

SAWGA CHAMPIONSHIP TOURNAMENT CHAIR

Tournament dates are selected at the Fall SAWGA meeting. Locations have been predetermined and are listed on the SAWGA CHAMPIONSHIP TOURNAMENT ROTATION DRAW sheet.

- a) Dates are established,
- b) Pros and courses are contacted and confirmed,
- c) Entry fee is determined (currently \$40 early bird/ \$45 August)
- d) Tournament Chair is selected/confirmed
- e) Review Calendar for Planning the SAWGA Tournament

Attend the March SAWGA meeting. At the March meeting:

- a) Chairs and their Committee Chairs are announced.

Please note that hard copy receipts are required to be reimbursed for out of pocket expenses

Oversee all Committee Chairs and confirm each assignment is done or in the process of being done.

Budget: A preliminary budget is prepared by the SAWGA Treasurer and gone over by the Tournament chairs.

- a. The budget should include:
 - a. Estimates for number of players,
 - b. Club donations,
 - c. NCU donation,
 - d. Sponsor donations,
 - e. Raffle money
 - f. All possible expenses

Verify with the SAWGA Treasurer the expected donation amounts from the individual clubs. Be sure and determine a reasonable number of players for developing the budget. You will need to take into consideration the courses being played this year when coming up with the number. The payouts are determined at the end of the tournament based upon the actual profit of the tournament. The SAWGA Treasurer will figure the payouts. The tournament should not show a profit. The SAWGA Treasurer will work closely with you to provide all updates on income and expenses.

Banquet: Has a separate budget. Verify the budget amount with the SAWGA Treasurer as there is an allowance of \$250 for decorations and set up.

Low Gross and Net Gifts: Selected and purchased by the tournament committee. This expense should be included in the tournament budget.

Sponsors: Sponsors are a very important part of the tournament. The Sponsor Chair will work closely with the SAWGA Junior Representatives to obtain sponsors for the tournament. Each member club is required to donate \$100 with the option to donate \$200 if possible. Host club will obtain as many sponsors as needed.

Entries: Will be sent to the SAWGA Treasurer. The Treasurer will send entry list and updates to you and the Lead Sweeps Chair as they are received. The entry forms for the tournament and the luncheon will be emailed to every Sawga member.

Work with the Lead Sweeps Chair to decide which of your committee will go out in the 1st group each day at the Tournament.

Information regarding local rules along with the list of long drive and closest to the pin holes for each flight must be provided in writing for each day of tournament play.

Establish your rules committee: Will include you, Lead Sweeps Chair and a Pro. One or two more persons can be added.

Each morning prior to tournament:

- a) Post prior rounds scoring sheets before play begins so competitors can view scores.
- b) Check with the Set Up Chair on which volunteers from the local club are doing the following jobs:
 - c) Starter(s), Score Cards/information sheets and rules, Skins and raffle ticket money.
 - d) You will need at least 2 tables to arrange in the following order: score cards-skins-affle.
 - e) Set Up Chair is responsible for putting out or acquiring a volunteer to put out K.P. and L.D. signs.
 - f) Have the volunteers give all money envelopes to Pro Shop to keep secure during play.
 1. Lead Sweeps Chair will collect the skins money from Pro Shop.
 2. Chair (or designee) will collect the raffle money and give to Treasurer.
2. Be sure the winning trophies are on display each day of the tournament.
 - a) Lead Sweeps Chair will supply the following and be there one hour before 1st tee time:
 1. Score Cards,
 2. Starter list for volunteers, starters, and Pro Shop,
 3. Skins to hand out from previous days play (3rd day will be distributed at Banquet),
 4. Speed captain paperwork and clocks out on course,
 - b) Set Up Chair will need to supply change and envelope for raffle table.

Each day following play of tournament:

- a) You will help Lead Sweeps Chair set up scoring area. Mark scoring area clearly to avoid confusion.
 - a. Committee will collect score cards from Lead Sweeps Chair to post on score sheets. You will need to use two colors of pens to post on scoring sheet, one for gross and one for net, all three days.
- b) Set up Chair will collect or acquire a volunteer to collect all KP, LD, and sponsor signs from course.
 - a. Set up Chair will keep a record of all KP and LD winners each day. After 3rd round she will need to send a copy of winners from all three days to Treasurer and Lead Sweeps Chair. There will be a total of 15 KP and 15 LD to be awarded.
- c) Committee members will aid the Lead Sweeps Chair in paying out the skins for day 1 and 2 after each round. These need to be at the score card table each day.
 - a. The score sheets should stay up at least 30 minutes after last group finishes, giving them a chance to look at them.
- d) The Lead Sweeps Chair will do the following, with assistance from the committee:
 - a. All scoring,
 - b. Provide skin payout information, directions, aid, supply change and envelopes to pay out the money,
 - c. Figure out results from the days play and email it to the players,
 - d. After 2nd day of play:
 1. will develop line up from results of two day total,
 2. Send new line up for posting to website by 9pm,
 3. Email results and line up to players,
 4. Print and cut new score cards,
 5. Arrange speed captains and attach to cards,
 6. Staple "no longer eligible" to cards,

Awards Banquet: The Banquet Chair will make all the arrangements for the banquet. The banquet reservation form should be separate and different from the tournament entry. Money and reservations will be sent to the treasurer. Attendees do NOT have to be SAWGA members. You may invite the Pros from the three courses and pay for their meals; this is optional.

The entry form will list the following:

Date of the banquet.

Menu and price of the banquet.

Time and location of the banquet.

Attendee's name, club, and phone number.

Deadline for reservations. Deadline needs to be after the tournament.

Awards: Tournament Chair and SAWGA Treasurer together will determine pay out and if there are enough funds to pay ties.

The gift certificates will be put into proper order by the Treasurer. The 4th Flight will be awarded first; going down in order to the championship flight. Low Net will be awarded second to last with Low Gross being the last award in the tournament event. In each flight, you will go from the HIGHEST to the LOWEST and NET to GROSS score from that Flight. **This order is optional.** Payouts will always be paid in SAWGA gift certificates.

The SAWGA Champion Award: The SAWGA Champion Award will be the player recording the lowest gross score for the three rounds of the tournament. She will be presented with the SAWGA Traveling Trophy on which her name will be engraved. She will also receive a gift to keep, along with a SAWGA gift certificate. In the event of a tie, players will replay the 17th & 18th holes. If the players are still tied, they will replay the 17th & 18th holes in a sudden death format.

The Low Net of the Field Award: The Low Net of the Field Award will be presented to the player recording the lowest score with handicap for the three rounds of the tournament. She will be presented with a gift along with a SAWGA gift certificate. If there is a tie, there will be a card off following the USGA guidelines. The losing player will move down to their flight.

The Flight Awards: SAWGA gift certificates will be presented for both gross and net scores in each flight. The number and amount of said certificates to be determined by the Tournament Committee and Treasurer. Certificate winners will have until December 31st to redeem their certificates.

B.J. Hulteng Award (The SAWGA Championship Tournament Club Challenge): The objective is to encourage wider participation in the SAWGA Championship Tournament by including a “Club Challenge” format to the current individual medal play format.

Format: Each SAWGA member earns points for her club

1. Winning low gross or low net of the field,
2. Placing in her respective flight for gross or net,
3. Participating but not placing in her flight,

Point Allocation:

1. Low gross and low net of field earns 14 points
2. Each flight:
 - A. 1st low gross/net – 10 points
 - B. 2nd low gross/net – 8 points
 - C. 3rd low gross/net – 6 points
 - D. 4th low gross/net – 4 points
 - E. Participating but not placing – 2 points

The above points will be tallied for each club and added to the percentage of persons playing for each club. The President of SAWGA formulates the winner and presents at the banquet. For example, if Liberty Lake’s total point for participation was 31, and 8 of 10 SAWGA members from Liberty Lake played in the tournament, an additional 80 points

(representing 80%) would be added, for a total of 111. Please refer to the BJ Hulteng tab to determine tie breakers.

Award: The “Betty Jean Rucker Hulteng Perpetual Club Challenge Trophy” will be awarded to the winning club each year. The club’s name and winning year will be engraved before the Awards Banquet and will be awarded at the banquet. It will be retained by the winning club until the following year.

Other Prizes:

Raffle baskets

Laura Bossart award (Web Coordinator)

LD, KP and Hole-in-One awards with their names on each.

President’s gift

- e) Prior to the Fall SAWGA Meeting, meet with your chairs and make any improvements or recommendations regarding the event and chair responsibilities. An overall report containing any information that can be helpful to the incoming Championship Tournament Chair and SAWGA President should be prepared and presented at the Fall SAWGA meeting.