980.

SECTION IV	Affiliated Groups	Page: Sec. IV Pg. 1
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1. Department Affiliate Groups:

- Municipal Golf Association (M.G.A.)
- Department Men's Clubs
- Department Women's Clubs
- Department Senior Clubs

2. Tournaments are permitted, except on the following holidays:

- New Year's Day
- Martin Luther King Jr., Day
- **Cesar Chavez Day**
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- **Columbus Day**
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- **No tournaments will be permitted between December 25 and January 2.**
- No tournaments are allowed on weekends except for M.G.A. and Department of Recreation and Parks-sponsored events. Exception to weekend play, see item #5 below.

Note: When a holiday falls on a Sunday, the following Monday will **also** be observed as the holiday. If a holiday occurs on a Saturday, the preceding Friday will **also** be observed. Holiday rates will be in effect on these days.

3. General Information:

- Courses permitted **two (2)** tournaments per week (Sunday through Saturday)
- 36-hole complexes permitted one (1) tournament per day
- Department affiliated and sponsored events **are not** counted as tournaments, and include "play days".
- Southern California Golf Association (S.C.G.A.) team play competitions and practice rounds count as tournaments, unless added to the regular monthly men's club tournament.
- Affiliated tournament groups are permitted a stipulated number of tournaments.
- No spectators permitted; only registered and/or certified caddies permitted.
- No refreshments, coolers, or merchandise may be brought onto the golf course. Arrangements for refreshments and/or merchandise must be made through individual concessionaires (excludes corporate logo tee prizes handed out at the first tee).

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- Location of sponsors' signs, banners, etc., must be approved in advance by course manager.
- A tournament permit is required for all men's club and senior club events.
- A tournament permit is required for all women's club events not held on regular Tuesday play days.
- Maximum group size for non-shotgun tournaments is 160 players.
- A club may increase maximum group size for one (1) weekday home tournament per calendar year.
- A club may increase the maximum group size at away courses to 200, one time per calendar year.
- If club's home course is not available, the club may choose to play another City course as a temporary home course.

4. Fees:

- *Men's, women's, and senior clubs at 18-hole courses, only pay \$2.00 less than the established weekday green fees for weekday tournaments, and men's and women's clubs pay the regular weekend green fees for weekend tournaments.*
- *Men's, women's, and senior clubs at 9-hole courses, pay \$1.00 less than the established weekday green fees, and men's and women's clubs pay the regular weekend green fees for weekend tournaments.*
- Senior rates and junior rates do not apply.
- Lifeline rates apply for weekday non-holiday club tournaments or play days.
- Women's clubs may pay individually a minimum of 15 minutes prior to individual tee times, and are responsible for the full M.G.A. rate before the end of the business day, for any tee times left unused during their reserved play.
- Men's clubs will pay with one (1) check on the day of play a minimum of 15 minutes prior to the first tee time, and are responsible for any tee times left unused during their reserved play.
- *Men's, women's and senior clubs will be permitted one (1) foursome of unused times during their reserved play; however, all players must be in foursomes within the group.*
- *M.G.A. team play – individual teams are responsible to pay for the tee times left unused by their teams, unless times are filled from the call sheet.*
- *Senior clubs will pay with one (1) check on the day of play, a minimum of 15 minutes prior to the first tee time.*

5. Reservations:

- Call for reservations at least thirty (30) days prior to the requested date of play, but no earlier than the first working day in October of the previous year.

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6. Men's Clubs:

- **Weekend Tournaments:**

- Maximum of **twelve (12)** per calendar year on its home course
- May be on consecutive days on one weekend, but not on consecutive weekends.
- **Weekend tournaments to begin no earlier than 8:00 a.m., Standard Time and 9:00 a.m., Daylight Savings Time.**
- **Total of thirty (30) hours of tee times per calendar year**
- Weekend player maximum is limited to 128 players.
- Clubs at 9-hole courses and Roosevelt may conduct one of their weekend tournaments as an 18-hole event.
- Clubs may elect to forego all of their annual second per month weekday tournaments in exchange for conducting one (1) of their twelve (12) weekend dates at another City course, Rancho Park excluded.

- **Weekday Tournaments:**

- One (1) per month on home course
- Host two (2) M.G.A. team play days (weekday):
 - o Rancho Park Golf Course may be scheduled only once per calendar year for M.G.A. team play.
- Eight (8) "away" weekday tournaments on other City courses, playing each course only once in a calendar year
- May substitute one of its weekday monthly tournaments as a shotgun start at its home course only:
 - o Tee time will be no later than 7:30 a.m.
 - o **Must pay the Shotgun rate, with the M.G.A. discount for the required minimum of 128 players, including the fees to the pro shop and restaurant.**
 - o Additional players may be added on the day of play to a maximum of 160 players; payment for additional players must be made before the scheduled start time.
 - o No refunds for having fewer than the required 128 players
 - o Electric carts and the **minimum payment (stipulated in the Rates and Fees Manual)** to the food and pro shop concessionaires are required.
- In any month that the club does not travel, conduct a weekend tournament, or host M.G.A. team play, it may conduct a second weekday tournament on its home course, limited to 96 players for the second tournament.

7. Women's Clubs:

- Every non-holiday Tuesday on its home course as a "play day":
 - Not required to obtain a tournament permit for play days
 - Permit required if weekday play is requested at another City course or on another weekday at its home course.

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- ***Women's clubs are permitted to substitute six (6) weekday tournaments to conduct six (6) weekend tournaments on their home course.***
- Each Los Angeles Municipal Golf Association (L.A.M.G.A.) women's club is permitted no more than six (6) additional reservations per calendar year.
- Reservations for Tuesday play days must be made no earlier than eight (8) days in advance and no later than 9:00 a.m., on the Tuesday before the desired play day. If the Monday falls on a holiday, the reservation may be made the previous Friday.

8. Senior Clubs:

- ***Co-ed***
- ***Age 50 to qualify***
- ***Weekday tournaments only:***
 - ***Two (2) per month at home course***
 - ***Substitute one (1) per month at different course; to play once per City facility***
 - ***Monday or Wednesday***
 - ***May have both monthly events in the same week twice per calendar year***
 - ***Permit required***
 - ***Senior discount will not apply***

9. Municipal Golf Association:

- The Golf Operations Supervisor is responsible for payment of the green fees for the L.A. City Championship tournaments (men, women, senior men, and senior women) at the same rate as the men's and women's clubs.
- The Golf Operations Supervisor is responsible for payment of the green fees for the L.A. City Junior Championship tournament, at the regular weekday junior rate.
- Reservations for all tournaments must be made at least thirty (30) days prior to the requested date of play, but not before the first working day in September of the previous year.
- City of Los Angeles Championships will be given first priority consideration for reservation dates.
- No maximum group size for annual L.A. City Golf Championships
- Spectators and registered and/or certified caddies are permitted during annual L.A. City Golf Championships.

10. Championship Playoffs-Ties-Sudden Death:

- Course manager will be notified in advance on the tournament permit that the tournament is for a championship and may involve a playoff.
- Playoff group may be placed in the next available "dead" time, or as determined by the course manager.

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- Will only be allowed to play as many holes as necessary to decide the championship.
- Playoff group may begin the playoff on the first or the tenth tee, as directed by the course manager.
- If the playoff group has rented an electric cart, arrangements must be made with the cart concession before proceeding with any playoff. If necessary, payment must be made for the cart by the playoff group for the playoff holes.

For reservations or additional information call Golf Reservations at 818/291-9980.

SECTION V	Junior Golf	Page: Sec. V Pg. 1
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1. Junior Golfer Definition:

- Eighteen (18) years or younger (junior rates apply until September 1 of year of high school graduation or 19th birthday, whichever comes first).
- Under the age of 13 must be certified to play.

2. Tournaments are permitted on Monday through Friday, except on the following holidays:

- New Year's Day
- Martin Luther King Jr., Day
- **Cesar Chavez Day**
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- **Columbus Day**
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- **No tournaments will be permitted on weekends or between December 25 and January 2, except Department-sponsored events.**

Note: When a holiday falls on a Sunday, the following Monday will **also** be observed as the holiday. If a holiday occurs on a Saturday, the preceding Friday will **also** be observed. Holiday rates will be in effect on these days.

3. General Information/Fees

- All courses may have a maximum of **two (2)** tournaments weekly (Sunday through Saturday).
- 36-hole complexes are permitted a maximum of one (1) tournament per day.
- Department affiliates and sponsored events are **not** counted as tournaments, and will not include Department golf course junior club program events.
- Non-Department junior tournaments pay the junior tournament rate.
- All tournaments by permit pay with one (1) check. Full payment must be made at least 15 days prior to day of play.
- A junior group is permitted one (1) tournament per course, per calendar year.
- Junior tournaments will not be permitted at Rancho Park Golf Course.
- Two (2) tournaments may be requested by the first working day in October of the previous year. Additional tournaments may be requested and may be awarded after the first working day in December. Once each of the City's seven (7) regulation 18-hole courses have been scheduled for at least one (1) junior tournament in any calendar year, no additional junior tournaments may be scheduled by a group which has already secured two (2) tournament dates.
- Maximum group size is 120 players.
- Tee off no earlier than 10:00 a.m.

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- Tournaments are to be conducted in a competent, professional manner, with adequate supervision to ensure smooth operation of the tournament. Facility staff will evaluate junior golf tournaments to ensure compliance. A poor evaluation of the tournament may result in loss of future reservation privileges.
- Caddies are not permitted during junior tournaments. Spectators must be approved by Golf Headquarters before going onto the course.
- No refreshments, coolers, or merchandise may be brought onto golf course. Arrangements for refreshments and/or merchandise must be made through individual concessionaires (excludes corporate logo tee prizes handed out at the first tee).
- The Department junior golf course club program is exempt from tournament policy and fees.

4. Qualified Junior Groups:

- Pre-approval Criteria:
 - Non-profit organization (501C3 or IRS exemption)
 - Open to all children
 - Carry liability insurance naming the City of Los Angeles as additionally insured
 - Players must be 18 or younger. Players under 13 must be certified to play.
- Pre-approval Procedure:
 - Statement submitted to the reservation office outlining the organization's mission, structure, program and experience in conducting junior golf tournaments and requesting pre-approval to hold junior tournaments.

5. Championship Playoffs-Ties-Sudden Death:

- Course manager will be notified in advance on the tournament permit that the tournament is for a championship and may involve a playoff.
- Playoff group may be placed in the next available "dead" time, or as determined by the course manager.
- Will only be allowed to play as many holes as necessary to decide the championship
- Playoff group may begin the playoff on the first or the tenth tee, as directed by the course manager.

For reservations or additional information call Golf Reservations at 818/291-9980.

SECTION VI	High Schools, Colleges and Classes	Page: Sec. VI Pg. 1
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1. **High School, College, Junior Classes:**
 - Requests for play reservations by high schools, colleges and junior classes must be submitted to the Golf Reservation office no earlier than the first working day in November of the previous year.
 - ***A high school, college, junior class is permitted one (1)*** reservation per week per course, except during playoffs.
 - Each course limited to two (2) high school, college, or class reservations per day.
 - High school, college and junior class play days do not count as tournaments.
 - No caddies or spectators are allowed, unless approved by Golf Division.

2. **Junior Instructional Group (Class)**
 - Must be pre-qualified:
 - Pre-approval criteria:
 - Non-profit organization (501C3 or IRS exemption)
 - Open to all children
 - Carry liability insurance naming the City of Los Angeles as additionally insured
 - Players must be 18 or younger. Players under 13 must be certified to play.
 - Pre-approval procedure:
 - High schools and colleges not required to submit this statement.
 - Statement submitted to the Golf Reservation office outlining the organization's mission, structure, program and experience in conducting junior golf tournaments and requesting pre-approval to hold junior tournaments.
 - One representative designated by the pre-approved organization will be permitted to make tournament reservations. Any change in the name of the designee will be submitted by the organization to the Golf Reservation office.

3. **High School and Junior Class Play Days:**
 - Limited to weekdays, after **11:00 a.m.**, except during league playoffs.
 - Participants under 18 (U.S.G.A. guidelines) will be charged the junior reserved rate.
 - The number per reservation will be limited to 36. Any player under the age of 13 must be certified by the course manager or representative to play.
 - For reservations prior to the beginning of twilight play, the 18-hole junior reserved rate will apply.
 - For reservation after twilight, the 9-hole junior reserved rate will apply.
 - One coach per team will play at no cost.
 - Other coaches or any other player 18 years of age or older will be charged the regular weekday rate.

SECTION VI	High Schools, Colleges and Classes	Page: Sec. VI Pg. 2
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- Payment may be made with a check, cash, or a combination of check and cash; however, no change will be given for a check written more than the amount of the green fees, and players will not be allowed to pay individually.
 - Adult coach or adult representative must pick up the reservation at least 15 minutes in advance of the first scheduled tee off time.
 - To cancel or change the number of players, coach or school representative must notify course by 10:00 a.m., on the day of play. If a school class does not notify the course by 10:00 a.m., the coach will be notified, and other reservations may be canceled after the second infraction.
 - Adequate adult supervision must be provided for high school and junior classes.
 - If adequate, responsible supervision, coach or school representative is not present, the reservation will be canceled.
4. **College Play Days:**
- Limited to weekdays, after 11:00 a.m., except during playoffs when start times may vary to accommodate the number of participants.
 - The number of college players per reservation will be limited to 48.
 - Players will be charged the community college rate.
 - Payment may be made with a check, cash, or a combination of check and cash; however, no change will be given for a check written more than the amount of the green fees, and players will not be allowed to pay individually.
 - Colleges must have a designated school representative at each play day.
 - To cancel or change number of players, coach or school representative must notify course by 10:00 a.m., on the day of play. If a school class does not notify the course by 10:00 a.m., the coach will be notified, and other reservations may be canceled after the second infraction.
5. **Championship Playoffs-Ties-Sudden Death:**
- Course manager will be notified in advance on the tournament permit that the tournament is for a championship and may involve a playoff.
 - Playoff group may be placed in the next available "dead" time, or as determined by the course manager.
 - Will only be allowed to play as many holes as necessary to decide the championship
 - Playoff group may begin the playoff on the first or the tenth tee, as directed by the course manager.

For reservations or additional information call Golf Reservations at 818/291-9980.

SECTION VII	Shotgun Tournaments	Page: Sec. VII Pg. 1
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1. **Shotgun Tournaments:**

- May only be scheduled at the City's two 36-hole complexes, Sepulveda and Griffith Park; and two 18-hole courses, Hansen Dam and Woodley.
- Mondays, Wednesdays, and Thursdays (holidays excluded)
- Limited to one day per week at each facility
- No other type of tournament will be scheduled at the complex, on the day of the shotgun tournament.
- Requests to waive this policy must be made in writing to the Board of Recreation and Park Commissioners, which has the sole discretion to consider such requests per its own adopted procedures, which may include a report from the Department's General Manager as well as an opinion from the Los Angeles Recreation and Parks Golf Advisory Committee.
- Requests to conduct shotgun tournaments may not be considered prior to the first working day in November of the preceding calendar year.
- Morning shotgun tournaments that commence by **8:00 a.m., will be charged regular shotgun rate.**
- **Morning shotgun tournaments that commence at 10:00 a.m., will be charged the premium shotgun rate.**
- **Shotgun tournaments are required to pay for a minimum of 128 participants at the tournament rate.**
- **A modified shotgun may be played if approved by the Golf Manager.**
- **A weekday public double shotgun on one course may be approved by the Golf Manager.**
- Shotgun tournaments are required to pay for minimum number of players fifteen (15) days in advance; additional players may be added and paid for on day of play, 15 minutes in advance of tee time.
- Shotgun tournaments administered separately from straight-time tournaments. Course managers will coordinate events so that groups holding shotgun tournaments deal with one person who is authorized to coordinate the tournament package.
- Spectators are not allowed; registered and/or certified caddies are permitted.
- No refreshments, coolers, or merchandise may be brought onto golf course. Arrangements for refreshments and/or merchandise must be made through individual concessionaires (excludes corporate logo tee prizes handed out at the first tee).

For reservations or additional information call Golf Reservations at 818/291-9980.