



CHECKLIST ESLGA TOURNAMENTS

Marisa Sgaravatti Trophy / European Ladies' Masters Team Championship

Please also check "Rules and Conditions"!

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1. Timetable / General Guideline

24 MONTHS BEFORE THE EVENT:

- Choose golf course – a 36 Holes Golf Course or 2 x 18 Holes Golf Courses nearby are recommended to accommodate all Sgaravatti and Masters teams
- Begin to contact hotels, sponsors etc.
- Fix dates

16 MONTHS BEFORE THE EVENT:

- Approval by ESLGA Committee on set up tournament and fees
- Optional: Visit of ESLGA Committee

12 MONTHS BEFORE THE EVENT:

- Presentation of the event to ESLGA members during AGM with dates, place, golf courses, hotels, fees, next airport, possible shuttle, tourist information, etc.
- Establish an extra e-mail address for the tournaments
- National Federation or Senior Ladies 'Association to appoint official referees (2 for 18 Holes, 3-4 for 36 Holes) and provide armband

9 MONTHS BEFORE THE EVENT:

- Organizer to deliver info for Entry Forms to ESLGA committee (bank account, logos, hotel info, etc.)
- Entry Form 3 possible with email from players and ID-numbers (federation)
- All fees, prices, etc. have to be in EURO currency only (or in currency of the organizing country including the EURO prize)

6-8 MONTHS BEFORE THE EVENT:

- ESLGA Secretary will send out mail messages with Entry Forms and announce that Entry Forms are on ESLGA website
- Communicate if health certificate for players is required
- Before March 1st of each year's event: Return Entry Forms 1 (for July dates) *
- Before April 1st of each year's event: Return Entry Forms 2 (for July dates) *;
control of payments of entry fees
*= for earlier or later dates change accordingly



3-4 MONTHS BEFORE THE EVENT:

- Nomination of the Tournament Committee, composed of Tournament Director (appointed by ESLGA), official Head Referee, Member of ESLGA Committee
- Orga team to start composing the booklet (send to ESLGA for approval)

2 MONTHS BEFORE THE EVENT:

- ESLGA to establish sample starting lists and pace of play lists
- ESLGA to check scorecard for tees to be played and stroke saver (if it is up to date)
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3 WEEKS BEFORE THE EVENT:

- Return Entry Forms 3 (& 4)
- Organizer will submit list of participating national teams, player names, handicaps
- Print booklet with necessary information and starting list of practice day and days 1, 2, 3 and 4 (see checklist ESLGA Booklet)
- Make sure that golf course is ready to use national flags and anthems for Opening and Closing Ceremonies (provided by ESLGA)
- Establish Local Rules, to be checked by Tournament director/ESLGA committee member

1 WEEK BEFORE THE EVENT:

- Establish list of Captains MS and Masters with email and mobile phone, create WhatsApp-groups
- Establish "General Info" (which tees are played, restaurants to visit, evacuation plan, etc.) and send to Captains. The same info should be in the booklet.
- Send Local Rules to Captains in order to be prepared for Captains Meeting

2/1 DAY BEFORE THE PRACTICE ROUND:

- Head referee should be available to inspect course with Tournament director
- 2-3 ESLGA Committee members should be granted to inspect the course and play a round for free
- Opening of information/registration desk at the golf course and handing over of information packs etc.



AFTER THE TOURNAMENTS:

- After the tournaments have concluded, please send package with tee markers, banners, flags, etc. to next organizing country with packing list (copy of the list to General Secretary ESLGA).

2. Budget

The budget has to contain:

- Green fees + Match fees
- Ev. fee for Referees, if not provided by Federation
- Hotel or accommodation costs for Tournament director
- A total of golf carts for all Masters countries (at least 1 per country to be paid) plus (4 for free: referees and Tournament director)
- Photographer for Opening and Closing ceremonies
- Speakers/microphone
- Bag tags for players
- Material for secretary's office
- Print of booklet (ca. 200 copies)
- 2 dinners (Opening and Closing ceremonies) incl. drinks
- +/- Official dinner incl. drinks
- Presents from sponsors
- Ev. prizes
- Sponsors' contribution

3. Transport

Each country is responsible for its own transport between airport – hotel – Golf Course. The host country is kindly requested to give advice on how transfers can be arranged (provide names and info of transport companies, inexpensive rental cars, etc.) or to arrange transfers from airport against payment.

Shuttle buses if possible, between hotel and Golf Course for teams without cars against payment.

4. Reception

- Make sure that all receptionists speak and understand English
- Communicate the opening hours of the reception desk and, if desk is closed, when it will open again
- Reception should be open from Sunday afternoon on for registration of teams



- Make available information packs. Distribution to each participant (players, captains, presidents, delegates, ESLGA committee)

5. Information Pack for players, captains, officials + ESLGA Committee

Provide booklet containing all necessary information (see ESLGA guidelines for information booklet) and put it in a bag (or similar) with:

- Personalized bag tags for players
- Score card, stroke saver, info about tee boxes and Course/Slope rating
- Local Rules
- Ev. Signal System (interruption of play)
- Give aways/presents from sponsors
- Tourist information

6. Mailboxes and Billboards

For daily information/communication, starting lists, order of play, results, it is practical to provide mailboxes (so called pigeonholes) for each captain at the golf course.

Make a billboard available at the golf course which shows the daily results, starting lists and other relevant information.

If possible, provide live scoring.

7. Accommodation

Try to find one or two big hotels at a reasonable price on or close to the Golf Course(s) to accommodate most of the teams (ca. 180 persons). Prepayment of the hotels must be avoided. Try to arrange with the hotels that they accept credit cards as guarantee.

Early starters may have to leave their hotel before 7.00 a.m., arrange with the hotels for an early breakfast, breakfast take away bag or breakfast at the Golf Club.

8. Captains Meeting

Before the meeting, the organisation team should establish a list with the captains' e-mails, to be completed during the meeting if necessary (see point 16.).

The Captains Meeting takes place at the end of the practice day of Marisa Sgaravatti Trophy at the golf course. Duration: max. one hour. All captains should attend this meeting. Plan the start of this meeting as late as possible, so that captains who are starting late on the practice day will still be able to attend. Start of the meeting will be planned by the Tournament Director.



The Tournament Director, the ESLGA representative in the Tournament Committee and the Head Referee should attend the Captains Meeting. It is recommended that all assistant referees are also attending. The President of the National Association and the President of the Golf Club may attend.

The Tournament Director/Head referee answers questions regarding the local rules (a copy is in the Information Pack), eventually informs about speed of play measures, holes with forecaddies, instructions incl. telephone numbers, how to call a doctor or a referee, the signal system if the game has to be interrupted or discontinued, the procedure of the match play with won/lost and halved matches and discontinuation of play with won matches, etc.. Captains must have the opportunity to ask questions.

Capacity of the room: about 50 persons, free soft drinks, water or tea/coffee will be appreciated.

9. Opening Ceremony

Allow minimum 2 hours time between the beginning of the captains meeting and the beginning of the opening ceremony. Before the official opening a photo session of all teams and countries takes place, allow approximately one hour for this procedure.

The official part of the opening ceremony consists of:

A team parade in alphabetical order with national flags and anthems to start with. The team of the host country and their national anthem will be the last of the parade.

Welcome by the national President, who also introduces the main persons responsible for the tournament, such as the President of the Golf Club, the Tournament Director, the Head Referee, the assistant referees etc. and – optional – sponsors. At a suitable moment the President of ESLGA or her deputy makes a speech and declares the tournament officially open.

It is up to the host country to brighten up the ceremony with some entertainment typical for the country.

After the Opening Ceremony drinks and a simple food buffet for all participants and officials follow. Please provide enough tables and seats for everybody, as well as a reserved table for all officials.

In case of bad weather, make available an inside location or a tent for the Opening Ceremony.

10. ESLGA Tee Markers, ESLGA Green Flags and National Flags

It is the responsibility of the host country to collect the tee markers and green flags, ESLGA Banner and national flags from the course(s) and ship them to the organizing country of the following year at their own cost.

The following flags are present at the golf course: the flags of the participating nations, the flags of the Golf Club, the National Senior Ladies Association and of ESLGA.



ESLGA flag will be forwarded to the host country (to the president) at the Closing Ceremony of the precedent tournament

11. The Golf Course

ESLGA will provide tee markers and green flags and national flags from all the countries for the tournament (1-2x 18 of each and 1-2x national flags depending on how many courses the tournaments are played on) (see point 10).

2-3 ESLGA committee members/Tournament director should be granted a free round of golf on the championship course(s) to make sure that tee markers are placed in the right positions and to control the length of the course(s).

There are two main matters, which are important for a pleasant and smooth running of the tournaments:

1. The pace of play and
2. Clearly marked hazards to avoid discussions as well as calls for a referee.

In order to speed up the game the following measures are recommended:

- Position forecaddies on holes where it is considered desirable
- Limit searching time for balls by mowing high rough within a reasonable distance from the fairways
- Have reasonable pin positions
- Have marshals available who check timetable and pace of play
- Respect the recommended length of the course (around 5000 meters, if possible, longer courses are accepted)

In order to avoid discussions:

- Take care of clearly marked penalty areas, including bunkers, Out of Bounds, Ground under Repair Areas, etc.
- Take care of swift communication possibilities with the referees.

The greenkeeper should mow the greens every day and put new pin positions; announce the green speed. Pin positions to be set by tournament director and referee.

The course should be closed till the last flight has started (+ ½ hour) and possible play-offs have right of way and should be let through by members and guests.

12. Handicap Registration

ESLGA will monitor the handicap limits that are applicable to the participants.

13. Trolleys and Golf Carts

Pull trolleys must be made available free of charge for all the players who have asked for it. If electrical trolleys are available, mention the number, costs and



reservation procedure in your communication with ESLGA. For those players, who bring their own electrical trolley, availability of power points is appreciated.

Provide a facility for overnight storage of trolleys and golf bags.

Golf carts are not permitted for players participating in the Marisa Sgaravatti Trophy. Sufficient golf carts must be available for the Tournament Director, the Referees, one ESLGA official, and players participating in the Masters Team Championship. If there are not sufficient golf carts for every player, golf carts will be equally divided by the countries.

Non-playing captains and delegates are not allowed to ride golf carts except for reasons granted by the Tournament committee.

14. The Club House

The Locker room/s should accommodate all players and officials (+/- 180 persons) and have enough showers and toilets.

Concerning the normal facilities in the clubhouse, inform each captain on the day of arrival of the following items:

- How many lockers are available per team
- Where golf bags and trolleys can be securely left overnight
- If batteries can be charged
- Where cars can be parked
- Opening hours of clubhouse, reception, shop and practice areas
- If breakfast is available for early starters
- Acceptance of credit cards
- Methods of payment (daily) and currency

The golf shop should at least sell the main items, such as golf balls, tees and gloves.

Early starters tend to stay in the clubhouse for lunch after play, inexpensive dishes are popular. Some teams will not pay individually but ask for a team account. Have the Club Restaurant accept these team accounts and ask for payment at the end of each day.

Provide towels for players who wish to shower in the Club house.

15. The Club Restaurant

ESLGA to discuss with organisation team about a small menu (7-8 dishes including salads, pasta, 1 meat/fish dish) changing every 2nd day for players/officials and where they can eat (Clubhouse, terrace). Buffet lunch is not advisable.



16. Starting Lists, Recording and Results

Fairness in the starting list is a top priority. It is obtained by splitting each team among early and late starting times.

In order to satisfy as much as possible, the ESLGA principles of international understanding and friendship, ESLGA will draft the schedule for starting lists. The host club will fill in the schedule with names and make sure that all players will have new flight partners from different nationalities on day 1 and 2 of the tournaments.

Have a well-placed and clearly indicated record room staffed with competent officials.

The daily results of the team, the individual results and starting lists for the next day should be posted as soon as possible on the information billboards in the clubhouse, and – if applicable – in the hotels and put in the pigeonholes. They should also be sent to all captains by e-mail.

All lists have to be double checked!

ESLGA provides sample sheets for order of play for stroke and match play as well as sample recording sheets for the match play (to be adapted by the host country).

ESLGA and the organizing Golf Club/Golf Association will put results on their website.

For order of play (match play), envelopes should be provided.

The recording sheets (match play) should be delivered to the Tournament office or an official person immediately after the match has finished.

17. Instructions to Starter and Players

The official starter on hole 1, and if applicable on hole 10, should take care of the following matters:

- Call the names and the countries of the starting flight, distribute the scorecards and pin positions
- Mention that distance devices are permitted, measuring distances only, mobile telephones should be switched off
- Mention pace of play
- Check if the players dispose of the local rules, the telephone numbers of first aid and of the referee
- Check if scorecards are correctly exchanged
- Mention places/holes where drinking water, toilets and/or shelter huts are available
- Starter must know the penalties according to the rules in case of late arrival of a player
- Provide information to players where they have to deliver their scorecards and the recording sheets in match play in the recording area.



- Instruction on Match play: if a player wins/loses her match, play shall immediately be discontinued

Water and fruit should be made available to players at the start (no halfway house is recommended to speed up play). Water and fruit should be refilled, especially if players start from holes 1 and 10.

18. Prizes

ESLGA will provide medals for the individual members of the three best teams. The winning team will be awarded the trophy, have it engraved and will hold on to it until the next trophy has been played. Don't forget to bring it the year after! The General secretary is to remind the countries concerned.

A prize for the best individual score in the tournament or on any of the days may be awarded. When choosing this prize/these prizes please consider costs as well as size and weight (players might have to take it into the plane).

An ESLGA official awards the medals and prizes are awarded by the hosts. Play the national anthem for the winning teams.

19. Health Certificates

Check if the National Health Authority requires health certificates for the players in the tournament. If so, communicate it at least 6 months in advance.

20. Sponsors

The acquisition of sponsors is highly recommended, however a local/national affair. The sponsors' financial support helps the ESLGA goals: to keep participating fees as low as possible.

To name an ESLGA tournament after the sponsor is not permitted! Try to keep the sponsors' exposure within generally accepted proportions.

21. ESLGA website

ESLGA will announce on its website the location and the date of Marisa Sgaravatti Trophy and Masters Team Championship and will put the Entry Forms on its website in due time.

ESLGA will put all necessary practical information on its website (special section) like captains list, restaurants nearby, evacuation plan, medical support, etc.

The host country has to name a person responsible to send daily actual information including starting lists, results, etc. to ESLGA webmaster by mail.

ESLGA will as soon as possible put the daily results on its website and make all results as well as pictures of the events available after the tournaments.



22. Recommendation on dates

The tournaments take place in the first half of July, but dates can vary due to high season hotel prices, expensive flights, etc. Earliest date: last week of June.

23. Insurance

Check with your Insurance Company if any special coverage should be taken into consideration for these events.

24. Closing Ceremony/ Official Dinner

The Closing Ceremony will take place at a time to be agreed upon with ESLGA Committee on the final day of the tournaments.

A photographer should be organized.

Teams should stand behind their flags for the prize giving. The President of the National Senior Ladies Association will announce the three teams ranking 1 to 3 for the whole tournament for the Marisa Sgaravatti Trophy as well as for the Masters Team Championship. An ESLGA official hands out the medals and the President of the National Senior Ladies Association ev. gives additional prizes. A short speech by the captains of the two winning teams may follow.

The ESLGA flag will be handed over to the President of the National Senior Ladies Golf Association of the host country of the following year.

The Tournament will be officially closed by the President of the ESLGA.

After the official Closing, drinks and a small buffet or an Official Dinner will be made available to all participants, officials and volunteers on seated tables. Dancing music may be made available.

If there is an Official Dinner, it takes place on the evening of the second or third day of Marisa Sgaravatti Trophy/Masters Team Championship or after the Closing Ceremony. Host and Table President is the President of the host country.

Welcome are players, team captains, presidents of National Associations. Sponsors, Tournament Committee Members, ESLGA committee members, Referees and other guests are invited by the host country.

In case of bad weather, make available an inside location or a tent for the Closing Ceremony.

25. ESLGA Committee Meeting and Annual General Meeting

The ESLGA Committee meeting should be planned prior to the Captains Meeting. Please check the correct time and date with the ESLGA secretary. A small room for +/- 6 persons is needed.

The ESLGA Annual General Meeting should be planned on the evening of the first day of Marisa Sgaravatti Trophy. A meeting room for approximately 40-50 persons is needed.



Water and soft drinks and/or coffee/tea should be made available.

26. ESLGA shop

ESLGA is allowed to sell logo articles. They hold a small shop with logo items which are on sale during the tournaments. A big table in the Clubhouse in a prominent place, where everybody passes by, should be provided by the organizers and the opening times should be announced.