



FORM # 9

INSTRUCTIONS FOR CLUBS HOSTING TEAM PLAY

1. Arrival Time and Equipment needed by CWDGA Team and Handicap Chairs:

A. CWDGA representatives will arrive at _____ a.m.

B. At the location where you recommend we check in arriving players:

- * One long table, 2 chairs, waste basket
- * Pencils, scorecards, tees, and ball markers.

2. Carts/Caddies:

A. There will be 96 players. If there are not enough caddies at the Host Club, carts should be assigned. All caddies are to be assigned before any carts. Pull carts are not permitted.

B. The Sectional Handicap Chair will email your club professional regarding all "on course" topics.

- * a list of the players, their Club numbers, caddie/cart preferences and tee assignments.
- * each player will be billed for her cart and/or caddie and lunch using her Club number.

3. Course:

A. Please mark all ground-under-repair.

B. Any unusual water hazard should be marked

C. Our blue CWDGA flags should be placed at the women's predetermined tees.

4. Lockers:

There will be _____ teams participating and each team should be assigned one locker. If possible, the locker should be marked with the name of the Club & Division. The Sectional Handicap Chair will provide a list of the Club names in each Division.

5. Additional Assistance Needed:

- * Players may arrive as early as 7:00 a.m.
- * Please have someone to greet players, directing them to the locker room, breakfast area, putting green, driving range, etc.
- * Spotters may be needed on the course if there are any areas that have blind shots. Also, players move as fast of possible finding clubhouse restrooms and their next tee, if between the front and back nine. Any assistance is welcomed to help in this effort.

6. Food:

- A. It is customary for the Host Club to provide juice, coffee, tea and a protein (e.g., hard boiled eggs) for the players before they tee off.
- B. The Host Club usually provides a simple snack between nines. CWDGA requests that the snack not be more than fruit, coffee, tea, or soft drinks and cheese and crackers.
- C. Host Clubs are asked to provide carry-out containers for the players who cannot stay for lunch but will be charged. Approximately 90% of the players will stay for lunch. The dining area should be set with tables for 8 to accommodate 96 players.

7. Shotgun Start:

- A. All players will tee off at _____a.m. and the entire course should be cleared for member play by _____p.m.
- B. To avoid disappointment of your members we suggest a notice be posted in the locker rooms and Pro Shop stating that the course will be closed until _____p.m.

If you have further questions, please contact me at _____

Sectional Team Chairman.