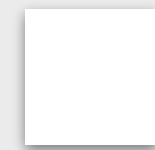


# Step 6 - LTPG Course Play Event Week



Please find listed below the recommended actions that you need to take during this step of implementation:



## Chase Sign Up Information

You should collect all the sign up information from your students prior to the date of your LTPG Course Play Event. You don't want to be dealing with all this on the day. Chase all of students who received this documentation during communication week.



## Communicate LTPG Course Play Event Sign Up Information to New Sign Ups

Repeat the checklist items from the communication week for any new sign ups.



## Chase and Reconcile Payments

You need to ensure all participants have made payments for the upcoming LTPG Course Play Event and this is reconciled with your GLF. Connect system.



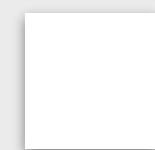
## Review the Starting Tee Guidance

In the training module we have provided guidance as to how you can allocate your adult learners to a starting tee that is developmentally appropriate, review the guidance within the Building your Adapted Course Training Module.



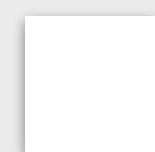
## Organise your Tee Times

You should review the participants of your event and organise the tee times for your event. Depending on your event format, you should consider grouping adult learners with others of similar ability and teeing position. For speed of play, we also recommend putting more able adult learners at the start of the event. You can use the Tee Time Sheet in the Marketing Toolbox to organise your participants.



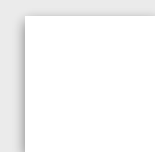
## Create your Scorecards

Within the Marketing Toolbox, you can access an editable Scorecard for your event. You should input the yardage of each teeing position and print a scorecard for each adult learner that is attending your event.



## Check in with your Club Management

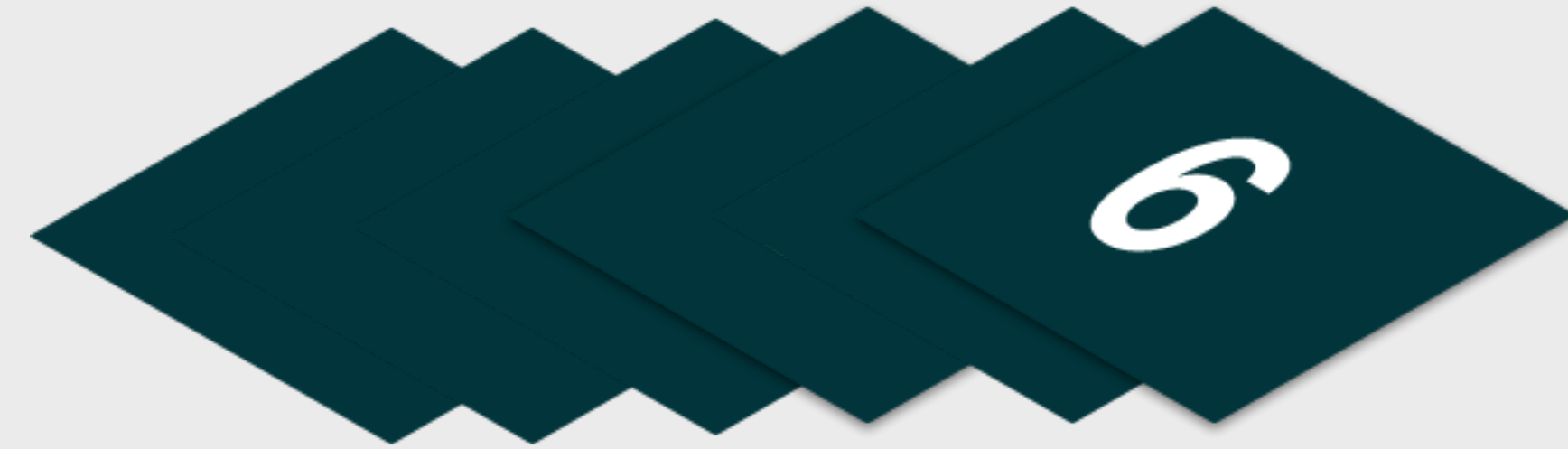
You should check in with your club management to ensure that golf course access is in place and you have everything you need for any access to your club house.



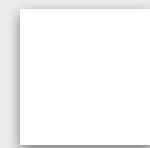
## Prepare your Rewards and Prizes

Your LTPG Course Play Event is an opportunity to celebrate the success of your adult learners and you may have decided to run a short award ceremony. Make sure you are organised for this part of your event.

# Step 6 - LTPG Course Play Event Day

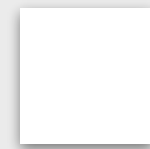


Please find listed below the recommended actions that you need to take during this step of implementation:



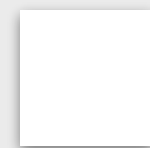
## Organize Equipment

You should ensure you have equipment prepared for any adult learners that may require this on the day. This may include clubs in right handed or left handed options and golf bags.



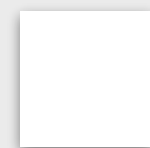
## Prepare Scorecards

Add the name of each adult learners to the printed scorecards, mark the teeing position they are playing from and if they are playing using any of the adapted rules.



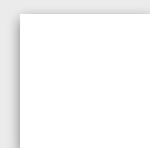
## Setup Welcome Table and Course Equipment

You should setup a welcome table at the meeting point and also organise any on course equipment such as tees, pencils, ball markers, pitchforks and pencils.



## Setup Clubhouse Space

You should setup the space allocated in your clubhouse for the post event award ceremony. This should include laying out any prizes and awards that you are offering.



## Layout out your Teeing Positions

Finally head out on the golf course to the holes allocated to you event and layout the teeing positions using markers. You can use coloured cones and you may want print the teeing positions badges so each teeing position is clear to your participants.