Hosting Representative Check List

- Your contact is 1st VP
- Remember to collect the pairings sheet from the previous tournament to give to your pro in order to avoid repeat pairings for your tournament. Pick up your tee markers from the previous host club.
- Email your Tournament Invitation and Sign-Up Sheet **4 weeks** prior to the tournament. Participating club reps should **email** entries to you and send entries and checks no later than 10 days prior to tournament.
- Upon receiving all entries, organize alphabetically by club, listing players beneath each club (players also listed alphabetically). You will send this as your **individual participation report** and can be used as your check-in sheet for the tournament.
- Check all entries with membership roster on website to determine that all dues have been paid. If in doubt, check with the Treasurer Barbara Anderson (Bacpa123@yahoo.com)
- Check entries to make sure that each player's **index** is 33.0 or less. Handicap may be higher, depending on your course's slope and rating. If index is greater than 33.0, the player must play at 33.0
- Check entries to determine that **three members of the Rules Committee** will be in attendance. Contact 1st VP if you do not have 3 members participating.
- Please set up a check-in table for participants. This will be helpful to direct players to the practice areas, pro shop, etc.
- Provide each cart with a Rules sheet to include local rules, pin placements, restroom information, etc. Include a copy of the Withdrawal/No Card Rule and names of the Rules Committee members (found on the website).
- Display tee sheets and flight sheets in locker room, pro shop, etc.
- Follow the tournament procedures in **Rep Suggested Procedures for Tournaments** and refer to the **Representatives Responsibilities Overview** listed on the website. All have been updated. If you have any questions or problems, contact Kathy Morgan.
- **Scorecards** must show Last Name of player first, then First Name. They must also show player's Home Club, Handicap, Flight, Tee-off Hole, and Date. In addition, the scorecards must contain "dots" which represents the strokes given per hole.
- The **scoreboard** should display a large score sheet for each flight. List players within each flight **alphabetically by last name**, **home club and handicap**.
- If you have a full field, refer to the new **Full Field Guidelines** found in the Representatives Responsibilities Overview.
- Upon completion of play, deliver all scorecards and results to the 2nd VP for her to complete the **individual and club participation reports** and email to the officers.
- Notify clubs at sign-up if your club will provide any coffee and/or breakfast items.

1/24/2024