

HOW TO HOST A DISTRICT EVENT

(Instructions for the District Host Representative)

Getting started

Ask for assistance early from your Pro Shop and work on arrangements for caddy assignment (when applicable). A ranger can locate slow players and report to the committee following play. Marking all tees with the hole number and placing temporary directional signs on the course will help speed up play. Be sure that the Pro Shop knows that the driving range should be available no later than 7:30 AM.

Cancellations and Additions

In the event that you have additions or cancellations, it is your responsibility to contact the Tournament Chairwoman and Host Pro shop staff by noon on Wednesday for a Friday event. For events that are held on days other than Friday, additions and/or cancellations need to be made by noon two days prior to the play day.

Quota System

A quota system is necessary if the field becomes too large for an event. The President and Tournament Chairwoman will compute the quota for each club in compliance with the Constitution.

Pairings and Tee Assignments

Pairings can be made on Wednesday for Friday events, but it is advisable to wait to make the lists until Thursday due to last minute changes. For play days other than Friday, you should make the pairings no later than noon the day before the event. Pairings (foursomes or threesomes) are made within flights when possible. Cart and caddy preferences may influence which players are paired together. Using the pairings from the previous weeks may help to mix up the players. Flights could overlap to allow the opportunity to play with different people. Slower players could be in threesomes to speed up play. It is helpful to allow 1st flight players to start off of hole #1, 17 or 18. It is also helpful to start the WADGA Tournament Chairwoman and President on holes that finish closer to the clubhouse.

Pass along to the next district host representative a copy of your pairing sheet and all other pairing sheets you received from the previous district host representative to be used as an aid in making the pairings.

Lists and sheets needed

PAIRING SHEETS: Make 4 copies of pairing sheets showing groupings (foursomes or threesomes), by hole. Indicate cart/caddy preference. Give 1 to the Pro Shop, 2 for the registration tables and 1 for Host District Representative. After play, give pairing sheets to the WADGA Tournament Chairwoman.

WADGA PAIRINGS BY STARTING HOLE (example)

Host Club Name and Date

Starting Hole #1	Starting Hole # 7	Starting Hole #13
Last name alphabetical	Last name alphabetical	Last name alphabetical
Last name, first name	Last name, first name	Last name, first name
Last name, first name	Last name, first name	Last name, first name
Last name, first name	Last name, first name	Last name, first name
Starting Hole # 2	Starting Hole # 8	Starting Hole #14

If possible, in addition to copies for registration, make a large poster-board sign showing these hole-by-hole pairings. Display it so that it can be seen easily without blocking the check-in tables or have it available on the table.

REGISTRATION BY CLUB: Make 2 copies of an alphabetical list by club (alphabetize last names) with a place for the club number and starting hole to be used at the registration tables. These sheets will be used by the Host Club and Pro Shop for no shows. At registration, the method of payment (check or cash) should be indicated by the club number and the member should initial by her name as correct.

WADGA REGISTRATION BY CLUB (example)

Host Club Name and Date

ALLIANCE	Club Number	Start Hole
Jean Burnquist	1111	#3
Ann Hunt	2222	#14
BROOKSIDE		

MASTER LIST: Make 4 copies of a master list of players, alphabetized by name, and listing club, index, handicap, starting hole, cart or caddy (where applicable) preference. Give 1 to the Pro Shop, 2 for Registration Table, 1 for Host District Representative.

WADGA MASTER LIST Host Club Name and date (example)

NAME	CLUB	Index #	Handicap	Start hole	Caddy
Anderson, Jane	Congress Lake	13.6	15	3	yes
Baker, Betty	Portage	24.0	16	12	no
Barrett, Mary	Fairlawn	16.9	19	4	no

Big Board

A large scoreboard **is required** for all events. Names of competitors are separated by flight and alphabetized by last name. The large scoreboard will make it easier for the WADGA committee to determine the winners and do it in a timely manner. It will allow for all of the competitor's scores to be viewed.

Make a separate scorecard for each participant. Color-code as follows with a permanent ink pen: 1st flight- blue; 2nd-green; 3rd -red; 4th -black. The coding helps to sort by flight to determine the winners. (For team events on opening and closing day, one card is made per team and color-coding is not used.) If the Pro Shop makes computerized scorecards, be sure that the club name is on the scorecard and add the color-coding. Mark scorecards with the starting hole (by highlighting or arrow) late on Thursday because you might have cancellations and additions.

Sample Scorecard

3 rd flight								
Hole #1	1	2 ↓	Out	18	In	Total	Hdcp	Net
Par	4	4		3				
	226	273		151				
	17	11		14				
Smith, Mary							20	
Silver Lake								

Helpers

Depending on the number of participants you may need 6 helpers as follows: 2 at each of the Registration tables; 2 helpers for early morning beverage or halfway snack area; 2 for collecting/delivering scorecards following play.

Registrations Tables

Be there early! Some players will come at 7:30. Set up two separate 8' tables, spread apart, one for each half of the alphabet (A-L and M-Z). Have 2 workers at each table. All players will pay the event fee by check or cash. Please have change available for those who pay by cash. Give each player her scorecard. Pencils, tees, extra scorecards are often made available at the tables. Think

through what will be best at your club and do what you can to avoid having long lines at registration.

Computerized generated cart signs

Pro should make cart signs (to help golfers locate their carts easily) on Thursday after changes have been made.

Rules and Tee Times

Weekly events are always shotguns, generally at 8:30 AM. Local rules will be announced or included on a printed sheet to be available to golfers.

Collecting scorecards

Determine the place where scorecards should be turned in. You can use helpers to collect cards and runners to take cards to the scoring area. Those collecting the cards should check to see that cards are signed, attested, and that gross and net score have been recorded. Competitors are responsible for recording accurate scores for each hole. Players can be disqualified for incorrect hole scores but not for mistakes in addition and subtraction to obtain gross and net scores. The Scoring Committee (the WADGA Executive Committee) is responsible for correct addition and subtraction.

Cancellations and No shows

It is difficult to have a good tournament if someone cancels late or doesn't show up. The WADGA Standing Rules in the yearbook explain the penalties for no shows and cancellations. Penalties will be enforced as indicated.

Beverage/food responsibilities

Ice water, iced tea and lemonade should be made available at the turn near the clubhouse and on the course when possible. WADGA no longer requires that clubs furnish snacks for the players (however most clubs still provide something). A \$3 per person amount will be paid to the host club by the WADGA Treasurer, which will help defray the cost for beverages, including coffee in the morning. All members will pay for lunch whether they stay to eat or not. It is helpful to have "to go" containers available. A buffet is encouraged for lunch with a variety of items, as some women will have dietary restrictions. Suggested cost has been \$15-\$20 and clubs should try to keep the cost down when possible.

Scoring and Winners

Scoring for all WADGA events will be done by the Host Pro, WADGA Tournament Chairwoman and President (or other Executive Board on October 9, 2009, winners for each flight for all WADGA events will be determined in the following order: 1st low gross, 1st low net, 2nd low gross, 2nd low net, etc. The number of places to pay is calculated so that approximately 1/3 of the participants in each flight are winners. For weekly events, winners (including ties) will each receive points. Winners will be announced during lunch.

1. Each District Representative will receive names of winners with scores and points from the WADGA Tournament Chairwoman via email following each play day. When possible, this information will be sent out on the evening of the event date, but no later than the following day after the event. Winners will also be posted on the WADGA web site. Each District Representative should post this information for their WADGA members.
2. Following each individual event (and after the last day of Championship) you will pick up the scorecards at lunch. It is your responsibility to take these scorecards and to post the required ESC adjusted scores for each of your club members. Note all WADGA scores will be posted as tournament scores.

Opening and Closing Day

The season will open and close with a team event. The Host District Representative, who will receive a special folder with additional information, will make Pairings.

Miscellaneous

A ranger is helpful to speed up play. Spotters can also be helpful to golfers in finding their golf balls on holes with blind shots.

Included in each District Representative folder is a copy of "Duties of the District Representative". Also included are "Instructions to WADGA members", and "WADGA Championship Description" which should be posted on your club bulletin board for all WADGA members.

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