

NWGA CLUB REP PROCEDURES and TIMELINE

for NWGA Play Days 2019

- **5 weeks before your Play Day**

1. **Gather the info about your Play Day.**

Determine **the following info about your Play Day and email to Jill and Sara:**

- a. Sign-up Closing Day, Date, and Time (suggest one or two days before Play Day)
- b. Fee to Play
- c. Payment Methods accepted, i.e., Cash, Check, Credit Card, Club Reciprocal
- d. Tee Time Range (typically 2 – 2.5 hours) or Start Time for shotgun starts
- e. Max number of Players – for shotgun starts
- f. For shotgun starts, we have also had Clubs that provide a buffet lunch after play for a fixed fee (so far it has been \$15 which includes tax and tip). We ask who wants to have lunch in the registration and money for the lunch is collected at the Pro Shop at the same time as the Golf Fee. This is working well. This would need to be decided before we set up your Registration Form.

2. **Your Google Doc Sign-in form or Google Registration forms will be created**

- a. Your Google Doc Signup Form (for tee time Play Days) will be set up for you. Both Club Reps will be made "Editors" of this form if we have received from you the email address that you use to access your Google Account. Once you are notified that you are an "Editor", you can login to your Google Account and see your Google Signup Form. Sara will assist as needed.
- b. For **shotgun start Play Days**, a Google Registration Form will be set up for you since pairings will be done by the Club Reps for these Play Days. All members need to register online for your Play Day using the Registration Form (like we do for Special Events). The Registration Form will include the details you provided for your Play Day (see #1 above). It will also ask for the Member's Club and Handicap information to assist you in making pairings. You will not be able to edit this form. Registration will be closed for you based on the max number of players or the deadline date you provided.

With a Google Registration Form, each registration is automatically entered into a Google Sheet (which is not the same as a Google Form). Google Sheets are like an Excel spreadsheet. Members will be able to see who has registered, but in order to make a change, they will need to contact the Club Rep. We will make the Club Rep an "Editor" of this Response Sheet so you can delete people if they decide they cannot play. So the good news is that people will not need to call you to Register but they will need to call you if they cannot play after they Registered. **If someone cancels, notify Sara so the registration responses can also be edited.**

- **4 weeks before your Play Day**

1. **Prepare the first email about your Play Day to go to all members.** You will receive a sample first email which, once updated with your info, will be sent to all NWGA members 3 – 4 weeks prior to your Play Day. This email can be used to invite and encourage members to signup/register for your Play Day, tell them about anything special about your course or getting to your course, contacting the Pro Shop, plus all the detailed info about your Play Day.
2. **Send this email to Sara who will send it out to the members.** The day your email is sent, the NWGA website will also be updated with the link to your Signup Form (for tee times) or Registration Form (for shotguns). *First emails will typically be sent on a Monday or Wednesday 3-4 weeks prior to your Play Day.*

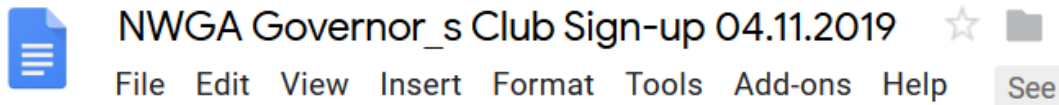
- **10 days before your Play Day Signup/Registration Closing Date**

1. **Prepare a reminder email** to be sent to all NWGA. You can use the same email that was used for your initial email and just add anything you want to say to the members.
2. **Send your reminder email to Sara** who will send it out to the members.

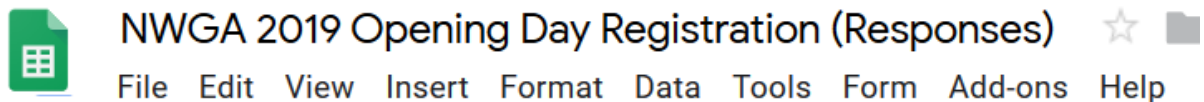
- **When your Signup/Registration is Closed**

1. On the day and time you indicated for **closing your Signup or Registration**, we will close the Google Doc or the Google Form so that members can no longer signup or register.
2. After this point, you can expect that members will contact you wanting to take their name off the list or see if they can still get on the list. Because you will have been made an "Editor" of the Google Doc or the Google Response Sheet, **you will still be able to go in and delete or add or change the Doc or Sheet.** To do this, you must login to your Google Account to access your Google Doc (tee time starts) or your Google Sheet (shotgun starts).
3. **You are responsible for capturing or having someone capture photos** of the members participating in your Play Day or Event for the NWGA scrapbook and website.
4. **Request a listing of handicaps for your participants** from the NWGA Handicap Chairman, Barb Buell-Dukes at b.buell@comcast.net or 615-578-4339 prior to your event. Have it available on the morning of your play day so that participants can verify their index/handicap. In most circumstances, you will also need the player handicaps for creating your scorecards.
5. When you are ready to **provide your Pro with the Signup or Registration information**, login to your Google account on a computer or laptop, go to your Google Doc or Google Sheet and download your information. Your Pro should be able to create your scorecards for the game of the day using the handicaps provided. Please try to have space on the scorecard for players to sign and have their card attested.

To download your information on a Google Doc Signup form, click on File in the menu bar and then select Download As. You can select As a Word document or a PDF file and Save to your computer. Then you can print the file or email it to your Pro to prepare score cards.



To download your information on a Google Sheet Response form, click on File in the menu bar and then select Download As. You can select As an Excel document or a PDF file and Save to your computer. Then you can print the file or email it to your Pro to use for pairings and score cards.



• **On your Play Day – before Play Begins**

1. **On the morning of your play day, put out the Sign-In Sheets.** There is one for the “A” flight (index 17.0 or less) and one for the “B” flight (index 17.1 or more). Have the Handicap sheet (that you receive from Barbara) available so that participants can verify their handicap.
2. Sign-in forms can be downloaded from on the Forms page of the Club Rep page on the NWGA website - <http://www.nwgagolf.com/12201/141556.html>.

• **On your Play Day – After Play**

1. **After play, determine the winners for the day. Verify that players have signed their scorecard and have had it attested by their marker.**

Individual Events

There will be 2 flights:

A Flight consists of those players with a USGA index of 17.0 or less.

B Flight consists of those players whose USGA index is 17.1 or greater.

Be sure to mark the scorecard A or B, this may change for some players throughout the season.

Four places are designated as winners in each flight - Low Gross, 1st through 3rd in the event. The Low Gross winner is not eligible for an event place. See the results form for individual events on the NWGA web site. (Club Rep FORMS page)

For events where the game is designated as “Low Gross / Low Net”, there will be 3 placing’s each for Low Gross and for Low Net in each division. There is no overall Low Gross champion; just the placing’s for each division. There is a designated results form for this game on the NWGA web site. (Club Rep FORMS page)

For weekly events there are no scorecard playoffs. Pay all ties. It does not matter if you had 5 players that recorded the same low gross score. All 5 would be designated as Low Gross. The same holds true for places 1-3.

Each winner will receive a sleeve of balls.

The balls will be distributed by the club rep as provided by the 1st Vice President throughout the season.

Team Events

There are no flights.

2-person team, award 1st – 3rd place

4-person team, award 1st – 3rd place

No scorecard playoffs. All ties are winners, except for opening/closing scrambles. Each player on a winning team will receive a sleeve of balls.

2. **Enter the winners into the appropriate Results Forms.** Results forms can be downloaded from the Forms page of the Club Rep page on the NWGA website - <http://www.nwgagolf.com/12201/141556.html> . If possible, it is helpful if the results are typed into the WORD document before being provided to the newspaper or NWGA. If completed by hand, results sheets need to be scanned rather than taking a photo of the document.
3. **Email results to tnsports@tennessean.com** using the appropriate results sheet provided on the NWGA website. These should be emailed by **5 PM after play** so they can be published in the newspaper on the following day.
4. At the same time as sending to the newspaper, **email all results to website manager, Sara Hume, slhume@comcast.net**, so that they can be added to the website. **Also prepare a short email with comments about your Play Day and send to Sara.** She will send this email to the membership telling about your Play Day and insert insert a link to your Results posted on the website.
5. **Send copies of all Sign-in and Results sheets to: 1st Vice President** – Jill Franks at frankjil291@gmail.com. These are necessary to calculate the "Player of the Year" award and for the distribution of golf balls to the winners. Results can be emailed to her when they are sent to the newspaper. Sign-in sheets can be scanned and emailed separately as they only are needed by Jill Franks.
6. **If you had someone cancel after the new cancellation deadline (noon the day before your event) or "no show" at your event** (a player not calling to cancel play and not showing up), please send that player's name to the NWGA Treasurer (Erica Chappell) for assessment of a \$30 fee.
7. **Email photos from your Play Day** to the NWGA Historian, Kathi Fox, and post a few to the NWGA Facebook page.

For general questions call: [Jill Franks at 615-714-9268](tel:615-714-9268).

For technical questions: [Contact Sara Hume at slhume@comcast.net](mailto:slhume@comcast.net) or [561-762-4771](tel:561-762-4771)