

JOB DESCRIPTIONS CALGARY SENIOR TOURNAMENT

FROM CLUB HOSTING SENIOR TOURNAMENT

SENIOR TOURNAMENT CHAIR

TERM: 1 YEAR

- Sits on CLGA executive and attends all meetings (4) and other meetings as required
- Familiar with all duties of the position of City Senior Chair as prescribed in the document entitled "Executive Positions and Duties"
- Selects tournament organizing committee
- Organize the Senior Tournament with the assistance of the CLGA Tournament Liaison, committee and Head Pro
- Chairs all Senior Amateur tournament committee meetings, prepares and emails Agenda to committee members
- All reports emailed to Secretary for attachment to Minutes
- Prepares tournament budget with her Treasurer and ensures budget is adhered to
- Forwards the Initial budget to the CLGA City Treasurer before the Spring Meeting and the Final after the tournament
- Ensures tournament Treasurer forwards all invoices to the CLGA City Treasurer for payment
- Prepares poster for distribution at Annual Spring Meeting with assistance from Tournament Draw Chair and CLGA Tournament Liaison (review 2 weeks prior to printing)
- compiles and provide tournament information to CLGA executive and general membership including Notice to Competitors, Club Profile and Report for Executive and General Meeting forward via email to CLGA Secretary and Web Administrator
- Maintains records, job description and files for your position to be passed on to a successor as required
- Uses timeline for assistance.
- Invites the FOLLOWING year Host Tournament Chair to sit in on meetings and attend at the tournament
- Ensures each Committee Chair is aware of all duties and that they are fulfilled
- Attends Volunteer Orientation
- Trophies – to be returned to CLGA Tournament Liaison or Host Club prior to Event. Chair takes trophies to be engraved after event, pays for them and emails winners to collect them with a reminder to return them the following year

- Prepares Spring and Fall Reports and forwards to Web Administrator for posting prior to the EXECUTIVE meetings
- Gives Prize breakdown to Pro Shop for Certificate preparation
- Available day of DRAW to check names and birthdates, ensure Pro Shop has list Alphabetically as well as by Tee Time
- Registration Desk to have Alphabetical Draw List
- Keeps in constant touch with the Pro and is present during the tournament
- Responsible for providing updates and results to the Web Administrator
- Completes Awards and Winners reports, forwards to Web Master
- Prepares Binder and USB to following year Chair and meets to discuss all aspects of the tournament
- Available day of DRAW to check names and birthdates, ensure Pro Shop has Alphabetical list as well as by Tee Time
- Registration Desk to have Alphabetical Draw List and should check players have arrived for tee times
- Keeps in touch with the Pro and is present during the tournament (see Ref: Pro Shop Tasks)
- Responsible for providing updates and results to the Web Administrator
- Completes Awards and Winners reports, forwards same to Web Administrator
- Prepares binder and download to USB
- Meets with following year Chair to discuss all aspects of the tournament

SENIOR DRAW CHAIR

- Is familiar with all duties of the position of City Senior Draw Chair as prescribed in the document entitled "Executive Positions and Duties"
- Designs poster to be presented for approval at the spring executive meeting
- Work with website administrator to create online entry.
- Entries go through the website administrator. The website administrator will post entrants names and club names on the Senior page of the website for your information
- At close of entries the website administrator will forward all tournament entries and information to draw chair. The draw chair will verify the factors and birthdates for Super Seniors and compile list of lowest 96 factors. In the senior tournament 25% of the field must be reserved for super

seniors (65+ = 24 players). If there is a tie, then date of receipt of their entry breaks the tie. Create a waiting list if the tournament is over-subscribed. Keep at least 2 women on the waiting list for last minute cancellations.

- Draw is recommended to be 8 flights with 12 players in each flight and split according by factors
- First day draw is made and e-mailed to all participants, pro shops and Website Administrator along with the club information package the no later than the Friday before the tournament.
- Inform unsuccessful entrants.
- Second day draw is made up using the scores of the first day and also sent by e-mail pro shops and Website Administrator as soon as ready. Players will refer to the website for draw.
- Recommend on Day one Flights Championship- 3 on the 10th tee and 4-7 on the 1st tee
- Day 2 – Reverse these tees Championship- 3 on 1st tee and 4-7 on 10th tee. Highest scores go out first, lowest at last. Championship and flight 1 will be combined on day 2 for tee time purposes.
- Determine flight and tournament winners. Champion only is determined by a play off, other winners by retrogression
- Compile a list of winners for the prize people to use at banquet
- **When giving out awards determine the 4 major awards first then withdraw those names for eligibility for flight prizes. No competitor should win more than one prize.**
- Immediately send results to Website administrator and Publicity Chair

PUBLICITY CHAIR: (CLGA position covers all Tournaments)

- is responsible for updating and posting information on our Media website page for all CLGA events.
- sends out press releases to members of the media prior to all Calgary Ladies Golf Association sponsored events
- assists with the three major closed tournaments with respect to sending out daily results to the media and host members of the media when they attend these events
- liaises with members of the media as required

RULES CHAIR:**TERM: 1 YEAR**

- sit on committee and attend meetings
- assist in arranging pin placements and information sheets for players
- assist in establishing local rules including methodology for tie breaks, AGA rules and include in information package
- assist in developing player handout information
- arrange for radio rental or can use vibrating cell phones
- can enlist qualified ALGA/CALGARY LGA personnel for assistance and rulings
- be on course providing rules assistance
- 3 people works best, 2 may be stretched too thin

SOCIAL CHAIR (can also be Volunteer and Prize Chair)**TERM: 1 YEAR**

- sits on the tournament committee and attend meetings
- organizes the social aspects of the tournament with food and beverage manager
- organizes breakfasts (if offering)
- organizes lunches for volunteers, rules officials and include in breakfasts if offering
- Organizes closing banquet following last day of play for players, committee, and some caddies (players pay for caddies and any guests)
- Cash bar available
- Arrange for tee snacks for players going through first and tenth tees
- Be in attendance at registration to get an idea of meals for banquet
- Advise Food & Beverage if there is a play-off

PRIZES CHAIR (can also be Volunteer and Social Chair):**TERM: 1 YEAR**

- One month before the tournament have the four trophies brought to your Club or CLGA Liaison (Champion, Overall Low net winner, Super senior champion and Super senior low net).

- All Championship trophies are kept after the banquet and taken for engraving. Chair pays (reimbursed by CLGA) for the engraving then emails Winner's where to pick up the Trophies. Remind Winners to return the trophies for the following year's tournament
- Gift certificates from the Pro Shop are determined according to budget for the following: Champion, Runner-up, Overall low net, Super Senior Champion (65+), Super Senior overall low net, in flights to Low Gross, Runner-up Low Gross and Low. Trophy Winners prizes total \$800, each flight total of \$290 (see Ref:Winners, Reports, Prizes/Gift Certificates Pro Shop)
- **All overall prize winners are removed from the flights before flight prizes are determined**
- sits on tournament committee and attend meetings
- solicits sponsorship and door prizes, if desired
- arranges for nametags for committee and volunteers
- Set up prize table and help with the presentation at banquet
- Invites the Past President to assist with the presentation of prizes

VOLUNTEERS CHAIR: (can also be Social and Prize Chair)

TERM: 1 YEAR

- recruit and organize the volunteers for the tournament (drivers, spotters, scorers (3), starters (provided by pro shop), scoreboard keepers, scoreboard carriers for final day of play, runner to take scores to draw chair. help at registration table
- set up work schedules for volunteers
- Spotters – discuss requirements with pro shop and rules official, clearly define their duties, suggest they ring a lawn chair and water, pick them up at end of shift
- Have a runner take the checked score cards to the Draw Chair and then to the scoreboard keepers
- oversee distribution and collection of volunteer vests
- shuttle volunteers to position during tournament
- work with Social Chair to organize breakfasts on tournament days (if offering)

- work with Social Chair to organize lunch for volunteers and rules officials

TOURNAMENT SECRETARY (can also be Treasurer):

TERM: 1 YEAR

- required for Senior Tournament
- have good computer knowledge
- record and distribute minutes for meetings of tournament organizing committee and handle such correspondence as required
- assist as volunteer during tournament if necessary

TOURNAMENT TREASURER (can also be Secretary):

TERM: 1 YEAR

- required to work with Calgary LGA Treasurer
- assist tournament chair in setting entry fee together with General manager and Head pro
- prepare tournament budget with Tournament Chair
- manage tournament entry fees and expenditures
- prepare an accounting of expenses for the Calgary LGA Treasurer
- Administration fee is charged to those who drop out of tournament once entry deadline has occurred. If no players are on the wait list after the draw has been made no money is returned to a drop out unless a medical certificate is received and there is a wait list as their money has already been spent
- Once invoices are approved they are forwarded to the Calgary LGA for payment
- Cheques of players not qualifying for tournament are destroyed once tournament begins or PayPal Refunds
- It is imperative that tournaments pay for themselves so please stick to the budget

PHOTOGRAPHER:

- Attend meetings to become familiar with the organization and nuances of running this tournament
- Take pictures of tournament committee prior to the tournament

- Records each group on the first tee before teeing off – requires a second photographer for 2 hours if using 2 Tee Cross Over
- Continues taking candid shots during the tournament
- Records prize presentation after the final round and during the banquet
- Download photos to a computer and USB for the post game slide show
- Send photos to Website Administrator promptly
- Prepare a poster especially of Club Members photos for the Ladies Locker Room
- Give USB to Committee Chairperson

REGISTRATION

- Is usually coordinated by the Draw Chair and/or the Volunteer Chair
- Hand out tee gift
- Co-ordinate volunteers into alphabetical check-ins, e.g. A-G, H-P, R-Z
- Have a spreadsheet with names to record check-in, attendance at banquet, register caddies, have received tee gift, club storage if offered and paid for banquet guest if applicable
- Check Tee Sheet to ensure players are registered for their tee time if they have not and it is near their tee time try to track them down – could be at driving range or putting greens
- Direct them to breakfast if offered or to the Pro Shop

WEBSITE ADMINISTRATOR:

- Is responsible for receiving all on line entries for tournaments and forward same to the appropriate tournament committee members.
- Posts any documents on the web site used by tournament committee members (draws particularly) and guides members for use of same.