

TOURNAMENT CHAIR DUTIES

Updated 10/10/2022

Requirements for the position:

- Some golf and tournament knowledge
- Computer skills and willingness to learn Golf Genius
- In town most weeks during the golf season
- Read and respond to emails and texts

Fall Activities:

- Ask JT to set up the league for the following year in Golf Genius
- Prepare a draft of the following year's schedule of games
- Set up Rounds in Golf Genius according to the schedule
 - Balance games between gross, net, individual and team
 - Coordinate dates of play with representatives from The Invitational and Solheim
 - Input sign-up deadlines and game descriptions
 - When possible, use games that are already defined in Golf Genius or could easily be added and administered in Golf Genius

January:

- JT and Jesse begin setting up the calendar for that year
- Finalize the year's tournament schedule and coordinate implementation of the schedule with JT and Jesse
- Discuss dates, events and any conflicts Pole Creek may have with the tournament schedule
 - Solheim Cup is alternate shot. Pace of play is quicker than typical rounds. Be sure Pro Shop is aware so turn schedules can be adjusted accordingly. (Instead of turning in 2:10, recommend turning in 1:45)
 - Discuss player limits for certain rounds. Invitational and Solheim typically need additional tee times
- Send final tournament schedule to President for inclusion in the President's Letter mailing that goes out in mid-February
- Send tournament schedule to Secretary for posting on website

Golf Season:

- Check in with JT and Jesse to confirm tournament schedule and work through any new conflicts
 - Start games on the last Thursday in May through the end of September
- Attend Spring Luncheon and present tournament details to members
- Contact Treasurer for the list of retuning members who have paid. Register each member in Golf Genius
- Add new members to the Roster in Golf Genius as they come in, include GHIN number and email address. Register new members
- Coordinate with New Member Committee to ensure new members confirm registration and their accounts and passwords are set up
- Answer questions that might arise regarding Golf Genius sign-up process
 - Remind them to click SAVE at the bottom of the page and wait for their computer to process it
- Make sure golfer's email addresses match between the GHIN email on the PCLGA registration form, Golf Genius and the Member Roster

- Coordinate sign-up for the Invitational and Solheim Cup in Golf Genius and relay sign-up information to those committees. It may be necessary to enter names into Golf Genius to generate a tee sheet for these tournaments

Weekly Duties:

- Monitor course being played any start time changes
 - Ridge/Meadow is the first Thursday of the month
- After 6:00 p.m. on Monday, create pairings and tee sheet for that week's play. Double check tournament set up to ensure things look correct
 - Utilize auto scheduling feature in GG to mix up pairings and start times throughout the season
- Send email from Golf Genius to participating members giving specific detail about the weekly game, courses being played, and tee sheet. Select tee sheet as both an attachment and link to prevent problems. This can be done as early as Monday evening but no later than Tuesday afternoon
 - JT will print the needed Tee Sheets and Scorecards
- Modify pairings as needed due to cancellations or additions
 - Only make additions if they fit easily into the Tee Sheet. Avoid creating confusion among the members by sending out multiple versions of the tee sheet.
- When possible, Tournament Chair and Assistant Tournament Chair should be placed in different times on the tee sheet

Day of Play:

- Record all players' scores in Golf Genius. Compare front, back and 18 hole totals. Resolve any discrepancies
- Create the Leaderboard for the round
- Post scores to GHIN once scores and results have been verified
 - Email results/winners to the Assistant Secretary (Kerri) and copy the Secretary (Susan), and Tournament Chairs (May need to include Treasurer and Media person in the email)

Prize Budget:

- Monitor prize budget and point allocation (if using points)
- Mid-season: determine dollar value for points and send information to Treasurer
 - Treasurer will work with Pro Shop to update accounts with winnings
- Post Winnings spreadsheet on bulletin board
- Coordinate prizes for Club Championship luncheon
- Touch based regularly with Treasurer regarding prize budget. Identify and resolve any changes to allocated dollars and remaining balance
- After the 3rd week in September, distribute final prize winnings in the same manner as mid-season winnings