

# WOMEN'S NINE HOLE GOLF ASSOCIATION

## Section 11 – Open Days

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## OPEN DAYS

### Introduction

Among the most popular activities sponsored by the Women's Nine Hole Golf Association are Open Days. These events are held throughout the year at various clubs within the four areas of WNHGA's jurisdiction.

- No green fees are charged and players pay only for meals, sweeps and golf carts.
- All WNHGA members are invited to play in Open Days; however attendance may be limited based on available space.
- A provisional (five-round) handicap is required.
- The game is individual low net. Prizes are awarded in each of several flights, and for overall low net and low gross.

The individuals listed below each have responsibilities during an Open Day event. This section describes the duties of each.

- Open Day chair at the host club
- Host club captain
- Open Day chair at an invited club
- WNHGA members who sign up to attend an Open Day
- The WNHGA director-in-charge (DIC) of the event

## Responsibilities of the Open Day Chair and Captain at the *Host Club*

1. Communicate with the WNHGA director-in-charge (DIC) of your Open Day
  - a. You will be contacted by the DIC prior to your event to coordinate with your club pro and food service personnel. At that time, you will review a list of recommended jobs for members of your club, called the *Open Day Preparation Checklist* (Exhibit A). In general, your members will act as hosts for the event, and will play only under certain circumstances as determined by the DIC.
  - b. The details of the tournament itself are the responsibility of the WNHGA DIC. This includes collecting entry checks and forms, setting up flights and pairings, and running the scoring room. You may be asked to assist in coordinating the arrangements with your pro shop, including the preparation of carts signs and scorecards.
2. Prepare letter of invitation, hotel list, and assist with the entry form
  - a. Exhibit B is a sample letter of invitation. Your DIC can provide a Word file as a template should you wish to use it. Customize the letter for your club with any special information or instructions and print on your club letterhead if possible. Refer guests to your club website for a map and directions if available. Also provide a list of nearby hotels. Send these documents as Word or pdf files to your DIC for her approval and use.
  - b. Provide your DIC with the course details and cost information needed for her to fill out the Entry Form (*OD Form 1*).
  - c. The DIC will email the letter, entry form and hotel information to the member clubs at least six weeks prior to the event. You need to provide letter and hotel documents in time for her to proofread and edit them.
3. Host club members playing in Open Day
  - a. After the sign-up deadline has passed, the DIC will contact you with the entry count. If the field is under-subscribed, members of the host club may be asked to play. You may wish to post a sign-up sheet with this eventuality in mind.
  - b. The cost to the host club members will exclude the cost of sweeps and also the cost of carts if they are providing their own. They will play with the rest of the field but *will not be included in the competition for prizes*. The cost of food and, if necessary, carts should be collected in the same manner as it is for all other participants, with checks made out to the host club. There have been exceptions where host club members have been billed directly to their club accounts, but provisions need to be made in advance with the DIC to keep an accurate accounting of all monies.

#### 4. Activities on Open Day

- a. Alert your club treasurer or a substitute to be present on the day of the event to meet with the director-in-charge to reconcile the charges with the checks collected from the participants.
- b. Act as host at the luncheon. Introduce the DIC who will, in turn, make any necessary introductions and announce the prizes.
- c. It is advisable to have some of your members (perhaps those with early jobs) have their clubs and shoes with them in case there are cancellations or no-shows the morning of the event; they would then play to fill in foursomes as needed.

## Responsibilities of the Open Day Chair at an *Invited Club*

1. Explain Open Days to new members of your club and encourage all members to participate. A provisional (five-round) handicap is the only requirement. Consult *WNHGA.com* or the WNHGA Yearbook to obtain a list of Open Day locations and dates for the current year. These dates should be published in your group calendar.
2. Anticipate the arrival of an Open Day invitation and entry form six to eight weeks prior to the actual event (*Exhibit B and Form I*). The information should be communicated to your members by whatever methods your group uses: on your bulletin board, by announcements, by email, etc.
3. Return the completed form, paying particular attention to accurate spelling and legibility of names and GHIN numbers. Be sure to indicate the name of your club and contact person on the form. Enclose a personal check from **each** registered player with the entry form. Notify the DIC by the requested due date, **even if you have no entrants**. Email is the preferred method, but the blank form may also be mailed back.
4. Post a copy of *Responsibilities of a Guest at an Open Day*, from this section. Make sure each member attending an Open Day has all tournament information.
5. Inform the DIC of any cancellations within the time period listed on the entry form. If the DIC is not notified prior to the Open Day cancellation date, **the entrant's fees are forfeited and will not be refunded**. Some telephone message machines are unreliable, so if you must leave a message, be sure to have follow-up contact to make sure the information was received. Use email if possible. The ultimate responsibility to notify the DIC resides with the player. You should provide information and assistance.
6. If the field is oversubscribed, and **is not** in your WNHGA area, you will be notified by the DIC how many of your players will be allowed in the tournament. This is determined by order of sign up.
7. If the oversubscribed Open Day **is** in your WNHGA area, the DIC may elect not to accept any players from your area, or she may limit your club participation to the first few players listed on your entry form. You will be notified of all decisions, and it will be your responsibility to inform your players.

## Responsibilities of a *Guest* at an Open Day

1. Check your bulletin board or announcements for letters of invitation and entry forms for each WNHGA Open Day. The dates and locations of these events are listed on *WNHGA.com* and in your group's calendar, so you can decide in advance which Open Days you wish to attend.
2. To sign up for an Open Day, print your name and your nine-hole GHIN number on the entry form. Make a check out to the host club and give it to your Open Day chair. She will mail the form.
3. When you sign up you have made a **commitment to attend**. If you find that you must cancel for an emergency, please notify your Open Day chair or the director-in-charge (DIC) immediately. If you cancel after the cancellation date on the entry form, **you will forfeit your prepaid entry fees**. If you must cancel on the day of the tournament, please call the pro shop at the host club as early as possible. If possible, also call the DIC on her cell phone.
4. As you sign up to play at an Open Day, you might want to note which tees will be used, and the course slope for those tees. In many cases there will be two possibilities, front nine and back nine. This information is on the entry form. With this information, you can use one of many tools to convert your index to the course handicap(s). These tools include a conversion booklet (sold at WNHGA events), *WNHGA.com*, or *USGA.org*, and a smart phone app available free from USGA GHIN and NCGA.
5. Arrive for registration **at least** 45 minutes prior to the start of the shotgun, and sign in immediately. Make sure there is a name tag on your golf bag so it can be put on your assigned cart.
6. When you receive your scorecard, double check your handicap index and verify that it has been converted correctly for the course and tees you will be playing (*see #4*). If you haven't done the conversion already, a chart may be posted in the pro shop of the course you are playing. Note that not all courses use RED for the ladies tees, or have the women's rating posted.
7. Carry a USGA Rule Book or a WNHGA Rules Bag Tag (available at [WNHGA.com](http://WNHGA.com) > [Shop > Rules Bag Tag](#)). During a WNHGA event, a player may obtain distance information by use of a USGA approved device or app on a cell phone. A player must use these devices or apps for distance measuring **ONLY** and they must be in silent mode at all times. If a player uses the measuring device for anything other than measuring distance, the penalty will be two (2) strokes for the 1st offense and disqualification for a subsequent offense.
8. Upon completion of your round of golf, check your scorecard carefully. The score must be totaled and the net computed. The card must be properly signed by you and attested by one other player. You are responsible only for the accuracy of the individual hole-by-hole scores. If you make a mistake in adding up the total or calculating the net, you will not be penalized. The WNHGA DIC of the Open Day will post your score, including any Maximum Hole Scores (Net Double Bogey) adjustments as needed. **Do not post your own score.**
9. Turn your scorecard in to the scorecard collectors immediately after completing the round, before putting your clubs in your car.
10. Enjoy these opportunities to play at many different courses!

## Host Club Open Day Preparation Checklist

### 1. MEALS AND HOSPITALITY

- **Food and Beverage:**
  - Plan a buffet breakfast and either a buffet or seated lunch.
  - Give meal price information to the director-in-charge (DIC) for her to use in filling out the entry form.
  - Breakfast is open seating. Seating for lunch should be assigned by starting hole, with signs on the tables. A podium and microphone will be needed, and a small table.
- **Registration:**
  - Arrange for a registration table, with chairs for at least three people.
  - Check in guests and hand out scorecards and Local Rules.
  - Arrange for bag handlers if pro shop is not providing them.
- **Scoring Room for the WNHGA Directors:**
  - If possible, have the room be separate from dining room but not far away.
  - Room should have table and chairs for up to eight people, well lit, accessible power outlets, a waste basket and a water pitcher.

### 2. TOURNAMENT DUTIES

- **Morning of Tournament:**
  - Make sure hole numbers on the course are well-signed.
  - Greet incoming cars. Answer questions. Give directions to parking and bag-drop area. Make sure players know where to check in.
  - Check that all carts have identification signs, a map of the course (if available), an extra scorecard and a pencil.
  - Oversee the placement of golf bags on the carts. Help show players to their starting tees.
- **Spotters**
  - If spotters are needed, how many and where: \_\_\_\_\_
  - During play, only spot balls. Don't tell players how to play from that position, or give any other playing or rules advice.
- **Scorecard collectors**
  - Intercept players before they go to their cars. Wave the signs WNHGA will provide to get the attention of the players. Check all scorecards for completion: a total gross and net score. Make sure both the player and person attesting have signed the card. Give scorecards to a runner or deliver to the WNHGA scoring room.

*Host Club Letterhead*

**WNHGA OPEN DAY INVITATION**

*(Suggested form – optional items in italics)*

Date

Dear Open Day Chair,

The \_\_\_\_\_ Club in \_\_\_\_\_ cordially invites your WNHGA members to participate in our Open Day to be held on *Day, Month XX, XXXX. (i.e.: Thursday, July 18, 2013)* Registration and breakfast will begin at \_\_\_\_\_ AM, followed by a \_\_\_\_\_ AM shotgun start. *You are welcome to use our practice range to warm up beforehand. Note any special restrictions – cart path only, etc.*

The WNHGA director-in-charge (DIC) of our Open Day is:

Name	Phone
Address	e-mail:

Please return **one** completed entry form by mail to \_\_\_\_\_ (DIC) at the address above, postmarked no later than \_\_\_\_\_. **If you have no entrants**, please e-mail (DIC) or return the form to let her know that you will have no participants. Participants canceling after \_\_\_\_\_, \_\_\_\_\_ will forfeit their entry fees. For day-of-event cancellation or questions, the \_\_\_\_\_ pro shop phone number is \_\_\_\_\_.

A map and directions to our club can be found on our website at.....*Please include any other special instructions or directions.* We have enclosed the names of some local hotels in case you wish to arrive the day before.

We are looking forward to your visit and hope you'll enjoy playing at our beautiful course.

Sincerely,

\_\_\_\_\_, Captain  
Phone number, email

\_\_\_\_\_, Open Day Chair  
Phone number, email

WOMEN'S NINE HOLE GOLF ASSOCIATION

**OPEN DAY ENTRY FORM**

HOSTESS CLUB: *Merced Golf and Country Club*

GUEST CLUB: \_\_\_\_\_

(Your Club Name)

DATE Tuesday, May 21, 2019

Index Date: May 15, 2019

Registration Time: Noon Shotgun Time: 1:00 PM

Field Limit: 68

Tees used: color & slope Front Red - 130

Comments: Golf attire, no denim, soft spikes only

**Handicap Limit: Course handicap to be no greater than par.**

All players must ride carts  
All bags must have name tags

Include a check from each entrant payable to:  
Merced Golf & Country Club

ENTRIES TO BE POSTMARKED BY:

Friday, May 10, 2019

**ALL OPEN DAYS ARE PREPAID**

Sweeps: \$3.00

Meals: \$25.00

Cart: \$10.00

Total: \$38.00

**IF NO ENTRIES, PLEASE EMAIL DIC OR RETURN BLANK FORM.**

Mail checks and this form to the Director-in-charge:

*Judi Phillips*

*11337 Scarlet Oak Drive  
Oakdale, CA 95361*

*Email: judyphillips2205@gmail.com*

**Cell Phone: 209.606.3303, Home Phone 209.848.0607**

**CANCELLATIONS: WNHGA plays rain or shine!**

your fee will be **forfeited**. Cancellations **prior** to the day of the event -- you must call the director-in-charge. Cancellations **on the day** of the event -- you must call the pro shop at the

If you cancel after Wednesday, May 15, 2019

hostess club by 7:30am. Club pro shop phone number: 209.722.3357

All entrants will be accepted unless the director-in-charge notifies the club contact, seven days prior to the event, that the Open Day is over-subscribed.

	GHIN No.	Last	PRINT NAME First	DIC use Only	CHECK RECEIVED
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

**LIST ADDITIONAL PLAYERS ON THE BACK OF THIS FORM.**

**WNHGA ASSUMES NO RESPONSIBILITIES FOR THE SAFETY OF ENTRANTS.**