

Organiser's FAQs

Even experienced organisers usually ask one of the following questions each time they organise an event.

Q: Are **guests** allowed to play at our events and how much should we charge them?

A: Guests of members are welcome at our events provided that events are not oversubscribed by the cutoff date advertised in the announcement newsletter and on the web. However we are unable to subsidise their participation and they should be charged the full cost for the event.

Q: Can **guests** win prizes at our events?

A: Guests may not win 1st or 2nd prize or any seasonal or event trophy (ie. Spring Cup, President's Bowl). Guests may win NTP, NTP2, and any other special competitions on the day (ie. longest drive). They may also participate in 2's competitions, auctions, and raffles.

Q: What if an event is oversubscribed?

A: If there is a maximum field size for an event, the organiser should negotiate with the club to see if extra players may be added without impacting costs, catering, or tee time slots. A waitlist may be established. **Members who enrol before the cutoff date** have preference over guests. On the cutoff date, previously enrolled guests may be confirmed and members enrolling late must join the waitlist behind them. (This is to discourage late enrolments.)

Q: How much should I charge members who are **members of the host club** for this event?

A: Calculate how much we are paying the club for them, usually just the food, apply member:guest discount ratio and round to nearest £1 (eg. if members pay £40 and guests £50, multiply food cost x 4/5). If in doubt ask the Treasurer.

Q: How do I deal with **no-shows** or **late cancellations**?

A: Members who cancel after the cut-off date or are no-shows must pay for their full entry fee unless you are able to avoid payment for them to the club. In cases of difficulty tell the Treasurer.

Q: How much do I charge members who **do not wish to eat** lunch or dinner after the golf?

A: No reductions are given to such members. (This is society policy and applies regardless of any arrangement about payment you reach with the club).

Q: After the event, what should I do with the **money**?

A: The Treasurer will tell you what to do with receipts for the event. Any money collected for charity (ie. in the "2s" competition) is either donated via the Captain's charity webpage, if available, or collected separately by the Treasurer. Please clearly indicate that these are charity donations, not entry fees.

Q: After the event, what should I do with the **cards** and **results**?

A: Keep the cards for a week or two in case there are queries or disputes. As soon as possible after the event send an email with the scores to the Handicap Secretary, the Results Secretary and the Webmaster: include scores, handicaps, par, and SSS for the tees played (men and ladies). The Start Sheet on the web's Diary page has space for this information.

Checklist for event organisers

Event announcement

About three weeks before the event the Secretary will send an email announcement and request for entries. This will include:

- date and place
- price(s)
- cut-off date for entry (normally one week before the event)
- the organiser's email address
- conditions of entry: full payment is required if entry cancelled after cut-off date.

Entries should include handicap details.

As entries arrive

Please acknowledge receipt of entries by return e-mail as soon as you can. This prevents people from chasing you and others asking whether they're enrolled. It also prevents misunderstandings at the last minute.

On or after the cutoff date, obtain from the Treasurer a list of those who have paid by EFT. Anyone not paying by this date will be contacted by the Treasurer.

Three to four weeks before event

1. Confirm with Events Secretary exactly what has been booked: costs, menus for meals, coffee on arrival, bacon rolls etc. Don't add items that will increase costs!
2. Double-check details with the golf club: maximum and minimum numbers, tee-times, meal arrangements, last date for confirmation of exact numbers. **Please ensure any discussions and telephone conversations with golf clubs are confirmed by a follow-up email. This prevents misunderstandings and provides a required audit trail for the IBM Club.**

One to two weeks before event

1. Check numbers of entries. If number exceeds maximum, check with club to see if you can increase the limit. If number is less than minimum, ask the [Secretary](#) to send a chaser.
2. Ensure that you will be able to pay for the event. Will the Treasurer bring cheque(s) to pay on the day or send them to you in advance?
3. Check what prizes are to be awarded (special trophies, NTPs (nearest the pin) etc.) and how the competition prizes will arrive at the event. Contact the [Prizes Secretary](#).

At cutoff (5 days before the event)

1. Inform the golf club of the numbers: include any special dietary requirements, numbers requiring optional extras such as bacon butties, buggies, etc. and numbers of club members playing.
2. Ask the Treasurer to provide a list of players who have paid by EFT.
3. Generate an email distribution list.
4. Plan the day:
 - 18 hole events are a Stableford competition played in three ball groups (try to avoid 4 balls)
5. Decide start times and pairings allowing 7-8 minutes between groups.

6. Distribute event details by email. Copy the [Webmaster](#) so details can be posted on the website:
 - start times
 - directions
 - dress code
 - prices
 - contact telephone numbers

Complete pre-event organisation (up to 2 days before event)

1. Create start sheet(s): names, handicaps and times. A skeleton page for creating the start list can be found on the fixtures page of the website.
 - Amend handicaps with any cuts awarded for winning prior events. These are shown on the website's Handicaps page.
 - Adjust ladies' handicaps if necessary. Ladies sometimes get extra shots due to SSS/par differences. E.g. if the men's' par is 71 and SSS 69, a man 'should' score 38 Stableford points. If the ladies' par is 72 and SSS 73, a lady should score 35. Therefore each lady should have 3 added to her handicap for the whole event to compensate.
2. Obtain and make out cards: names, tee-off times, handicaps.

Organise event on the day

Many of these jobs can and should be delegated.

Before the round:

1. Understand and publicise any local rules.
2. Collect £1 cash for the charity two's sweep.
3. Distribute scorecards.
4. Late cancellations or no shows: adjust start sheet, notify club and negotiate reduced payment if possible.
5. Ensure that the club has positioned the nearest the pin markers or give them to the first group.
6. Get players off on time (players to be on the tee 5 minutes prior to their tee times).

After the round:

1. Ensure that cards are collected and checked. Check in detail only those cards that might win a prize. Members are given the chance to review their cards if mistakes may have been made inadvertently; otherwise normal rules of golf apply!
2. In the case of a tie then use countback over the last nine holes played; if there is still a tie then countback over the last six holes (and if necessary 3, 2, 1 holes).
3. Give the Captain details of all prizewinners.
4. Give the Captain details of the charity money and 2s competition. Allocate 50% to the charity and 50% to players who scored a gross 2 (up to a maximum of £7 per player).
5. Obtain invoices from the club, check, negotiate (down!) and pay. Collect receipts.

Fees

1. No reductions are given to members who are unable to dine. (This is society policy and applies regardless of any arrangement about payment you reach with the club).
2. Players who cancel after the cut-off date or are no-shows must pay for their full entry fee unless you are able to avoid payment for them. In cases of difficulty tell the Treasurer.

3. Players who are members of the club are charged what the club is charging us for them (usually just food) times the member:guest discount ratio (round to nearest £1).
4. Guests of members are welcome at our events provided that events are not oversubscribed. However we are unable to subsidise their participation and they should be charged the full cost for the event.

Prizes

Prizes for 18-hole Stableford competitions are awarded as follows:

- 1st place: Bottle of wine (may not be won by guests)
- 2nd place: Sleeve of logo balls (may not be won by guests)
- Two Nearest the Pin competitions – a sleeve of balls for each (guests may win)
- Sleeve of IBMBGS logo balls for the organizer
- 2's charity sweep: half goes to the charity. The other half is divided among those scoring birdie 2's (guests may win)

Immediately post event

1. Donate the charity money on the Captain's charity web page.
2. Give Golf Club receipts and list of players to the *Treasurer*. If the treasurer is not attending the event send him the golf club receipts.
3. Send e-mail to the [Handicap Secretary](#) and [Results Secretary](#) containing:
 - players' names with Stableford scores and handicaps
 - par and SSS for the yellow tees
 - par and SSS for the ladies (and a note of whether you adjusted the ladies handicaps as described above).
4. Retain the scorecards in case there are queries.
5. Send to the [Webmaster](#) a brief summary of the day – humorous if possible!

This document last updated on 11/6/2018