

**CWDGA GUIDELINES and RECOMMENDATIONS for
HOSTING EVENT
REVISED 12/3/2023**

Participants will sign up for the event using SignUpGenius. The entry fee is to be sent by Zelle to [cwgafees@gmail.com](mailto:cwdgafees@gmail.com). The Hosting Rep and the Tournament Chair will be kept up to date by the Treasurer as to how many participants there are and the Rep and Treasurer will verify the final number on the date of the deadline for entry.

The Hosting Rep needs to plan the lunch (preferably a sit-down buffet after play) using the \$ amount she provided to the President when confirming the event date and total fee (lunch plus cart fee, including taxes).

The Hosting Rep needs to give the Tournament Chair their Pro's name and email address as the Tournament Chair will be giving the Pro all pertinent information. The Tournament Chair will copy the Hosting Rep to keep her in the know.

After the deadline, the Tournament Chair will prepare the flights and send an email to the Club Pro with all of the pertinent information. (All events are played GROSS and are flighted as equally as possible by the Tournament Chair.)

The list of competitors and the pairings made by the Tournament Chair will be emailed to your Pro. Competitors from the same flight are paired together, if possible.

The Pro Shop will prepare a typed list of competitors by names, flights and starting holes. If it is not feasible to place this on each cart then it should be posted in a highly visible area.

Play is from the Ladies Tees. It is recommended that the yardage be played between 5000 - 5200 yards but not mandatory.

The Pro needs to make sure that any local rules that your Club may have are in keeping with the USGA Rules of Golf. For example, drop areas that take crossing a hazard out of play are not permitted.

The Pro Shop is encouraged to provide a pin placement sheet if possible. A pin sheet is REQUIRED for the two day Championship.

A Notice to Competitors should be provided for each cart prior to play. Information should include: explanation of the event format, number of flights and prize breakdown, local rules, details of the lunch and pace of play requirements.

The objective with the prize monies is to pay approximately 40% of the field. The prize money is based on the funds in our treasury as well as the number of players in the event. The Tournament Chair will contact the Treasurer to determine a fair plan based on the event and number of participants.

Ties will be decided by using the USGA Recommendations.

The Tournament Chair will provide the Pro Shop with the prize breakdown prior to the day of the event. It will include the number of places in each flight that will be awarded and the amount of each prize. The prizes will be in the form of gift certificates from the hosting Pro Shop. If a player cannot spend her gift certificate that day, the Pro Shop should include an expiration date on the Certificate.

The Treasurer will contact the Club Pro 1-2 weeks prior to the event to discuss payment for the event. Based on the original cost breakdown for the carts and lunch, the Pro will notify the Treasurer as to whom the check(s) should be payable to. The Treasurer will issue such check(s) to the host Club from the CWDGA account.

As the buffet lunches after play are preferred, this should make it easier for any special requirements (gluten free, vegetarian, etc.).

Following the event, the Hosting Rep will send a photo of the final scoreboard to the Treasurer, the Tournament Chair and the Website Coordinator.