

RECOMMENDATIONS FOR RUNNING ONE DAY EVENTS, INCLUDING SHIELD COMPETITIONS

To assist clubs with running successful One Day events, the Executive suggests the following:

1. The starting time as indicated on the official programme card is 9:00am or 9:30am. Club events marked with **X** indicate a starting time of 10:00am. Club convenors are to advise the starting time, entry fee and cart hire fee to the association secretary for inclusion in the monthly newsletters.

Before Play -

2. Those clubs with computer systems must have the competition set up with the correct settings, e.g. Stableford, Holes-in-2, etc. It is preferable to include holes-in-2 in the entry fee as this makes it easier to produce the results. If holes-in-2 are not included in the entry fee, there should be a sheet for recording these entries, preferably near the raffle entries. Ensure an adequate float for change has been set up.

Nearest the Pin and Longest Holed Putt markers will be required if the club decides to include these in the day's activities.

3. Complimentary tea and coffee.

4. Someone to greet the players and take the entry fees and a second person to take the scorecards and make up the draw. It is up to each club to decide the value of the entry fee. Ensure an adequate float for change has been set up.

5. Players print their own scorecards on arrival. (If a club does not have computer printed scorecards, the person taking the entry money can hand out the scorecards for the players to fill in their details and return the scorecards to the person making up the draw.)

Where possible put players from different clubs together. If the club is hosting a shield round, the draw is still a mixture as it is not a requirement for all shield players to play together.

Either one of these two people call the players to their respective tees.

6. Someone to look after the raffle table. Ensure an adequate float for change has been set up.

7. Catering - whoever is in charge of the food preparation must be told the number of players so as to prepare and limit food waste as much as possible. Ensure an adequate float for change has been set up.

8. If hosting a shield competition - one person to meet the team captains, ensure the players' names are filled in in the top section of the sheet (not the bottom section). This person can then allocate the group hole numbers, preferably by drawing the numbers, i.e. 5, 2, 3, 1, 6, 4 and fill in the lower section of the team sheet with each player's name against the holes they have drawn. The objective of the Executive in creating the shield competitions is to have better turnouts at One Day events.

9. After play -



Bar staff - preferably two people for the after-golf refreshments;



Results co-ordinators - preferably two people.

10. The prize table is to be set up ensuring enough prizes are available. How many players get a prize is up to the club, but a common guideline is that 60% of entry fees is paid out to a minimum of 50% of the players which is considered to be an important minimum figure to get players back to future events.

11. It is up to the host club as to how the prizes are allocated.



How many divisions for men, women in a separate division, or all in together;



Award a higher value prize for best gross;



Meat packs are still the popular prizes but fuel and supermarket vouchers can be awarded as variations.

12. As players come in after their round, more raffle tickets can be sold. Once all tickets have been sold, draw the raffle while scorecards are still coming in.

13. Players enter their own scores where the club system permits this procedure. Scorecards are then handed in to the tournament office where the person who is looking after the shield competition can enter the three-hole scores onto the team sheet.

14. For clubs where players do not enter their own scores but the club has a computer system, scorecards are handed in to the tournament office where club personnel enter the scores. Depending on the size of the field and a multi-tee start, the use of two computers is preferable to speed up this process.

15. If no computer system then the two results co-ordinators work together sorting the scorecards into score order and noting any holes-in-2.

16. Finalise the shield competition results by completing the bottom section of each team sheet, filling in the three-hole scores from the players' scorecards. Refer to the document *Shield Competitions* for further details.

17. Speeches from the Waikato representative and the club representative.

18. Prize-Giving -



Wherever possible the use of a microphone is preferable;



Start with the raffles, then holes-in-2, then the shield competition results (if relevant on the day), then the main competition. If there is a helper available to hand out the prizes, this speeds up the process. When it is "pick of the table" give the prize winner enough time to get to the table before calling out the next winner.

At the completion of your tournament, capitation fees of \$1 per player are to be paid to the Association.

Target for the Day

If play commences at 9:00am, the day's activities should be completed by 3:00pm. This is achievable if there are enough club personnel on hand and all know what tasks they are expected to do.

Remember - you are marketing your club at these events. A well organised and well run day will bring players back in the future.