



UNITED STATES MARINE CORPS
ASSAULT AMPHIBIAN SCHOOL BATTALION
TRAINING COMMAND
BOX 555041
CAMP PENDLETON, CA 92055-5041

IN REPLY REFER TO:
1700
S-3
31 Jan 12

From: Commanding Officer, Assault Amphibian School Battalion
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR 1ST ANNUAL GATOR GOLF
TOURNAMENT

Encl: (1) Appropriate items to sell at the Golf Outing
(2) Timeline
(3) Golf Tournament Rules
(4) ORM Matrix
(5) Tournament Flyer

1. Situation. The 1st annual gator golf tournament will be held at the Marine Memorial Golf Course, Marine Corps Base, Camp Pendleton, on Friday, 2 March 2012. Proceeds from this event will go to the WWII/LVT museum in order to defray the costs of this non-profit facility.

2. Mission. To organize a fun, safe, and successful golf tournament for all AAV personnel in order to build camaraderie and foster 'esprit de corps' befitting the WWII/LVT museum and our community.

3. Execution.

(a.) Player registration. Up to 36 4-man teams may register for the golf outing. Rosters and entry fees are due to AAS Bn NLT 1500 on Monday, 20 February 2012. If the field becomes full, teams may request to be put on the stand-by list by contacting AAS Bn. Stand-by teams will be notified by close of business (COB) on Friday, 24 February 2012 whether or not they have been granted entry into the tournament. Stand-by teams that are granted entry must pay all entrance fees upon check-in on Friday, 2 March 2012. Cash or checks will be accepted. The point of contact (POC) is MSgt Dillon at 409 370 4903. Registration fee will include Green fee, Cart fee, bag pick up and range balls. Registration fee costs are:

\$40 for each active duty E1-E5
\$50 for each active duty E6-O3
\$55 for each active duty O4-O10, all retired military,
and Department of Defense (DOD) personnel
\$60 for civilian personnel (guests)

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(b.) Participation

(1) All units are encouraged to support this event by making all personnel available to participate. Please feel free to invite Marines and guests from outside the AAV community.

(2) All units are encouraged to communicate with their respective Family Readiness Officers and volunteers to make them aware of the purpose of the golf event and the potential to earn funds for their unit. Each individual unit will be given holes to conduct fundraising activities for donation.

(3) Family readiness officers and volunteers are encouraged to support this event by providing items for donation that will benefit their units programs.

(c.) Fund Distribution

(1.) Funds from the sale of tickets, mulligans, and unit memorabilia will be used to offset the cost of the outing, with all remaining profits being deposited into the WWII/LVT museum fund.

(2.) Funds raised by the individual units and volunteers at their respective holes will go to that units non-appropriated fund. See enclosure (1) for specific instructions on ideas, restrictions and prohibitions. Unit hole assignments will be listed via separate correspondence from the AAS family readiness officer.

(3.) Units may choose to hold silent auctions or opportunity drawings at their holes. Units will be allowed to announce the winners of their opportunity drawing and/or silent auction at the tournament award ceremony.

(d.) Tasks

(1.) S-3.

(a.) Provide one Marine (MSgt Dillon) as overall coordinator of this event.

(b.) Provide ORM sheet for risk assessment of Tournament.

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(c.) Provide Safety brief immediately before tournament see enclosure (2) for detailed timeline.

(d.) Submit team information NLT Friday, 24 February 2012. Team sign-ups will be conducted on a first come, first served basis until the 36-team field is full. All subsequent teams that sign up will be placed on the stand-by list to be included in the tournament if/when registered teams are unable to participate.

(2.) S-4.

(a.) Provide transportation for the H&S company 10-man working party to and from the golf course on 2 March 2012.

(b.) Provide a truck, three passenger vans, drivers, 10 tables (approximately 3' x 8'), and 50 chairs for distribution around the golf course at designated tee boxes. Passenger vans will also be made available as safety drivers after the outing if required.

(c.) Complete the movement plan, table distribution and approved truck routing in the vicinity of golf course. Trucks will use the perimeter access road, as heavy vehicles are not allowed on the golf course.

(d.) Provide appropriate signage for each hole in order to delineate contest holes. Coordinate with MSgt Dillon for this task.

(e.) Provide request and transportation for one Corpsman for the entire event.

(3.) Family Readiness Officer

(a.) Coordinate the participation of 3D AA Bn & AVTB Family Readiness Officers.

(b.) Coordinate hole assignments for all family readiness officers to hold silent auctions or opportunity drawings for all units involved.

(c.) Ensure that unit representatives or volunteers arrive at the Marine Memorial Golf Course NLT 0700 on Friday, 2 March 2012 in order to set up. Unit volunteers will be met by you and escorted to their designated location.

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(4.) Headquarters & Service Company

(a.) Provide a 10-man working party on 2 March 2012 to assist with set-up and breakdown. Names will be submitted to the S-3 by COB 22 February 2012

(5.) Training & Instructor Company

(a.) Provide 4 permanent personnel to act as tournament officials on designated holes. These Marines may not compete in the tournament.

4. Admin and Logistics

(a.) Attire. All participants shall wear appropriate civilian golf attire. Collared shirts are encouraged, but not required. No steel spike cleats, and no combat boots are allowed on the course.

(b.) Check-in. Registration will begin at 0700. All players are required to check in at the golf course registration desk NLT 0730 on Friday, 2 March 2012. Brief comments will be given by the AAS Commanding Officer and the WWII/LVT museum curator at 0800. A shotgun start will commence promptly at 0830. See enclosure (2) for detailed timeline.

(c.) Meals. Breakfast and lunch will be made available by participating volunteers at designated unit holes for a donation. Additionally, Mulligan's grill and the snack bar will also be available to players for purchase.

(d.) Mulligans. Mulligans will be available for purchase for \$2 each (max 4 per person) at the Clubhouse before play, as well as at any contest hole. Mulligans may be used on any hole to improve a team's score or to attempt to win a contest. See enclosure (3) for complete rules.

(e.) Completion of Play. Upon completion of tournament play, the awarding of prizes will occur. See enclosure (2) for detailed timeline.

6. Command and Signal. A mid coordination meeting for the golf event will be held at 0900 on Tuesday, 21 February 2012 and a final coordination meeting will be held at 0900 on Tuesday, 28 February 2012 in the AAS Bn conference room on the first floor.

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Representatives from all tasks shall be in attendance.



M. J. KENNEDY

APPROPRIATE ITEMS FOR DONATION AT GOLF TOURNAMENT

The following are examples of items that may be offered for a donation on the course. -Popcorn

-Doughnuts

-Coffee

-Cookies

-Cake

-Beer (this is the only authorized alcoholic beverage for donations)

1) Can only take donations, may not charge a specific price.

2) Must be served in cups only; bottles or cans must not be handed out.

3) Donated items can be accepted from sponsors, but purchased beer must be procured from an MCCS entity.

4) All alcoholic beverages must be poured and distributed by a "responsible person" representing the individual unit at each hole. This individual is not to consume alcohol during the event and bears the responsibility to cut off individuals that appear to have indulged excessively.

-Cigars

-Unit related memorabilia

No items may be sold in the vicinity of the clubhouse or pro shop.

Items that are sold by the golf course may not be sold such as, hot dogs, hamburgers, golf related items.

1st Annual "Gator" Golf Tournament

Timeline

0645 All coordinators, Family readiness officers, volunteers and working party Marines arrive at golf course to set up.

NLT 0700 All coordinators, Family readiness officers, volunteers and working party Marines are briefed on the day's events and escorted to their designated concession locations.

0700-0730 Players check-in, warm-up, find carts and teams. Register NLT 0730.

0800 Players gather and receive brief on the rules. ORM Safety brief followed by opening comments by AAS Bn Commander and WWII/LVT museum curator.

0830-1245 Play continues.

1245-1300 Golfers return to clubhouse. Team scores turned in to Golf Director.

1300-1315 Introduction of Awards ceremony

1315-1330 Announcement of winning teams and individuals, and awarding of prizes.

1330-1400 Social

TBD Mission Complete

* Beginning at 1245 the working party will collect all sponsor signs, tables, and chairs from the golf course. Working party will get their lunch at 1100 while golfers are playing.

Enclosure (2)

Golf Outing Rules

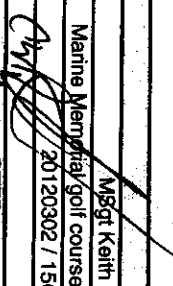
This is a scramble event. Every player on each team will hit a tee shot from the white tee and then select their best shot. Aside from the player with the best shot, all players will pick up their ball and play from where the selected best ball lies. Players may use up to one club length from the best ball to play their shot from on the fairway or in the rough (you may **not** move the ball from rough to fairway). You may also not move the ball onto the green or out of a marked hazard or sand trap. The highest accepted score on each hole is **double par**. Once a double par score is reached all members of the team will pick up their balls and move on to the next hole. If there is a tie for the best score at the end of regulation play a sudden death playoff will commence at first hole.

Mulligans may be purchased at the registration table or any of the contest holes. Price per Mulligan is \$2, good for use anywhere on the course. Maximum number of mulligans are 4.

Closest-to-the-Pin Contest: If your shot is closer than the previous shot, write your name legibly on the marker, and **place the marker off the green**. Hole #4.

Longest Drive Contest (male & female): **The longest drive must be in the fairway**. Please place the marker at the location of your ball and write your name on the marker. Please do not remove the marker from the fairway if you do not have a longer drive. Hole #15.

Shotgun start will take place at 0830. Players may change the type and make of ball at any time. All United States Golf Association rules and local course rules apply; please reference the scorecard or contact the course marshal with any questions regarding rules governing play. At the end of play, we will all meet back in the patio area for the awarding of golf prizes.

OPERATIONAL RISK MANAGEMENT ASSESSMENT MATRIX									
ORGANIZATION & SECTION		AAS Bn		OIC		MSGT Dillon		RSO	
EVENT DESCRIPTION		Gator Golf Tour		EVENT LOCATION		Maine Memorial golf course		MSGT Keith	
EVENT DATE/TIME BEGINS		20120302 / 0700		EVENT DATE/TIME ENDS		20120302 / 1500			
PREPARED BY & DATE		MSGT Dillon 20120201		SIGNATURE					
STEP 1 IDENTIFY THE HAZARDS									
PHASES	MAJOR STEPS	HAZARDS	CAUSES	INITIAL HAZARDS RAC	DEVELOP CONTROLS	RESIDUAL RAC	IMPLEMENT CONTROLS HOW TO IMPLEMENT	SUPERVISE HOW TO SUPERVISE	
All	Golf cart Movement	Alcohol related incident/ injury. Rolling or crashing the cart resulting in injury	Intoxicated individuals driving cart.	IIB-2	Safety brief at registration, where it will be passed that every cart must have a responsible individual. Alert units reps at holes and the 4 AAS tournament officials to potential for injury and empower them to stop serving anyone who is intoxicated, and to not allow intoxicated individuals to drive golf carts.	IIC-4	Conduct safety brief before shot gun, brief all unit reps and AAS tournament officials.	MSGT Dillon will brief, Unit reps & AAS Bn tournament officials will supervise	
	III	Transit from tournament	DUI	IIB-2	Safety brief at registration and awards ceremony. Duty drivers bringing Marines back to barracks or else where on base. Yellow cab will be contacted and will have cabs ready when called. Have AAS Bn tournament officials observing players as they leave tournament to ensure that no one who is drunk drives. Brief Marines that they can use arrive alive cards.	IIIC-4	Brief at registration Brief at awards ceremony Duty drivers standing by to bring Marines and players to all points on base. Cabs ready to deliver players out in town. Yellow cab on standby. Arrive alive cards made available at tournament.	MSGT Dillon will brief, Unit reps & AAS Bn tournament officials will supervise	
I, II	Injury	Errant golf ball	Inexperienced golfer	IIC-3	Safety brief at registration. Cover pace of play and edict	IID-4	Conduct safety brief before shot gun, brief all unit reps and AAS tournament officials.	MSGT Dillon will brief, Unit reps & AAS Bn tournament officials will supervise	

HAZARD SEVERITY I - CATASTROPHIC- Death, permanent disability, major property damage II - CRITICAL: Permanent partial disability, major system, or minor property damage III - MARGINAL - Minor injury, minor system or property damage IV - NEGLIGIBLE - First Aid or minor system repair MISHAP PROBABILITY A - FREQUENT, B - LIKELY, C - OCCASIONAL, D - UNLIKELY RISK ASSESSMENT CODE (RAC) APPROVAL AUTHORITY 1 - CRITICAL: BATTALION COMMANDER 2 - SERIOUS: S-3 OPERATIONS OFFICER 3 - MODERATE: COMPANY COMMANDER 4 - MINOR: COMPANY COMMANDER 5 - NEGLIGIBLE: COMPANY COMMANDER		RAC ASSESSMENT CODE		COMMAND REVIEW/APPROVAL RSO _____ OIC _____ SAFETY OFFICER _____ CAPT FOGAR, PJ																																					
Overall Risk Level After Controls Implemented: (Circle One) LOW MODERATE HIGH EXTREMELY HIGH		HAZARD SEVERITY		Risk Decision Authority: Sign/Rank/Last Name/Position _____ MSgt Dillon																																					
S-3 RECEIPT #2012 -		ACCEPT RISKS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMM. W/HIGHER: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		LIVE FIRE WILL NEED BN CO APPROVAL, EVERYTHING ELSE WILL BE COMPANY LEVEL																																					
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