

AAWGA Worksheet for Hosting Play Day

	For monthly play day at your club, the deadline for entry is 2 weeks before the play day.
	When you are the host, please email the information out as soon as possible so the reps can forward to players and allow them to sign up well before the deadline. NOTE: Make sure that your club's entry fee includes tax that will be charged by the club.
	Each rep should have a check in hand for the player to enter 2 weeks before the play day.
	Cancellation for refund is 1 week in advance, except for emergency cases (unless the club charges for that player).
	Each rep sends an email to the host rep with the list of players (that she has the checks in hand) from her club with their handicap index by your designated deadline. Handicap index issued about 2 weeks prior to play (around the deadline) and it is not updated daily as it is in GHIN. Reps: Do not convert HI to the course handicap. The course will do that.
	The host rep will have our sponsor signs placed on the course before the round.
	The host rep will have volunteers at the registration desk for players to check in and to purchase raffle tickets. (Be sure to have enough volunteers. 50/50 pot tickets are \$1 each or 6 for \$5 Round of golf for 4 raffle tickets (rounds donated by the club) are \$5 each
	Each rep mails the checks payable to AAWGA treasurer.
	After play, each rep gets their players 2 lowest gross scores and 2 lowest net scores. You can use the same person for a gross score and a net score. The names and the scores with the total for Gross and total for Net will be emailed to the Interclub Competition (ICC). ICC coordinator will update the website ICC page with the results.
	The host rep will help with scoring and determining winners in each flight. Ties are broken by the back 9 total score. If that does not break the tie, the scores on holes in handicap order beginning with the #1 handicap hole will be used until a winner is determined.
	The host rep takes pictures of the scoreboard for each flight and emails the pictures and results to the reps. Also, send to the website coordinator to post results on the website.
	The treasurer deposits the entry checks received from the reps and pays the invoice to the club on the day of the event.
	The VP will keep track of the 1st 3 winners in gross and net for each flight. The names are entered in the prize money spreadsheet that will be used throughout the year and paid out at the end of the year at the final play and luncheon.
	After play, collect the sponsor signs and give to the host rep for the next month's event. Also, give the next rep and rolls of raffle tickets.