

TWGA Tournament Chairperson Job Description

General information:

1. This position is appointed by the president.
2. Attend all association meetings.
3. Notify Sunshine representative of any member who is ill so a card can be sent. Include member's address in email.
4. Review job description once a year and update it if necessary. Submit it to the President, Secretary and Historian.
5. Perform other duties as required.

Before the season begins:

1. Set up a schedule of dates and possible courses to play in the new season after checking the schedules of other lady's organizations (such as Washington State Women's Public Links Assoc. and Greater Seattle Women's Golf Association) and WA Golf for their tournament schedule.
2. Contact the courses for potential date, fees (regular rate, senior rate, cart/rider and TAX) and complimentary rounds (if needed for the rules chair) and request a reverse shot gun start.
3. Present the tentative schedule to the board at the first meeting for agreement or changes.
4. Once the board agrees to the schedule, create the contracts and cover letters for each event. Mail or email these to the course manager after signing as the TWGA representative. Request return within 10 days.
5. Prepare the official schedule and entry forms for each event. Send them to the web master for posting on the TWGA web page and prepare copies for each rep's information packet.
6. Review the payout schedule for sweeps and the championship. Present it to the executive board at the first meeting of the year for approval.

During the season:

1. Using Golf Genius, set up tournaments using the guidelines listed below.
2. After the results are computed for each event, keep a tally sheet for the Jane Bradley and Team Awards. Check the rules of competition for directions.
3. Starting in September of the previous year, make a list of people who are eligible for the next year's championship. Add to this list after each event (Sept. – July). Send a copy to the web master to post on the TWGA web page and one to each club rep within two weeks of the July sweeps.
4. After play in October, give the names of the Jane Bradley and Team Award winners to the Vice President for presentation at the fall luncheon.
5. Prepare and deliver a year-end report at the annual meeting/fall luncheon.

Setting Up a Tournament Guidelines:

1. Check the latest course and slope ratings from the National Course Rating Database at ncrdb.usgs.org/NCRDB for the course being played.
2. Collect the most current data on length and handicap for each hole of each course.
3. Reconcile the number of players and cart riders with the treasurer.
4. Contact the course one week before play to share and obtain the following information:
 - Number of players and cart riders.
 - Starting holes for the day of play
 - Which par 3 will be used for the casino hole (except for the championship).

TWGA Tournament Chairperson
Job Description

5. Using Golf Genius, set up the tournament once everyone sends in their entries, usually via email.
 - Update handicap index for each player.
 - Divide the field by nine to figure the number of flights needed.
 - Create pairings and email to players and the web master on Wednesday before play.
 - Print scorecards.
 - Print necessary reports for check-in: i.e. cart riders, cart signs, hole assignments, casino hole list. It helps to make several copies of hole assignments and cart riders, making sure the pro shop is given a copy of each as well as several for the check-in table.
 - Bring raffle tickets, ticket box, and money containers for both the raffle and casino hole.
6. Check with the hosting club rep to make sure that there will be:
 - Tables and chairs for check-in
 - Someone who will set up the casino hole (30-foot diameter circle). It can be done by either a club member or the maintenance crew. A 15' string can be used to measure the circle if the course chooses to not paint a circle. There needs to be three signs at the hole – one at the tee box indicating the casino hole and two near the green, one for “In the Circle” and the other for “On the Green”.
 - People to handle the check-in table – several for scorecards and hole assignments, one for casino hole and one for selling raffle tickets if needed. Another person may be needed if the course is offering a lunch special and needs to get a head count or sell tickets for the lunch.
7. Serve as a member of the Rules Committee and assist with any rules issues if requested.
8. After all the money is collected for the casino hole and the raffle, it needs to be counted. Set aside $\frac{1}{4}$ of the raffle money for the raffle winner and give the remainder to the treasurer.
9. Arrange a place to turn in the score cards and make sure someone, preferably the rules chair, is there to check for signatures and completeness of the cards.
10. After play, collect the casino holes lists. The minimum number of winners is two (2), of which at least one (1) must come from “On the Green”. If the minimum number of winners is not met, the remaining funds will be distributed to the charity. Draw a name from the “On the Green” list after numbering those players and then drawing a number from a “hat” and then add it to the “In the Circle” list. Divide the money by the number of winners to the nearest dollar. Any left over money is given to the treasurer for the general fund or add it to the charity raffle after the winner is drawn.
11. Award the money for the casino hole and hold a drawing for the raffle winner. The winner of the casino hole needs to be present or have someone collect it for them. The raffle winner does not need to be present. It can be given to the treasurer who can include it in the payouts to the individual clubs with the flight winners.
12. Thank the course for hosting the event.
13. After recording scores, run the reports of the division winners. For each division award Low Gross, 1st Low Net and 2nd Low Net. Use the payment percentages outlined in the Rules of Competition. (Approximately 37% for Low Gross and Low Net and 26% for 2nd Low Net. Round up or down the cents to make whole dollars – the reps appreciate this.
14. If there are ties, use the USGA tie-breaking recommendations in the Rules of Golf which can be done with Golf Genius.

TWGA Tournament Chairperson
Job Description

15. Competition is closed one (1) hour after the competitor's scorecards have been returned to the committee.
16. On the day of play, post scores to GHIN as "Away" for sweeps and "Competition" for the championship each day. Email unofficial results to players to check for discrepancies.
17. Wait 48 hours before sending the official results to the treasurer for payouts and to web master to post on the TWGA web page.
18. Update the championship eligibility, Jane Bradley and Team Awards list.