CCGC Tournament Chair Guidelines
January 26, 2024

BEFORE THE TOURNAMENT
- Contact course to confirm details of contract.
- Establish format with Tournament Director to develop sign-up sheet two months prior to tournament.
- Establish pairings. Accommodate pairings and time requests as much as possible.
- Send tentative head count to the course per contract.
- Request course handicaps for each applicable set of tees (men's and women's) from Handicap Director.
- Send the final pairing sheet to the course and Communications Director seven days before the tournament.

DAY OF TOURNAMENT
- Write players' names, tee to be played, and course handicaps on scorecards and put scorecards on the first tee or on the carts, or work with the course to have them do it.
- Provide first tee notices on each set of tees on the first hole. Notice should include tournament specific rules and notes. Tournament rules sheets may also be provided to each group.
- Make sure the first group has the closest-to-the-pin markers, or work with the course to have them do it.
- Remind the last group to pick up the closest-to-the-pin markers.
- Give checks to the Club Treasurer or other Club Officer and coordinate payment to the course after the round (after the final head count is known).
- Collect scorecards and write gross and net scores, as well as special contests such as CTPs, on Flight Sheets suitable for viewing by participants.
- Give signed scorecards to the Club Handicap Director.

AFTER TOURNAMENT
- Tabulate results, including tee boxes played, gross, adjusted, and net scores, places, sorted low score to high in each flight, and prizes. Send it to the Communication Director within a couple days of the tournament for distribution to membership. Send results also to the Handicap Director for posting of scores to GHIN.
- Send financial reconciliation to Club Treasurer.