

# **TOURNAMENT DIRECTOR GUIDLINE**

## **PRE TOURNAMENT:**

**EARLY JANUARY;** CONFIRM GREEN FEE PRICE AND CONTRACT AND DEPOSIT ARE IN PLACE, GET CHECK FROM TREASURER IF NEEDED FOR DEPOSIT.

FOR THE CITY AM AND THE SENIOR CITY AM CONFIRM WHERE PRIZE FUND WILL BE, (PRO GOLF OR GOLF COURSE).

CONFIRM IF WE WILL BE PLAYING 3SOMES OR 4SOMES AT 8 OR 10 MINUTE INTERVALS.

## **60 DAYS PRIOR:**

**RETRIEVE MAILING ADDRESS FOR PARTICIPANTS OF LAST 2 YEARS FROM ARCHIVES, THE VICE PRESIDENT OR PRESIDENT SHOULD HAVE THESE ENTRY FORMS AND MAIL TWO ENTRY FORMS TO EACH ONE. YOU CAN GET A CHECK TO COVER THE STAMPS FROM THE TREASURER.**

**ASK EACH DELEGATE IF THEY HAVE POSTED THE ENTRY FORMS AT THEIR COURSES.**

**GET A COPY OF THE LOCAL TOURNAMENT RULES FROM THE COURSE OR COURSES TO BE PLAYED, IF NOT AVAILABLE WE WILL USE THE LOCAL RULES ON THE SCORE CARD.**

**TOUR GOLF COURSE AND DETERMINE IF THERE ARE ANY AREAS THAT NEED SPECIAL ATTENTION, IF SO, ASK THE PRO SHOP TO HAVE MAINTENACE TO TAKE CARE OF IT.**

**FOR THE CITY AM: WE LIKE THE COURSE TO PLAY AT APPROX. 6300 TO 6400 YARDS AND THE COURSE TO SET UP WITH 6 HOLES REGULAR, 6 HOLES EASY AND 6 HOLES DIFFICULT, ASK THE PRO SHOP TO ARRANGE THIS WITH THE GROUNDSKEEPER, THIS CAN USALLY BE DONE BY SIMPLY PLACING THE CUPS 6/6/6.**

## **30 DAYS PRIOR:**

ASK PNGA IF THEY WILL PRODUCE OUR SCORE SHEETS AND SCORE CARDS; JOHN SEAGNER IS VERY HELPFUL.

IF THEY CANNOT DO IT FOR US, ARRANGE FOR THE CARDS AND SCORE SHEETS TO BE DONE BY THE TOURNAMENT COMMITTEE, ASK FOR HELP IF ANY QUESTIONS.

GET CHECKS FROM TREASURER FOR GREEN FEES AND RESTURANT CHARGE FOR ANY ASSISTANTS HELPING WITH THE EVENT.

RECEIVE PRO SHOP APPROVAL FOR USE OF COURSE OWNED CARTS FOR MONITORING THE TOURNAMENT BY TGA.

ESTABLISH CHECK-IN LOCATION (DETERMINE IF THE COURSE WILL HAVE A CHECK IN TABLE OR IF WE NEED TO BRING ONE).

DETERMINE APPROPRIATE AREA FOR SIGNAGE, BANNERS AND HOLE SPONSOR SIGNS.

CONFIRM ALL ASSISTANCE HAVE ROLES DEFINED AND WILL BE AT THE TOURNAMENT AT THE APPROPRIATE TIME.

IF FOOD IS TO BE SERVED AT THE COURSE RESTURANT CONFIRM MENU AND PRICE AND ARRANGE FOR ALL HELPERS TO HAVE A MEAL PAID FOR BY THE TGA, PAID BY SEPARATE CHECK FROM GREEN FEES.

IF WE WILL SUPPLY WATER, DETERMINE WHERE ON COURSE THE PRO SHOP WANTS IT TO BE.

IF FORE CADDIES ARE BEING USED BE SURE WE HAVE COURSE APPROVAL AND LOCATIONS DETERMINED.

CONFIRM EVERYTHING FROM THE 60 DAY LIST.

#### **4 DAYS PRIOR TO TOURNAMENT:**

EMAIL OR DELIVER NAMES AND STARTING TIMES FOR ALL PLAYERS TO APPROPRIATE PRO SHOP.

EMAIL STARTING TIMES AND NAMES TO WEBMASTER FOR WEB SITE POSTING.

#### **DAY OF TOURNAMENT:**

##### **ALL BANNERS AND SIGNS DISPLAYED.**

CHECK IN PERSON TO BE AT COURSE MINIMUM OF 1 HOUR PRIOR TO 1<sup>ST</sup> TEE TIME.

HAVE MASTER SCORE SHEET COMPLETED AND DISPLAYED.

HAVE STARTER IN PLACE 15 MINUTES PRIOR TO 1<sup>ST</sup> TEE TIME.

CITY AMATEUR: SUPPLY WEBMASTER WITH; AFTER 1<sup>ST</sup> ROUND; ALL PLAYERS SCORES AND TEE TIMES FOR 2<sup>ND</sup> ROUND. AFTER 2<sup>ND</sup> ROUND; ALL PLAYERS SCORES WITH CUT INDICATED AND TEE TIMES FOR FINAL ROUND. AFTER FINAL ROUND; ALL PLAYERS SCORES FOR FINAL ROUND PLAYERS, IN ORDER OF PLACING. THE PAYOUTS CAN BE ON THIS OR SEPARATE PAGE. ANY PICTURES OF WINNERS TO BE POSTED (WITH THEIR PERMISSION).

OTHER TOURNAMENTS: SAME CONCEPT/PROCEDURES FOR DAYS PLAYED.

**POST TOURNAMENT:**

**CONFIRM NUMBER OF PLAYERS AND PAY THE PRO SHOP AGREED PRICE PER PLAYER.**

**PAY THE RESTURANT FOR ALL MEALS AT THE AGREED PRICE PLUS TIP.**

HAVE MEDIA PERSON IN PLACE TO RECORD THE SCORING FOR PUBLICATION IN THE TRIBUNE FOR THE SENIOR CITY AND THE CITY AM.

ALSO SEND ALL SCORE INFORMATION TO OUR WEBMASTER FOR PUBLICATION ON OUR WEBSITE.

HAVE SCORER AT CARD RETURN AREA.

ARRANGE TO POST SCORES TO GHIN EXCEPT COURSES THAT CANNOT BE POSTED ON THE INTERNET (ask the treasurer for help with this).

HAVE A DESIGNATED PERSON TO COLLECT THE CARDS AND CHECK FOR THE CORRECT SCORE AND SIGNATURES.

ALL BANNERS AND HOLE SPONSOR SIGNS DISPLAYED.

CLEAN UP OUR WORK AREA AND COURSE AS NEEDED.

ARRANGE FOR THE NEXT TOURNAMENT DIRECTOR TO HAVE THE SIGNS AND BANNER.

IF THIS IS A MULTI DAY EVENT, BE SURE ALL APPROPRIATE MATERIAL IS TRANSFERRED TO THE NEXT VENUE AND ALL ASSISTANTS KNOW WHERE AND WHEN TO BE THERE.

AFTER FINAL ROUND ARRANGE FOR THE NEXT TOURNAMENT DIRECTOR TO HAVE ALL BANNERS AND SIGNS.