

GUIDANCE NOTE

Tournament Admin Timeline

1) Start of the season

The LET has a set of Members' Regulations which are available in the Members' Area of the website. These set out all the general rules and regulations that have been developed by the LET players over the years. At the beginning of the season, you will be informed if there have been any changes to the Members' Regulations.

All players will receive an LET Membership Card. It is recommended that you keep the card with you whenever you travel to a tournament (perhaps in your golf bag) as these are sometimes needed to gain entry into an event or to gain access to a players' lounge.

2) When do entries open?

Entries open as soon as the event is added to the schedule on the website. (Don't forget, you can enter and withdraw as many times as you like before the closing date.)

You can request an invite from a Promoter by writing to them directly. There is a separate Guidance Note about requesting invites and the list of Promoters is available in the Members' Area.

3) You might need a VISA

VISA information is sent to all players in the members' newsletter. It is recommended that you apply as soon as possible.

Some players have two passports to make it possible to apply for a visa with one passport whilst travelling with the other. If necessary, the LET can provide a letter to confirm that this may be required.

4) Six weeks before the tournament

For each event, the aim is to finalise a Fact Sheet and Booking Form at least 6 weeks before the event. This is emailed to all Members and is available to download from the Members' Area.

The information on the Fact Sheet normally provides you with all you need to know about a tournament so please read it carefully, as this avoids the Tournament Operations staff being asked unnecessary questions.

5) The closing date for entries

The closing date for entries is normally on the Wednesday two weeks prior to the tournament at 12:00pm UK time. (For events in India and China it is sometimes three weeks and the arrangements might be different for Australia.)

Should you need to withdraw after the closing date, you will be asked for a valid reason and supporting evidence. If you withdraw after the closing date, you will be fined unless your withdrawal is supported by the official LET Medical Form (available in the Members Area of the website). There are other circumstances where a late withdraw may be permitted. Further information about withdrawing after the closing date is in the Members' Regulations.

Once the closing date has past, all of the players in the field are committed to playing in the Pro-Am unless they have made an Exemption Request prior to the closing date. It is recommended that you check the regulations regarding the number of exemptions allowed per year and per quarter. Please note that defending champions cannot request an exemption from a Pro-Am.

6) The weekend before the event

An Advance Player Information sheet is sent out to all players normally the weekend before the tournament. It is important to note that the information in the Advance Player Information sheet might be slightly different from that contained in the Fact Sheet as the circumstances might have changed slightly. It is the Advance Player Information sheet that contains the most up to date details.

7) When you arrive

a) Registration

It is really important that you register at the event by 6:00pm (local time) on the Tuesday before the tournament, assuming it's a Thursday start.

Registration can be done in person at the Tournament Office or by email. The details for registration will be included in the Advance Player Information sheet.

If you fail to register for the event in time, you might be removed from the field and your place may be given to the first reserve.

b) Membership Card

As mentioned previously, don't forget to keep your membership card with you. Entry passes for your caddies and guests are available in the Tournament Office if required.

c) Yardage Books

The cost of one yardage book is included in the entry fee for each event and you can collect your yardage books from the Tournament Office. Extra books can be purchased if needed (€25/£20/\$30/local currency).

8) Practice rounds

There is no sign-up sheet for practice rounds (as determined by the Players' Council). On official practice days, the practice round times operate on a 'roll up' basis. It will be specified in the Fact Sheet and Advance Player Information sheet when the practice rounds must be two-ball and when they are three-ball.

9) Pro-Ams

Pro-Ams are a critical element of the LET events and are very important to the Promoters. The success of the Pro-Am could be a factor in the Promoter's decision whether or not to sponsor the tournament the following year.

There is a separate Guidance Note about participation in Pro-Ams and there are specific regulations about Pro-Ams in the Members' Regulations Handbook.

10) When is the draw released?

The draw is released after registration is closed. This would normally be on the Tuesday afternoon or evening for an event that starts on a Thursday.

The draw will be sent to all players by email and text. It will also be posted in the Tournament Office, at the Official Hotel and on the LET's website.

11) On tournament days

a) No Daily Registration

There is no need to register at the tournament office each day. You just need to make sure you're at the tee at least 5 minutes before your tee time.

b) Scorecards, stats sheets, etc.

During tournament days, everything you need will be available on the tee (e.g. scorecard, stats sheet, weather, caddie bibs, hard card, local rules)

c) Recording

Scorecards and stats sheet must be returned to the Recording Office immediately after your round. Please make sure you know where this is before the tournament starts.

It is the player's responsibility to check their own scorecard and make sure it is signed before leaving the Recording Office. Please read the regulations regarding scoring.

The stats sheets are important as these are used on the profile page of your website and they provide data that the LET can use for monitoring or marketing purposes.

You must stay in the Recording Office until all cards for your group are complete in case there are any queries.