

SAWGA CHAMPIONSHIP TOURNAMENT COURSE SET UP & RULES CHAIR

1. Work with the course management team for the following:
 - a) Talk to the Pro Shop before the tournament and select the holes for Long Drive/Closest to the Pin.
 - b) When speaking with the pro, ensure that the course is properly marked prior to the competition so that problems are avoided. All out of bounds, hazards and ground under repair should be properly identified and their limits established.
 - c) Placing the LD/KP signs on the appropriate holes each day.

2. Select the special prizes for each day of the tournament – they include the following:
 - a) LD/Long drives will be awarded each day in the following flights: Championship plus 1st through 4th flights. There will be 15 prizes awarded (5 FLIGHTS X 3 DAYS).
 - b) KP/Closest to the pin will be awarded each day in the following flights: Championship plus 1st through 4th flights. There will be 15 prizes awarded (5 FLIGHTS X 3 DAYS).
 - c) Notices that state “no longer eligible” will be attached to the scorecard for the following days play at the tournament by the Lead Sweeps Chair. Players are allowed to win KP and LD once in the Championship Tournament.

3. Purchase the following gifts:
 - a) Gift for Low Gross of the field - engraved
 - b) Gift for Low Net of the field - engraved

Check with SAWGA Tournament Chair to see how much has been budgeted.

4. Contact the Publicity and Graphics Chair and give them a list for printing LD and KP signs for each flight each day. These signs and the scorecards must be color coordinated. She will work any graphics on to the signs that you would like to keep in the theme. Once she is done making the signs, assemble the signs for the course. Sign holders and measuring tapes are in SAWGA tournament box given to Tournament Chair at fall meeting. Be sure to have the handicaps for each flight listed on the LD/ KP signs ... this will be given to you by the Lead Sweeps Chair. The LD/KP signs will be put out and picked up by you at the end of play (or other volunteers you have arranged). Make sure you have given them a list showing where the signs are to be placed for that day's play.

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5. Information for the competitors should be given out to each player. Print the Sawga Hard Card for all participants. Print a Tri-fold to give to every player. It will outline general conditions and local rules which apply to the event for each golf course (This information can be obtained from the course Pro and Course Management Team).
 - a) Information that should be included:
 - i. Which tees are to be played?
 - ii. Stipulate various obstructions. This varies from course to course.
 - iii. List holes where out of bounds exist and improved cart paths are located.
 - iv. The individuals on the Rules Committee are to be listed; they are the only individuals authorized to make rulings.
 - v. Players must be advised to check their scorecard hole by hole for accuracy and legibility before they sign and turn in their cards to the Lead Sweeps Chair.
 - vi. Detail LD, and KP information for each flight with the color coding.

6. Arrange with the Jr. Reps to have 2 to 3 tables for check-in and you will need the following volunteers:
 - a) You will need 1-2 starters, it is recommended to do shifts (but not necessary), this is about 4-5 hours total per day. (8am-1pm)
 - b) You will need 1-2 volunteers to hand out scorecards, information sheets and tee prizes on day one. Cards must be handed out individually and "NO SHOW" CARDS MUST be given back to the Lead Sweeps Chair.
 - c) You will need 1-2 volunteers to collect skins money.
 - d) You will need 1-2 volunteers to sell raffle tickets for that day's play and a table for displaying tournament trophies.

7. Request or arrange for volunteer forecaddies from the Host Club for problem holes that could slow down pace of play.

8. About two weeks before the tournament, get the flight information and make the score sheets that will hang on the wall for the competitors to view; these will need to be color coded by flight. You will need to make them big enough to include both gross and net score all three days. They will go up on the wall in the morning prior to play all three days and come down ½ hour after last group finishes.

9. **Manage Scoring Sheets.**
You will need to use two different colors of ink to write the net and gross scores daily.
Record the scores from the cards given to you by the Lead Sweeps Chair.
10. You will keep a record of the daily winners of the LD & KP; following the last day of play you will email a copy of the list to the Tournament Chair, Lead Sweeps Chair and Treasurer.
11. Assist the Tournament and Banquet Chair at the Awards Banquet.

Prior to the Fall SAWGA Meeting, meet with the Tournament Committee for recommendations with your prepared report. Update all forms to be put on the SAWGA website for next year.