

2024 18-Hole Women Villages Tournament Guidelines

Purpose: Guide tournament chairs

Included in Guideline are:

A - Tournament Calendar

B - Tournament Chair Checklist

C - Member Tournament Set Up Request Form (for Pro Shop)

D - Tournament Pages from *current* SOPs (www.villageswomensgolf.vgcc.club/practices-and-procedures)

E - Tournament Summary Form

F - Tournament Expense Form

G - Request for Reimbursement Form

H - Cage Guidelines

PRE-TOURNAMENT

1. Review budget. **IMPORTANT:** Stay within your budget!
2. Read the SOPs for Tournaments
3. 2-4 weeks before tournament, meet with James, copy Scott (irogers@the-villages.com)
 - a. Complete, sign and date Tournament Set Up Request Form
 - b. Determine awards (Sweeps, gift cards, etc.)
 - c. Identify who announces awards (usually at lunch except for Saturday tournaments)
 - d. For Member-Member and Handicap Tournaments, notify James of "T" score and "C" score for Championship Tournament
 - e. Provide Local Rules Sheet to Pro Shop to be given to each player
4. Discuss specifics of tournament including major changes with Tournament Director(s)
5. Two days prior to tournament, work with Pro Shop to confirm all scorecards are popped correctly including order of pairings (low handicaps follow Captain and Champion) when applicable
6. Except for Saturday tournaments, confirm 5-choice lunches

POST TOURNAMENT

1. Complete Tournament Expense Form with Request for Reimbursement Form including receipts **to Treasurer**. Please list any donated or borrowed items on the Form
2. Complete Tournament Summary Form including number of tournament players, list of winners (in each flight) and pay outs for awards, and Expense Form. Include these in the binder and return to Tournament Director within 30 days after tournament

3. Submit completed scorecards to Handicap Director

Thank you for volunteering.