
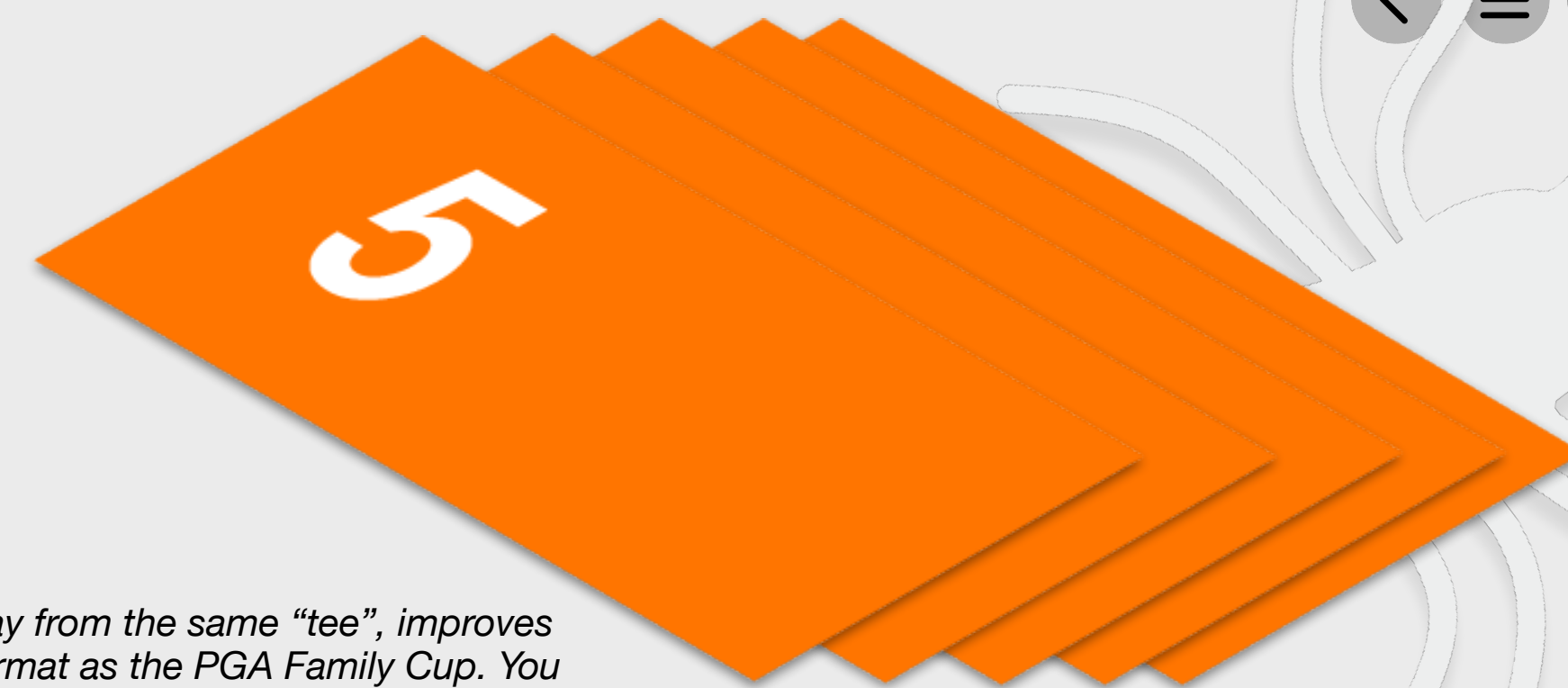


Step 5 - Event Week

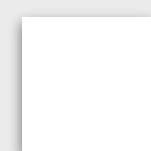
Please find listed below the recommended actions that you need to take during this step of implementation. This stage is all about getting prepared for your event so you are organized on the day:

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- Check and Chase Compliance Information**
You may have new participants sign up to your event since communication week and you need to make sure all of these have had the important compliance documents and received the event information.
 - Communicate Event Information and Compliance Documents**
Use the event information template in the Communication section of the Training Hub. This should detail everything the parent needs to know about the event and include further program information, you should ensure every participant has received this.
 - Chase and Reconcile Payments**
You need to ensure all participants have made payments for the event and this is reconciled on your micros and GLF.Connect system.
 - Review your Event Plan with Your Venue and Team**
Make sure everything is in place for your event by ensuring you have your golf course access organised, and space to run your award ceremony. You should also ensure your coaching team is organized for the day.
 - Organize Reward Elements**
It is recommended that your event includes a short awards ceremony. Organize the elements you need to run this part of your event effectively.
 - Edit and Print Scorecards**
Download from the Resources page of the Training Hub the printable scorecards. Edit these with the yardages of each of the holes and print these out on card for each team to use during the event.
 - Print the Tee Times**
Print the tee times and itinerary of your event so you have this to hand on the day.
 - Communicate with Your Club Contact**
Discuss any final details for the event with your club contacts including final numbers and the itinerary of the event.
 - Organize Welcome Area**
Ensure you have a welcome area, clearly sign posted so that all participants know where to go when they arrive, so you can register all participants and can provide clear instructions.

Step 5 - Building your Course

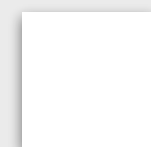


Please find listed below the recommended actions that you need to take during this step of implementation, ensure your course is setup and ready for your Halloween Scramble event:



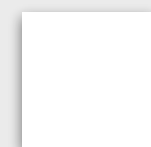
Assess Your Course

It is recommended that you setup a golf course with each hole being a Par 3. This setup allows everyone to play from the same "tee", improves pace of play, and creates a fun and inclusive atmosphere for all skill levels. This course setup uses the same format as the PGA Family Cup. You should decide on 9 holes on your course which are best suited to use, remember to consider design and accessibility.



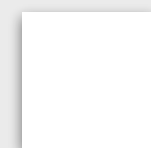
Build Your Par 3 Course

You should build each Par 3 hole utilizing any yardage from 50-150 yards, the same as the PGA Family Cup. To assist you with this and for ease of running your event, you should use your Crush It adapted course that you already have setup. You should choose from either Tees A, B or C on each hole and holes should not be longer than 150 yards.



Position the Tee Markers

Walk the course and identify where best to position the tee markers to ensure the tee box is on a level piece of ground and the tee position makes the hole engaging with variation across the holes. You may want to mark this with spray paint (with approval from your super intendant!) Or put out some permanent markers a few days prior to your event.



Record the Yardages

As you build your Course, record each yardage and record the position of each tee. You can utilise the building your Course Template to do this as you walk the course. This information will be used to create your Halloween Scramble event scorecards.