

CHAIR'S TIME LINE FOR LADIES CLOSED SENIOR

September

- Establish tournament dates with pro shop
- Recruit all committee chairs: Draw/Social/Rules/Prize/ProShopRep/Secretary/Volunteers and Photographer (which may be picked at a later date)
- Assign someone to create Notice to Competitors
- Make skeleton binders for each chair position, include responsibilities in each
- Establish and book meeting dates

March/April

- Meet with pro and general manager to determine cost of tournament including: food and beverage, carts, practice rounds (when available and cost of same)
- Initial meeting with entire group to go over responsibilities and draft up a budget
- Establish entry fee, prepare poster to be presented for approval at winter executive meeting in January.
- Attend spring executive meeting in April to present spring report (yardages for tournament, poster and registration information.
- Have posters ready for insertion in Spring CLGA packages for General Meeting. Tournament Liaison will print.
- Invite next year's chair to some meetings to familiarize her with the job.

May

- Host meeting with committee to ensure everyone is comfortable with their areas of
- Responsibility, answer all questions, and brainstorm ideas. Send them to work.
- Review budget, tournament details, banquet, tee gifts, prizes, volunteers.
- Reconfirm dates and times with pro shop
- Determine opening and closing dates for entries.
- Determine date for freezing handicaps (usually right after closing date. 10 to 12 days prior to start of tournament)
- Schedule follow-up meetings for June, July and August
- Order tee prizes and keeper trophies

June/July

- Continue meetings to make sure committees are having no problems
- Monitor entries with Draw Chair
- Establish details of practice rounds (include in Notice to Competitors package)
- Finalize number of volunteers needed
- Establish facility needs e.g. scoring area, computer and printer, volunteer meeting place, food service areas
- Collect 4 trophies from previous winners and take to engravers (prize chair) August
- Assist Draw Chair on confirming factors on date set to freeze the factors if required.
- Web administrator sends acceptance letters and information packages to successful entrants

- Day one draw is sent the Friday before the tournament, day two draw the afternoon after the first day of play (send to website, pro shops and participants)
- Have final meeting to ensure all details have been covered
- Be sure to have the CLGA bucket with the tournament banner, volunteer vests and tee markers from previous tournament.
- Ensure you are present throughout the competition to assist wherever required
- Emcee the banquet or find a volunteer.
- Assist Treasurer with final budget to actual statement
- Have all Chairs prepare their final reports
- Fill out tournament report, participation report and complete your report and binder and place all data on a memory stick
- Pass on banners and bucket volunteer vest boxes to next tournament chair

October

- Attend fall CLGA Executive meeting and present report and final budget
- Attend fall CLGA General meeting and hand over all documentation to incoming tournament chair