

2025 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 Summary Form

E - Tournament Expense Form

F - Request for Reimbursement Form

G - Cage Guidelines

H - Tournament Pages from *current* SOPs (www.villageswomensgolf.vgcc.club/practices-and-procedures). The SOPs are constantly being amended so it is your responsibility to check website for most updated version

PRE-TOURNAMENT

1. Review budget. IMPORTANT: Know your budget and stay within your budget!
2. Read the SOPs for Tournaments which can be found in our website
3. 2-4 weeks before tournament, meet with Scott
 - 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)
 - d. For Member-Member and Handicap Tournaments, notify Scott of "T" score and "C" score for Championship Tournament
 - e. Work with Pro Shop on Rules Sheet for tournament 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 and if balls are prizes, get key from Pro Shop for balls
6. Except for Saturday tournaments or when more than 65-70 golfers, 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 15 days after tournament
3. Complete Reimbursement Form and submit to Tournament Director for prompt reimbursement
4. Submit completed scorecards to Handicap Director

Thank you for volunteering.