

Position	Duties	Notes
Social:	<ul style="list-style-type: none"> <li>• Work with food &amp; beverage to confirm availability of the club dining room.</li> <li>• Confirm luncheon and banquet menus</li> </ul>	
Draw:	<ul style="list-style-type: none"> <li>• Prepare the draw the day after entry deadline. Confirm factors supplied by the competitors through Golf Canada website. Send draw to CLGA publicity and pro shop.</li> </ul>	
Media:	<ul style="list-style-type: none"> <li>• Contact media with information regarding tournament and club in May and again a couple of weeks prior to the tournament.</li> </ul>	

Registration/ scoring area for players / scoring area for draw chair	<ul style="list-style-type: none"> <li>• Set up registration table</li> <li>• Handout rules sheet and tee gifts</li> <li>• Confirm player's scorecard area and scoring area. You will need table with 3 chairs for players to confirm their hole by hole score and 2 chairs for volunteer and calculate the scorecards and run to scoring area. It is best if the girls do not add their scores before they sign.</li> <li>• Confirm scoring area for draw chair. Will need table 2 chairs and close to power outlet. Recommend in a quiet area.</li> </ul>	
Walkers:	<ul style="list-style-type: none"> <li>• Need walker for all groups.</li> <li>• Contact walkers once the draw is complete.</li> <li>• They should get a clip board with the following sheets: parent conduct policy, instructions on walking and tally sheet</li> <li>• Make sure they have read and are aware of the policies</li> <li>• Walkers can suggest to play a provisional.</li> <li>• Walkers can assist in finding balls, confirm with player if they have hit a provisional if they would like help.</li> </ul>	

Prizes:	<ul style="list-style-type: none"> <li>• Locate and pick up the CLGA trophies from the previous winners in the spring</li> <li>• CLGA has overall low gross pendant</li> <li>• Order the keeper trophies engraved to be given to Overall Low Net, Low Gross 14 and under and Low Gross Novice</li> <li>• Coordinate gift certificates with the Pro Shop for the above winners as well as Low gross, 2<sup>nd</sup> low gross and low net in each flight. Novice will get Low gross and 2<sup>nd</sup> Low gross depending on numbers.</li> <li>• On the last day of the tournament, set up prize table and trophies. If a player wins a major prize, she cannot win a flight prize.</li> <li>• About half an hour after the last group is in, lunch can be served while you are still calculating all the winners.</li> <li>• Make prize presentations in following order: <ul style="list-style-type: none"> <li>○ Start with Highest handicap flight first</li> <li>○ Present in order - Low Net – 2<sup>nd</sup> Low Gross – Low Gross</li> </ul> </li> <li>• Present trophy winners in following order: <ul style="list-style-type: none"> <li>○ Novice</li> <li>○ 14 and under Low Gross</li> <li>○ Overall Low Net</li> <li>○ Overall Low Gross</li> </ul> </li> </ul>	

Rules:	<ul style="list-style-type: none"> <li>• Compile a local rules sheet. This will go in the Notice to Competitors, this should include a count back policy</li> <li>• Recruit rules officials for tournament</li> <li>• The evening before the tournament, mark the course with ground under repair where required.</li> <li>• In the early morning prior to the first tee time, ensure that the tees have been set properly. The red CLGA markers are to be used. Use 9 of the markers to mark the par 3 course for Novice Division.</li> <li>• Rules Committee should be on the course during play to speed up slow play and rulings, if required.</li> </ul>	
Photographer:	<ul style="list-style-type: none"> <li>• May use CLGA camera</li> <li>• Pictures to be taken of groups prior to them teeing off on the first day. Advise girls to remove hats and visors for pictures.</li> <li>• Take photos on course and at banquet.</li> <li>• Give photos to website administrator. If not using the CLGA camera put pictures on a memory stick. Only send usable photos.</li> </ul>	