

## Letter of Invitation (LOI) – Template

XXXXXX Country Club is pleased to welcome you to the East Bay Team Play DAY, MONTH, YEAR + ADDRESS

**TIMES:** XXX am Breakfast (Hot or Continental)

8:30 am SHOTGUN (Be in carts by 8:15 am) **CAPTAINS - Please check in by 7:30 am**

XXX am Driving Range availability

Driving Range, Putting Green, Chipping Green, and Practice Bunkers will be available starting at xxxx time  
Carts may be driven on the course, conditions permitting; some holes may require golf carts to stay on the path.

### Bring the following to Check-In:

1. **Check for XXX.00**, payable to XXXXXXXX Club (XX.00 /player (includes breakfast, lunch, and mandatory golf cart). This includes players + Captain's Flight, when applicable.
2. **Completed Line-Up Sheet:** Two (2) copies: one for Host Club; retain one copy for yourself.
3. **Captain's Scoring Sheet:** Two blank (2) copies, to tabulate results after the match

**CAPTAIN'S FLIGHT:** There **is/ is not** a Captain's Flight. If yes, state the number of available slots.

**CARTS:** Mandatory for all clubs

**BAG TAGS** must be tagged with the player's Club name and team designation (A, B, C)

**CELL PHONES: Set all phones to silent mode.** Cell phones/GPS apps used solely for distance measurement are allowed in **tournament mode**; no other applications are allowed. **Examples of prohibited applications are altimeter (elevation), heat or putt maps, or temperature/wind.** If a player is using a smartphone with a GPS application, they must notify the opponent at the beginning of the match. If a cell phone rings or is used as a phone, the hole is LOST by the Team represented by the player with the phone and WON by the other team. In the event of a course emergency, a cell phone may be used, i.e., cart broken down, accident, or serious illness.

**SHOES AND DRESS:** Soft spikes only. Golf attire-no short shorts, tank tops, or denim. Wear the team uniform.

**MATCH TIMING: DO NOT start a new hole after 4 hours and 45 minutes of play**

\* For all Teams with an 8:30 start: At 1:15pm you are playing your final hole

\* For Teams with an 8:45 start (These are teams starting second on a shared tee box, aka "B-Starters")

**At 1:30pm you are playing your final hole**

For all remaining unplayed holes, split the points. Exceptions: For on-course emergencies or for special circumstances when a different stop time is announced before the match begins.

"Designated Timer" before play starts, a player in each foursome will set a timer/alarm at 4 hours and 45 min.

**UNDUE DELAY & SLOW PLAY:** Keep up with the group in front of you. The time to finish each hole is printed on the scorecard. Slow-playing groups will receive one warning from the Marshal. At the second offense, they will be asked to pick up, split the points on the hole, and immediately move to the next hole to get into the correct position as stated on the scorecard.

**USGA RULES of GOLF:** The mobile app or book may be used during play.

**HANDICAP INDEX REPORT:** XXXXXX (Date) index will be used.

Slope Rating: XXX Course Rating: XX.X Par: XX Tees (Course): XXXXX tees (course)

**7-10 DAYS PRIOR TO THE EVENT (between xxx and xxx dates):**

**EMAIL 1) YOUR COMPLETED LINE-UP SHEET AND 2) xxxxx (date) GHIN/ HANDICAP INDEX REPORT** (highlight or underline players), **TO xxxxxxxx (Host Club/ Captain's email)**

We look forward to seeing you at XXXXXXXXXXXXXXX!

XXXXXXXXXXXX, Captain cell: XXX-XXX-XXXX

[EMAIL@XXXX.com](mailto:EMAIL@XXXX.com)

XXXXXXXXXXXX, Co-Captain cell: XXX-XXX-XXXX

[EMAIL@XXXX.com](mailto:EMAIL@XXXX.com)