

Golf Tournament Draw Chair
Time Line/check list

January	-Make poster- put refund deadline date on poster. Template on web, you may create your own. Tournament Liaison will print.
February	Work with web administrator to post and start entry online
April	-Spring General Meeting
May	-get familiar with Bento (on the mac computer) or Excel draw program (On the memory stick) or create your own.
	invite next year's draw chair to shadow during tournament
10 – 7 days before tournament starts	<ul style="list-style-type: none"> -Entries close -Verify handicaps from the Golf Canada web site. All factors must be verified the same day. - Phone clubs not on Golf Canada for verification of factor, inform them to print off and bring to registration. -Email successful entrants/advice those on the wait list -Send registration package and be sure to include what is included in entry fee. -Include NO REFUNDS in package and post same on website. -Invite 3-4 on wait list to come first day of tournament for registration -Do draw for 1st and 2nd day. -Email draw to pro shop, CLGA publicity and web administrator -Make registration sheet
Week before	-Refund entry fee to those paid online that did not qualify.
Week before	-Attend orientation for volunteers
Once all players on course	<ul style="list-style-type: none"> -Email draw for day 2 to web administrator to post on web site and publicity (set draw so players are with different players than previous day) -Give banquet #'s Food and Beverage contact. -Enter hole by hole scores into Bento or Excel as cards come in, initial cards as they are entered.
End day 1 of tournament	<ul style="list-style-type: none"> - Prepare day 1 leaderboard sorted by gross and email to web administrator for posting. Information needed in leaderboard is club name, players name, flight #, gross score and net score. - Print off results
Day 2 of tournament	<ul style="list-style-type: none"> -As players come in enter hole by hole scores into Bento or Excel, initial scorecards. Day 3 draw- After scores are entered sort each flight highest to lowest 2 day gross score and assign tee times sending out the highest scores first. *Combine Championship and flight 1 together as a winner may be in the flight 1 - Prepare day 2 leaderboard sorted by gross and email to web administrator for posting. Information needed in leaderboard is club name, players name, flight #, gross score day 1 and 2 and net score day 1 and 2.

	<ul style="list-style-type: none"> -Email Day 3 Draw and leaderboard to web administrator. - Email Day 3 Draw to pro shop. -Give publicity the draw and leaderboard.
Day 3	<ul style="list-style-type: none"> -As players come in enter hole by hole scores into Bento or Excel, initial scorecards. -Fill in Tournament Winners and Awards sheet and send to pro shop, Prize Chair (for prizes) , CLGA President and Publicity - Prepare day 3 leaderboard sorted by gross and email to web administrator for posting ASAP. Information needed in leaderboard is club name, player's name, flight #, gross score day 1, 2, 3 and net score day 1, 2, 3.
Post Tournament	<ul style="list-style-type: none"> - Comment cards to players, do survey, email to clubs & post it online. (if required)