

SWGA Tournament Director & Chairperson Responsibilities

Director Responsibilities

Throughout the Year

- Serve as point of contact for all tournament activity
- Attend all Board Meetings and review meeting minutes for accuracy.
- Gain a thorough understanding of the “Standing Rules” and the “Constitution and Bylaws”.

Before Tournament Season Begins:

- Coordinate with the SGA tournament director to coordinate all 18-hole tournament play. The SWGA schedule is dictated by the SGA schedule with the exception of the SERP Open (run by SWGA). The SGA website is <http://sga.sandia.gov>.
- Review schedule for prior year - ideas about the number and types of tournaments.
- **EARLY in the year (January is suggested)**, contact courses to schedule and contract tournaments.
- Recruit tournament chairpersons to run the tournaments. Recruit board members and others. Also to fill in gaps, recruit at the **Registration and Informational Membership Meeting**. If no tournament chairperson is assigned to a tournament, decide whether to serve as chairperson or to cancel the tournament.
- **Before the Membership Drive events begin, compile the tentative season tournament schedule – date, day, time, course location, format, notes (e.g. lunch included), and tournament chairperson(s)**. Note: recruiting chairpersons for tournaments is often done at the **Registration and Informational Membership**.
- Attend **Registration and Informational Membership Meeting** and present tentative schedule and information about tournaments.
- Finalize schedule and submit completed schedule to the Webmaster for posting to the website.

After Tournament Season Begins:

- Per tournament, contact tournament chairperson 5-6 weeks prior to tournament; confirm availability.
- Coordinate with the SWGA Treasurer to determine the entry fee per member and per guest (SERP members).
- Determine the entry deadline for each tournament (generally 9-10 days prior to tournament date).
- **Assist chairperson if needed, to determine total pool of prize money**. Commonly, it is a sum of \$10 per player. Allocate proportionately for handicap and fun players. Assist in the purchase the prizes for each tournament. (*Dave’s Golf Mart gives SWGA an extra 10% if prizes are purchased there*).
- Coordinate with each chairperson and assist as needed with any and all tasks.
 - format and rules for each tournament; entry form and tournament announcement
 - purchase of prizes, number of prizes, and prize types
 - scorecard preparation, pairings sheet
 - tournament results for SWGA webmaster
- Ensure that the Chairperson confirms with the course per contract deadline date (often it is **7 DAYS PRIOR to tournament**) – the number of players, starting time, format, and number of carts needed.
- Compile a tournament summary of each tournament – winners (including FUN winners), pros and cons, and player or course problems/issues/challenges; retain for SWGA records
- Address any problems, concerns, questions about tournaments, format or prizes awarded.

After Tournament Season Ends:

- Present tournament statistics at **End-of-Year Membership Meeting**. If funds allow, purchase gifts for the tournament chairpersons and distribute at meeting/banquet.

SWGA Tournament Director & Chairperson Responsibilities

Chairperson Responsibilities

Before Tournament:

- If needed, work with the Tournament Director with all or any of the duties. **Note: the chairperson cannot change the tournament date or location.**
- Prepare for tournament.
 - Compile an entry form announcing the tournament (3-4 weeks prior to the tournament date); send the entry form to the SWGA webmaster to post on the SWGA website. Work with the Tournament Director to use a standardized format.
 - Receive the entry forms and checks.
 - For any checks, email the SWGA Treasurer the players' names and send the checks to the Treasurer after the tournament.
 - Check with the SWGA Treasurer the day after the entry deadline; confirm the players who have paid via credit union transfer.
 - No refunds or late entries after the tournament deadline; no exceptions.
 - Confirm with the course per agreement (often it is **7 DAYS PRIOR to tournament**) – the number of players, starting time, format, and number of carts needed ('number of carts' only needed at Puerto, UNM North, and Los Altos tournaments).
 - Compile the pairings.
 - Obtain each player's Handicap Index and convert it to the Course Handicap for the tournament. Prepare course-specific score cards with names and course handicaps.
 - Send out pairings sheet to all players entered; reiterate tournament starting time requirement to be ready to play 10 minutes prior to the assigned tee time.
 - **Determine total pool of prize money.** Commonly, it is a sum of \$10 per player. Allocate proportionately for handicap (separate Women and Men) and fun players. Obtain check and purchase prizes for tournament. (*Dave's Golf Mart gives SWGA an extra 10% if prizes are purchased there.*)
 - Determine prize types (Closest to Pin - CTP, Long Drive - LD, etc.) and value. The number of draw prizes is at the discretion of the chairperson. Collaborate with the Tournament Director as to prize determination and recommendations.
 - Obtain a check from the Tournament Director or Treasurer for payment to the course.
 - Prepare an information sheet for the day of the tournament to remind players of the format of play, CTP and LD information, speed of play, etc.

Day of the Tournament:

- Check in with the golf course point-of-contact ~ 40 minutes prior to the start time/first tee time.
- Verify that placards are in place for LD, CTP, etc.
- Distribute the prepared score cards & information sheet to the players.
- Issue prizes at the end of the tournament. If none of the players qualified for course prizes, raffle them off after the FUN DRAW prizes have been issued. **ALL PLAYERS (Handicap and Fun) ARE ELIGIBLE TO COMPETE FOR CTP AND LD.**
- Pay the course for the tournament.

After Completion of the Tournament:

- Compile a list of the winners (including FUN winners), prize, and value; send to the Tournament Director and Webmaster to be posted on the website.
- If requested to do so, send tournament score cards to Handicap Director.