

Wellington Golf Incorporated



JUNIOR INTERCLUB

Responsibilities of the Host Team

To assist with the administration of the junior interclub competitions run under Wellington Golf Incorporated (WGI), it is expected that the host team for the day appoint a Host Team Coordinator to complete the duties described below:-

Responsibilities

1. Collect team sheets from the Team Managers 20 minutes before the first tee off – confirm players are as noted on the draw on the WGI website
2. Check the teams know their starting tees and times
3. Explain any local rules
4. Remind about pace of play and course etiquette
5. Set up the results sheets using team sheet information
6. While play is on, ensure the field moves reasonably quickly
7. Collect scorecards and results sheets. NB: For all handicap Interclub matches, completed scorecards are to be submitted for handicap purposes.
8. Put all cards in club handicap box (as appropriate).
9. Enter match results into the Junior Interclub – Junior division page on WGI website. <http://wgi.co.nz/interclub/division/4001> Note: Access for data entry to enter the tee times and results is assigned to the Host team's Team Coordinator. Where the Host Team Supervisor is not the Team Coordinator, resolution of entering results is the responsibility of the Host team.
10. If there have been team changes prior to the start of the match, then please send amended hard copy results sheets to WGI within 2 days. Email: office@wgi.co.nz
Please note, changes to team players can only be made by team coordinators prior to the day of the match. Any late changes need to be sent through to WGI for action.
11. Following the completion of play, the Host team is expected to provide a small lunch for all the players (based on a nominal \$6 per head). This cost is to be covered by the Host Club. Lunches for the Junior Interclub finals will be covered by WGI.

It is important that the Host Team Coordinator for the day encourages a positive and sporting atmosphere with the etiquette of golf maintained. Any points of debate or conflict should be resolved by the Host Team Coordinator and the Team Managers where possible. If required, any debates or conflicts that cannot be resolved on the day, should be documented by the Host Team Coordinator and agreed with the Team managers, and forwarded to WGI (via the email above) for consideration by the WGI Match Committee.

The event should only be called off after discussion between the host club and the WGI Operations Manager. A decision to cancel a round should be made as early as possible prior to the competition, and immediately notified to the Club Junior Convenor and/or Team managers, especially where teams are required to travel to a competition.