

Duties of TWGA Representatives
Tournament Held at Your Club

PRIOR TO THE TOURNAMENT

1. Restaurant: Request a lunch special, including tax and gratuity. Ask if they require payment and/or head-count in advance. If so, make arrangements to provide in time.
2. Snacks: Purchase snacks for the registration table, if necessary. Check with Tournament Chair to see if there are left-overs from the previous tournament. Get a receipt for reimbursement from the Treasurer. The expense reimbursement form can be found on-line at TWGA.org, 'Rules & Resources'.
3. Requests to the Pro Shop:
 - a. Participation in a Rules Committee if there is a disputed play
 - b. A Players' Assistant to monitor pace of play
 - c. A table and chairs for the registration desk
 - d. Signage on the Casino Hole (please select an appropriate hole). There should be a sign on the tee box and a 15' radius around the hole marked on the green. Also, there should be two cards next to the green, one for 'In the Circle' and one for 'On the Green'
 - e. Shooting of the shotgun for the start of play
4. Volunteers: Secure up to five volunteers to assist with registration, the raffle, Casino Hole fees and restaurant orders.
5. Special Conditions: Identify any special conditions or local rules that should be observed for the days' play. Coordinate with the Rules Chair 10 days prior to the tournament.

ON THE DAY OF THE TOURNAMENT

1. Participate on the Rules Committee for the tournament.
2. From the Pro Shop: Make sure the Casino Hole has been marked at the tee box and on the green. Make sure the cards ('In the Circle' and 'On the Green') have been placed next to the green. Also check on who will bring cards in at close of play.
3. From the Tournament Chair obtain:
 - a. Score cards
 - b. Raffle container and tickets
 - c. Cart name cards
 - d. List with hole assignments and cart riders
4. Set up registration table to:
 - a. Register each player, including the distribution of scorecards and notifying cart riders of partners.
 - b. Collect \$2 for the Casino Hole and check off the participant's name.
 - c. Sell raffle chances at \$1 for 1 ticket or \$5 for 6 tickets
 - d. If appropriate, collect lunch fees.

- e. Secure the raffle funds and Casino Hole funds. Provide the totals for the amount collected to the Tournament Chair.
5. After Play:
- a. Help, if needed, with the collection of completed score cards.
 - b. Ensure players have signed and agree on the score.
 - c. Sit on the Rules Committee if there is a disputed play.