

## OWICBT GOLF DAY SCRAMBLE - HOST REQUIREMENTS

- 1) Requirements
  - a) Deadline for bids is October 1.
    - 1) Bid must include price of golf, cart, breakfast and dinner.
    - 2) Supporting letters from bidding association and golf course.
  - b) No contracts are to be signed until OWICBT has reviewed bids.
  - c) Golfers should be limited to a number which best suits your course, using "Shot Gun Start".
  - d) Prepare a map of area and list of motels.
  - e) Determine deadline for entries; at least three weeks before golf day.
  - f) Check on availability of golf carts.
  - g) Have copy of ground rules for each team, if not listed on scorecard.
  - h) Golf day chairman and her committee chairmen and members must be sent to Golf day advisor for approval.
  - i) Golf day will be scheduled for the first Monday in August or at the discretion of the board.
  - j) Plans for Sunday evening get-together and awards dinner must be approved by OWICBT President and golf day advisor by May 25.
- 2) Eligibility
  - a) Golfers and non-golfers must have bowled or been scheduled to bowl in the previous Inter-City tournament.
  - b) Local host association committee members
  - c) OWICBT Board Members, Life Members and Members Emeritus.
- 3) Expenses
  - a) OWICBT
    - 1) Postage, envelopes, printing of entry and letter
    - 2) First place awards. (Does not include prize money.)
  - b) Local Association
    - 1) Get-together on Sunday evening
    - 2) Must pay prize money (will be reimbursed by OWICBT)
    - 3) Any prize money above what is collected from the entry.
    - 4) Association is responsible for longest drive, closest to pin, longest putt, or any other incidental prizes.
    - 5) A detailed expense summary to be turned in to OWICBT President, Secretary/Treasurer and golf day advisor within 30 days after golf day.
    - 6) Any other expenses incurred are to be paid by the Local association.
- 4) Association President appoints a Golf Day Chairman
- 5) Chairman in turn appoints:
  - a) Scheduling committee
  - b) Hospitality committee
  - c) Prize committee
  - d) Food committee
  - e) Non-golfer committee
- 6) Committee Responsibilities
  - a) General chairman

- 1) Arrange to have entry forms and cover letter printed.
  - 2) Receives all entry forms and money.
  - 3) All money is to be turned over to OWICBT Secretary/Treasurer WEEKLY with transmittal form.
- b) Scheduling committee
- 1) With help of chairman, set up teams with A B C D player on each team. Mix players from associations, putting one player per team per association if at all possible. Assign tees.
  - 2) No two OWICBT officers or directors are to be scheduled on the same teams if at all possible.
  - 3) Send out confirmation letter stating starting time, teams, Sunday schedule, dinner location and time. Also include map of area and motels.
  - 4) Prepare score cards, name tags, etc., and check in golfers as they arrive.
  - 5) Post scores on score sheet as teams finish. Check scorecard addition.
- c) Hospitality committee
- 1) Assist in planning Sunday get-together from 7:00 p.m. to 9:00 p.m., with snacks only. Plans must be approved by OWICBT President and golf day advisor.
  - 2) Greet golfers as they arrive, direct them to the sign up table.
- c) Prize committee
- 1) Set up prize list – remember four on each team.
  - 2) Ties will be broken by using the back up elimination system beginning with hole number to be drawn. Draw this hole prior to the beginning of play and post.
  - 3) Winning team will receive an award from OWICBT.
- e) Food committee
- 1) Arrange for breakfast at course (if possible). If buffet style, have servers. Should be substantial as there is no stopping for lunch.
  - 2) Awards dinner – at approximately 2:00 p.m. sit-down dinner to be served. Plans must be approved by OWICBT President and golf day advisor.
  - 3) Decorations, favors, and door prizes at Local Association's discretion and expense.
  - 4) Seating arrangements and name tags are to be arranged by foursomes, with hole number displayed.
  - 5) Have PA system available.
- f) Non-golfers committee
- 1) Arrange for activities for non-golfers on Monday, such as bingo, cards, tours, shopping, etc.

WIN, PLACE AND SHOW WILL BE HANDLED BY OWICBT ON SUNDAY EVENING ONLY