

## HELPFUL “HOST” INFORMATION - 2020

1. The Tournament Chair will email the Host (for the play date 9–10 days before play) a list of ladies who signed up to play (Excel Spreadsheet), and a blank Tee Sheet Template (Word Document).
2. Using the blank Tee Sheet Template, setup up tee time pairings in 3-somes or 4-somes. The first Tee Time should include yourself and three other players. The exception to this is the first Wednesday of the month (Player's Choice Day – Players pick their own Tee Time).
3. On the Wednesday prior to your host date, bring 4 printed copies of your Tee Sheet to the golf course:
  1. one for you (to add any additional players who missed the sign up date, or need to cancel) - and then correct the other copies you brought with you
  2. one to post in the breezeway
  3. one for the Pro Shop
  4. one for the Tournament Chair (or you can email a revised and updated copy to the Tournament Chair (she will then post your Tee Sheet onto the Club's website).
4. Please make sure the Tournament Chair is notified in a timely manner of any changes to the Tee Sheet in order for the website copy to be kept up to date.
5. On Sunday or Monday evening, before the play date, the Tournament Chair will email the Host the Recap Sheet(s) (Excel Spreadsheet(s) and a copy of the GHIN Handicap Report from Saturday. The Recap Sheet(s) will have the names of the players, by Flight, with their handicaps (whole or half – depending on the Game/Tournament being played) and to record CTP and CTL winners.
6. On the play date the Host should have prepared:
  - (1) A sign to be placed on the 1<sup>st</sup> Tee with that day's game to be played and whether it requires full or half handicaps.
  - (2) Scorecards made out for that day's Game/Tournament with the players names and handicaps. PLEASE use the Club's WHITE scorecards that are stored in our drawer in the back of the Pro Shop.
7. Following golf, the Host will collect all monies and scorecards and check for accuracy. Use the Recap Sheets to enter the players scores and then determine the winners for that day's Game/Tournament; along with the amount of Sweeps monies the players won that day. The Treasurer gets the cash collected that day, but if she is not available, give the money to the Tournament Chair.

When calculating the prize monies:

- (1) the Host should first deduct how much of the monies for that day will be paid out to Sweeps for Closest to the Pin winners (EXCEPTION: NOT during COVID-19)
  - (2) calculate how much of those monies are left for prizes (during COVID – the full amount)
  - (3) prize amounts will depend upon the number of players in the Flights that played that day.
8. DURING COVID-19 – There are no payouts for CTP or CTL; therefore those prizes go to the Flight winners!! Also, no Pay Out Forms need to be completed (the 3 part NCR form) because the Tournament Chair will use the Weekly Recap Sheets to report ALL of the scores and winners online and post a copy on the Club's Bulletin Board by the Posting Computer at the back of the Pro Shop.