**Host Club Guidelines.**

**RWGA Events where these guidelines apply;** Foursomes Championships, Sand green Championships, Open Amateur Championships and GNSW Medals.

**RWGA Responsibilities;**

* Appoint a Coordinator who will liaise with the Clubs contact person for theduration of the event. (see RWGA Event Co-ordinator Guidelines)
* Prepare and distribute event flyer and entry form.
* Accept entries and fees, prepare and distribute a draw.
* Prepare and distribute score cards at registration. Also Starters kit where necessary.
* Monitor Pace of Play
* Check and collate score cards, organise Presentation and prizes
* Forward results to Golflink.
* Pay the host Club’s invoice for Green Fees for the number of players on the day.

**Host Committee’s Responsibilities.**

**Note that all arrangements for the tournament must comply with the current NSW Covid regulations as at the date of the tournament.**

* Provide a contact person to liaise with RWGA Event coordinator for the duration of the event.
* Arrange a complimentary cart for use of RWGA Coordinator on the day.
* Provide club house facilities and access for Coordinator from 7.am. on the day including registration table, chairs x 2, area for receipt and display of results, power access for RWGA computer, presentation table.
* Organise volunteers to act as starters or spotters where needed.
* Provide three volunteers to take entries for the team events.
* Provide food to purchase throughout the day.
* Conduct a raffle for your club if desired.
* Organise use of clubs PA System if available.
* Send an invoice (number of players x $14) for Green fees to [treasurer@riverinalga.com.au](mailto:treasurer@riverinalga.com.au) Include Club Bank details.

**Acceptance to Host.**

Highlight any requests your club is unable to meet, complete the following and forward to [secretary@riverinalga.com.au](mailto:secretary@riverinalga.com.au)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Golf club accepts the RWGA’s invitation to host the

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The information above has been discussed with the Club Board, relevant Committee and Golf Professional if applicable.