

DUTIES OF AN OUTING HOST

All members of the HCER Senior Men's Golf League share in the operation of our league. Members of the Leadership Team host special events, and Regulars and Alternates host Wednesday and Friday outings. The general duties of Hosts are listed below:

HOSTS FOR FRIDAY OUTINGS

- (a) The Host must contact the golf course to confirm our reservation and verify the number of tee times. It is also a good idea to check with the pro or club manager as to what holes would be good for skill events, such as long drive, etc. Contact the League Coordinator immediately if there are problems. The League Coordinator will change the number of tee times if necessary after the total number of players is known.
- (b) The Host determines the games-of-the-week* and the money distribution for each game. The League Coordinator will advise the Host how much money will be allotted for prizes. The Host will assign a dollar amount to the selected games and forward this information to the League Coordinator by the prior Monday at 6 pm. The League Coordinator will announce them as part of the weekly groupings notice. Also inform the League Coordinator if prize markers are needed and who will print them.
- (c) The Host should arrive early to check in at the golf shop, assist the League Coordinator in distributing score cards, dealing with no-shows/late-arrivals, adjust the playing groups if needed, and make sure the groups are on the tee box and ready to go at the appointed tee times.
- (d) If the League Coordinator is not present, the Host collects the scoresheets/prize markers following the round. The Host should stay at the course until all golfers have checked in, and make arrangements in advance to deliver the results to the League Coordinator before the following Monday.

HOSTS FOR WEDNESDAY OUTINGS

- (a) The Host sends an email reminder to League members on the preceding Thursday to contact him in order to play (five tee times have been reserved for each Wednesday outing). The Host may decide to request more tee times but that is optional on his part.
- (b) The Host must contact the golf course the week before to confirm tee times and complete any needed arrangements, such as prize markers.
- (c) The Host must email the players in advance of the outing about which tees are to be used, the games* that are planned, and the money they must contribute to the prize fund. If handicaps are to be used, contact the League Coordinator for handicaps at the course being played.
- (d) The Host organizes the playing groups in advance.
- (e) The Host tabulates the results, announces the winners, and distributes the prize money.

*Games should be straightforward so that everyone understands the rules, and the results are easy to determine. FIR and GIR competitions must be for 18 holes. All 9- and 18-hole games must pay at least first and second prize. There should be no intra-group games. The rules for games cannot be in conflict with League rules, such as requiring all putts to be holed-out.