



RUNNING A PENNANT ROUND

Prior to the Event

- Set up a Disputes and Judicial Committee. Any District personnel in attendance will assist in this regard but are not in charge. If there are Referees present they will also assist with any required rulings.
- Appoint a Starter/s.
- Allocate starting tees if not already allocated by District. These will be the same for both morning and afternoon rounds for A Pennant and Palmanui Shield. The home team traditionally tees off No 1 Tee.
- Ensure course is set up for the event:
A & B Pennant - Championship tees are to be used (where available).
Handicap Pennant is to be played off standard Club Tees
GUR, Hazards and Out of Bounds are to be marked.
- Caterers warned.
- A Golf Cart is to be available for Referee/s. This is at the Club's cost.
- Print off Results Sheets and Summary Sheet as supplied by email from District.
- Ensure a scoreboard is available.
- Hold a copy of all relevant Pennant Rules - available from MW Golf website.

On the Day

- Ensure that teams have handed in their team lists to the Starter at least 15 minutes prior to first tee off and must clearly show playing order, including foursomes playing order for A Pennant and Palmanui Shield
- Notify Referees of any matters which may require their attention.
- Notify the teams of any local rules.
- Monitor "Slow Play" and ensure that all players comply with the Rules of Golf.
- Inform teams of starting tees and ensure that they are there in time to tee off at official starting times. Tee off to be done in descending order i.e. Starting with No's 8 & 7 (A Pennant & Palmanui Shield) and 6 & 5 (B Pennant & Handicap Pennant) of each team first.
- At conclusion of morning rounds enter on Results Sheets and place on scoreboard. Note that scorecards must be handed in with a match result for all singles matches.
- Scorecards do not need to be entered for handicapping purposes, but must be retained in case of disputes.
- Ensure starting times etc. for afternoon rounds are established and notified.
- At conclusion of afternoon round collect scorecards from all players and complete Result Sheets.
- Complete Summary Sheet with teams' positions etc. and update scoreboard.
- Check that there are no disputes arising from day's play. If any are received utilise the Disputes & Judicial Committee. If a decision cannot be reached refer the matter to the District Executive Officer directly. All decisions made by the Disputes and Judicial Committee shall be forwarded to the Executive Officer with the Results Sheets.
- Announce the results to the teams in the Clubhouse as soon as possible following the completion of the rounds. If there is a representative from the District available they will normally do this, as well as advise when and where the next round is to be played.
- Fax or email the Result Sheets to the media outlets listed, and also to the Executive Officer.