

# EUROPEAN SENIOR LADIES GOLF ASSOCIATION

## CHECKLIST ESLGA TOURNAMENTS

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EUROPEAN LADIES MASTERS TEAM CHAMPIONSHIP

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## **1. Timetable / General Guideline**

### **24 months before the event:**

- Nomination of the Tournament Committee, composed of Tournament Director, official Head Referee, Member of ESLGA Committee
- Choose golf course,
- Begin to contact hotels, sponsors etc.
- Fix dates

### **14 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 and hand over of printed paper with dates, golf course, hotels, fees

### **6 months before the event:**

- ESLGA will send out mail messages that Entry Forms are on ESLGA website
- Communicate if health certificate for players is required
- Before March 1 of each year event: Return Entry Forms 1
- Before April 1 of year event: Return Entry Forms 2

### **2 months before the event:**

- ESLGA to establish sample starting lists and pace of play lists

### **3 weeks before the event:**

- Return Entry Forms 3 & 4
- ESLGA 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 will provide national flags and anthems for Opening and Closing Ceremonies

### **1 day before the tournament:**

- Opening of information/registration desk at the golf course and handing over of information packs etc.

## **2. Transport**

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

## **3. 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
- Make available information packs. Distribution to each participant

## **4. Information Pack**

Provide booklet containing all necessary information (see ESLGA guidelines for information booklet).

## **5. Mailboxes and Billboards**

For daily information/communication, starting lists, results, it is practical to provide mailboxes (so called pigeon holes) 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.

## **6. Accommodation**

Prepayment of the hotels must be avoided. Try to make an arrangement with the hotels that they accept credit cards as guarantee.

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

## **7. Captains' Meeting**

The Captains Meeting takes place at the end of the practice day 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.

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 presents the local rules (printed out and given to each captain at the beginning of the meeting), eventually 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, 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.

## **8. 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:

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.

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

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

After the Opening Ceremony drinks and finger food or a simple food buffet for all participants and officials follows.

## **9. The Golf Course**

There are two main matters, which are important for a pleasant and smoothing running for the tournament:

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

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.

ESLGA will provide T-Markers and Greenflags for the tournament.

## **10. Handicap Registration**

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

## **11. Instructions to 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 speed 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 in the recording area.

## **12. Trolleys and Buggies**

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 reservations 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.

Buggies are not permitted for players participating in the Marisa Sgaravatti Trophy. Sufficient buggies 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 buggies for every player, buggies will be equally divided by the countries.

## **13. The Clubhouse**

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 area
- Acceptance of Credit Cards

The golf shop should at least sell the main items, such as golf ball, 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 Clubhouse 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.

## **14. 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 hosting club will fill in schedule with names and make sure that all players will have new flight partners from different nationalities on day 1 and 2 of the Marisa Sgaravatti Trophy and on all three days of the Masters Team Championship.

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 pigeon holes. They should also be sent to all captains by e-mail.

ESLGA will put results on its website.

## **15. Flags**

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 at the Closing Ceremony of the precedent tournament.

## **16. 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.

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).

## **17. 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.

## **18. 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.

## **19. ESLGA website**

ESLGA will announce on its website the location and the date of Marisa Sgaravatti Trophy and Masters Team Championship on its starting page.

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.

## **20. Recommendation on dates**

The tournaments take place in the first half of July.

## **21. Insurance**

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

## **22. The Closing Ceremony**

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

A short team parade will lead the teams to the designated area 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. 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 finger food, a small buffet or a Gala Dinner will be made available to all participants and officials.

### **23. Gala Dinner**

The Gala Dinner takes place on the evening of the third day of the tournaments 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 and other guests may be invited by the host country.

### **24. 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 +/- 5 persons is needed.

The ESLGA Annual General Meeting should be planned on the evening of the first day of the competition. A meeting room for approximately 30 persons is needed.