

SANTA BARBARA EXECUTIVE WOMEN'S GOLF ASSOCIATION

GUIDELINES FOR OUTINGS

Thank you for volunteering to organize an outing for EWGA Santa Barbara. We couldn't run the kind of programs we do without your help. These guidelines are intended to help you run a successful outing. We don't expect anyone to do this all on their own, though, so at the end of the guidelines there's contact information for Board members who would be happy to give you more help.

FIVE WEEKS PRIOR TO THE OUTING:

1. Determine format of the outing. Questions about different formats can be directed to Events Chair or previous Event Volunteers. There are also numerous resources for "fun" formats on-line.
2. Seek out a sponsor for the event. If you don't have a prize (or food) sponsor your budget for prizes and/or food is the \$7 per person event fee.
3. Create or update the on-line outing information, starting by logging on to <http://www.golffusion.com/ewgasb/admin>. Your username for setting up your event is "private" and the password is the event date, in the format Mmmd(d). If you have any difficulty logging in please contact the Chapter Website Coordinator and she can reset the password for you.
4. Refer to the "Event Manager Update Instructions" for advice on how to enter your information. That step by step description is very helpful but if you have any questions don't hesitate to contact the Events Chair or Website Coordinator for help.
5. When your information is on the website and you're ready to have golfers sign up, contact the Communications Chair so that she can let the membership know it's time to sign up.

TWO WEEKS BEFORE THE EVENT

As members sign up you will get e-mails from the website telling you who is playing, and you can also check participation at <http://www.golffusion.com/ewgasb/admin> at any time by logging in again. The e-mails are intended to be for your information only but if you have any questions about them, contact the Event Coordinator for assistance. If you don't have enough players 2 weeks before the event, ask the Communications Chair to send out another notice telling members to sign up.

10 DAYS BEFORE THE EVENT

Check the website to get the count for signups and advise the course of the number of tee times you will need. (It's wise to reserve an extra time or two to allow for late signups.) Some last minute adjustments can be later but it is VERY important that you give the course numbers 10 days ahead so they can either release or add tee times for other players.

ONE WEEK BEFORE THE EVENT

Determine the pairings and tee times. Depending on the format you've selected it's usually best to try to mix up the players by ability level. Try to categorize the players as A, B, C & D according to index and include one of each level in each group if possible. If members request to play with a particular partner (or not to play with an individual) it is at your discretion to honor the request.

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.

Log into <http://www.golffusion.com/ewgasb/admin> again and update the pairings section of the website.

While entering your pairings the system should find each member’s index and course handicap, but there may be members or guests that do not have a GHIN number and you’ll have to fill in that information. Choose whether you want the scorecards to show the pops for each hole (depending on your format).

4 DAYS BEFORE THE EVENT

1. Fax the pairings to the course.
2. E-mail the participants to let them know their tee times. (This can be done on <http://www.golffusion.com/ewgasb/admin>).
3. If you have the card stock and a suitable printer use the system to print the scorecards. If not, let the Events Coordinator know that your cards are ready to print.
4. Print out enough copies of the event rules to give a copy to each foresome or team.
5. Get your prizes.
6. Create all day-of-the-event envelopes (Closest to the pin, Longest drive, etc.).

THE DAY OF THE TOURNAMENT:

1. Arrive a minimum of 30 minutes before the sign-in time to set up your table.
2. Give a copy of your final pairings to the pro shop starter.
3. Set out the day-of-event envelopes. (Closest to the Pin, Longest Drive)
4. Sign people in.
5. Hand out Rules of Play and score cards for the outing.

If the Marshall is not setting out the Closest to the Pin and Longest Drive Stakes ask the first pairing to do that. Ask the last group to pick them up and bring them in.

AFTER PLAY IS FINISHED

1. Have the participants add their own scores.
2. Collect all scorecards.
3. 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 if you are using them.
4. Tally the Closest to the Pin and Longest Drive Awards.
5. Announce the Winners, being sure to thank any sponsors

FINALLY

Log into <http://www.golffusion.com/ewgasb/admin> again and input the results. Advise the Communications Coordinator when that’s done so that she can ensure the website displays the information.

2013 BOARD MEMBERS:

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