

Mr Andrew Windsor  
Knighton Heath Golf Club  
Francis Ave  
Bournemouth  
BH11 8NX

Monday, 21 March 2022

**Knighton Heath Pro-Am – Friday 16<sup>th</sup> September 2022**

Dear Andy

Thank you for making the time to meet with Rob, Luke & I on 14/03/2022 to help plan your forthcoming Pro-Am Tournament. Attached are the notes of our meeting and the agreed information for the event.

I would be grateful if you could note the actions detailed in the attached planning minutes.

I look forward to speaking to you in the run up to your event, in the meantime, if you have any questions relating to the event or require any further support, please feel free to contact me at any time.

On behalf of the PGA in England & Wales (South West), I would like to express my thanks for your support of your event which I am sure will be a success for all involved.

Yours sincerely,



**Charlotte Britton**  
**Tournament Controller**  
**PGA In England and Wales (South West)**  
O: 01395 232288  
M: 07929 301451  
E: [charlotte.britton@pga.org.uk](mailto:charlotte.britton@pga.org.uk)

## PLANNING MEETING CONFIRMATION

### EVENT DETAILS

EVENT	Knighton Heath Pro-Am
DATE	Friday 16 <sup>th</sup> September 2022
VENUE	Knighton Heath Golf Club
SPONSORS	
CHARITY	MIND
PLANNING MEETING HELD ON	Monday 14 <sup>th</sup> March 2022
CONFIRMATION TO:	Andy Windsor

### PRESENT

Rob Moss – PGA Regional Manager  
 Luke Warren – PGA Tournament Director  
 Charlotte Britton – PGA Tournament Controller  
 Reunert Bauser – General Manager  
 Andy Windsor – Knighton Heath PGA Professional

### EVENT FORMAT

- 1 tee start with tee times from 09:00am (10 minute intervals)
- Professional 18 hole Stroke play event under the PGA Tournament Rules
- Team 18 hole Stableford – Best Nett 2 Scores from 4

Est. No of teams:	30			H 'Cap Index limit Men	25.9 28
Stroke Allowance	85%	Ladies Stroke Adjustments		H 'Cap Index limit Ladies	31.9 36

- Professionals starting times – PGA West Region
- Amateur starting times – Club
- In order to avoid possible issues and ensure the best possible experience for all competitors it is vital to keep the field together (no big gaps) and to start as early as possible to ensure maximum flexibility in the event of weather or other delays in play.
- The PGA Tournament Director will be responsible for any decisions over whether the course / conditions are fit for play.
- For information, PGA Tournament regulations are as follows (6b 5.4):
  - a) As a fundamental principle the Tournament Director shall adopt the policy which offers the most likely opportunity to complete the tournament over the number of holes stipulated in the conditions of for the tournament.
  - i) Pro-Am prize money allocated for Professional Team and Individual prizes may be declared on the maximum number of holes completed by all professionals
  - j) In the event of the curtailment or cancellation of play, tournament prize money shall be distributed as agreed between the sponsors and the association and may vary from that published in the tournament conditions. However if bad weather causes the abandonment of a one day Pro-Am after all teams have commenced play, the result shall be declared over a minimum of 6/9 (TBC) holes completed by all teams; and
  - k) The Tournament Director may authorise the re-siting of a hole or holes if the course becomes waterlogged during play.

## FIELD DEVELOPMENT

Invitations may be extended to the following: Up to 10% of the total field from outside the PGA in England & Wales (South West) area.

Please make the Director aware of any invited / requested PGA Professionals. Please note Professionals must be either current PGA Members or Members of a recognised International Tour.

Please forward a suggested start sheet to your Tournament Director 2 weeks before the event. The closing date for PGA Professionals is 2 weeks prior to the tournament.

**NB: Once the draw is published by the PGA changes can only be made in exceptional circumstances in consultation with the PGA Tournament Director.**

## AMATEUR TEAM ENTRY CONDITIONS

The Club is responsible for setting the entry conditions for Amateur Entries in order to meet its desired outcomes for the event. **These should be clearly displayed on all entry forms / posters**

## PGA STAFF

Tournament Controller	Charlotte Britton	Mobile No: 07929 301451
		Email: <a href="mailto:charlotte.britton@pga.org.uk">charlotte.britton@pga.org.uk</a>
PGA Recorder	Sarah Nancholas	
Starter	Neil Carthew	

## COURSE SETUP / LOCAL RULES

To avoid possible confusion only 2 sets of tees should be present on the course for the event. 1 set for Men, 1 set for Ladies.

**We encourage clubs to set pin positions for the event that are generous, encourages a decent pace of play and ensures the enjoyment of the event by the amateur golfers. It is not necessary to set difficult pins to challenge the Professionals in a Pro-Am event. It is more important to ensure the teams have a positive experience.**

Local rules will be decided by the Tournament Director in conjunction with the club. Please make us aware if any specific work to the course has been done in recent weeks or if there are areas of possible GUR.

## FINANCE

An invoice will be sent to you approximately 1 week before the event for the agreed number of teams. **This invoice is payable no later than the date of the event.**

You have agreed to be invoiced for the Admin fee & Prize Fund. PGA to pay out prize fund.

Estimated Invoice (Based on 30 Teams)

### PGA Pays Prize Fund

PGA ADMIN FEE	£600.00
PRIZE FUND	£4500.00
<i>SUB TOTAL</i>	<i>£5100.00</i>
VAT @ 20%	£1020.00
<b>INVOICE TOTAL</b>	<b>£6120.00</b>

Invoice will be sent for the attention of: **Reunert Bauser (General Manager)**

Invoices are payable no later than the day of the event.

## ADMINISTRATION

TOURNAMENT VEHICLE SITE	Chairmans Spot
RECORDING AREA	Clubhouse Foyer
POWER SOURCE	Clubhouse
BLUEGOLF TV	Yes – club TV's to be utilized
WIFI CODE	Available

## PRACTICE

Practice rounds should be arranged in advance with:

PGA PROFESSIONAL	Pro Shop	01202 578275
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A members guest rate of £25 will be offered. Practice must be booked in advance.

## CATERING

CLUBHOUSE OPEN FROM	08.00am
COFFEE / BREAKFAST AVAILABLE FROM	08.00am (inc in price)
LUNCH AVAILABLE FROM – Rolling Buffet	1.00pm
COMPETITORS ARE REQUESTED TO EAT BEFORE PLAY IF STARTING AFTER	N/A
LUNCHEON VOUCHERS PROVIDED BY	TBC

We thank you for offering to provide complimentary meals for PGA Staff on the day of the event

## AMATEUR PRIZES

The PGA respectfully reminds you that Amateur prizes need to comply with Rule 3. of the Rules of Amateur Status. We suggest between 4 and 6 prizes of good quality, dependent on the size of the field. Hole sponsors may donate "spot" nearest the pin / longest drive etc prizes in addition to the main team prizes.

## PRIZEGIVING CEREMONY

PROPOSED LOCATION	Clubhouse Dancefloor
M.C.	PGA
CLUB REPRESENTATIVE	Club Captain – Chris Hill (Jim Airth)
SPONSOR	
OTHER	
PROPOSED ORDER OF THE CEREMONY	<ul style="list-style-type: none"> <li>• PGA OPENING – INTRO CLUB REP</li> <li>• CLUB REP WELCOME – BACK TO PGA</li> <li>• PGA INVITE SPONSOR TO PRESENT PRIZES</li> <li>• PRO 3/2/1</li> <li>• LEADING PRO THANK YOU</li> <li>• TEAM PRIZES</li> <li>• TEAM THANK YOU</li> <li>• SPONSOR SPEAKS</li> <li>• PGA / CLUB CAPTAIN CLOSSES</li> </ul>

## PR & PROMOTION

For assistance with Local and Regional Press Coverage please contact the PGA West Region's Press Officer:

Adrian Milledge	01675 470 333	07976 165965
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A post event article will be distributed to all Regional Media, published on the PGA's National Website [www.pga.info](http://www.pga.info)

**VOLUNTEER SUPPORT**

Club to provide any needed.  
Spotters on holes 4, 9, 12  
Car Park Attendent

**ANY OTHER BUSINESS / ACTIONS**

10 Pull Trolleys @ £3  
3 Electric Trolleys @ £10, £15 with GPS  
4 Buggies @ £25  
Buggy to be available for PGA use.