

PLANNING SCHEDULE FOR DWGC TOURNAMENTS

This guide for planning DWGC Special events including Ham, Turkey, and Booze Shoots. Better Ball Tournament, Major Tournaments, Team games other than Regular play days. This guide will provide a timeline involved in planning, support in determining the type of game played and the details to consider for planning a fair and accurate golf environment for all members.

TIMELINE:

- 5 weeks prior to the event, provide a Letter of Information to Captain, Tournament Chair and Rules Chair of the type of game you are planning. Things to consider registration and entry fees, deadline for sign-ups, type of game, flighted field, team activity or individual play. (For more details in attachment I)
- Event Coordinators should see if money has been allocated from the annual budget. Discuss with either the Treasurer or Captain. Follow the funds management procedures (See Operating Procedures Article 5 Section B.) Also, Attachments II and III.
- 4 weeks prior to the event, send out a Letter of Information to the membership. Announce the event, date, brief description of the game, registration process, entry fee and deadline for sign-ups. This can be done as an email notice to members or as a flyer. Send to Captain for distribution.
- ALL funds collected and allocated for the event must be used for prizes and awards. (Operating Procedures Article V Section B.) Snacks, beverages, and tee prizes, if included in the event are the responsibility of the event coordinators. The only exception to this is the decorations for the Holiday Party.
- 2 weeks prior to the event send the Conditions of Competition to the Captain, Tournament Chair and Rules Chair for review. Attachment I is a template for completing the Condition of Competition.
- 1-2 weeks prior to the event, the event coordinators will work with the Tournament Chair to discuss the pairings and finalize the game. Will the game involve Golf Genius, or will it be scored and tallied by the coordinators? Use of printed and popped score cards or use of regular score cards?
- 1 week prior to play, send the Conditions of Competition to the playing members.
- Day of the event, meet and greet players. Provide popped and printed cards and meet in the Snack bar, if planned.
- Following golf accept cards, check for accuracy and legibility and answer questions from players to include if two ball were played and determine which score will count for the game. Post scores on whiteboard or in Golf Genius. Announce winners and pay outs in all categories. DWGC rules state that cash cannot be awarded, therefore, Pro shop credit, gift cards or prizes are the only options for awards.
- 1-2 weeks after the event complete an Activities and Event Expense Log (Attachment II and III) Provide supporting receipts to the Treasurer for reimbursement and a summary of money paid out to players.

- Give a list of winners and prizes to the Tournament Chair. This includes closest to the pin, recorded birdies, chip ins, sandies etc.
- The tournament Chair will provide a copy of purse distribution with prizes to the Pro Shop and Treasurer, if money is on the books.
- Write up a summary of the event, money collected, prizes and event evaluation that includes changes to make in the event to run smoother and place it in the event binder for future reference. Return the binder to the DWGC cupboard in the snack shop.

Thank you for coordinating this fun event!!

Attachment I

CONDITIONS OF COMPETITION

Event Coordinators:

Name of the game, date of the game and deadline for entry (refund)

Description of the game:

Is the game flighted and how will flights be determined?

Team game or played individually?

If there is a Draw, how will that be determined?

How is the game scored? Gross/Net/team score? Sample scorecard provided?

Handicap percentage used:

Awards/prizes will be paid out to how many places? Try to pay out close to $\frac{1}{2}$ of the field.

Closest to the Pin. What hole? Paying how many places?

Longest or Straightest drive? What hole?

If there is a tie, how are ties broken?

If there are course conditions that need to be announced, provide a summary.

Will there be a pre-meet before play?