Responsibilities of Host Club

At least two months prior to hosting the EBTP Match at your Club, the Team Play Captain will meet with Pro Shop and Catering Manager to plan event.

One Month Prior to your Host Date
Host Club's EBTP Captain shall send a **"Letter of Invitation" (LOI)** containing the following information to all EBTP Captains and Co-Captains, as well as the EBTP League Director:
(A sample "Letter of Invitation" is posted to the website under the Forms tab)

- Match Date and Location
- Start Time (8:30 SG) and Check-in Time
- All players must be in carts on or before 8:15 am
- Time breakfast will be served
- Type of Breakfast (hot or continental/cold)
- Practice area availability and time frame
- Captain's Flight availability
- Cost per player, as determined by the League in October of each year (Cart Fee plus Food & Beverage, including gratuity and tax)
- Name of the golf group or club to whom the check should be made payable
- Mandatory carts
- State which GHIN/ Handicap Index (H.I.) Report date will be used for the match date according to the schedule set by the League in October of each year
- State the course's Slope Rating, Course Rating, Par and the Tees being utilized
- Include messages regarding Bag Tags, Cell Phones, Shoes & Dress & Uniform, Pace of Play (Designated Timer, Match TIming)
- EBTP Captain and/or Co-Captain contact information

Attach the **Course Handicap Table** for the Host Club's assigned tees

NOTE: Host Club also fields a team on the given Match Date

Recruit Volunteers for the following jobs:
- Check-In Desk (2 or 3, as required)
- Marshals
- Spotters, as needed depending on course need
- **NOTE:** Minimum of 4 Marshals & Spotters to manage pace of play
- Bag Drop Handlers and shuttle drivers (arrange with Pro Shop)

7-10 Days Prior to Match Receive Line Up Sheet and highlighted H.I. Report from each Club

Verify each Club's "Line Up Sheet" for accuracy:
Top Section
- Opponent, Match Location, Match Date, Day of Week, Slope & Course Rating, Par, Tees
- Handicap Index (H.I.) Report Date (as designated in LOI)

Player Section
- Player Name
- Player's GHIN number with correct Handicap Index (per highlighted H.I. Report)
- Converted Course Handicap per player, based on Slope Rating, Course Rating, Par and Tees (see Course Handicap Table)
- Appropriate order of players, from lowest (A) to highest (C)
- Player's index falls into the Index Brackets, as defined per flight. If not, follow guidelines in EBTP Conditions of Competition.
- Ensure that no player exceeds the maximum course handicap of 36 (C Team)

NOTE: For players with a Plus (+) Playing Handicap, they will play off zero strokes. See EBTP website for scorecard: Rules, Handicapping and Concerns.

<u>Captain's Flight Section</u>
- if applicable, verify Captain's entries.

If any error on Line Up Sheet, notify the Club's Team Play Captain.

4-6 Days Prior to Match

Share Line Up Sheets with Pro Shop. Highlight any exceptions to player handicaps. For any Line Up changes during the week, notify the Pro Shop asap.

1. Arrange for **Pairings and Tee Times Sheet** to be set up using **"BAC" Order of Flights**. (see '"BAC" Order of Play Guidelines (Host Club)' on EBTP website)
2. Ask Pro Shop to pair **similar or matching cart types** for each foursome (both teams with GPS monitors or neither team)
3. **Arrange for accurate scorecards** If pre-prepared by the Pro Shop, work with personnel to ensure that all cards are correct, are popped based upon the designated Handicap Index date, and that players are assigned to the right opponent. Include Finish Time for each hole (based on 4 hour & 45 minute round; for "B" starters, add extra 15 minutes) plus lines for Gross Points and Net Points.
   NOTE: A sample Scorecard is located under the Forms tab on the EBTP website.

   For Captain's Flights: Include Captain's name on teesheet and golf carts. Prepare scorecards with finish times.

4. **Review written course information for players**:
   I. **Local Rules**
   II. **General Information Sheet**
      - Format
      - Ground Under Repair, as applicable
      - Tees
      - Cart Path information
      - Drop Zone information
      - Location of restrooms; code, if applicable
      - Location of snacks, if available.
      - Pace of Play / timing of round
   III. **Hole/ Pin placement**

5. **Directional Signage** Make plans for clear directions on the course, where needed. Tee markers clearly designated so players are all utilizing correct tees. Location of holes/ teeboxes adequately marked.
6. Send **Volunteers** reminder email. Attach Marshal Guidelines
7. Request **Time Par Sheet** from Pro Shop (share with Marshals on Match Day)

On Host Date

Set up **Check-in/ Reception Area** in advance. Include the following:
- Scorecards for all Teams; sort by Club and Pairings
- Course Handicap Table for Host Club
- Team Pairings List
- Tee Sheet
- Envelope-for Check Payments
- Tables and chairs
- Pencils, tees, ball markers, divot repair tools
- Highlighters, pens

- Blank **Captain's Scoring Sheets.** Have available in the event a Club does not bring their two copies.

Lunch Table Signs-Arrange for "two starting hole" signs to be placed per table (8 players/table)

Before Match Begins
1. **Check-In** each Team Play Captain and secure required documents:
   - **Check Payment** for correct amount, based upon number of players (and Captain's Flight, if applicable)
   - **Line Up Sheet** (two copies: one for Host and one retained by Team Play Captain)

2. **BEFORE you give the day's scorecards to a team, organize the paperwork:**
   - Verify a team's Line-Up Sheet against their own Team's scorecards for accuracy.
   - Place together with Opponent's scorecards.
   - After the Opponent arrives, verify the Opponent's Line Up Sheet against their own team's scorecards.
   - Once confirmed, give each team their own team's scorecard with the Opponent's Line Up Sheet.

3. If scorecards are not "pre-popped", ensure team captains utilize their opponent's Line Up Sheet to pop cards and verify accuracy with opponent prior to start of play.

4. **To Improve Pace of Play:**
   - Ensure that marshals, spotters, and volunteers on the course manage pace of play, and help players know each hole location.
   - **NOTE:** Minimum of 4 Marshals & Spotters to manage pace of play
   - Volunteers use **Time Par** Sheet to assist players with Pace of Play.
   - Ask Pro Shop to clearly identify Marshal carts with flags or "Marshal" sign.

** Refer to "Paperwork Process and Flow" document for additional information

After Matches are Played
For doubt to a procedure or disputes, refer to EBTP website/ Conditions of Competition.

Match Points Scoring Sheet
==Joint Task for Host Club Captain & Data Recorder==
The Host Club Captain will assist the Data Recorder/ website administrator to update the Match Points Scoring Sheet (viewable on the EBTP website/ Standings section).

The Host Club Captain will:

- Collect and review the signed Captain's Scoring Sheet from each club and compare it with the competing opponent's sheet for accuracy.
- Once verified, print her name and sign each club's sheet.
- Send one photo of the Captain's Scoring Sheet from each pairing to the designated Data Recorder.
- Keep the copies of the Captain's Scoring Sheets for the entire season.

The Data Recorder will post the points for each match to the Match Points Scoring Sheet in a timely manner. The updated Scoring Sheet will then be posted to the website.

April 2024