

AAWGA Worksheet for Hosting Eclectic Tournament

1. Reserve your home course for the two days of play assigned in the AAWGA Calendar (typically the last Wednesday and Thursday in March). Contact Food and Beverage at your club or a catering company (whichever is applicable) to provide lunch following play on the second day. This should be done as soon as possible.
2. Determine the total cost per player, including taxes, gratuity and any other charges incurred. Some clubs have an additional venue charge as well. If so, this charge must be calculated on a per player basis and included in the price of the tournament. Some clubs will have you sign a contract.
3. Email a flyer to each of the reps with cost of play, time, dates and venue 4-6 weeks prior to play. The reps will forward this information to their players.
4. Recruit volunteers from your group to help with registration, raffle ticket sales and bag drop. Raffle tickets and any signage will be collected
5. The deadline for entry is 2 weeks prior to play. Each rep should email you their roster with index or GHIN number of each player AND mail all checks for their group to the treasurer at this time. It is recommended that you send a reminder to any rep that has not responded the day before the deadline.
6. The last day to cancel with refund is 1 week before the tournament. Send an email to each rep and confirm the players from each respective club. (You can use this document for check-in the morning of the tournament)
7. ONE WEEK PRIOR TO THE TOURNAMENT--The pro at your club may do some or all of the following:
 - 7.1. Verify all handicaps through GHIN on the same day. 7-10 days prior to the tournament is suggested.
 - 7.2. Convert handicap index to course handicap.
 - 7.3. Rank all players in order of handicap.
 - 7.4. Determine flights from ranked list. There should be 12-16 players in each flight.
 - 7.5. Do the pairings. Pairings for the Eclectic will be by flight. Attempt not to pair people from the same club together.
 - 7.6. Obtain scoreboards from the pro shop and write the names of players and their respective handicap for each flight.
8. THE DAY BEFORE THE TOURNAMENT:
 - 8.1. Ensure that the pro has cart tags and score cards for all participants. Scorecards should be marked with handicap and Flight #. Scorecards should be Eclectic format if possible
 - 8.2. Remind the pro that flag positions should be the same for Day 2 as for Day
 - 8.3. Get change for raffle sales

- 8.4. Obtain gift certificate from your club for a round of golf for 4 to be raffled before play on Day 1.
9. THE MORNING OF DAY 1:
 - 9.1. Set up tables for registration and raffle sales.
 - 9.2. Have volunteers available by 7:45 a.m. 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
 - 9.3. Each cart should have the scorecard and a rules sheet.
10. FOLLOWING PLAY ON DAY 1:
 - 10.1. Collect all scorecards, audit for accuracy and post scores on scoreboard.
 - 10.2. First day scores should be emailed to reps. ONLY first day scores are used for ICC scores.
 - 10.3. Day 2 Pairings will be based on Gross Scores from Day 1.
11. THE MORNING OF DAY 2: Scorecards and rules placed in each cart. The previous day's score MUST be included on the scorecard.
12. FOLLOWING PLAY ON DAY 2:
 - 12.1. Collect all scorecards, audit for accuracy and post scores on scoreboard.
 - 12.2. Record final gross and net scores in each flight.
 - 12.3. Locate scorecards to break any ties.
 - 12.4. 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.