

Tournament Chairperson Rules & Guidelines

January 26, 2024

Foreword:

The following instructions serve as a general guide to running a tournament. It is impossible to write guidelines to cover every situation that may occur so if you encounter situations, which are not covered, don't hesitate to call the Club Tournament Director or any other Board Member. The Club Tournament Director will furnish the volunteer Tournament Chairperson with a copy of these guidelines about 6 to 8 weeks prior to the tournament and assist him/her with initial preparations. The Tournament Chairperson will receive \$35, paid in credit from the Club Treasury, for running the tournament.

Pre-Tournament Responsibilities

General:

Read the Contract provided to you by the Club Tournament Director. Pay special attention to the payment deadlines established by the course.

Contact the golf course 4 to 5 weeks in advance of the tournament to assure we have the correct date, time, number of starting times, and green fee costs. Also, verify any deposit that the Club has paid. Developing a good rapport with the course starter or tournament director results in well run tournaments with no surprises.

Entries & Fees:

The Club Tournament Director recommends the Entry Fee for each tournament. The Entry Fee always includes a prize fund, normally in the range of \$5 to \$10. The Entry Fee may also include cart and/or range ball fees, but this is based entirely upon each golf course's Tournament Contract requirements.

The competition format is entirely up to you. In the past, we have had individual skins, team skins, scrambles, stableford, 2-person best ball, 2-person combined, etc. However, if the tournament has been identified as a State Qualifier, the format must be compatible with individual net score formats. Notify the Club Tournament Director of your desired format prior to the first Entry Announcement in the Mulligan. The format may affect members' interest in participating.

Each tournament will ideally be advertised in at least two Mulligan publications prior to the scheduled tourney date. You will be identified in the Mulligan as the contact person.

Tournament Sign-up Sheets:

Work with the Tournament Director to develop a Tournament Sign-up Sheet using the information from the course contract and tournament details. The Tournament Director can provide you with an example of an entry form appropriate for the format chosen.

Entries will be sent directly to your mailing address and must be accepted on a first-come, first-serve basis. Caltrans Capitol Golf Club members will always have priority. Guests will be allowed to play **only** if all Club members that have submitted entries prior to the sign-up deadline date are allowed to play.

Request the Club Communications Director to send the final Tournament Sign-up Sheet to the membership at least 6 weeks prior to the Tournament date.

Guests:

Guests may participate in Club Tournaments with the following provisions:

Guests are not allowed to compete for prizes against club members in tournaments. A Calloway Flight may be established if there are a sufficient number of guests playing. If no Calloway Flight is established, any prize fund collected from the guest should be returned to the guest in cash or comparable merchandise.

A guest may play in the Scrambles event in December **only** if he/she has applied to be a member in the following year **and** has adequate scorecards to establish a temporary index. Otherwise, Guests are **not** allowed to play in the Annual "Scrambles" Tournament in December nor in any NCGA qualifying events or team events.

Pairings:

As entries come in, keep an accurate listing of those who have paid and those who have not. (Sometimes, members send in the entry form without the entry fee). Do not allow players to establish ""credit" for very long. You may be held accountable if the player who had not paid is a "no-show".

If you receive entries exceeding the number of allocated tee times stated in the Contract, call the golf course, and ask them for additional times. Oftentimes, they will allow 1 or 2 more groups. If they don't, establish a Waiting List to replace players who may have to cancel due to unforeseen emergencies. You can encourage the Waiting List players to secure their own times through the golf course booking policies. They may compete for prizes as long as they turn in an attested score card for the same date. If you are not able to accommodate the Waiting List players, return their entry fees as soon as you can.

Develop a Pairings Sheet that includes the name of the Golf Course, the date, the tee times, the names of the players in each 4-some, tees to be played by each player, each player's GHIN Index and Course Handicap, and the Flight in which they are competing. Tournament information such as course ratings and slopes for all applicable tees, rules (e.g. Winter, Summer), prize payout, CTPs, etc., should also be included to fully inform participants of tournament details and to avoid potential controversy. (See attached **Pairings Sheet** example). The Tournament Chairperson should normally be in the 1st or 2nd 4-some teeing off. This ensures that there is a responsible Club representative at the course prior to the beginning of the tournament. Accommodate golfers who want early or late tee times if possible.

Send a copy of the Pairings Sheet to the Course in accordance with the Contract or based upon your conversation with them. Send the Pairings Sheet to the Club Communications Officer for distribution to the membership the week prior to the tournament.

Handicaps:

The Tournament Chairperson may select the default tees to play based on the following guidelines: In general, men shall play from the white tees, and women shall play from the red (or forward) tees. Individual players may elect to play from different tees appropriate for their ability. On some courses, other sets of tees may be used for most players (for example, blue for men and white for women), but any tee selection other than as noted above should be discussed with the Club's Tournament Director. Pace of play and equity for players of all skill levels are of the utmost importance, The Club's Handicap Director will provide course handicaps for all players for the selected tees.

Determine the Course Handicaps for each player using the most current GHIN Index listing available. These listings are available from the Club Handicap Director. Give yourself enough time between establishing the index date and compiling the final pairings sheet that will be sent to the membership. The Club Handicap Director can supply you with the Course Handicaps, or you may use the GHIN website to calculate each player's course handicap utilizing the appropriate index and slope and rating for the appropriate tees. It is important to verify course ratings and slopes and rectify any discrepancies between score cards, course posting and GHIN website. Typically, the GHIN website prevails.

Some new members may not have an established GHIN Index. GHIN, or the Club Handicap Director will calculate an Index if the new member can provide at least 3 score differentials. If the new member cannot provide 3 score differentials prior to the tournament, he/she will not be eligible to compete for prizes unless there is a Calloway flight. If there is not a Calloway flight, his/her prize fund should be refunded. Contact the Club Handicap Director for clarification or more information.

Flights:

Split the entire group into flights based on the player Indexes (recommended) or Course Handicaps and prepare a Flight Sheet. There is no set rule on how many flights you should have, but typically, they should range from 8 to 20 players per flight, depending on the total number of entrants. Typically, tournaments will have no less than 2 flights and no more than 4. Try to keep the number of players in each flight as close as possible. They do not have to be exactly the same, but should be close to ensure equal opportunity for "low net score" prizes. Bring your Flight Sheet to the tournament to record scores as they come in. There should be a column for Gross Score, Handicap, ~~and~~ Net Score, Adjusted Score, and Tee played. (See attached **Flight Sheet** example).

Prizes:

Determine the prize fund distribution for "low net scores". These prizes can range from 3 places to 8 places. There is no set rule on this either. Just use your common sense and pay out enough prizes to make it fun, but not so many where prize amounts are insignificant. Use round dollars for easier accounting.

If prizes are awarded for both "low gross" and "low net", no one player can win both prizes.

Some courses include prize funds (Pro Shop Script) in their tournament green fees. These mandatory fees range from \$3 to \$5 per player. Typically, these fees must be redeemed at the Course's Pro Shop. Most Pro Shops will offer gift certificates that can be redeemed within a year. An option is to purchase golf balls (or other equipment) with the credit and issue them as prizes. The challenge with that option is the difficulty in getting the prizes to the winners. (See "Post-Tournament Responsibilities" section of these guidelines)

There are other prizes you can consider as well, like Closest to the Pin, Longest Drive, Fewest Putts, Booby Prize, Skins, etc. As tournament chairperson, you determine the tournament format and the prize categories. It is your tournament to run, so do what you think the members will have a lot of fun competing for.

Course Payments:

After the deadline for sign ups has passed, you should bring all of the checks (and cash) to the Club Treasurer for deposit into the Club's Checking Account. Your Entry Fee must be included in this initial deposit. You will receive a \$35 credit shortly after the date of the tournament.

Most courses have been paid a deposit to reserve the course and starting times. The Club Tournament Director and Treasurer will be responsible for down payment. The Tournament Chairperson will be responsible for determining the remaining balance due the course (based upon the final number of entries) and requesting the Club Treasurer to issue a check in that amount. Typically, the final payment is due before the tournament day. Check the Contract for information on down payments and course payment policies.

Cancellation Policy and Refunds:

If there are "no shows" on the day of the tournament, it will be the responsibility of the Tournament Chairperson to discuss the situation with the Course Starter. Each course has different policies on how this situation is handled. If the course refunds the Green Fees, the "no show" shall only be refunded that amount. The "no-show" will not receive a full refund for the entire entry fee. The prize fund portion of the entry fee will not be refunded and will be paid out to the winners of the tournament. If the golf course cancels the tournament due to inclement weather or some other reason, contact the Club Tournament Director, Club President, or other Club board member immediately.

First Tee Notice and Scorecards:

A First Tee Notice and Scorecards should be prepared prior to the start of the tournament.

In the days preceding the tournament, check with the Course Starter on course conditions. The starter will recommend either Winter or Summer Rules. Prepare a 1st Tee Notice and place it on the 1st tee indicating what rules are to be played. If Winter Rules are selected, include a short description of what is allowable, i.e. "Pick, Clean and Place within 1 club length" - no nearer the hole". If there are special prizes that need to be conveyed to all players, like "closest-to-the-pin" or "fewest putts", etc., add this information to the 1st Tee Notice, along with Pace of Play reminders, etc. (See attached **1st Tee Notice** example).

Scorecards for each foursome should be prepared and available at the first tee for each foursome. Scorecards should include the players' names, and Tees to be played and Course Handicaps for each player. You may also highlight other tournament specifics, such as Closest-to-the-pin holes, etc. if desired.

Day of Tournament Responsibilities

General:

You or your designee should be at the course an hour or so before the 1st Tee Time. Provide the starter a Final Pairings Sheet for check in verification.

If not placed by the course, collect any measuring tapes or closest-to-the-pin devices that the course has offered the Club to use. Oftentimes, they require a credit card as deposit and will return it when the equipment is returned. If the Tournament Chairperson is not playing in the 1st 4-some, give this equipment to the 1st 4-some teeing off with instructions on which holes to leave it. Inform the last group teeing off to pick it up.

A manila envelope may be placed on the 1st tee and include all appropriate tournament information, including First Tee Notice, Final Pairings Sheet, and Scorecard, for each foursome. Place notices on tee boxes along the way as appropriate for contests such as closest-to-the-pin, long drive, etc.

Stay at the course, or designate somebody to stay, and collect the scorecards from each group playing in the tournament. Remind the 4-some to "sign and attest" the card. Failure to submit a correct scorecard could result in disqualification.

At a minimum, all scores should be recorded on the Flight Sheet during the event for preliminary standings and results. A large Flight Sheet should be prepared in advance to hang on a wall and post the scores of all players as they come in. This provides the players with an opportunity to easily compare their results with the rest of the field without having to crowd around you.

Tie-breaking:

For most of our Club's Medal Play Tournaments, ties shall be broken in the following order, as recommended by NCGA:

- 1.) "Best net - last nine"; the handicap applied to the back nine is the total of all handicap strokes on holes 10 through 18.
- 2.) "Best net - last six"; applying only the handicap strokes on holes 13 through 18.
- 3.) "Best net - last three"; with appropriate handicap strokes.
- 4.) "Best net - last two"; with strokes.
- 5.) "Best net - Hole #18; with strokes.

If all these scenarios still do not break the tie, then a "sudden death - match play" tie breaker shall be used from the score card. Beginning with the 1st hole, the first player to

card a better net score for a given hole (proceeding from Hole #1 to Hole #2, to Hole #3, etc.) wins the tiebreaker.

In some tournaments, like NCGA-sponsored events and the CLUB's Annual Match Play Events, ties can be resolved by returning to the course for a sudden death playoff.

An end-of-tournament announcement can be made by the Tournament Chair celebrating the Flight/Team, closet-to -the-pin, and other results.

Course Payment:

Reconcile any course payment required with the Starter and arrange for payment of the final amount due. You can make the final payment and get reimbursed by the Club, or you can arrange for a Club Officer to make the final payment on the Club's behalf.

Post-Tournament Responsibilities

Adjusted Scores:

Using the Tournament Score Cards and GHIN "Net Double Bogey Max" rule, determine each player's Adjusted Score. All adjusted scores shall be included on the Results Sheet.

Posting Scores:

Adjusted scores will be calculated by the Tournament Chair and entered on the Results sheet. The Handicap Director should be provided with the score cards to verify correct posting scores. Club Policy is that Adjusted scores will be posted by the Club Handicap Director.

Tournament Results:

Make up a Tournament Results Sheet. This is just the Flight Sheet with the scores filled in. Again, it should show for each player/team, gross score, handicap, tees played, adjusted and net score- by Flight. It should also show who won 1st, 2nd, 3rd place, etc. for low net scores in each Flight and the amount paid for each place. Results should be sorted in order for each flight. Also, include winners of other prizes like Closest to the Pin, etc. Try and keep it to 1-page, as it will be reproduced for inclusion in the Mulligan. (See attached **Tournament Results Sheet** example).

Provide the Tournament Results Sheet to the Communications Director for transmittal to the membership and to the Handicap Director for posting of scores. Prizes are typically awarded in "credit" to be used by players to pay for future entry fees. Credit is managed by the Club Treasurer.

Reconciliation:

Prepare a Tournament Reconciliation Sheet that shows all of the income from the Entry Fees and all of the expenses of the tournament (golf course green fees and prizes). The final balance should never show a deficit above the \$35 tournament chairperson fee. Under certain circumstances, adjustments can be made to accommodate round numbers for cash prizes. (See attached **Tournament Reconciliation Sheet**). Forward to the Club Treasurer for updating of the Club Credit List

Any deviation from these guidelines must be brought before the Board of Directors.

Good Luck. Any questions should be directed to a Club Board Member.

Attachments:

- Sample Pairings Sheet
- Sample Flight Sheet
- Sample 1st Tee Notice
- Sample Tournament Results Sheet
- Sample Tournament Reconciliation Sheet