

GENERAL TOURNAMENT PROCEDURES

Month Ahead:

Check in with Pro Shop verifying date and tee times.

Send Tournament Info-Email, Website, Posters

Include:

Date/Dates

Name/Format

Max Hdcps or Strokes allotted

Entry Fee/Cost - what it includes-ie. lunch, chits, other

Cut off Date

Sign up info

Chairladies-names,email addresses & phone #'s

If doing food, check date, menu and cost with restaurant.

Recruit and Promote continuously!

Communicate with Pro Shop often.

Few days ahead:

Tuesday-give Pro Shop # of tee times needed.

Using current hdcp sheet-draw teams

Assign teams and tee times. Tee times should be assigned

* randomly. No preferences.

Inform Pro Shop of teams and tee times-give copy of tee sheet

Talk to pro shop about scorecards(pace of play times on cards), scoring and chits

Prepare Instruction Sheets

Format, explanations, special rules, on course contests, exchanging scorecards, tie breaking procedures, etc.

Require players to submit scorecards promptly to scorekeepers. Determine who is posting scores.

Coordinate with treasurer re money collected
& distributed.

After Tournament

*** Submit written report(summary) to Board promptly.**

Include:

of players and money collected

Winners, Prizes and Expenses(all \$ transactions)

Comments for next year's event

Memorial Tournament-May

Any 4 man team format chosen by chairlady

Presidents-June

2 Days

Better Ball Net-36 Holes-Cumulative

Blind Draw partners using handicaps.

90% Hdcp-Max 36 or 32 Strokes

Ties broken using USGA guidelines

If Gross prize is given-should not be greater than 2nd Net

Exchange cards with competitors

Clarify who's posting scores

No requests for pairings

No requests for tee times

Pace of Play reminder on instructions

Pace of Play times on scorecards

Sunday Tee Times based on Saturday's finish-leaders playing last

Member Guest-July

Early Notice, Save the Dates

Best Ball of 4-90% Hdcp-Maximum strokes 36 or 32.

1 Member with 3 Guests or 2 Members with 2 Guests

\$1200 WGA Subsidy

??? SSCC Subsidy

Greens Fees & Cart Fees

Pick and Purchase Prizes (around \$1200)

Decide on on course contests-pins, skins, etc

Choose food and get price

Pastries for the morning

Prepare Budget (Income & Expenses)

Determine Entry Fee

Post all the info in an email and in locker room(weeks in advance)

Get Ghin #'s of guests

Buy goodies and bags (snacks, drinks, favors)

Water on the 1st tee

Arrange for Bag Boys

Flowers in locker room, 1st and 10th tee, tables

Have Pro Shop do scorecards and scoring

Prepare Instruction Sheet & attach Local Rules

Take Pictures

Team Quota-June or July

Bogey or Better

4 Man Teams--A-B-C-D

Decide on which variation of quota to play

Each player earns points for a bogey or better score on each hole

Points-1 bogey, 2 par, 4 birdie, 8 eagle

Ryder Cup-August

2 Teams(only foursomes can play-1st come, 1st serve)

Format-3 6 hole matches

Pairings chosen by handicaps

1+2, 4+3, 5+6, 8+7

Determine Prizes for half the field

Decide on lunch

Decide on entry fee

Plan tie breaking procedure

Member-Member-September

Better Ball Net of 2-Best 18/36

2 Days

Pick your own partners

90% Hdcp- Max 36 or 32 Strokes

Ties Broken Using USGA Guidelines

Keep Full Scorecard each day-Post 2 scores with a "T"

Lunch served

On Course Contests

Tee Times and Pairings-no special requests

Sunday's Tee Times based on Saturday's finish-leaders out last

Pace of Play times on scorecards

Fall Fling-September

Format chosen by chairlady

Any variation of Quota is an option