

Duties of TWGA Reps. Tournament held at your home club:

1. Contact your Head Pro to discuss details of the TWGA tournament. Request a Marshall and signage for the Casino Hole. Please confirm and provide print out of local rules needed for the tournament.
2. Contact the Golf Course Restaurant to request a lunch special for the tournament. Purchase snacks (not to exceed \$30.00) for registration table. Give receipt to Doris Lundsten, TWGA Treasurer for reimbursement.
3. Obtain at least 4 or 5 helpers from your club to assist you with the tournament. Registration table requires 2 or 3 people for check-in, Casino Hole and lunch sign up. After the tournament, 2 or 3 people are needed to check the accuracy of the scorecards and write the scores on the Tournament Score Sheets.
4. You will need a table and chairs for registration and scoring purposes.
- 5. Registration duties before tournament:**

Check off contestant's name on the tournament list. Give them their scorecard. Provide them with local rules information. Hand out lunch tickets for prepaid lunches if they are purchasing the special. Collect money and names for the Casino Hole. Give them directions to pro shop to get their cart, if they are riding. Tell them the name of their cart riding partner and if they have already checked in. Also, let them know where to find the practice putting greens and directions to the driving range.
- 6. Scoring procedures after tournament:**

As a player turns in their scorecards, ask if all scoring lines have been filled in, card signed, attested and dated. Then check the scorecard for accuracy. If the player has made an error, circle it with a red pen and write the correct score total above the error. Make appropriate changes to the totals in red ink. Once a scorecard has been checked for accuracy, place a red check mark at the end of the last scoring line.

The checked scorecards are ready for posting on the large score sheets.

*******Tournament helpers will receive preferential starting holes*******