



"A City for All Ages"

# ***CITY OF PORT ST. LUCIE***

*Office of the City Manager*

## **MEMORANDUM**

**RUSS BLACKBURN**  
*City Manager*

**TO:** MAYOR AND CITY COUNCIL

**VIA:** RUSS BLACKBURN, CITY MANAGER

**FROM:** DAVID GRAHAM, ASSISTANT CITY MANAGER

**SUBJECT:** THE SAINTS GOLF COURSE TOURNAMENT POLICY

**DATE:** MAY 26, 2022

The City of Port St. Lucie is fortunate to have affiliation with several local not-for-profit organizations that assist in the fulfillment of the delivery of services to our residents. Many of these organizations rely on donations or fundraising activities to sustain their operations. As the relationship between these groups and the City of Port St. Lucie are mutually beneficial, an opportunity has presented that may prove useful for some of these "partners" to utilize in their fundraising efforts that also benefits us through exposure of one of the City's best assets, The Saints Golf Course.

The City Manager authorized staff to prepare the attached Management Directed Policy #22-01md "City Council Authorized Golf Tournaments." This policy provides for the Parks & Recreation Department to host up to two tournaments annually to benefit partners of the City of Port St. Lucie who may sponsor a tournament at The Saints during specific times of year.

Staff welcomes the opportunity to meet with City Council members individually, if requested, to discuss the policy details or answer questions that might arise from your review. The intent is to make the policy effective June 20, 2022. Please advise if you have questions or suggestions to which we can respond when convenient on your schedule.

**CC:** Christina Flores, Executive Assistant  
Brandon Dolan, Executive Assistant  
Sherman Conrad, Director, Parks & Recreation Department  
Mike Kendrick, Deputy Director, Parks & Recreation Department  
Keith Bradshaw, Golf Course Administrator, Parks & Recreation Department



# MANAGEMENT DIRECTED POLICY

## Policy # 22-01md

**TO:** City Council

**FROM:** Russ Blackburn City Manager

**EFFECTIVE DATE:** June 20, 2022

**INITIATED BY:** Sherman Conrad, Director – Parks & Recreation Department  
Mike Kendrick, Deputy Director – Parks, Parks & Recreation Department

**POLICY TITLE:** City Council Authorized Golf Tournaments

### PURPOSE STATEMENT

The Saints Golf Course, as an Enterprise Fund operation within the Parks and Recreation Department, is charged with providing residents and visitors with an excellent golf experience in a modest country club setting with a goal of operating at little to no cost to the taxpayers who fund the City of Port St. Lucie government.

This Golf Tournaments Policy provides the City Council with the opportunity to authorize, up to twice annually, a tournament at The Saints Golf Course for eligible organizations.

### DEFINITIONS

**Eligible Organization:** A not-for-profit organization with a direct affiliation or services contract with the City of Port St. Lucie.

Note: Direct affiliation pertains to 501(c)(3) and 501(c)(6) organizations that enable citizen participation through City departments that provide for the health, safety, and welfare of City residents. A services contract refers to 501(c)(3) and 501(c)(6) organizations who lease City-owned property to deliver services to the public without remuneration or charge a minimal fee.

### POLICY

- The City Council may authorize up to two golf tournaments annually scheduled between the months of June through October to eligible organizations.
- The Parks and Recreation Department shall make a public announcement of the Golf Tournament Expression of Interest Period which shall be November 1 - December 31 annually, during which eligible organizations may submit their request for consideration by the City Council. Presentation of qualified submissions to City Council will be scheduled at a regular meeting of the City Council prior to March 1 annually, at which time award of the Tournament(s) will be selected and announced.
- Golf tournament authorization is limited to waiver of greens fees only.
- Food & beverage services are not included with City authorization and the cost for these services shall be contracted through the Concessionaire at The Saints Golf Course who holds an exclusive contract to provide these services, including alcohol and other beverages.
- To assist in fundraising, the approved organization(s) may install Tee Sponsorship signs in conjunction with their tournament. Installation and removal of such signage shall be the responsibility of the approved organization.
- The Saints Golf Course Administrator will assist in facilitating any needs or requests that the approved organization may have relative to their tournament event. Organizations are required to adhere to all rules set forth in the "Facility Rules" section below.
- An organization awarded a tournament must take a two-year hiatus from their last City Council-approved tournament before again becoming eligible. The City Council may make an exception to this



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provision should a tournament opportunity exist due to no other qualifying organization submitting a request for consideration.

#### **REQUEST FOR USE PROCESS:**

- Organizations should consider planning their Tournament up to a year in advance to assure availability and provide opportunity for City Council consideration and approval.
- Upon City Council approval of a tournament, the organization must contact the Golf Course Administrator at The Saints Golf Course to complete a Golf Tournament Reservation Contract. This is required to assure that the date and time of the tournament can be accommodated at The Saints and, if needed, the Sandpiper Bay Banquet Room and/or Concessionaire services availability.
- Any questions should be directed to The Saints Administrator at 772-807-4454.

#### **WHAT THE SAINTS GOLF COURSE PROVIDES:**

1. Use of the driving range and golf course.
2. Free range balls for tournament participants.
3. Assistance with tournament scores.
4. Golf Cart included per registered group.
5. Optional Golf Club rental (regular rates apply).
6. Mobile Beverage Cart Service during tournament (provided by City-contracted Concessionaire).
7. Food & Beverage services and use of the Sandpiper Bay Banquet Room (must be reserved through City Contracted Concessionaire at the time of tournament reservation). Regular rates for these services are applicable.

#### **WHAT THE SPONSORING ORGANIZATION PROVIDES:**

1. Additional equipment that is not provided by The Saints Golf Course.
2. Movement and handling of any equipment brought in by the group.
3. Tee sponsorship signs (if applicable).
4. Post-function: Removal of all Tee sponsorship signs and additional equipment at the conclusion of the tournament.

#### **FACILITY RULES:**

1. This policy is applicable during the months of June through October. During this period, qualifying organizations are eligible for one of two tournament opportunities.
2. Decorations must meet the approval of the Parks & Recreation Director, or their designee, in advance. Decorations must be freestanding or tabletop. Nothing may be hung from the walls or ceilings. Restaurant and lobby furniture may not be moved.
3. Parking is permitted in the front parking lot or overflow parking near #10 Tee.
4. Fire exits must not be blocked. All exits must be unobstructed.
5. No outside food or any beverages are permitted under any circumstances and will be a direct violation of the City's Food & Beverage contract and liquor license.
6. Management will have the right to offer open tee times to the public before or after a reserved tournament providing that there are no impacts to the scheduled tournament.
7. Tournament Tee Sponsorship signage will be permitted during scheduled tournaments and must be placed on a realtor-style sign (T-sign) and can be located at each tee location. No sponsorship signs will be permitted at any other location or be attached/affixed to any buildings, walls, windows, trees, etc. The Tournament organizer will be responsible for placement and removal of all Tee Sponsorship signs.



## **MANAGEMENT DIRECTED POLICY**

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8. At no time will the organizers/associates of a tournament promote/organize such events/games or fundraisers on City property that enables inappropriate and/or illicit behavior(s) in a public venue or on public property.
9. The months of November through May are restricted from tournament play.
10. All tournament participants must sign the Golf Cart Release of Liability and Indemnity Agreement prior to play commencing.