

Tournament Chairs Checklist

Pre-Tournament

1. Review the budget and items included in your budget. Stay within your budget!
2. Contact the Cage Assistant if you need decorating items or supplies. We have many terrific items that can be recycled and reused
3. 2-4 weeks prior to your tournament, meet with the Head Professional
 - a. Complete, sign and date the "Tournament Set-Up Request Form"
 - b. Determine awards (gift cards, certificates, merchandise, special order items)
 - c. Determine who will announce tournament awards
 - d. Notify Head Pro if tournament is a "T" score (Handicap, Member-Member) or "C" (Championship)
 - e. Provide pro-shop with Local Rules and Conditions of Play to be given to each player
4. Notify Tournament Director(s) of any major changes and tournament game
5. Tournaments should use the regular 5-choice lunch
 - a. Meet with Lunch Chair 6 weeks in advance *only* for special requests

Two Days Prior to Tournament

1. Visit Pro Shop to verify scorecards are popped correctly
2. Verify start time and order of pairings (low handicaps follow Captain & Champion if applicable)

Post Tournament

1. Report number of tournament and non-tournament players to Play Day Director
2. Complete the Tournament Expense Form, Reimbursement Form and receipts to Treasurer
3. Deliver completed scorecards to Handicap Director
4. Include in binder
 - a. Tournament Summary *and send to webmaster for posting to website*
 - b. Tournament Posters/advertising *and send to webmaster for posting*
 - c. Flight Structure including number of players in each flight
 - d. Winners List including payout breakdown for all awards
 - e. Tournament Expense Form (copy only)
5. Return completed binder to Tournament Director(s) within one month after the tournament
6. Return any borrowed items to the Cage or contact Cage Assistant for help



Please contact the Tournament Director with any questions or concerns! Thank you for volunteering

1/23/2024