



PREPARATION OF EUROPEAN INDIVIDUAL CHAMPIONSHIPS





Preparation of European Individual Championships

The Championship Committee of the European Golf Association, in consultation with the host country, is responsible for:

- the condition of play of the course
- the length of the course which, for ladies, should be approximately 5,200 metres
- the order of play, in score order after 36 holes
- the local rules and, if necessary, special tournament rules

1. The host country will communicate the following to the EGA office and to all Federations **at the latest two months before the start of the championship:**
 - (a) all available prices and information concerning expenses (hotels, meals and drinks, caddies, practice balls). All other information which the countries need to know in order to establish a budget
 - (b) the address, telephone and fax numbers of hotels
 - (c) the address, telephone and fax numbers of the golf club
2. All participants should communicate their accommodation requirements to the host country
3. All information should be posted on the Notice Board in the club house
4. A Tournament Programme is not necessary. This is left to the host country's own discretion

Portfolios should be distributed to all players on arrival by the Information Desk at the golf club. This should contain:

- a letter of welcome from the host Union
- a score card and, preferably, a stroke saver
- information as to where to buy tickets for meals, caddies, practice balls, drinks etc. and where to return unused tickets, e.g., the Tournament Office
- invitations to all receptions
- tag for golf bag

The host country is responsible for organising:

- A. The Tournament Director's office (hereafter the "Tournament Office") will distribute tickets for meals, drinks, caddies, practice balls etc. Any unused tickets will be reimbursed at the Information Desk on the last day of the Tournament.

Suggested alternative: use of an account system with Credit Card settlement.

The Tournament Office should be equipped with printers, computers and photocopiers. There should be sufficient staff to cope with draws, results and the rapid distribution of paperwork. Information to be found on starting lists: full name – country – club – results of previous rounds.

The Tournament Office should ensure that the results are posted on the score-board as quickly as possible. Results and draws should be printed on different coloured paper for each day. Information to be found on results lists: full name – country – club – results of previous rounds.

Communication of results: Rapid communication of results is important and the internet should be used whenever possible. Real-time scoring is preferred, but not required.



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B. A Notice Board should be on display in the club house.

On it, should be posted:

- Title of the championship + "Official Notice Board"
- all information and decisions made by the Championship Committee
- timetable for buses
- list of approved golf balls
- pin positions for each day
- Conditions of Competition
- Local Rules
- List of Committee Members: Honorary, Championship, Organising
- Map of the course
- Draws and results
- Holes to be used in the event of a play-off
- Golf course evacuation plan

C. A large scoreboard for results, plus one smaller board positioned between the 9th green and the 10th tee, where scores at the turn will be indicated. Further scoreboards positioned around the course are welcome, but must be regularly and efficiently manned and updated.

D. Press Room - the host federation will nominate a press attaché, who will be responsible for organising the Press Office. This should be equipped with a telephone, a printer, computers and a fax machine. Badges and armbands should be prepared for all "press" representatives. A professional press attaché, is recommended.

E. Social events should be limited to one cocktail party at the beginning of the championship and one at the end. If the host country wishes to do so, they may organise a final dinner. Payment of this dinner may be by individual countries or individual competitors.

F. Catering - a full breakfast must be made ready at the club house one hour before play commences if hotels are unable to serve at an early enough hour. A special dining room will be reserved exclusively for the players' use, to which club members should not have access. A bar with drinks, sandwiches, sweets, etc would be very welcome, located near the score-board between the 9th green and the 10th tee. Two or three water and fruit stations evenly distributed around the course would be very welcome; bananas are preferred.

G. Lockers are to be allocated to all players and officials.

H. A Starter will announce the names of the players teeing off. He will also control the number of clubs in the golf bags, so that no one commences play with more than 14 clubs. The starter will also be responsible for prompting players to the tee in order to minimise delays.

A small notice board, positioned on the tee will indicate the number of the match about to start.

I. Golf carts - the rules officials should have carts at their disposal clearly marked with their name and role.

J. Marshals with walkie-talkies should be in sufficient numbers in strategic positions around the course (6 is recommended). They must be able to contact the referees rapidly. Under no circumstances must the Marshals give rulings or apply penalties.

Marshals should be easily identified (by an armband for example).



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- K. The Pro Shop and Practice Area should be open at least an hour before the first starting time. Practice balls should be made readily available and should not be allowed to run low.
- L. Medical Assistance and a first aid kit should be on hand at the club house at all times.
- M. Upkeep of the course should be planned as follows:
- the course is exclusively reserved for the entire week of the Tournament. Greens should be cut each day, starting the week prior to the championship and for its duration
 - pin positions should be changed and bunkers raked every day; tees and surrounds cut every two days; fairways when deemed necessary
 - pin positions will be finalised by the Chairman of the Championship Committee in consultation with the greens staff and formally published for the information of players.
- N. Flags. Only the EGA flag, the flag of the host country and, if desired, the host golf club's flag are necessary.
- O. Opening Ceremony. Although a formal ceremony is not necessary, a formal welcome by the hosting club, the hosting nation and the EGA championship committee chairman is expected.
- P. The Prize-Giving Ceremony
- The prize-giving ceremony commences 30 minutes after the championship has ended
 - The Club President makes a speech of thanks and bids the players farewell
 - The EGA President (or a representative) makes a speech of thanks and hands over the memento to the President (or Captain) of the host club
 - The EGA President (or a representative) hands over the Champion's Trophy and the medals
 - The EGA President (or a representative) announces the next venue of the Championship
 - Welcome to the cocktail party.

Epalinges, February 2008



GENERAL ORGANISATION OF INTERNATIONAL EUROPEAN CHAMPIONSHIPS

GOLF COURSE

- (a) Tee-markers and sign-posting
- (b) Greenkeeping
- (c) Practice
- (d) Score cards
- (e) Local rules
- (f) First tee

(a) Tee markers and sign-posting

- (i) Tee markers will be blue for the Ladies, Lady Juniors and Girls and white for the Amateurs, Juniors and Boys.
- (ii)

white stakes	:	out of bounds
yellow “	:	water hazards
red “	:	lateral water hazards
blue “	:	(surrounded by a white line) ground under repair

(b) Greenkeeping

Fairways and tees will be cut late afternoon on the last practice day and whenever necessary.
Greens will be cut every day from the week prior to the Championship.
New holes will be cut every day.
Tee-markers will be moved each day.
Bunkers will be raked every day and, if possible, during the day.

(c) Practice

- (i) Practice day draws should be made available from the opening date for entries and times allocated on a first come, first served basis.
- (ii) **Practice ground.** A sufficient area should be made available and enough balls prepared to allow for good conditions in which to practice.

(d) Score cards

Score cards should be printed specifically for the Championship. Distances should be indicated in metres.

There should be one column for the player, one for the marker, a place for the date and the player's name, country and home club.

(e) Local rules

There should be as few local rules as possible. Any additional local rules should be approved by the Championship Committee before being printed on the card. The EGA will supply a “hard card” for the championship with standardised local rules.

(f) Pace of Play

Host Countries are kindly asked to produce a timing table for the course. The timing table should be finalised during the first Championship Committee meeting together with EGA representatives.

(g) First (and tenth) tee

There will be one official starter for each tee of starting and an aid to check clubs. The starter will have a small board at his disposal, with the number of the match, a clock, cards, pencils, tees and ball markers.



Item	Actions to be taken - notes - contact person	Task status
1-4		
A		
B		
C		
D		
E		
F		
G		
H		
I		
J		
K		
L		
M		
N		
O		
P		
General Organisation - Golf Course		
(a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		

[illegible]



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COURSE NOTES

Item	Actions to be taken - notes - contact person	Task status
Greens		
Fairways		
Bunkers		
Rough		
Tee Boxes		
Course Markings		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
Clubhouse		

Notes