VGC Leader Guidelines for Golf Events

Event Information

Negotiations of course, date, time and cost for your event have been completed by the VP/Event Coordinator. The VP/Event Coordinator will provide the Event Leader with these details. Any suggested changes to the event MUST be cleared with the VP/Event Coordinator or Club President prior to announcement or implementation.

Event Leader Responsibilities

As Event Leader, you are responsible for:
- Signing up for the event via the website (to block your spot from being sold)
- Talking with the Pro and/or visiting the course to plan event details
- Choosing the game to be played
- Assigning the groupings and tee times
- Sending a communication email to the players prior to the event
- Preparing an **Outing Information Sheet** for the day of play (a sample sheet is available with leader information on the VGC website)
- Getting to the course early on the day of the event to check in players
- Setting up carts with scorecards and information on the day of the event
- Paying the fees for the group at the course
- Answering questions and guiding the group on the day of the event
- Completing the **Event Leader Expense Report** (available with leader information on VGC website)

The VP/Event Coordinator, VP/Membership (who is also the Webmaster) and the Club President are available to help you with <u>any</u> questions or concerns prior to or during the event.

As our thanks for serving as Event Leader, the Event Leader will be given one round of complimentary golf for the event. The Event Leader will usually pay for their tee time at the course and be reimbursed afterwards by the Treasurer using the **Event Reimbursement Form.**

Event Sign Up

Members <u>must</u> sign up for events via the website even if they pay for the event manually. Payments for events can be made online via PayPal or manually to the VGC Treasurer. All payments must be received prior to the event in order to play.

All participants must be club members with dues paid in full prior to the event. No member can play unless dues are current. Guests will be permitted to play at the same rate as the members but will not be eligible for prizes.

The VP/Membership will verify membership and dues payment of participants prior to the event. Any membership, dues or event payment issues should be referred to the Webmaster who will resolve the issue with the appropriate Board Member.

It is critically important that everyone sign up online, even if they did not pay online. When an overbooking occurs, those signed up ONLINE have priority to play vs those signed up via the leader if there ends up being too many signed up. Likewise, a check sent to the treasurer is not a sign up for an event without a corresponding online sign up.

Communications with Event Participants
Requests for list of players go to the Webmaster.

Requests to determine if a player has paid go to the Webmaster and Treasurer. The Webmaster can see whether people registered and paid online. Only the Treasurer receives checks by mail. Participants must register online whether they pay online or not.

The VP/Membership will provide the leader and VP/Event Coordinator with the list of players participating in the event approximately 5-7 days prior to the event. The list will include contact information.

Once this list is received, the leader should send out an email to the players describing the game and any other information required for the participants (e.g., suggested arrival time, game description, player groupings). If you need assistance in drafting this information, please contact the VP/Event Coordinator.

The communication email should include the name of the course, the course address and telephone number, the Event Leader name and cell phone number, a description of the game including scoring instructions and CTP holes, the list of all players for event and where the group is meeting after golf. You can also refer to the event information on the VGC website at Villagesgolfclub.com.

If you need assistance in distributing the communication, please send the communication to the club email account at villagesgolfclubinfo.com and the VP/Membership will distribute the information for you. Communications will be sent in email form. Any attachments will be sent as a PDF to ensure that all members can access and read the information.

Officer contact information is on the final page of this guide.

Event Confirmation Agreement
Leaders should receive an event confirmation/agreement from VP/Event Coordinator. This should be taken to the event in case there are questions about the agreement and the amount to pay per player. NOTE: At the golf course, the greens fees will be $5-$6 less than the registration fee.

Event Design

The Event Leader plans the design of play for the event. Contact the VP/Event Coordinator if you have questions. The design of play for the event includes decisions such as e.g., tee boxes, CTP holes, straight tee times vs. shotgun start, game to be played. The following information along with the discussions with the course Pro will assist you with this responsibility.

Tee Boxes

Do not assign specific tee boxes for men or women to use. The players will choose the tee box most appropriate for their game and write it on their score card.

Straight Tee times – This is different than a shotgun start but is more similar to what club members do at Villages Golf Course.
- Have each tee time check-in roughly 30 minutes prior to their tee time.
  Please do not have everyone report prior to the first tee time. This is not fair to the last group playing to stand around for 1.5 to 2 hours when doing straight tee times.
- Generally, the Event Leader will need to check everyone in roughly 30 minutes prior to each group's tee time. Thus, the Event Leader should generally be in one of the last 2 groups because of needing to check everyone in.
- Assign someone in the first group to manage the score card collection and to put out the CTP markers. A possible method is to have each group pass the cards to the next group to come in and so on or put a collection box at the end of the course for score cards and CTP markers.
- Assign someone in the last group to pick up the CTP markers.   Usually, this is easiest if the Event Leaders are in the last group.
- There is no "announcement group" with straight tee times. Instead, advise players of all the information and reminders below during the check-in process. Likewise, during check-in give each grouping an **Outing Information Sheet**, and Scorecards.
- Once everyone is checked-in or accounted for, go pay the course for the group.
- Each Tee time group can head to dine after the event in their groups of 4. There is no need to wait for all to arrive before ordering.
- When building your team foursomes, limit new players to a maximum of 2 per group, though 1 is strongly preferred.

Shotgun start (differences from straight tee times)
- Have a group meeting about 30 minutes prior to tee off to go over event rules and reminder. The course may also wish to have someone speak for a few minutes.
- Determine which group(s) will be the first to play each CTP hole as the groupings are starting on multiple holes. Assign those groups to place the CTP marker. Likewise, you will have to carefully determine the last group to play the CTP hole(s) and have them pick up the markers. If the markers are not placed, or are picked up early, there will be no CTP contest for that day. Everyone must have an equal chance at CTP.
- If you provide a guest list to the course about 5 days in advance, the course will usually place groupings and tee assignments on the carts. These tee assignments are done by the course, and not by you because each course has their own method

of running a shotgun start. Communication prior to the day of the event will greatly reduce the Event Leader's stress level by knowing things such as tee assignments prior to the day of the event. Always request from the course management that you (the Event Leader) are the first group to tee off on the #1 hole (or #10 if they are running the nine's in reverse). This is because you have the most work to do and are likely to be a bit late to the tee boxes so close tee boxes help a lot.   Likewise, you have the most to do at the end and need to finish a bit earlier.

- For dining, advise people to order as soon as they get in the restaurant.

Things to Do Before the Event

The following guidelines provide information about leading an event. In addition, please feel free to contact any of the board members for additional assistance.

Survey the Course/Talk to the Pro

Leaders may choose to play the course or talk to the Pro to determine:
1) If there are any course conditions that will make play difficult for higher handicap golfers, such as "forced carry" (no place to bail out) and determine an acceptable deviation from the rules
2) Procedures for handicap accommodations for some members.
3) Assuming a Shotgun start, what holes will be the starting holes
4) When he/she needs the names of the players for golf cart labels (NOTE: you will need to make these labels if the Pro does not make them)
5) Which holes would be best for Closet to the Pin (CTP). For men, the hole should be no farther than 150 yards and for ladies, no farther than 120 yards from the pin.

Contact the Club President to get the CTP measuring/marking devices or ensure they are brought to the event. NOTE: The course may provide the CTP markers.

As part of the e-mail communication to participants, include any information from this discussion that will be helpful to players.

Plan Lunch/Dinner After the Event

Usually the VP/Event Coordinator will make arrangements for dining and the Webmaster will include this information in the Event description. If this has not been done, you can select a dining option for the group. Confirm with the restaurant they will be open for that day and time. Include this information in your Communication email and in the **Outing Information Sheet**.

Determine the Game Format

The format should be included in the email communication for the event. Decide if it will be a team or an individual game. There are many options for different games.   See suggestions in the leader information section on the VGC website.

Obtain List of Players
You should receive a list of players and member confirmation from the Webmaster approximately one week prior to the event.

The Webmaster will manage a "WAIT LIST" if the event fills up early. Any questions regarding players who are unable to sign up on line should be referred to the Webmaster or via email to villagesgolfclubinfo@gmail.com.

Prepare the Outing Information Sheet (2-4 days prior to the event)
For each team cart, prepare a handout to include game rules for the day, CTP holes, any VGC golf guidelines and a list of the teams and start times/holes.

Inform Course
Approximately four (4) days prior to the event or whatever cut-off date the golf course Pro gives you**,** provide the golf course personnel, names for each cart and teams. Please also double check the details of the event; tee times, starting holes, restaurant booking etc. where appropriate.

Prepare Scorecards
Prior to the event start time, prepare scorecards for each cart. One card per cart with all 4 golfers' names on them.

Things to Bring to the Event
- **Event Scorecards (two for each group)** with names filled in.   If you do not have these, show up early enough at the course to make them the day of.
- **Outing Information Sheets**   enough for 1 for each cart, not group.
- **CTP markers** or ensure someone who is playing is bringing them. Remember to organize who is placing them out and who is picking them up.

Things to Do on the Day of Event
Reminder, this is going to be a busy day for the Event Leader – which is why you're getting free golf!

NOTE: VGC cancellation and rain policies are published on the web site.

Upon arrival:
- Place 'Outing Information' in each cart as players usually forget to bring details with them.
- Players should have been instructed to immediately check in with you, the Event Leader, so that you know when the field is complete. Any member signed up to play, who does not notify the leader at least 24 hours prior that they are unable to play, or just does not show up, forfeits his or her entry fee including prize money.
- During check-in, remind players to indicate their tee boxes on the scorecard.
- Instruct where to leave scorecards and CTP markers after the round.

Paying Greens Fees:
Once everyone has checked in, leader must use a personal credit card or cash to cover the expenses. Pay only the agreed green fees for the number of players playing in the event minus the comps (if any) determined by the number of golfers that day.   You should have a confirmation slip showing the agreed prices, etc. This will usually be $5 less than you paid online for the event.

Outing Information Sheet: Remind players to:
• Mark their tee box choice on their scorecards – This is very important.
• Only put gross scores on the scorecard.
• The game format and rules and players names.
• Instruct where to put scorecards and CTP markers after the round.
• Review any special course rules
• Remind them to have fun
• Players should pick up after their shots reach double par. Record the score along with an X on the scorecard i.e. 8X on a par 4.

Upon finishing:
• Two official scorecards from each group should be turned in to the leader.
• All scorecards must be given to the Scoring committee at the Event if possible or that evening, or the next day after the event for scoring results and handicap purposes.
• The awards for each outing are ideally handed out by the event leaders at the next VGC meeting. The Treasurer will make up the prize money envelopes and have them available at the meeting.

Post- Event Actions

Treasurer
All monies collected by the Event Leader are to be given to the Treasurer no more than 5 days after the event. As Event Leader, you will rarely deal with money other than paying at the course for the group. The Event Leader should complete the VGC reimbursement form (see 'Event Reimbursement Sheet") itemizing the event income and expenses to the treasurer and provide receipts for reimbursement.

Event Scoring Committee
The Event Scoring Committee needs the event scorecards as quickly as possible after the event to score the event, preferably the night of the event or the next morning. Two scorecards per group are highly preferred so that any errors within a single scorecard can be corrected and double checked.

Only the Event Scoring Committee can score an event – there are precise and specific rules on how it is done, how prizes are distributed, and so on, to make every event similar in the method of dealing with issues involved with scoring and prize money for consistency across events.

As Event Leader, you do not have to worry about things like, scoring, gross totals on the scorecards, whether tee boxes were marked on the card, etc. The scoring committee will double check those things.

The scoring committee will send results of CTP and team winners to the treasurer and web master for posting results on the VGC website

Distribution of Prizes
The awards for each outing will be handed out by the Event Leader or the VGC President at the next VGC meeting.   The Treasurer will make up the prize money envelopes and have them available at the meeting.

<u>Officer Contact Information</u>

Title	Name	Email	Phone
Club President	Frank Lane	wflane2@gmail.com	615.948.9897
VP/Event Coordinator	Claudia Sirmon	csirmon@comcast.net	860.233.3068
VP/Membership	Cathy McMullen	mcmulc852@comcast.net	954.907.1775
Webmaster	Cathy McMullen	villagesgolfclubinfo@gmail.com	
Treasurer	Mark Schmink	jms492397@gmail.com For payments by mail: 3569 Dewitt Circle The Villages, FL 32163	248.807.8976
Handicap/Scoring/ GHIN	Rick Reneau Frank Lane	rickreneau8@gmail.com wflane2@gmail.com	

<u>Related Documents</u>
Outing Information Sheet
Villages Golf Club Event Leader Expense Report
Sample Games