

# EUROPEAN SENIOR LADIES GOLF ASSOCIATION

## HOW TO CREATE THE OFFICIAL BOOKLET

MARISA SGARAVATTI TROPHY

EUROPEAN LADIES MASTERS TEAM CHAMPIONSHIP

*The Booklet must be written in English!*

*The titles for Marisa Sgaravatti and Masters have to be in different colours!*

*The Booklet must be printed as soon as all players' names are published, i.e. ca. 3 weeks before the start of the tournaments.*

### 1. Covers

- Cover 1**
- Title Marisa Sgaravatti / Title Masters
  - Date
  - Location
  - Photo of organizing Golf Club
  - Logos of ESLGA, ev. National Golf Federation, Senior Ladies' Golf Association, organizing Golf Club
- Cover 2 + 3** Text or Advertising
- Cover 4** Advertising or Photo Golf Club/Course

### 2. Contents

**Addressing Messages of (1 page each):**

- President ESLGA + photo
- President of National and/or Senior Ladies' Golf Association + photo(s)
- President of organizing Golf Club + photo

**Committees (1 page):**

- ESLGA Committee names + function
- Championship/Honorary Committee names + function
- Tournament Committee (incl. Referees) names + function

**Golf Course (ca. 2 pages):**

- Description of Golf Course (foundation, type of Golf Course, signature hole(s), important tournaments, famous members and players, etc.)

- + photo(s)
- Scorecard with length, Course Rating, Slope Rating
- Ev. map of Golf Course

### **Important Informations (1-2 pages):**

1. Address Golf Club, tel., e-mail, website
2. Registration where + when
3. Reception / Info Center where, opening times
4. Captains' Information / Pigeon-holes where
5. Club House / Restaurant Opening times, payment, currency
6. Locker Room(s)
7. Club Storage
8. Practice Facilities/Driving Range (money/amount or tokens)
9. Practice Day
10. Tees
11. Opening + Closing Ceremonies where + when
12. Captains' Meeting where + when
13. Official Dinner where + when
14. First Aid
15. Results on ESLGA website

### **Program of the Week (month according to actual dates) (1 page):**

Sunday, July .....	Arrival	Registration at ... from ... to ... hrs
Monday, July .....	... hrs	Practice round for Marisa Sgaravatti (see timetable)
	... hrs	ESLGA Committee Meeting at .....
	... hrs	Captains' Meeting at .....
	... hrs	Photo-session for Teams (uniform required)
	... hrs	Opening Ceremony – Drinks and small buffet at ...
Tuesday, July .....	... hrs	1 <sup>st</sup> round MST Qualification Stroke play
	... hrs	Practice round for Masters (see timetable)
	... hrs	Delegates' Meeting (ESLGA AGM) at ....
Wednesday, July ....	... hrs	2 <sup>nd</sup> round MST Qualification Stroke play
	... hrs	1st round Masters Qualification Stroke play
	... hrs	Official Dinner at ... (or on Thursday or on last day)
Thursday, July .....	... hrs	3 <sup>rd</sup> round MST Match play 1 <sup>st</sup> round
	... hrs	2 <sup>nd</sup> round Masters Match play 1 <sup>st</sup> round
Friday, July .....	... hrs	Final round MST Match play
	... hrs	Final round Masters Match play

Friday, July ..... ... hrs      Closing Ceremony + Prize Giving at ..., followed by  
Drinks and small buffet or Official Dinner at ...  
Saturday, July .....      Departure

**Participating Teams MST (2 pages):**

In alphabetical order:

Flag + country      Captain      Team names + hcps

**Rules and Conditions MST (4 pages):** Document from ESLGA

**Starting Times Practice round MST (1 page):**

Day + date (+ Course)

Tee / time / country + ev. time of photo-session

(provide 2 times – every 9 or 10 minutes)

Playing order established by ESLGA

**Starting Times 1<sup>st</sup> round MST Qualification (1 page):**

Day + date (+ Course)

Start in 3-balls      Tee / time / 3 different countries + player #1 etc. etc.

Playing order established by ESLGA

**Starting Times 2<sup>nd</sup> round MST Qualification (1 page):**

Day + date (+ Course)

Start in 3-balls      Tee / time / 3 different countries + player #1 etc. etc.

Playing order established by ESLGA

**Starting Times 1<sup>st</sup> + 2<sup>nd</sup> round MST Match play (1 page):**

Day + date (+ Course)

Flight No. (worst first) / team vs. team / 5 times every 8 minutes

etc. etc.

Day + date (+ Course)

Flight No. (worst first) / loser 1<sup>st</sup> day vs. loser 1<sup>st</sup> day / 5 times every 8 minutes

winner 1<sup>st</sup> day vs. winner 1<sup>st</sup> day / 5 times every 8 minutes

etc. etc.

**ev. Match play Results – Nations MST (1/2 page):**

**Round 1**

**Round 2**

**Final Result**

**Flight 1**

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**Flight 2**

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etc. etc.

**Participating Teams Masters (2 pages):**

In alphabetical order:

Flag + country

Captain

Team names + hcps

**Rules and Conditions Masters (4 pages):** Document from ESLGA

**Starting Times Practice round Masters (1/2 page):**

Day + date (+ Course)

Tee / time / country

(provide 1-2 times – every 9 or 10 minutes)

Playing order established by ESLGA

**Starting Times Masters Qualification (one round) (1/2 page):**

Day + date (+ Course)

Start in 3-balls          Tee / time / 3 different countries + player #1 etc. etc.

Playing order established by ESLGA

**Starting Times 1<sup>st</sup> + 2<sup>nd</sup> round Masters Match play (1 page):**

Day + date (+ Course)

Flight No. (worst first) / team vs. team / 3 times every 8 minutes

etc. etc.

Day + date (+ Course)

Flight No. (worst first) / loser 1<sup>st</sup> day vs. loser 1<sup>st</sup> day / 3 times every 8 minutes

winner 1<sup>st</sup> day vs. winner 1<sup>st</sup> day / 3 times every 8 minutes

etc. etc.

**ev. Match play Results – Nations Masters (1/2 page):**

Round 1	Round 2	Final Result
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Flight 1

_____		
_____	_____	_____
_____		
_____	_____	

Flight 2

_____		
_____	_____	_____
_____		
_____	_____	

etc. etc.

**Winner MST + Masters from year before:**

From each winner a photo with **Winner 20..**

**Palmares MST + Masters (1 page) :**

Year / Country / Place (Golf Course) / Winner

(see ESLGA website: --> ESLGA --> Hall of Fame)

**Sponsors + Thanks (1 page) :**

Mention sponsors with logo

(can also be done as advertising page with 1 product, if there are empty pages)

**Tourist Attractions, Restaurant Tips, Shopping, etc. (spare pages)**

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*For any additional information regarding creating the booklet, please contact Carol Franz  
[info@eslga.org](mailto:info@eslga.org)*

*Booklet to be distributed to (please print ca. 200 copies!):*

- *All Participants including Presidents and Captains (in Information Pack)*
- *Officials (ESLGA Committee, Referees, secretary, etc.)*

20.11.2022/cf