

How to run a Tournament

Identify Committee to include:

- Social/Catering – Currently Shari Loyd/Mikie Briggs - They will provide food/bar options and coordinate with the SCLH catering department
- Tournament – Contact Tournament Chair(s) (currently Edda Ashe & Maureen Senn) to determine who will run the tournament
- Decorations (if tournament involves use of the ballroom)
- Point person to receive registration forms

Determine Theme

Specific Tasks:

Determine pricing based on the following:

- Golf Cost
- Food Cost
- Prize money
- Tee Prizes (if any)

Create 'Save the Date' (to be sent to the Captain for distribution to members)

Create Registration Form – (to be sent to the Captain for distribution to members)

- should include:

- Date of tournament
- Time for registration and shotgun start
- Deadline for registration
- Luncheon information/food choices if appropriate
- Player names (if a team event)
- Player GHIN
- Player membership level
- Player email addresses
- Will a golf course cart be needed?
- Name & address to send form to
- Contact information for questions

Create spreadsheet for tracking registrations – should include the following columns:

- Team Info (if a team event)
- Golf course cart Y/N*
- Starting Hole (determined once tee sheet is prepared)
- Player last name
- Player first name
- Player GHIN
- Player email address
- Player membership level
- Golf cost
- Luncheon cost
- Prize (or other) cost
- Total Payment amount
- Payment received from (include check #)
- Date payment sent to treasurer

This spreadsheet is used by the Tournament Committee to create pairings and scorecards in Golf Genius. It is also used to total amount to be paid to the Golf Course and to Catering (the reason for the separate columns for Golf Cost and Luncheon cost).

Upon receipt of registration information, an email should be sent to the players (members only if guests are involved) confirming receipt.

Tournament Committee Tasks:

- Determine game/play format
- Create tee sheet and scorecards in Golf Genius
- Determine the number of flights
- Calculate prizes based on Sweeps money and prize fees
- Collect scorecards and determine/announce winners
- Consult with Event Chair

Social/Catering Chair Tasks:

- Consult with Event Chair & Event Committee to determine food options and pricing
- Work with SCLH catering department to ensure that service is as expected
- Provide final cost to Event Chair so that payment can be made by the Treasurer

Event Chair Tasks:

- Identify the budget for the tournament.
- Document meeting decisions.
- Track income (including donations if applicable) and expenses including costs for green fees (including sweeps), food, decorations, treats, tee prizes and tournament winnings.
- If cash prizes are to be awarded, once Prize Money amounts are known, the Event Chair needs to request a check from the Treasurer in that amount, cash the check and fill envelopes with the appropriate prize amounts. If Pro Shop gift cards are to be awarded instead of cash, the Event Chair needs to purchase those in the appropriate denominations. Payment can either be by personal credit card (and request reimbursement from the treasurer) or by check from the treasurer.

Act as a liaison with the Pro Shop

- Confirm cost for guests (they may be willing to charge the Summit guest rate rather than a 'non-resident' rate)
- Periodically email participation numbers (ideally 17 days before so the golf course can block off sufficient tee times). A final number can be provided upon the deadline to register.
- Provide CTP hole number(s)
- Confirm prizes (free rounds) for CTP (alternatively could be sleeves of balls that are purchased if tournament includes guest CTP)

- Request any tables, tablecloths, chairs, etc. will be needed and location (patio or breezeway).
- Once tee sheets have been generated, using the information from the spreadsheet, email the Pro Shop (Chad/Gwen) to let them know how many participants there are and which starting holes will need golf course carts. *
- Following the tournament pay the Pro Shop the appropriate amount based on the total of the Golf Cost from the spreadsheet.

Prepare a summary of the event including all financial aspects to the Executive Board.

Miscellaneous:

Consider having water available for any tournaments that include guests.

Consider having coffee and morning snacks available for any tournament that includes guests.

*If golf carts are not being staged by the Pro Shop this information is not needed.