

## SAWGA CHAMPIONSHIP TOURNAMENT CALENDAR

Date	Chair	Responsibility
October	Tournament	SAWGA Board Meeting confirms course rotation for dates and sites of tournament.
January	Tournament	Meeting to recruit volunteers for all chairs. Decide on a theme. Select venue for Banquet. Banquet needs to be three weeks after tournament. Handouts given to each chair and responsibilities discussed. Decide on entry fee and budget. An increase in entry fee needs to be voted on at the spring meeting by SAWGA Board Members.
March	Tournament	SAWGA Board Meeting. Announce all chairs. Announce theme and date of Banquet. Contact pros of each course by phone or email to confirm dates of tournament. Confirm tee times and tees that will be played. Tournament has approximately 100-110 players max 144 No shotgun. Contact clubs Jr. Reps for the courses being played and discuss responsibilities for their day of play. Talk with treasurer to determine date to decide payouts, prizes and awards.
	Publicity/ Graphics	Start working on all graphics and printing for the theme. To be reimbursed for all expenses, a hard copy receipt needs to be submitted to the treasurer.
	Sponsors	Email Club Jr. Reps and Presidents regarding sponsors of the tournament and raffle prizes for the banquet. Contact local businesses for donations. Ask your local Club's Men's and 9 Hole for a donation.
	Banquet	Discuss banquet and arrangements...menu, theme decorations, raffle prize drawing, set up, tables, microphone, podium, speakers, no host bar, etc.
June	Publicity/ Graphics	Tournament entry forms need to be designed and printed. Include registration deadline for registration about two weeks prior to tournament. Banquet forms should be printed now also. Banquet deadline needs to be after the tournament.
July	Set Up	Contact Pro Shops from courses being played and remind them of the date and tournament time. Discuss green maintenance schedule, pin placements and tees that will be played. Arrange times to set up long drive and closest to the pin on their specific day. Check to see if there are any local rules to know about and pass the info to the Publicity/Graphics for the tri-fold handout. Confirm ground under repair and hazards will be properly marked.
	Publicity/ Graphics	Deliver entry fees forms to all clubs by July 1st. Place forms in an envelope or folder. Email forms to all SAWGA Members. Email entry form in PDF to Web Coordinator for post on website.
	Set Up	Purchase trophy for low gross and low net of the field.

August	Tournament	<p>Begin receiving updated form of players entered. The Treasurer will provide this to you on a weekly basis. Hold meeting with all Chairs and your Jr. Rep to finalize arrangements.</p> <p>Purchase card stock in colors for each flight. Lead Sweeps chair will need this to print score cards.</p> <p>Get score sheets to post gross/net for each day. Players will be added when entries close.</p> <p>Flights are Championship/#1/#2/#3/#4</p>
	Publicity/ Graphics	<p>Complete all graphic signage for the tournament. Have banquet entry form printed and ready to give to Clubs. Email a PDF copy to Web Coordinator. Get a list of sponsors from Treasurer and have tee box inserts printed. Send thank you letters to every sponsor.</p> <p>Notify tv stations, newspaper, Chip Shots with tournament details. Find Photographer for first day.</p>
	Set Up	<p>Contact Jr Reps of courses being played and have them arrange fore caddies and volunteers.</p> <p>Decide who will go in the first group so they can post scores after they finish. Notify Lead Sweeps Chair.</p>
	Banquet	<p>Deliver to all clubs. Reconfirm banquet reservation and menu.</p> <p>Invite Head Pros of tournament courses being played to the banquet. Check with SAWGA President for any special guests to be invited. Arrange for someone to take pictures during the banquet and of the winners.</p>
September Tourney Days	Tournament	<p>Double check each morning to make sure check in tables are set up and ready. Ask Lead Sweeps for score cards and any instructions.</p>
	Set Up	<p>Check with Jr. Reps to see if fore caddies and volunteers are set up for their day of play.</p> <p>Make sure tables are set up to hand out score cards, tee prizes, tri-fold hard card, skins and raffle ticket sales. Confirm that someone will deliver and pick up all signs after the last group comes in for all three days.</p> <p>Take KP/LD signs for each flight (in flight colors) and place on the hole decided on with a tape measure and pencil. Check with each course to make sure everything is marked correctly per prior conversations.</p> <p>Double check with Chairs to mark all scoring as scorecards are given to you. Plan 5-6 hours to complete. The Chairs will be in the first group out to golf every day.</p>

After Tourney	Tournament	<p>Make arrangements to have names printed on Championship Trophy, Sweeps Winner and BJ Hulteng.</p> <p>Check with Numerica Cup Chair and Laura Bossart Chair that engraving on their part is completed.</p> <p>All trophies will be presented at the banquet. President will give you BJ Hulteng winner.</p> <p>Check with Set Up Chair to obtain Low Gross and Low Net awards for Banquet. Check with Treasurer to obtain all SAWGA certificates for flight winners and KP/LD winners.</p> <p>Collect all raffle prizes from Jr. Reps and determine how to announce winners at the banquet.</p> <p>Meet with Chair for finalizing presenters, table set up, decorations.</p>
	Banquet	<p>Contact venue 4-7 days in advance of banquet to confirm number attending. Organize presenters.</p>
October	All	<p>Meet to discuss concerns, accomplishments, and profit/loss. The numbers will be on the SAWGA Income and Expense form to be handed out at the fall meeting.</p>

***Revised February 1, 2023***