

TOURNAMENT CHAIR

(revised Jan. 2022)

- Set up dates for the 5 Major tournaments (3 week Eccie, One day 2 Lady Best Ball, One day 2 Lady Chapman or Scramble, Club Championship and Last Chance). Coordinate dates for the Club Championship with the Head Pro to verify availability of the course for the 2nd day of the Championship and that Tuesday dates do not conflict with aeration. Coordinate dates with the Weekly Chair and make sure all tournament dates and the dates for sign up for the tournament are identified and on the calendar.
- Agree on a budget with the treasurer, using the previous year as a guide.
- 3 weeks prior to a tournament, post a sign up sheet on a clipboard and place next to the weekly sign up sheet, which includes format and deadline date as well as tournament dates at the top.
- Decide which tournaments will have assigned tee times and which will allow the participants to sign up themselves.
- Reinforce with the pro shop staff that no one is added to the tournament sign up sheet after the sign up deadline, but refer the person to call the tournament chair for possible sign up and playing in the tournament.
- Reserve enough tee times for the tournament by coordinating with the Tuesday Chair for a block of tee times to accommodate the players signed up for the tournament.
- Verify all eligibility and handicaps for the players signed up to play tournaments. Tournament chair should be added to the list of people who receive the GHIN report.
- The Club Treasurer can email you a copy of the roster, in EXCEL, including GHIN #'s

The club has the option to manually administer the tournaments or use the Golf Genius program provided by WaGolf.

If not using Golf Genius:

- Prepare scorecards by dotting all score cards for handicap when necessary. Attach prepared rules sheet (generated in coordination with the Rules Chair) and ask players to double check their dotted card. The Rules sheet will identify the game played, possible payout and how ties will be broken, if required. Instructions to verify the card, have the card signed and attested should also be emphasized. Note: Ties are broken at the option of the Tournament Chair: a. best score for last 9, then last 6, etc. b. 1st handicap hole for best score, then 2nd, etc., c. other options, ideas from Pro Shop.
- Tournaments lasting more than one week: Prepare a tournament sheet for posting all individuals scores, post each week after play on the easel, keep a cumulative total on the tournament sheet.
- The Pro shop can provide you a tournament sheet if you don't have copies.

- Announce the winner after posting final scores on the tournament sheet to those players remaining in the lounge.

If using Golf Genius:

- Setup the tournament format in Golf Genius (GG)
- Enter all entrants to Golf Genius
 - Update GHIN handicaps within GG
 - Using GG, place in divisions, assign tee times
 - Print tee sheets and Email to Pro Shop and participants
 - Email scorecards and rules sheet to participants and have them print them. Attach prepared rules sheet (generated in coordination with the Rules Chair) and ask players to double check their dotted card. The Rules sheet will identify the game played, possible payout and how ties will be broken, if required. Instructions to verify the card, have the card signed and attested should also be emphasized. Note: Ties are broken at the option of the Tournament Chair: a. best score for last 9, then last 6, etc. b. 1st handicap hole for best score, then 2nd, etc., c. other options, ideas from Pro Shop.
 - Provide a few blank scorecards and rules sheets the day of the tournament
 - Enter scores using GG and calculate winners. Calculate \$ winnings (or allow GG to do it.
 - For multi day tournaments, email results after each day.

For both methods:

- Post/e-mail all winners by the following day of the event. Give a copy to the Treasurer so she can pay the Pro Shop. Email a copy to the Webmaster to put on the website.
- Post scores to GHIN. Manually if not using GG. Automatically using GG.
- Purchase Club Championship and Most Improved Trophies, to be presented at the Holiday Luncheon in December.
 - Bancheros's and Dugan's of Kent have been used, however Banchemo's include the engraving in the prices of the trophies. Kusak's has been used and they have our logo, but are more expensive.
 - If a winner chooses not to receive a trophy, allow them to choose to donate an equivalent \$ amount to a charity of their choice or receive the amount on the Pro Shop Books.
- Attend all Board.Meetings. The Chairs are asked to give a report, but you may present whatever you think pertinent. (Suggestions for improvement, if any, can be given at the fall meeting).
- Make copies of all winners of the tournaments at year's end, including payouts for presentation at the December luncheon.
 - The treasurer typically has a summary of winnings that is provided at the luncheon.