

Guidelines for Host Club

MDGA responsibilities focus on organising the golf. Our directors will:

- Liaise with host club's committee to assist with preparations for the event;
- Prepare and distribute event information flyer and entry forms (if required);
- Prepare and distribute the draw;
- Prepare and distribute score cards from registration table;
- Receive and check score cards, organise Drummond vouchers for winners, 1st and 2nd runners up and conduct presentations.

Host Golf Club committee responsibilities include:

- Accept entries and manage entry fees;
- Communicating with outdoor staff and volunteers to prepare golf course for 27 hole event;
- Advising MDGA, in advance, of any significant issues which may affect the running of the Event;
- Ensuring clubhouse facilities are prepared for an 8:30am for 9:00am start (times to be confirmed);
- Providing a conveniently located area, with access to power point for computer, for MDGA to conduct registrations;
- Arranging a cart (if possible) for MDGA to use during the event;
- Advising your Pro shop staff (if applicable) the date of and format for the event;
- Organising an early morning welcome tea/coffee for players;
- Nominating one "Contact Person + their phone number" to be included on event flyer;
- Organising BBQ for players to access during the event;
- Provide prizes for NTP, Longest Drive.

Host club Committee is welcome to conduct raffle to help defray event hosting expenses.

TIMETABLE:

Event flyer and entry form emailed to clubs one calendar month prior to CLOSE of ENTRIES.
Flyer to be displayed on MDGA Facebook page and Website.

Host club will provide MDGA with blank cards and advise MDGA approximate number of entries at close of entries.

Draw distributed one week after CLOSE of ENTRIES.

MDGA appreciates your acceptance to host our event.