

Tentative Instructions for Hosting a Match Play League Play Date (awaiting approval by MPL Committee and League Members)

MPL Play Date Host Checklist

1. Inform the MP Coordinator that you want to host an event on a scheduled date. She will communicate the hosting of events throughout the season by posting updated schedules to the MWGA web site, under Events => Match Play League => Match Play League Schedule
2. Determine the course for the event. Factors in the decision include:
 - a. Current GAM rated course (check GAM website or ask MP Coordinator to get information)
See [GAM Course Information Instructions](#) for reference
 - b. Cost of 18 holes with cart should be less than \$40. Inquire about cost for walking, if allowed.
 - c. Location of course should be easily accessible by metro Detroit major freeways.
 - d. Able to book 4-5 consecutive tee times at the course for the event date.
 - e. No deposit required. The course must accept individual payments prior to play.
3. Get the deadline for communicating actual tee times needed to the course (depends upon the course but usually a week in advance of the event).
4. Determine dining/games plans after golf (restaurant, your home, stay at course, or other)
5. Send the MP coordinator the followings details and she will post on the MWGA web site, under Events => Match Play League => Match Play Schedule along with host's contact information (telephone # or email). MPL members and other MWGA members will contact the host directly with their intent to play.
 - a. Date scheduled, with name, address and phone number of course
 - b. Course yardages rated for women with the Course Rating (CR) and Slope Rating (SR) for each
 - c. Time of first tee-time
6. Host will determine tee time schedule and communicate by posting on the MWGA web site, under Events => Match Play League => Match Play League Schedule and emailing players directly. Pairings and tee-times should adhere to the following guideline.
 - a. All MPL matches are to be schedule ahead of players not playing official matches
 - b. Match pairings should be done within flights, or when pairing different flights together, Match Play Flights should be paired within the designated ranges as follows:
ABC – BCD – CDE – DEF – EFG – FGH
Example: a flight A match can be paired with another flight A match or with a flight B or C match; a flight B match can be paired with another flight B match or with a flight A,C, D or E match

Alternatively, the MPL Coordinator can communicate this information, if requested.

7. USGA Course handicaps for the event date will be posted on the MWGA web site, under Events => Match Play League => Match Play Standings. The host does not have to look up or determine indexes and course handicaps. This will be done by the MWGA Handicap Committee.
8. The host should print at least two copies of player indexes and course handicaps to take to the course on the event day. One for herself, the other to be posted at the course.
9. Organize 3 closest to the flag (CTF) contests and Chip-Ins for players (\$5 to enter games). (Would like 2-4 volunteers to handle games at all MPL Play dates. Recruit a player, if necessary, to collect money & check names.)
 - a. CTF contest will be provided on the three shortest Par 3's (\$3, a dollar per hole)
 - b. Chip-ins should be available at all MPL Play Dates (\$2)
10. Guest should be asked to know and bring their USGA index with them (to enter games or play a fun match).
11. Day of event:
 - a. Communicate new tee time schedule at course, if needed due to cancellations.
 - b. Leave a copy of members course handicaps and tee-times at the pro shop counter and/or posted on the pro shop door.
 - c. Ask course for three Proximity Markers. Complete them for the three Game holes. CTF should have two flights: A-D and E-H. Guests can get into the contest. Indexes up to 20.9 will be with A-D; indexes of 21 and over will go with E-H. (Markers could be made available for each Play Date as part of the Hosting package. The Host should not have to do this.)
 - d. Provide sheets to allow Player to record matches. Both players in a match need to initial results. (Sheets will be created as part of the Hosting package.)
 - e. Provide a chip-in box.
 - f. Designate someone to pick-up the chip-in box and CTF markers to bring to the designated, after golf, gathering point. The volunteer will tally and distribute game winnings. Anyone who is not present to receive winnings or refunds from games and has not designated someone to accept these monies on her behalf, will forfeit these amounts.