

## VETS OPEN

Figures are for 2008

### Preparation

Agree cost of catering.	£15.00 / head	Treasurer
Agree Green fees with Secretary	£10.00	Treasurer
Prepare and agree Budget	Members £20	Treasurer
	Visitors £30 (£90/team)	
Send notice and forms to club secretaries, contacts and previous attendees		Secretary
Select 32 competing teams according to criteria on form.		Secretary
Post confirmation of acceptance and information cards to selected 32 teams		Secretary
Retain a few reserve teams but return cheques and apologies to the unsuccessful		Secretary
Post a tick sheet for Members wishing to play		Secretary
Select hosts and reserves.		Secretary
Allocate hosts, start times and starting tees to each team.		Secretary
Send out final letters and score card giving details of host, tees		Secretary
Post the start sheet on the notice board.		Secretary

### **Hosts MUST tick to confirm selection.**

(Reserves/helpers will be required for Booking in & Recording scores.

Post notice requesting Raffle prizes (large and bold)		Secretary
Book Tee times (All day until 2:30) with Club Secretary		Secretary
Invite Club Captain to present Prizes at about 3 pm.?		Captain

### Raffle

Allocate £100 to be spent on prizes		Treasurer
Organise two ticket sellers from 0730 hrs onwards (Wyn Challis & Ann Cornell did it in 2008)		Treasurer
Purchase books of tickets & staple into bundles of 6 strips. Need float.		Treasurer

### Starters

Joan Hopper & Stella Smith. 8 am for 8.30 tee off.		Treasurer
Produce start sheets for the starters		Secretary

### Course markers.

Check small notices for Nearest the Pin on 4 <sup>th</sup> , 7 <sup>th</sup> and 16 <sup>th</sup> .		Secretary
Put out the tee notices, tape measures, pencils, and sheets in protective covers. (Buggy required before 8 am and Green staff to be advised.)		Secretary
Markers collected by last Teams. (They must be advised)		Treasurer

### Score Cards

Collected, checked and recorded on Board by Reserves.  
(Vet. Sec. and Reg Rider did it in 2008 but it's struggle with only two. Secretary

### Drinks Hut

Put out signs pointing to Forum at back of 10th and 1st greens		Secretary
Club Steward to confirm use of the Forum		Treasurer
Arrange with Club Steward for Drinks to be supplied (Squash only).		Treasurer
Recruit one or two volunteers to serve drinks (Reg Rider did 2008 but in other years it has been two ladies))		Treasurer

### Tables

One required for Booking in & later for checking Cards		Treasurer
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One required for Raffle Prizes.  
One required for Competition Prizes with Cloth.

### **Score board**

Club Secretary to confirm use.  
Office have water soluble marker pens.  
Needs ruling and marking up with Teams the day before. Secretary

### **Prizes**

Allow £3 per head to spend on Prizes Captain  
(1<sup>st</sup> = 4 x £40. 2<sup>nd</sup> = 4 x £30. 3<sup>rd</sup> = 4 x £20 Max total £400)  
3 Bottles of spirits for Nearest the Pin Treasurer

### **Catering**

Coffee on Arrival together with Toast or Bacon Rolls from 7.30 am. Treasurer  
Buffet Lunch. (No coffee provided) 1 pm to 3.30 pm.  
(Helpers will require theirs early)  
Food Cards issued with Score cards Secretary  
Numbers to Caterers to include Helpers.

**After Event** Write with thanks to all helpers. Treasurer

### **Notes (Gained from experience)**

You need at least two if not three people to check the scores and to keep white board up to date. Thirty two teams is exactly right with 17 starting from the 11th and 15 from the 1st. at 8 minute intervals starting at 08:30 on each of the two tees..

To avoid a last minute recruitment drive we must get early commitment from hosts preferably by taking money well before event. In 2008 we had hosts just crossing off their names (Roger Marshall and Vince Wade) as late as the Monday evening without telling anyone. I would be loth to use these two vets again.

Dress code needs to be defined as Jacket and Tie. In 2008 guests were coming in to lunch still wearing golfing clothes. This was because “smart casual” was being interpreted too loosely. The best way is to say Jacket and Tie and then for the Captain to allow removal of jackets when players are in the dining room.

As a result of a comment made to me I think we should exercise greater control over the raffle prizes. We are relying entirely on the honesty of members and guests most of whom we do not know; there is nothing to stop someone taking a prize with ticket attached whether or not he has the winning ticket. In fairness to all ticket holders we need to devise a more transparent system that remains in our control.

It has been suggested that a hamper each might make a good first prizes for 2009.