

## CALGARY LADIES GOLF ASSOCIATION TOURNAMENTS

Will be in accordance with rotation established by the Association. Dates and times at the convenience of the host club. Preferred time for Amateur Tournament is the third week of June.

To be determined by the Association – would suggest that clubs who have paid the annual dues of the Association and are willing to take a position on the host club rotation be considered for membership.

The entry will be restricted to the lowest handicap players up to a limit of 96 players. The entry fee will be established in consultation with the host club and the Association. This may vary from year to year depending on whether the host club will agree to waive green fees.

The entry information should be available to member clubs as early as possible (immediately after the Spring Annual General Meeting) and should state a cut-off date for entries (suggest at least one week before play).

The committee should be comprised of the following: Chair, Draw Chair, Publicity Chair, Rules Chair, Social Chair, Prize Chair, Volunteer Chair, Secretary and Treasurer. The President should be an ex-officio member of the committee.

Chairman: Is responsible for the overall operation of the tournament. She should act as liaison between the host club and the Association. She should be available for decision-making during the course of the tournament, therefore she should not be a competitor in the tournament. She is responsible to supervise the other committee chairs and should periodically keep the President informed as to progress.

Draw Chair: Is responsible for the tournament poster, scoring and sending results to Web Administrator for posting. The entries are received online through Pay Pal. As entries come in their name and hosting club will be posted on the Amateur page of the web site. If the entry exceeds the limit of the tournament, the lowest indexes will be accepted. If a group of similar indexes exceed the limit the remaining places will be filled by the date the entry was received (earliest first).

Draws for the Amateur Tournament should be made as follows in order of handicap:

Day 1 and 3 tee #1 / tee#10

Day 2 tee#10 / tee#1

3, 2, 1, Championship / 7, 6, 5,4

Championship,1, 2, 3, / 4, 5,6,7

The top two flights in the Amateur will be combined and players within these flights given tee times according to their scores for last day of tournament play but will remain in their flights for prize purposes.

Flights: Should be determined after the players have all registered and factors verified. Flights should be balanced as evenly as possible. Suggest 8 flights of 12, if the tournament does not fill do 6 flights as you do not want an uneven number of flights. If the draw is such that there is a twosome, those players should not be a twosome for more than one day.

Scorecards must be signed and returned immediately for the benefit of the media, spectators and players. The scorekeepers should make a list of prizewinners as quickly as possible following play and give a copy to those giving out the prizes. Results must be given to the Web Administrator ASAP to post on web each day.

#### Publicity Chair:

- Is on the Association Executive but may have an assistant from the host club.
- Responsible for contacting the media and website administrator to provide scores and relevant news of the tournament.
- Acts as hostess to the media and provides power carts for media as requested.
- At the club level the publicity assistant prepares a scrapbook of clippings, photos, etc., some of which can be sent to the website administrator to be put on the website,

#### Rules Chair:

- Responsible for publishing the tournament conditions which should be posted where suitable and provided to the players. Conditions should specify method of breaking ties.
- Responsible for list of local rules to be given to players on first day of play.
- Responsible for recruiting rules people who are qualified and able to cover the course. Rules people are there to help the players. Rules committee is responsible for settling any disputes that arise during the tournament.

#### Social Chair:

- Responsible for all arrangements re luncheons or dinners. This includes menu planning, flowers, table arrangements, etc.

#### Prize Chair:

- Responsible for selecting all prizes within budget guidelines established by the Association.
- Collects all trophies from previous winners.
- Sets up prizes and assists in presentation.

- Responsible for engraving of trophies following the tournament. One player – one prize.

Volunteer Chair:

- Responsible for recruiting and scheduling all volunteers needed e.g. spotters, registration, scorers, scoreboard keepers, scoreboard carriers, drivers, starters and runners.