

EBTP CHECKLIST

(Items for Team Play Match)

Host Club: _____

Match Date: _____ **Match #** _____

Opponent: _____

- LOI received from Host Club (slope ___ / course ___ / par ___ / tees ___)
- Course Handicap Table received from Host Club
- Ordered check from Accounting (Pick up Date _____)
- Captain of the Day _____
- Captain's Flight (Yes ___ / No ___)
- Lineup/LOI emailed to assigned players. Request their confirmation.

7-10 Days Prior Due Date (as requested in LOI) _____

Email to Host Club:

- Lineup Sheet
- H.I. Report (date _____) - highlight players
- Lunch choice, if requested

On the Match Date

Bring:

- 2 x Lineup Sheets (your club + opponent)
- Check for 6 players + Captain's Flight (6 players x \$ _____ = \$ _____ + Captain's Flight?)
- 2 x Captain's Scoring Sheets

Once Opponent Checks In:

- Host Club will deliver or Captain of the Day will pick up the Opponent's Line Up Sheet and their own team's scorecards. Check that any player "playing up" is given the maximum strokes for the assigned flight.
- Review scorecards – confirm the number of strokes are correct and match the Course Handicap on the Line Up Sheet.

After Match:

- Complete Scoring Sheet; compare against Opponent's scoring sheet for accuracy
- Give signed Captain's Scoring Sheet to Host Captain

Within 24 Hours Following the Match Date

- Post scores (Away (A)) – post same day, if possible
- Email Accounting with Line Up (players that participated) requesting to charge player's account the match fee (\$ _____ /player – amount should match the check request above)

May 2023