



Santa Barbara Executive Women's Golf Association

GUIDELINES FOR REGULAR OUTINGS AT Santa Barbara Golf Club

FIVE WEEKS PRIOR TO THE OUTING:

1. Determine format of the outing. Questions about different formats can be directed to Events Chairperson or previous Event Coordinators.
2. Create the Outing Flyer:

E-mail it to our Communications Chair, Marilyn Freeman, MARILYN.FREEMAN@cox.net by the end of the month prior to the event specified so it can be posted on the website and emailed to members. Print copies and bring them with you to the outing the month prior to yours. The flyer must include:

- a) Name of Event (Monthly Outing or whatever you choose).
- b) Santa Barbara Golf Club / Glen Annie
- c) Name of EWGA person (you) to contact with questions.
- d) Cost of the event is normally the \$7.00 Administrative Fee.
- e) Checks to be made payable to EWGA.
- f) Where to send the checks (we use a pay up front philosophy!).
- g) Sign-in time should be 30 minutes prior to the first tee time.
- h) Cut off date for entries.
- i) Name of sponsor(s) and/or who is providing prizes. (if any)
- j) Format of play (i.e. Scramble, stroke play, 9 Hole, or a combination of formats).
- k) Space to enter Player Name, Address, Phone Number, E-Mail Address and Index or Handicap or Average Score

TWO WEEKS PRIOR TO THE OUTING:

3. Determine pairings. As entries are returned to you, you will have to make the pairings. In making the pairings, mix levels of ability. Try to categorize the players as A, B, C & D according to index and include one of each level in each group if possible.

SBGC wants the total number of people playing 10 days prior to the tournament, with some last minute adjustments that can be made 7 days prior. It is VERY important that you give them numbers 10 days ahead so they can either release or add tee times prior to online tee times becoming available. It is a good idea to always give yourself one more teetime than is required for last minute entries. The pairings can be mailed, or FAXed to the course, 1 - 2 days before the tournament.

It is best if you play in one of the first foursomes teeing off — that will give you time at the end of the outing to make sure of the scoring as groups finish and the food arrangements have been completed. If there are two Coordinators, have the other Coordinator play in the last foursome. She can cover the last minute sign-ins and pick up the “Longest Drive/Closest to the Pin...” envelopes. If you do not have an assistant, contact a member of the board to take over check in for people coming after your tee time.

4. Adjust each player’s index and determine the number of “pops” for each hole. This is necessary if you are playing a team or individual competitive game and not “fun play”. In order to adjust each player’s index, refer to the link below for the conversion chart. SBGC is a slope 124 and Glen Annie is a slope 123. If you need help with the adjustments, call Beth Rinehold or Donna Dishman for help.

[WSGA-USGA Handicap Conversion Charts.xls](#)

5. Complete your score cards prior to the day of the tournament...it saves on stress!

Add handicap “dots” to the scorecards, if required. Be sure to use the Ladies hole handicaps.

6. Create all day-of-the-event envelopes (e.g. Closest to the pin, Longest drive, etc.).

TEN DAYS BEFORE THE OUTING:

7. Call SBGC to give them the number of players. Make sure to allow leeway of about 4 to allow for late sign ups. If we are at our maximum, players can be put on the waiting list and you can contact them if there is a cancellation.

48 HOURS IN ADVANCE:

8. Make sure you keep track of the payments you receive; you will have to reconcile this by the outing day! The last page of this document is the form to use when turning in your money to the Treasurer.

9. Send initial tee times with pairings to Pro Shop – Thursday before event/outing

10. Send out tee times on e-mail or call those who don’t have e-mail (a good job for your volunteers). Send e-mail no later than Thursday before the event (some members may only have work e-mails).

THE DAY OF THE TOURNAMENT:

- Arrive a minimum of 30 minutes before the sign-in time to set up your table.
- Give your pairings to the pro shop starter.
- Hand out Rules of Play and score cards for the outing.
- Set out the day-of-event envelopes. (Closest to the Pin, Longest Drive)
- Make sure all players have signed an annual “Agreement and Release from Liability” form. You will be provided a list of members to use during check in and a supply of additional forms for those that are not listed as having a form on file.
- First Pairing out sets the Closest to the Pin and Long Drive Stakes. Or the marshall may do it.
- Ask the last group to pick up the “Closest” and the “Longest” Stakes to bring them in.

After:

- Have the participants add their own scores.
- Collect all scorecards.
- Have a couple of people on hand who can help you with checking the addition on the cards. It works well to have one person to take the cards and answer questions, and two to check scores and write the results on the score sheets.
- Tally the Closest to the Pin and Longest Drive Awards.
- Give all the cards and outing sheet to Events Chair(s).
- All fees collected must be turned into the Treasurer, Susan Rodriguez within 5 calendar days.
- **YOU MUST COMPLETE** the attached Monthly Outing Evaluation Sheet to turn in with the monies collected.

Announce the Winners:

Event Organizer will announce the winners. If there is a tournament sponsor, the Sponsor Chair (if present – Event Organizer if Sponsor Chair is absent) will introduce and thank the sponsors. E-mail the list of award winners to the Webmaster and the Communications Chair so it can be recorded on the EWGA SB Web Page.

ATTACHMENTS:

EXAMPLE FLYER
TREASURER’S RECONCILIATION FORM

GUEST POLICY:

If the format for an outing is member/guest (female or male) then the cost for that outing is the same for the guest as for the member.

If you wish to bring a guest (such as, “must be female”) to a regular outing, there is a \$5.00 extra charge and that person can only be a guest once a year.

As a non-member (female guest) at an outing, a guest gets one time to see if they might like to play with us and join as a member.

On “informal days” at SBGC (our home course) any one can play at no extra charge.



MEMBERSHIP KICK-OFF EVENT

Join us at Santa Barbara Golf Club
Bring a guest and your putter

Saturday, March 17, 2010
Breakfast at 9:00 at Mulligans
10:30 Clinic & Putting Contest

Cost is \$10.00

Tee times available starting at noon if you would like to golf.
Green fees payable to the pro shop.

Questions ? Call Gretchen 455-2397

Send registration and check by **March 7th** to:
Gretchen Ostergren
4280 Calle Real Sp 28
Santa Barbara, CA 93110-4012
Gretchen1014@hotmail.com

EWGA Membership Kick Off Event

Name: _____ Guest: _____
Phone #: _____ Planning to golf? ___Yes ___No
E-mail address: _____

