Milwaukee Women’s District Golf Association

Tournament Record Book Information

For the most up-to date information – always refer to the website

[www.MWDGA.org](http://www.mwdga.org)

To print or update any or all of the information contained in this binder – go to the home page of [www.MWDGA.org](http://www.mwdga.org) and click on “Forms and Binders” under the Board tab and then select the particular section to print. ***If you use the last copy of any form contained in this binder, please print additional copies from the website.***

DUTIES OF THE HOST CLUB ON A PLAY DATE

1. Local Rules/Cart Sheet – Print off one copy of flyer with local rules for each cart. Add to this sheet any other specific information for your course.
2. Score Sheet/Competition Forms for each of the matches – Blank forms in this binder
	1. Enter names & handicaps prior to the matches – please remember that the maximum trend handicap index is 28. Alternates should be slotted in pairs with players from other clubs so that a practice match can be played whenever possible and they should be placed in a shotgun location that minimizes the impact on the formal matches. The host club is required to supply players in order to complete an incomplete foursome of alternates.
	2. Fill in points won for each player and totals for each team after the matches are completed.
	3. File a copy of the Score Sheet in this Division Binder under “Completed Forms”.
	4. Place all of the attested scorecards in the envelope in the back of this Division Binder.
3. Publicity Forms – Blank forms in this binder
	1. Complete form and make 6 copies.
	2. File original in this Division Binder under “Completed Forms”.
	3. Distribute one copy to each of the 5 team captains and one copy to the Pro Shop to report scores to the newspaper.
	4. Announce results at lunch.
	5. Email webmaster Wendy Miller from North Shore CC wendy.miller@bbrown.com the points won and total points to-date for each team for posting on the website.
4. Pass this Division Binder to the next host club – see Tournament Schedule tab in this binder to determine next host club.
5. Update and/or replace any outdated information contained in this binder. If in doubt – always refer to the website or contact the 1st Vice President.

UPDATED: 2022