

Bylaws of the DOT Golf Club

Appendix B – Coordinator Guidelines

Based on the discussions and agreements reached at the Annual reorganization meeting, there are a number of items that need to be tended to by 'outing coordinators'. The information typically agreed to at the annual meeting include tentative dates for DOT Golf Club outings for the upcoming season; preferred courses to be played on the tentative dates; and designated 'outing coordinators' for each of the courses to be played.

After finalizing the preliminary outing details, each 'outing coordinator' is responsible for that outing and will need to complete a number of items regarding his designated outing:

As soon as possible, contact should be made with the golf course "Event Director" to confirm the availability of reserved tee times on the tentative date determined at the annual meeting. Both tee times and greens fees vary with each course. Unless agreed to at the annual meeting, the cost of greens fees & cart should not exceed \$65 per golfer, nor should the first tee time start after 12 noon.

If the tee times are not available on the tentative date, the coordinator has the discretion to revise the date to an alternate date plus or minus one week from the original date.

If a suitable date cannot be accommodated, or the quoted cost exceeds \$60, or tee times are not available prior to 12 Noon, contact the Club President regarding any alternative courses for that outing date.

Once a date and time have been confirmed, some judgment needs to be exercised regarding the number of tee times quoted for the reservation. For those courses requiring an executed contract and deposit, the amount of the deposit is often based upon the number of golfers (or tee times) quoted. The Club policy is to limit the deposit to as small an amount as possible. If the required deposit turns out to be more than \$200, contact the Treasurer regarding availability of funds. Attention needs to be focused on the course's policy regarding revising (up or down) the quoted number of outing attendees.

After all the terms have been settled with the course "Event Director", send that information to the Secretary (or designee) for updating the Schedule of Events. If a contract is required, send it (or have it sent) to the Treasurer for signature and the remittance of any required deposit. A copy of the executed contract will be made part of the Secretary's files.

Approximately three to four weeks prior to the outing date confirm with the course "Event Director" that the outing is on their schedule.

Determine number of golfers attending the outing from signup sheet obtained from the previous outing, phone calls, and/or email solicitations.

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Approximately one week before the outing date (or as required by the contract), contact the course “Event Director” to finalize/confirm date, tee off time, and number of golfers expected for the outing.

With many courses this final number of golfers obligates the Club to PAY.

Prior to the outing set up the foursomes based upon requests and discretion of coordinator. Determine the order of tee off times for foursomes (Posting of foursomes & tee off order on INET is appreciated).

Consider Pace of Play in formulating foursomes and order of tee off.

On the day of the outing, arrive early enough to check-in with course Event Director and collect monies from Club members and guests. Announce ‘local rules’ (i.e. –winter rules or not), closest to the pin holes, maintaining pace reminder, prizes (\$10 per man - \$7 for prizes; \$3 to Club), etc. to outing attendees. Prior to tee off, remit payment to the Event Director and obtain receipt. After completion of the round, determine prizewinners and distribute prize monies.

Provide attendance roster, prizewinner names; receipt and cash balance to the Treasurer.

