

As of the start of this season we will be employing a new method for dealing with the organisation of each event. For each event a Starter will have been appointed and it is the responsibility of the Starter for each event to send out the invites, collect replies, organise tee times, advise all Froggies of tee times well in advance of the event, act as the actual "starter" on the evening, send people off, collect money for tee times and dinner. Provide list of diners to whoever is organising the dinner that evening.

This change has been made to lighten the burden of invites and organisation that has been traditionally carried by one person throughout the season.

So, the list of your tasks is as follows :-

1. Send out an email to all Froggies 1 week before the event inviting them to participate. Ensure to make it VERY CLEAR in your email that all replies concerning the event come back to you personally.
2. You will now need to create your list of tee times (the tee time slots will have been advised to you by Merve) with names allocated to each slot. (available on the web site (<http://www.frogs.lu/index.php/starters/>))
3. Send out the tee time list to all Froggies well in advance of the event and make sure you take two copies of the list (showing members and guests) with you when you go to the club. You will also need a copy of the latest handicap list, obtainable from Bottie.
4. You should plan to arrive at the course at least 20 minutes before the first scheduled tee-off. When you arrive, introduce yourself in the Clubhouse as the FROGGISTARTER, collect score cards, pencils and the LD, NP markers from the Clubhouse. Obtain the phone no. of whoever needs to know the final numbers for dinner.

On the day -

On the first tee, decide which holes you want to nominate for LD, NP, and then:

- A. Collect green fees and note down who has paid what. Guests who have been accepted on to the starting list pay an additional 5 euros. Distribute score cards, pencils; confirm handicaps; announce LD, NP
- B. Confirm whether people are staying for dinner and note down As a general rule, flights should be maximum three players. You don't need to stick too rigidly to the starting schedule although Match Play should happen as planned. If exceptionally you need to send out a four-ball, make sure that you send four good players out together to ensure quick play
- C. Remind all players that QUICK PLAY is essential. As soon as a player cannot score on a hole, he should pick up.
- D. Before teeing off yourself, phone the restaurant with the numbers for dinner, then try and relax and play! Any problems, phone

Steve (621 163 796), Mark (691 150 404), Woodge (621 281 532),
Jess (621 281 983) Merve (621 270 919) or Johnny S. (621 159 347).

Course liaison FROGS for 2008 are: GCGD (Mark), Junglinster (Woodge),
Canach (Merve) and Preisch (Steve).

- E. As soon as you get into the clubhouse after playing give the list of entrants, eaters and green fee payers plus the money to either Johnny or Steve.

Once you have acted as Starter for an event you will normally be exempt for at least two seasons.