Host Club Representative's Checklist

Regular Event

1. At the SMI tournament preceding the SMI tournament at your Club, collect the table placards for team seating at lunch and deliver these to your Food Service Manager.

2. Two months in advance of your event, the SMI Chairman will send an email with a Host Checklist that covers scoring table arrangements, dining room/lunch arrangements, course set up (tees, hole locations, etc.), prizes, PA system, TV access for scoring use, etc. When you receive this email, review it with your Pro, Food Service Director, and General Manager to start the process of getting everything set up appropriately.

3. Sometime before your event, SMI's Tournament Setup Specialist will ask you to confirm your course layout as recorded in the SMI database: tee markers and course and slope ratings; doubled-up holes; hole-by-hole pars, yardages, and stroke indexes. Coordinate this information with your Pro and course superintendent so the course will be accurately described within SMI's scoring apps.

4. On Thursday evening preceding your event, SMI's Tournament Setup Specialist will prepare the pairings for SMI's Webmaster to review and post on-line. By Friday evening, SMI's Webmaster will send an email informing you and your Pro of the pairings so your Club can print cart-by-cart placards, a single SMI/Leaderboard King electronic scoring system scorecard for each foursome and alphabetic grouping notices. You should monitor the SMI webpage and ensure your Pro is doing what is required to respond to revisions in the posted pairings.

5. The Host Club will print and place on the carts a single scorecard corresponding to the most recent pairings list on the SMI webpage. The scorecards are provided in hole-by-hole and cart and foursome order that should correspond with the placards on each cart.

6. SMI's Scoreboard Operator may ask you to arrange for volunteers from your Club to support the Scoreboard Operator. Some of these positions will be stand-by only in case manual scoring input is required.

7. Arrange for appropriate players to collect proximity markers from par 3 holes and deliver to the SMI Scoreboard Operator and Tournament Director.

8. Make the announcements before players depart the cart staging area (using a PA system). SMI's Tournament Setup Specialist will furnish SMI database facts of general interest such as the names of first-time players and milestone players (e.g., 25th, 50th, 75th, 100th round). After your announcements your Pro should make any announcements about Local Rules, etc. You should plan to launch players 10 minutes prior to the shotgun start. **If the golf shop will not be staffed during the match, an alternate phone number must be provided on the Local Rules sheet for emergencies.**

9. Collect from the Pro Shop a dozen golf balls to be awarded as prizes for closest to the pin on the Par 3's and collect from the Pro Shop the prize certificates for the top 3 teams, as determined by the SMI's Scoreboard Operator and Host Club Representative.

10. Announce the winners of the proximity prizes and the team winners and award the prizes.

11. Send the names of the winners of the proximity prizes to SMI's Scoreboard Operator, SMI's Tournament Setup Specialist and Webmaster.

Barney Poston Cup Event

For this event, there are three additional tasks:

1. Award the prize for highest number of points scored by a player. SMI will provide this prize.
2. Award the prize for longest drive on Hole no. 18. SMI will provide this prize.