

Golf Meet Hosting Tips

Pre-Meet Planning

- Send information sheet to all schools attending your meet. Include the following:
 - How to / where to submit rosters
 - Start time of the meet
 - Specify course location, parking locations for both teams / spectators
 - Entry fee total – paid directly to the school or the course
 - Golf carts available for coaches / spectators. Where will they pick them up? Who do they pay?
 - Is a practice range available? Fees for practice balls?
- Course Markings / Setup
 - Ensure course is sufficiently marked
 - Identify areas that need to be communicated to coaches/players pre-match
 - Work with the course on tee markers and pin locations (if permitted by the course)
 - Create hole-by-hole description of the course (Hole 1: Par 4, 365 yds, OB left & behind green)
- Prepare scorecards for groups. If using online scoring, setup the meet and send link to coaches.

Day of the Event

- Coaches / Players Meeting
 - Review notable course markings, potential areas of issue (ground under repair, etc.) & local rules in play
 - Is the ball being played down or do conditions warrant pick, clean and place?
 - Marking and IDing golf balls
 - Coaches contact with golfers
 - Use of rangefinders, phones, watches
 - Stress pace of play. All golfers should be ready when it's their turn.
 - Process for resolving score discrepancies (resolution before next tee / playing 2 balls)
 - Process and location for turning in scorecards
 - Cardback protocol
 - Parents and contact w/ golfers (can be separate meeting w/ parents)
- Meet Officials / Rules Committee
 - Select appropriate number of coaches to serve as the rules committee (depending on the size of the meet)

Other items/details to consider

Evacuation Plan:

- It is important to have an evacuation plan in place in the event that it is necessary to suspend play and evacuate the golf course. Careful thought must be given to both sheltering the players, as well as how to get them off the golf course. While this is typically the result of inclement weather, there have been cases where a course evacuation has been required for a non-weather-related incident, e.g., bomb scare, hazardous material spill.

Awards and Trophy Presentation:

- A trophy / medalist presentation is highly recommended.