

2026 TOURNAMENT CHAIRS CHECKLIST

Pre-Tournament

1. **Verify** your budget for sweeps and special prizes with Tournament Director at least 4 weeks (or earlier) before tournament. Please stay within budget! For Handicap and Club Championship Tournaments, remind Captain to bring medallion to final lunch.
2. **Review SOPs** for Tournaments which can be found in our website
3. **Create tournament flyer** and send to Tournament Director for approval
 - a. Prior tournament flyers are found in the tournament chair binder for reference
 - b. After tournament flyer approval, send final version to Captain for membership announcement
4. **Four (4) weeks prior to your tournament**, meet with the Head Professional
 - a. Complete, sign and date the "Tournament Set-Up Request Form" and **copy** Tournament Director
 - b. Purchase awards (gift cards/certificates, merchandise, special order items)
 - c. Identify who will announce tournament awards
 - d. Notify Pro Shop if tournament is a "T" score (Handicap or Member-Member Tournament), "C" score (Championship) or non-postable (shamble/scramble)
 - e. Confirm Pro Shop will provide Rules Sheet (if applicable) and popped cards for every player on the day of the tournament
5. **Notify Tournament Director of any deviations** from usual Thursday (i.e. no "chip-ins", "birdies", or sweeps) play day and identify who will be at the Check-In Table to assist golfers on the day of the Tournament
6. **Contact the Cage Assistant** (Diana Hallock) for decorating items/supplies. We have many terrific items that can be recycled and reused
7. **Tournaments should use the regular 5-choice lunch** except for Saturday tournaments or when tournament has more than 65-70 golfers. Meet with Lunch Chair only for special requests or if tournament has more than 65-70 golfers

Two Days Prior to Tournament

1. **Visit Pro Shop** to verify (1) scorecards are popped correctly, (2) order of pairings (general rule is low handicaps follow Captain and Club Champion with exceptions), (3) start time, (4) special conditions (construction area, updated local rules, etc.)
2. **Collect sleeves of balls for prizes** (if applicable). For sleeves of balls, go to Pro Shop for key to cabinet in Posting Room. Remember to list number of balls taken for prizes in chart provided
3. Depending on number of golfers, avoid "A" and "B" groups on Par 3s



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Post Tournament

1. **NEW: Provide the Handicap, M&M and Club Championship tournament results to Tournament Director who will forward results to Kory Tran by email to ktran@the-villages.com for publication**
2. **Complete Tournament Expense** (include any donated or borrowed items on form) **and Reimbursement Forms** with receipts and submit to Tournament Director so she can provide expense report to Treasurer for prompt reimbursement
3. **Complete Tournament Summary Form** to identify successful aspects and areas of improvement for future tournaments
4. **Include in binder**
 - a. Tournament Summary, Expenses, and Reimbursement Forms
 - b. Tournament Flyers *and send to webmaster for posting*
 - c. Print out of flights and winners with payout breakdown for all awards
5. **Return completed binder to Tournament Director** after the tournament
6. **Return any borrowed items to the Cage** or contact Cage Assistant for help

2026 18-Hole Women Villages Documents and Tournament Forms referenced in Checklist

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

Please contact the Tournament Director with any questions or concerns. And again, thank you for volunteering!