The Leader package includes the following:

1. **Read Me First –** this document
2. **VGC Leader Guidelines for Golf Events**
3. **Event Information Sheet (sample)**” (2 per page) for information needed on the day of the event and to be put in the carts.
4. **At the Course - Player Information Sheet**” (2 per page) for information needed on the day of the event and to be put in the carts.
5. **Golfgames** - Information about golf games that the VGC has played in the past. Choose one or make up your own! You need to choose one or make up one and sent it to BOTH the Webmaster and the Handicap Administrator. Generally, we do not do scrambles or shambles as we cannot use those scores for future handicapping purposes. Handicap Administrator has final say-so on whether a game is appropriate for VGC (though none have been shot down, yet.)
6. **Event Leader Expense Report** needed by the Treasurer to reimburse you for your event related expenses.

**Some thoughts:**

* The details about the event (date, time, location, address, price and dining option) will be planned by the VP/Event Coordinator and listed in the event on the VGC website.
* All event scoring and prize awarding is handled by the Handicap Administrator. You need only to get the scorecards (hopefully 2 per team and correctly filled out) to Handicap Administrator within a few days of the event (sooner is better).
* The Webmaster and Treasurer will help you ensure that:   
  A) **everyone pays before the event day**  (Webmaster for online payments and Treasurer for manual payments)  
  B) **all entrants are paid-up VGC members** (check with VP/Membership if there is a doubt).

**Designing teams:**

* We generally do not allow players to "choose your playing partners" as that will make for teams that are less than optimal. Generally, (excepting Covid issues), we split up couples so that social interactions on the course are greater. If guests are involved, we will make exceptions to allow them to play with the member who invited them.
* The other consideration is pace-of-play. We usually balance the handicaps across teams to ensure there is a low(er) handicapper on each team to keep things moving.  This also tends to ensure that most teams play at roughly the same pace. A group of 4 low handicappers tend to play much faster than a group of 4 high handicappers.
* You should pay for everything yourself, hand over all the receipts to the treasurer and then get reimbursed. See the **VGC Leader Guidelines for Golf Events** for guidance.

Please let anyone in the VGC leadership know if you need anything else or anything explained. We have all this stuff so people running things for the first time i.e. never run an event in their life, have all of the information they need. This may not be your situation, but we give it all out anyway.