



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 published as soon as all players' names are known, 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 INFORMATION (1-2 PAGES):

1. Address Golf Club, tel., e-mail, website
2. Registration - where + when
3. Reception / Info Center - where, opening times
4. Tournament Office/ Recording area - where
5. Captains 'Information / Pigeon-holes - where
6. Club House / Restaurant Opening times, payment, currency
7. Locker Room(s)
8. Club Storage
9. Practice Facilities/Driving Range (money/amount or tokens)
10. Practice Day (see page...)
11. Tees (red or mixture of red and blue) + Course and Slope Rating
12. Opening + Closing Ceremonies - where + when
13. Captains 'Meeting - where + when
14. Delegates' Meeting – where + when
15. Official Dinner - where + when if applicable
16. First Aid
17. Results on ESLGA website

PROGRAM OF THE WEEK (Month According To Actual Dates) (1 PAGE):

Sunday, date	Arrival	Registration at ... from ... to ... hrs
Monday, hrs	Practice round for MST + Masters (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, hrs	1st round: MST + Masters: Qualification Stroke play
	... hrs	Delegates 'Meeting (ESLGA AGM) at
Wednesday, hrs	2nd round: MST + Masters: Qualification Stroke play
	... hrs	Official Dinner at ... (or on Thursday or on last day)
Thursday, hrs	3rd round: MST + Masters: Match play
Friday, hrs	Final round: MST + Masters: Match play
	... hrs	Closing Ceremony + Prize Giving at ..., followed by Drinks and small buffet or Official Dinner at ...



MARISA SGARAVATTI TROPHY:

PARTICIPATING TEAMS MST (2 PAGES):

- In alphabetical order:
 - Flag + country Captain (playing/non-playing)
 - Delegate* Team names + hcps

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 1ST 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 2ND 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 1ST + 2ND 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 1st day vs. loser 1st day / 5 times every 8 minutes
- winner 1st day vs. winner 1st day / 5 times every 8 minutes
- etc. etc.

RULES AND CONDITIONS MST (4 PAGES): [Document from ESLGA](#)

- Terms of competition, Local Rules, Code of conduct, etc.



MASTERS TEAM CHAMPIONSHIP:

PARTICIPATING TEAMS MASTERS (2 PAGES):

- In alphabetical order:
 - Flag + country Captain (playing / non-playing)
 - Delegate* Team names + hcps

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 1ST ROUND MASTERS QUALIFICATION (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 2ND ROUND MASTERS QUALIFICATION (1/2 PAGE):

- Day + date (+ Course)
- Start in 3-balls Tee / time / 3 different countries + player #1 etc. etc.
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- etc. etc.

RULES AND CONDITIONS MASTERS (4 PAGES): **Document from ESLGA**

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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)

For any additional information regarding creating the booklet, please contact Carol Franz 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.)*