Hosting Club Checklist

At least 2 Weeks Prior to Event

Make sure you have the Hosting Club Folder for the Event. This should have been provided to you at the close of the prior event.

Go to the Gulf Coast Website and verify the club pro who should be receiving the Team Rosters is listed first under your club on the Club Information page or Club Information at the top of your team page. (They are coming from the same table).

- o If updates are needed to the Club Pro's information (Name and email are really the most important pieces of information), you can Edit the information on the Club Information table for your club. Just like editing your roster.

This step is important since all the Team Rosters for an event will go to the email address for the first pro listed. I copy will also go to the club rep.

Make sure your Food and Beverage folks have the details for setting up the room for the event. Provide them the Event Setup Guide.

Provide the Event Setup Guide to your Golf Pro along with the Pace of Play Guidelines.

4 Business Days Prior to Event

The deadline we set for sending Team Rosters is 4 business days prior to the event as listed on the website on the Schedule page. At this point you should have received all the team rosters. If any teams are missing, you will need to reach out to the team rep for that club. You can lookup emails in the Member Directory on the website.

Meet with your Golf Pro to make sure they don't have any questions about how to setup the event. If they have questions you cannot answer, reach out to the league President or Vice President.

2 Days Prior to the Event

Make sure your pro shop has setup the event in Golf Genius and get a copy of the tee sheet they created. You should compare this tee sheet to the tee sheet of the last event to make sure there are no duplicate pairings from the prior event (or at least duplicates are minimal).

Review Pace of Play Guidelines with the Pro Shop and let them know we expect their help enforcing Pace of Play. The rangers should not be shy about asking groups to split if there is an open hole in front of them. Hopefully, our players will self-enforce the Pace of Play Guidelines, but if not, the rangers are welcome to.

Check in with Food and Beverage and make sure there are not any questions. Also check to see if Podium, Microphone and TV for Scoring is available.

Day of Event – Prior to Shotgun

Check in with the Pro Shop and make sure the carts are all set with scorecards.

If any other questions or concerns, always reach out to a board member.

Day of Event – After Play

After all scoring is complete, you will need to get to the pro and have them mark the tournament COMPLETE in Golf Genius so all Ties are Broken.

Follow-up with pro to make sure they emailed the link to the GG results to Karen