CLGA LADIES CITY AMATEUR / SENIOR LADIES AMATEUR

DRAW / SCORING CHAIR JOB DESCRIPTION

Job Description:

The CLGA City Ladies Amateur Draw / Scoring Chair and the Senior Ladies Amateur Draw / Scoring Chair position are two year roles. Year one you will shadow (and assist) the Draw / Scoring Chair of the current CLGA Ladies Amateur or Senior Ladies Amateur to obtain a solid understanding of the guidelines and responsibilities of the Draw / Scoring Chair role. Year two you will responsible to oversee the draw and scoring operations of the current year's tournament at your home course (invite next year's Draw / Scoring Chair to shadow you). The Draw / Scoring Chair is responsible to review and have a good understanding of their role on the committee and be familiar with the Excel program.

Duties:

- Very early on in the process assist the Draw / Scoring chair in the preparation of a **Poster** announcement for the amateur tournament your club will be hosting. This poster is required to be completed, printed and sent to the CLGA Web Administrator (for CLGA Website) prior to the spring AGM. This poster will provide the following information: the club hosting, the dates of the tournament, the cost of the tournament (refer to CLGA Tournament Budget Draft), the deadline date for registration, the deadline date for refunds, the index implications and any other pertinent information the committee deems necessary. Work with the CLGA Web Administrator for assistance with regards to size, printing and distribution of the poster.

- Work with the pro shop to confirm that they will print and distribute the score cards each day, that they will provide tee times based on a 8:00 shot gun start with a crossover (hopefully tee times can be 9 minutes apart), what their process will be for accepting tee time bookings for practice rounds and what that cost will be and that they will provide pin placement sheets to participants on each day of the tournament. The Tournament Chair may initiate the first meeting, but both parties should be present during all discussions.

- Two months prior to tournament start date, arrange to connect with the Web Administrator to become familiar with the CLGA Scoring System. The Web Administrator will be responsible to run the draw with the assistance of the current and previous year Draw / Scoring chair. The Web Administrator will provide you with necessary documentation / information to obtain a good understanding of the system.

- Provide input into the development of the Notice to Competitor Information Document. Refer to an example of a **Notice to Competitor Document** found on the CLGA website for best source of information as to what to include that impacts your role.

- Work closely with the Volunteer chair role with regards to assistance required in the area of having a registration table on day one of tournament, a scoring table for all days of tournament and walking leader boards for last day of tournament. Suggested to have one table for registration with 2 volunteers (can utilize alpha placards A-K and L-Z for registration), one table for scoring with 3 volunteers (2 to add up and one to deliver validated score cards to scoring room) and 4 - 6 volunteers for walking leader boards (2 -3 in each of the last two groups).

- For Senior Amateur, as entries come in, review the age of each registrant to identify if a Super Senior participants(65+). Flag these participants with an asterisk *on all your working documents. You will need to identify the super senior players when determining prize payout for the Super Senior Overall Low Gross and Super Senior Overall Low Net. As there is a super senior division in this tournament, 25% of the registrants need to be 65 years of age or older, unless the tournament does not fill.

- Once registration for tournament is open, as entries come in, verify the registrant has a valid handicap through the Golf Canada website. If cannot validate, contact the player or the golf club they are a member of as soon as possible for direction as will need to ensure issues are resolved prior to registration closing date of tournament. Communicate with Food & Beverage Chair where registrants have indicated wish to purchase extra banquet ticket or have specific food requirements or allergies. Communicate with Pro shop where registrants have indicated wish to pay for power cart and for how many days.

- If entries exceed the maximum limit of 96 registrants, the lowest 96 index entries are accepted into tournament regardless of when registered. If the entries exceed the limit, and the last player to be accepted has a similar index to those exceeding the limit, than the remaining places will be filled based on the date of entry received. Create a waitlist if exceeds the limit to contact in the event of a cancellation.   Inform all unsuccessful entrants and have either the Web Administrator or yourself notify the CLGA treasurer the name of the individual that will require a refund.

- Set your deadline for registration a minimum of 10 - 14 days prior to tournament start date. This will allow you to manage any issues that arrive after closes and before you run the draw. Once registration date closes, for all participants accepted into tournament, obtain their current index through Golf Canada website, convert this index to your course handicap based on tees playing from and then proceed to do the draw for Day 1 (and Day 2 in case of City Amateur) of tournament. If event is full, the draw will consist of 8 flights of 96 players registered, anything less than around 88 players, work with the Web Administrator and CLGA system to determine the amount of flights to create. The number of flights will be an even number due to fact you are working with crossover tee times. Same indexes will be in same flight wherever possible which may result in lop sided flights, i.e. Flight 6 has 15, Flight 5 has 12, Flight 4 has 11, etc.

- Each draw should have ability to sort by flight, tee time and alphabetically. It should include the players name, home course, handicap, tee time and starting tee hole. Provide a copy of each days draw to the CLGA Web Administrator to post onto the CLGA website under all three options, to your pro shop so they can print up scorecards for the participants (validate with them that they have been printed and are ready to distribute prior to each day), to your Volunteer Chair for distribution to the volunteers (spotters, starters, leader board walkers, media, etc) and to the Tournament Chair for their information. There will be the ability to copy and paste the daily draw and player information from the CLGA system to an Excel document for a multitude of uses in draw / scoring process.

- If doing the draw for the Senior Amateur, for Day 1 draw make best effort to have threesomes as much as possible. Try not to put same club players together and do the draw well before tournament start date. For Senior Amateur as it is a 2 day tournament, send out Championship Flight on back nine Day 1 and front nine Day 2. The draw for Day 2 of Senior Amateur cannot be completed until all scorecards are handed in from that day. As the final day draw will be based on the gross scores, the lower gross score players will be sent out at the end of the tee times for each flight. On the final day of the tournament the Championship flight and the 1st flight will be combined into one flight and have tee times assigned based on gross score, the lowest gross scoring players at the end of the tee times going off on the front nine.

- If doing the draw for the City Amateur, for Day 1 and Day 2 make best effort to have threesomes as much as possible, try not to put same clubs together, and on Day 2 ensure no players are playing with the same player as did on Day 1. The draw for Day 1 and Day 2 can be completed well in advance of the tournament start date.   As it is a 3 day tournament, send out the Championship Flight on front nine Day 1 and Day 3 of tournament. For rest of flights if go out on front nine Day 1, than send out on back nine Day 2 and front nine again on Day 3 and reverse of that if started on back nine on Day 1. As the final day draw will be based on the gross scores, the lower gross score players will be sent out at the end of the tee times for each flight. On the final day of the tournament the Championship flight and the 1st flight will be combined into one flight and have tee times assigned based on gross score, the lowest gross scoring players going out at the end of the tee times going off on the front nine.

- At the end of each day, you will be responsible to input all the participants scores into the CLGA system. Once the scoring has been entered into the CLGA system, post the flight standings where all participants can view. Have three postings: by flight based on gross score, by flight based on net scores and by overall gross for all participants.

- Should there be any score card / scoring issues, communicate with the Tournament Chair, Rules Chair and participant to resolve.

- You will be responsible for determining and identifying the prize payouts winners in each flight, the keeper trophy / CLGA trophy winners and for completing the **Prize Payout for City Amateur / Senior Amateur** document that will be given to the Tournament Chair to announce at the banquet.   In the event of a tie for the Amateur Champion title there will be a hole playoff to determine the Amateur Champion winner. However, should there be a tie for any other flight prize winner, the USGA Matching Scorecard Retrogression method will be used.   The matching scorecard method under Rule 33-6 is as follows:

  in the event of a tie after 18 holes the last 9 holes will be added up using gross score minus 1/2 handicap; if a winner cannot be determined then the last 6 holes will be added up using gross score minus 1/3 handicap; if a winner cannot be determined then the last 3 holes will be added up using gross score minus 1/6 handicap; if a winner cannot be determined then the last hole played using the gross score minus 1 1/18 of handicap.

  This Retrogression Method should be displayed in an area where all participants will see.

- Work with the Volunteer Chair to determine who will be responsible to ensure all items on your Draw / Scoring Chair Check List is taken care of.

- It is recommended that the Draw / Scoring chair not participate in the tournament as the role requires you to be available during the day and for when the players finish their round and the score cards are being turned in.

- It is recommended that you maintain a folder / binder that has a copy of your job description, any additional information required and a place to keep pertinent notes.   Refer to this folder / binder to prepare a report presentation to your committee at the debriefing meeting. This report should include any suggestions, issues, feedback, what worked and what didn't work with regard to your role and the job description of your role. The Tournament Chair will amalgamate the feedback onto the Tournament Report submitted to the Tournament Director. Job Descriptions on the CLGA website will be updated with this feedback so that future committees will benefit from previous year committees knowledge and experience.

Note: Bolded and Underlined indicates document available on the CLGA website under respective Job Description

Draw / Scoring Chair Volunteer Equipment Check List:

Registration Table: Eight foot table with 2 chairs for volunteers, CLGA table coverings, CLGA logo registration direction placards (A-K and L-Z), list of participants alpha order, list of participants flight order, list of participants tee time order (Front / Back), highlighters & pens for volunteers, caddie take out bib list and caddie bibs, information to direct participants wishing to purchase extra banquet tickets. Check list to confirm the player has been informed if a lunch is provided, confirm if they plan to attend the banquet, and ask if they wish to purchase a guest banquet ticket.

Scoring Table: Eight foot table with 6 chairs (3 for volunteers, 3 for participants), calculators, pens for volunteers and participants, scissors to cut off of the score makers score on top or bottom of score card, bib list to check off returned bibs.

Walking Leader boards: 2 white boards to display players name / position (one for each volunteer(s) walking with last two groups, harnesses to hold white boards, score cards to keep own track of hole by hole scores, radios (make sure charged 24 hrs in advance) or cell phones, 1 large white board to display players name / position at club house for viewing.

Pro Shop: score cards printed and ready to distribute by starters on hole 1 and hole 10 each day; pin placement sheets are available for participants on hole 1 and hole 10 each day; golf tools such as tees, pencils, divot repair tools, ball markers are available for participants on hole 1 and hole 10 each day.

Draw Chair Learnings:

- Having a good knowledge in Excel helps in process of transferring information from Bento system to specific documents for use by the committee. Less time spent in copy and paste than hand writing out, less opportunity for error this way too.

- Communicate often with head pro re the score card process, pin placement sheet preparation and the printing of these items.

- Arrange to have a quiet room at the host club where you can set up, work in for all days of tournament and keep for all days of tournament. It is recommended that the number of people in this room be kept to only those who are involved in preparing the daily draw / score card entering / prize determination.

- Review the Prize Payout document prior to tournament so have a good understanding of the number of payouts in each flight, the prize payout for each participant and the Overall Net and Gross payouts. Remember that the Overall prize payouts participants are pulled out of their respective flights prior to determining flight prize participants for Low Gross, 2nd Low Gross, Low Net, 2nd Low Net.

- Have a good understanding of the Retrogression Method and the calculation applied for scorecard matching in the event of flight ties or Overall ties other than Tournament Champion.

- Be aware that any withdrawals from tournament refunds will be issued less the PayPal transaction fee. Some registrants who have withdrawn may come back asking why didn't receive back full amount paid to register.