

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
PROSPECTIVE AFFILIATION AGREEMENT  
Agency / Facility Information Sheet**

*This information collected on this sheet will be used to complete a formal agreement with your institution.*

Today's Date:   4  /  1  /  2020  

Agency Name: Golf San Antonio

Address: 915 Mulberry Ave San Antonio, TX 78212

Phone Number: 210-736-8704

Email address: [carrie@golfsanantonio.org](mailto:carrie@golfsanantonio.org)

1. Please briefly describe the scope of your facility/agency's work. Printed brochures or fact sheets explaining your organizational goals may be attached.

**To maintain the status of Golf San Antonio as the leading organization in promoting and managing amateur golf programs in greater San Antonio**

2. Indicate the most appropriate person(s) to contact within your facility/agency regarding internship possibilities.

Name Carrie Kimbell Title/Responsibility Executive Director

Phone # 773-931-8828 Office Address: 915 Mulberry Ave San Antonio, TX 78212

Email: [carrie@golfsanantonio.org](mailto:carrie@golfsanantonio.org) Type of Company (LLC, Non-for Profit, etc.): LCC

3. Briefly describe the internship experiences available with your facility/agency.

**\* Amateur Championships**

-Participate in planning for new and existing amateur championships

-Develop registration template to be used for all amateur events

-Develop and maintain database of all amateur golf activities

-Maintain updates on amateur golf activities for the GSA website

-Manage amateur registration process and on-line applications

-Prepare all tournament materials

-Participate and eventually oversee operations in all Golf San Antonio Championships

-Attend all pre-tournament site visits

-Assist with course set-up and marking

-Assist with development of future event budgets

-Prepare post-event surveys

-Attend monthly rules meetings

-Organize rules seminars

-Communications and media relations:

-Take pictures at all events

-Prepare and distribute media alerts and press releases

-Notify press of pairings and results

-Administration:

-Respond to general public on Amateur inquiries

-Prepare Advisory Committee materials

-Record minutes of Amateur Advisory Committee meetings

-Prepare report to GSA Board outlining City Championship results

**\* AJGA Valero Texas Open Shootout**

-Assist Tournament Director with tournament administration

**\* Valero Texas Open**

-Manage web-based registration program for Pro-Ams

-Assist with Pro-Am tournament administration

4. Do you want to be listed on the HCAP Internship website?

<https://hcap.utsa.edu/kinesiology/current-students/internships/>

**Yes.**

5. Are there any restrictions to an internship that the student or university should be aware of? Will this be a paid position?

**No.**

6. Is your organization a HIPPA covered agency? YES \_\_\_\_\_ NO   X

7. Do you require background checks for the interns? Yes   X   NO \_\_\_\_\_

8. Are you available for Fall 20 hrs/wk   X  , Spring 20 hrs/wk   X  , and Summer 30 hrs/wk   X  ?