

ECMPGA Host Professional Responsibilities

Before the Event

1. Communicate with General Manager/F&B Manager well in advance of scheduled event.
2. Communicate with Course Superintendent well in advance of event.
 - a. The golf course must be well marked (O.B., Penalty Areas, and Ground Under Repair).
 - b. This is a fun day for our members/guests, so please set the course up with that in mind.
 - c. Four sets of tees should be provided for the following groups of players at all events:
 - **Male Professionals/Amateurs under age 60** **Event Tees (Recommended 6500-6700)**
 - **Male Senior Professionals/Amateurs age 60-69** **Middle Tees (93% of Event Tees +/- 1%)**
 - **Male Super Senior Pros/Amateurs age 70+** **Forward Tees (84% of Event Tees +/- 1%)**
 - **Female Professionals** **Forward Tees (84% of Event Tees +/- 1%)**
 - **Female Professionals age 60+ /Amateurs** **Forward Tees (78% of Event Tees +/-1%)**
 - Variance of +/- 1% due to the nature of each individual course layout
3. Must provide ample carts or caddies for the event if applicable.
4. Log into the Golf Genius event page after 12:00pm the Friday before the event to obtain team/player information.
 - a. Guest Professionals will register and pay their entry fee online.
5. In all Chapter Pro-Am events, 80% of the Amateur's most current WHS handicap will be used, up to a maximum of 80% of 23 (18) strokes for men and a maximum of 80% of 36 (29) for women.
6. Event format sheet must be sent to Eastern Chapter Board by 4:00PM Friday before the format sheet is to be e-mailed to the Chapter members.

Day of the Event

1. A registration table should be set up to register teams, supplies at the table for registration:
 - a. Handicap Conversion Chart
 - b. Special Event Registration (i.e. skins game or buy-ins)
 - c. Pens or pencils
2. Must provide printed event rules, event format, and any local rules to each individual group. All printed materials must have the sponsor logos (if available) printed on them.
3. Must provide Golf Genius Codes in advance.
4. Must provide a score table or area with scoreboard / TV monitor along with a scorer to post scores and results.
 - a. All Pro-Am ties will split prize money; there will not be a "playoff" to determine winning teams (including 1st place).
5. Have ample support or staff; bag or lot attendants to load and unload guests to golf carts.
6. Email the ECMPGA Board & Diane Lazaros by 5:00PM the day following the event, or else loss of stipend.
 - a. Must enter FULL field results in Golf Genius (all teams, regardless of place on leaderboard).
 - b. Must provide the filled-out financials form (correctly).
 - c. Must email Diane an "invoice" for the club to be paid for hosting the event.
 - d. Pay out the Professional Event immediately, if winners leave early contact them to see how they would like to receive their winnings.