



3 Steps

Managing your event during
the **COVID-19** outbreak

1 Contact the host club.

Contact the head pro at the host club to learn about their guidelines and restrictions during this time. If applicable, ask the club about options for a potential new date. If you think you will need to cancel the event, be sure to inquire about their refund policies.

2 Set a “no/go” date.

Work with the event committee on setting a “no/go” date, which will determine whether the event will take place with modifications, be postponed or be cancelled. ESF recommends setting a “no/go” decision date 6-8 weeks in advance of the scheduled event. If you decide to cancel or postpone the event, please work with ESF to send out a notification to your audience.

3 Consider modifications.

- Encourage everyone to register online prior to the event to eliminate contact at registration.
- Offer ‘text’ check-in the day of event and place event gift, scorecard, and pre-packaged lunch and cooler on carts before participants arrive.
- Utilize tee times vs. shotgun to ensure proper social distancing.
- Adjust tournament with automatic two-putt rule, relief from sand traps, no removal of flagstick, etc.
- **Click here to view the COVID-19 Hole-Specific Caddie Plan.** Recommendations include:
 - Assign 1-4 caddies per hole. Caddies should be stationed on greens and tee boxes, keeping at minimum 6-feet away from each other and golfers.
 - Caddies should wear appropriate protective gear, including a mask and any other safeguards as required by the club. We recommend each caddie carry hand sanitizer to use as needed. Caddies will also receive individual rakes and divot repair kit.
- Host a virtual awards ceremony, program and live or silent auction in the evening following the tournament.
 - Use GiveSmart technology to market and collect bids for your silent auction items. This technology is intuitive, user-friendly and participants will not need to download an app. ESF staff is available to help with silent auction setup.

Questions? Please contact Lindsay Dresser at (224) 260-3788 or dresser@wgaesf.org or
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