

Sweeps Chair Instruction Manual – Month by Month

October

- SAWGA Fall Meeting – attend meeting to be introduced by the existing Sweeps Chair
- Sweep events for the coming season will be scheduled
- Meet with the existing chair to begin the transition process

November

- Work with the existing chair to gain access to Golf Genius or any other Tournament software that is being used by SAWGA

December

- Enjoy the holidays! The job starts in January

January

- Review the Sweeps documents and update for the new golf season
 - Deadline schedule
 - Player lists Sweeps 1-3 and 4-6
- Send updated documents to SAWGA Forms Chair
- Set up new season of Sweeps events in Golf Genius or any other tournament software that is being used by SAWGA
- Set up three day Championship in Golf Genius or any other tournament software that is being used by SAWGA

February

- Follow up with SAWGA Forms chair regarding all paperwork that needs to be posted on the website
- Request from Forms Chair
 - List of all current year Jr Reps
 - List of participating clubs with contact information for
 - Club Officers
 - Handicap Chair
 - Couse professional and/or contact
 - SAWGA officer contacts
- Send an introduction email to all Jr Reps with your contact information and confirm their information.

March

- Attend SAWGA Spring meeting.
 - Bring packets for each Jr. Rep
 - Deadline schedule for current season Sweeps events
 - Updated tee time pricing for events
 - Player lists for Sweeps 1-3 and 4-6
 - Information on the player registration process for Sweeps
- Email above information to all Jr. Reps

April

- Work with SAWGA Treasurer to get current year list of SAWGA membership.
- Update Master Roster in Golf Genius with current SAWGA members
- Touch base with Championship Tournament Committee to coordinate Sweeps chair responsibilities for that tournament.

May thru August – Sweeps Season

- Continue to update and add additional SAWGA members to Master Roster in Golf Genius
- Receive line-ups from each club. Make sure you have information from each club. Call any club Jr. Rep who has not sent in a line-up sheet
- Begin work in Golf Genius or any other Tournament software being used by SAWGA
 - Refer to Golf Genius Sweeps manual to set up the tournament
 - Set up Skins games – refer to Skins set up document
- Go to the bank and get no less than \$60 in \$5's and \$10's to make change for skins

GOLF COURSE EVENT INFORMATION

Call the Pro Shop where the event will be held. Confirm the number of participants and starting time. Find out how many minutes apart the tee times should be scheduled, and which tees will be used.

Contact and confirm with Jr Rep their responsibility to secure the following help

- They have adequate copies of course local rules. Typically one copy per foursome
- Volunteers available for check in, scorecard distribution, and for collecting skins money – typically 3 volunteers
- One or two volunteers to be starters on the first tee
- If necessary, volunteers to act as spotters on the course.

Volunteers should arrive no later than 60 minutes before the first tee time. Once all the payers have checked in and collected their scorecards, one volunteer should collect all the paperwork as well as the skins money and take everything to the Pro Shop to be collected later by the Sweeps Chair.

SCORING, RESULTS, AND SKINS PAYOUTS

Sweeps Chair and co-chair should tee off in the first group, regardless of flight, so they are in house and ready to collect scorecards from the players.

- Collect all paperwork and skins money from the Pro Shop
- Reconcile skins money

All players must meet with the Sweeps chairs at the scoring table to confirm accuracy of their scorecards. **Total scores must be computed by the players and entered on their scorecards.** This piece is important as it becomes the confirmation for the Sweeps chairs as they enter scores into the computer.

All scores will be entered into Golf Genius or any other Tournament software being used by SAWGA.

- Refer to Golf Genius Sweeps Results manual

Skins will be computed while at the course however all payout envelopes can be done by the Sweeps chair later as they are typically distributed at the following Sweeps event.

Once the results have been completed, the Sweeps chair will do the following

- Email all results to the players through Golf Genius or any other Tournament software being used by SAWGA
- Email the SAWGA webmaster all results
- Package up and save all results, scorecards, and skins results

At a later date, Sweeps Chair must divide all the skins winning into envelopes for payout at the next Sweeps event.

SWEEPS CLUB AWARD

The Sweeps Club Award goes to the Club with the lowest cumulative score from all four Sweeps events. This is a net event and is based on the 6 LOW NET SCORES FROM THE CLUB. It is the combined low net for the month from both Sweeps 1-3 and Sweeps 4-6 events. **Don't forget to include the scores from low gross and low net of the field if they qualify as one of the 6 low net scores for the club.**

The four-month combination of these scores determines the winning club.

- Each club may receive one exemption should they have only 5 Sweeps players. The sixth score will be the highest net of the five plus 10 strokes.
- Provide monthly results to webmaster for posting on the SAWGA Website. **Final results (August) should not be posted as they are announced at the Season End SAWGA Banquet**
- Provide final cumulative results to Championship Tournament Director so they can have the travelling trophy engraved and announce winner at the SAWGA Banquet

Additional information on the Sweeps Team Award can be found in the SAWGA Standing Rules.

September

- Three Day Championship Tournament
 - This tournament is built separately in Golf Genius
 - Responsible for all scorecards and skins for tournament
 - Follow Championship Golf Genius manual for set up

October

- Attend Season end banquet
 - Final skins money distributed
- Provide summary of season at Fall SAWGA Meeting
 - Introduce any new members of the Sweeps team
- Train new Sweeps Chair if necessary