

## Organiser's FAQs

Even experienced organisers usually ask one of the following questions each time they organise an event.

Q: are **guests** allowed to play at our events and how much should we charge them?

A: guests of members are welcome at our events provided that events are not oversubscribed. However we are unable to subsidise their participation and they should be charged the full cost for the event.

Q: how much should I charge members who are **members of the host club** for this event?

A: check how much we are paying the club for them, usually just the food, deduct 33% and round down!

Q: how do I deal with **no-shows** or **late cancellations**?

A: members who cancel after the cut-off date or are no-shows are liable to pay for their full entry fee unless you are able to avoid payment for them to the club. In cases of difficulty tell the Treasurer.

Q: how much do I charge members who **do not wish to eat** lunch or dinner after the golf?

A: no reductions are given to such members. (This is society policy and applies regardless of any arrangement about payment you reach with the club).

Q: after the event, what should I do with the **money**?

A: the Treasurer will tell you what to do with receipts for the event. This will vary! The money collected for charity in the "2s" competition is collected by Martin Smith: give him the cash or send him a cheque.

Q: after the event, what should I do with the **cards** and **results**?

A: keep the cards for a week or two in case there are queries or disputes. As soon as possible after the event send an email with the scores to the Handicap Secretary, the Results Secretary and the Webmaster: include score, actual handicaps and reductions applied, and par and SSS for the tees played (men and ladies).

## Checklist for event organisers

### Event announcement

One month before the event the Secretary will send an email announcement and request for entries. This will include:

- date and place
- price(s)
- cut-off date for entry (normally one week before the event)
- a direct link to the organiser's email address
- conditions of entry: full payment is required if entry cancelled after cut-off date.

Entries should state full club handicap (BGS handicap if not a club member). Reductions awarded for previous 1<sup>st</sup> and 2<sup>nd</sup> places to be applied to this handicap on the day.

### As entries arrive

Please acknowledge receipt of entries by return e-mail as soon as you can. This prevents people from chasing you and others asking whether they're enrolled. It also prevents misunderstandings at the last minute.

### Three to four weeks before event

1. Check with event booker (Mike Bell) what has been booked: costs, menus for meals, coffee on arrival, bacon rolls etc. Don't add items that will increase costs!
2. Check details with the golf club: maximum and minimum numbers, tee-times, meal arrangements, last date for confirmation of exact numbers.
3. If they are not already on the website send the club address, telephone number(s) and directions to the Webmaster.

### At cut-off date

Normally one week before the event.

1. Check numbers of entries. If number exceeds maximum, check with club to see if you can increase the limit. If number is less than minimum, or if numbers are low, send a chasing email to the [Secretary](#) for him to forward to all members.
2. Ensure that you will be able to pay for the event. Will the Treasurer bring cheque(s) or send them?
3. Check how the competition prizes will arrive at the event. Contact the [Prizes Secretary](#).
4. Check what prizes are to be awarded, including NTPs (nearest the pin) and any subsidiary competitions.

### 3 to 4 days before the event

1. Inform the golf club of the numbers: include any special dietary requirements, numbers requiring optional extras such as bacon butties and numbers of club members playing.
2. Generate an email distribution list.
3. Plan the day:
  - 18 hole events are a Stableford competition played in three ball groups (try to avoid 4 balls)
  - 36 and 27 hole events comprise a greensomes competition in the morning and an 18 hole Stableford competition in the afternoon

4. Decide start times and groupings allowing 7-8 minutes between groups.
5. Distribute event details by email. Copy the [Webmaster](#) so details can be posted on the website:
  - start times
  - directions
  - dress code
  - prices
  - reminder that payment is by cheque to IBM Club BGS
  - contact telephone numbers

## **Complete pre-event organisation (up to 2 days before event)**

1. Create start sheet(s): names, handicaps and times: a skeleton page for creating the start list can be found on the fixtures page of the website
  - Check handicap list from the website for non-club members and resolve any discrepancies. Apply unexpired reductions as stated on award list on website.
  - Adjust ladies' handicaps if necessary. Ladies sometimes get extra shots due to SSS/par differences. E.g. if the men's' par is 71 and SSS 69, a man 'should' score 38 Stableford points. If the ladies' par is 72 and SSS 73, a lady should score 35. Therefore each lady should have 3 added to her handicap for the whole event to compensate.
  - Greensomes Stableford handicap is 3/8 times the combined handicaps.
2. Obtain and make out cards: names, tee-off times, handicaps.

## **Organise event on the day**

Many of these jobs can and should be delegated.

### ***Before the event:***

1. Understand and publicise any local rules.
2. Collect cheques for entry fees: ensure that cheques are made payable to 'IBM Club – BGS' and are signed. Check that amounts and dates are correct. A list of answers to common questions about fees is at the end of this section.
3. Collect cash for charity money from players: £1 per round be it 9 or 18 holes.
4. Distribute scorecards.
5. Late cancellations or no shows: adjust start sheet, notify club and negotiate reduced payment if possible.
6. Ensure that the club has positioned the nearest the pin markers or give them to the first group.
7. Get players off on time (players to be on the tee 5 minutes prior to their tee times).

### ***After the event:***

1. Ensure that cards are collected and checked. Check in detail only those cards that might win a prize. Members are given the chance to review their cards if mistakes may have been made inadvertently; otherwise normal rules of golf apply!
2. In the case of a tie then use countback over the last nine holes on the card; if there is still a tie then countback over the last six holes (and if necessary 3, 2, 1 holes).
3. Give the Captain details of all prize-winners.
4. Give the Captain details of the charity money and 2s competition. If more than one competition calculate the morning and afternoon separately and allocate 50% of each to the charity and 50% to players who scored a gross 2 (up to a maximum of £7 per player).
5. Obtain invoices from the club, check, negotiate (down!) and pay. Collect receipts.

## Fees

1. No reductions are given to members who are unable to dine. (This is society policy and applies regardless of any arrangement about payment you reach with the club).
2. Players who cancel after the cut-off date or are no-shows are liable to pay for their full entry fee unless you are able to avoid payment for them. In cases of difficulty tell the Treasurer.
3. Players who are members of the club are charged what the club is charging us for them (usually just food) less 33% (round down).
4. Guests of members are welcome at our events provided that events are not oversubscribed. However we are unable to subsidise their participation and they should be charged the full cost for the event.

## Prizes

Prizes are awarded as follows:

1. 18 hole Singles competition:
  - 1<sup>st</sup> place: engraved brandy balloon
  - 2<sup>nd</sup> place: engraved cappuccino glass
  - 2 Nearest the Pin competitions – a sleeve of balls for each
  - Sleeve of balls for the organiser
2. All day events:
  - Morning pairs (18 holes): sleeve of balls
  - Morning pairs (9 holes): no prizes
  - No prizes for 2<sup>nd</sup> place or NTP in morning competitions

## Immediately post event

1. Give the charity money to *Martin Smith* on the day or email him for transfer details.
2. Give receipts, cheques and list of players to the *Society Treasurer*. (The treasurer may send you a paying in slip and envelope to deposit the cheques. Do so as quickly as possible and send to him the players' names, the deposit counterfoil and receipts.)
3. Send e-mail to the [Handicap Secretary](#) and [Results Secretary](#) containing:
  - players' names with Stableford scores and club or BGS handicaps, and reductions applied
  - first and second placed players and handicap reductions awarded
  - par and SSS for the yellow tees
  - par and SSS for the ladies (and a note of whether you adjusted the ladies handicaps as described above).
4. Retain the scorecards in case there are queries.
5. Send to the [Webmaster](#) a brief summary of the day – humorous if possible!

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