**EVENT CO-ORDINATORS GUIDELINES.**

**Background**

* **Invitations** to host RWGA Events are issued to District Clubs 2 YEARS prior following set annual cycle for the Open and Amateur Championships and Foursomes Championships. The cycle for Sand Green Championships alternates between 18 and 9 hole Sand Green courses. The GNSW Southern Cup is presented to the RWGA Champion every 4 years.
* At the first Match Committee Meeting after the AGM the Captain/Chair invites members to Co-ordinate the Foursomes, Sand Greens, Pennant, Rudd Allen, and Over 80s event and district Play Offs of GNSW Medals and 4BBB Par competitions. The Captain/Chair and match committee coordinates the Open and Amateur Championships. The Captain/Chair co-ordinates RWGA vs SWLGA.

**Match Committee Members Roles for Events.**

**Secretary**

* 2 YEARS prior sends out “Invitation to Host” and “Host Club Guidelines”.
* Loads the event flyer and entry form on the RWGA website.
* Receives all entries and loads them into golflink.
* Sends an electronic copy of the completed list of entries in GA order, lowest to highest, to the Captain or appointed person, and the Treasurer.
* Loads the completed draw onto the website and emails the draw to club secretaries.
* Provides the Captain with a Program of events and Itemised Presentation sheet.
* Updates Event rules and procedures for the event as required by the match committee.
* Prepares a copy of the RWGA conditions of play for the tournament for display at the tournament.
* Sends host club a thank you letter after the event.
* Send Trophy Custodian a results sheet showing the winners after the event.

**Event Co ordinator**

1. **Liaises with** **Host Club nominated contact person** re
* Registration and presentation set up for event,
* Early supply of score cards and Host Club Daily Look Up chart, where applicable.
* Play off holes,
* Appropriate tees and times, include Golf Pro if necessary.
* Starters required, if any,
* Provision of cart for official use.
1. Receives all entry forms along with a list in GA order from the secretary, and assists the Captain to prepare the draw with consideration to, Divisions, like GA H/C together, mix of clubs, and cart sharers in the same division.
2. Emails the Captain the draw for approval. Amend where necessary. Make 4 copies for Registration desk x2, Starters x2, Co-ordinator x1
3. Delegate roles.ie: registration, selling team entries, setting up RWGA materials, displaying results, card checking, and photographing winners to match committee members.
4. After all players are in, organise card checking, collate results with Captain (who fills in results sheet), arranges trophies and prize vouchers.

**Presentation**. President of the RWGA or her representative is MC

* RWGA President/representative welcomes players,
* Host Club President/representative reciprocates,
* RWGA Captain/representative announces prize winners,
* RWGA President/representative presents prizes.
* Host Club draws their raffle.
* A pre arranged person photographs the winners with trophies. The trophies to be sent to BJ’s Burtons Trophy and Gifts, 510 Macauley St Albury for engraving.

**President**

* Provides support to the Co-ordinator and match committee throughout the tournament.
* Liaises with home club and players to promote the event.
* During presentation welcomes players and presents prizes to winners.

**Captain** (supports and advises Coordinator throughout)

* Checks and amends draw. (*if necessary*)
* Monitors pace of play and adherence to the rules of golf throughout the tournament.
* Collates results and fills in results sheet, announces winners.
* Gives the result sheets to the secretary for recording and display on the website

**Treasurer**

* Reconciles event entry fees with information provided by Coordinator.
* Purchases prize vouchers and puts them in clearly labelled envelopes for presentation.
* Pays invoices for green fees, and Expenses Claim Forms for coordinator?
* Organises RWGA score card box.