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Golf Development Manager: Michael Macdonald

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Team Managers

Checklist:

1. Arrive 60min before tee off
2. Have players print cards
3. Collect cards and entry fee (\$10 per player) from players
4. Hand cards, entry fee and completed team sheet to Host Club Coordinator (minimum 30min before tee off) – the Host Club Coordinator will make the $\frac{3}{4}$ handicap adjustment.
5. Ensure players complete a full warm up. This helps to ensure the players are ready to compete from the first tee, increasing their enjoyment and reducing the chance of injury.
6. Have players ready to start at the tee 5min before they are due.
7. Assist players with cards post round. Please ensure the gross scores for each hole and total gross match the numbers on the opposition players card and that cards are signed by both the marker and player. It is important to get players into the habit of checking the individual hole scores in particular.
8. Clearly mark the match result on the card e.g. Win/half/loss and the margin 1up, 2&1, 3&2 etc.
9. Hand cards to the Host Club Coordinator.

Host Club Coordinator

Checklist:

1. Arrive at course 60min before tee off
2. Provide tea/coffee facilities for parents/managers.
3. Collect team sheets, cards and daily entry fee (\$40 per team) from team managers.
4. Identify any matches between boys & girls. When required adjust course handicap by the rounded difference in course rating.
5. Change handicaps on cards to $\frac{3}{4}$ equivalent. Make sure this is obvious on the card.
6. Call players to the first tee, hand cards over. Make sure it is clear to players how many shots are being given/received.
7. Pay \$8 per player to the club caterer for player lunches. Provide a list of player names if required.
8. Use the remaining \$2per player to purchase golf balls for prizes.
9. Collect cards from the team managers following the rounds. Cards should have the gross scores, match result and be signed by both player and marker.
10. Record results on sheet provided.
11. Coordinate prize giving - hand out balls to match winners and those who got a half.
12. Fax/email/post results to the Golf Development Manager within 24 hours.
13. Enter cards into the Dotgolf system.

The Club Coordinator is to hand the Junior Pennants Folder containing the competition rules, spare team sheets and results sheets etc on to the team manager from club due to host the next round.