

## TOURNAMENT GUIDELINES

### Establish your golf committee:

- Should consist of (minimum) SNEWGA tournament director, pro and snewga rep running tournament. May include other key people at your discretion. This committee will be responsible for handling any disputes.

### Flyer info:

- Must say this is a SNEWGA event
- Name of Tournament (Team Day, Invitational, Memorial, etc)
- Date and Rain Date (if there is one), Starting Time
- Club Name and phone number where it will be played
- Whether it is a shot gun or tee times
- Cost
- What is included: i.e.: Golf, Cart, Food, Prizes, etc.
- Format: i.e.: 2-person team, Better-ball, etc.
- Entry deadline and which GHIN deadline will be used.
- Advise how you will confirm receipt of entries (i.e. for confirmation of application receipt, please include your email address or a self-addressed stamped envelope)
- Include any qualifications or limitations such as handicap ranges (for Memorial, Individual, Seniors, SS/Legends) or field limit.
- Name and address to send the entry form.
- Name, phone number and email for questions.
- Area for entrants' information.
- Be sure to obtain a phone number/email of each player or team contact. This is important if you need to notify players of any changes.
- Have Tournament Chair approve final flyer and post to website.

Invitationals – although you are not able to compete in an invitational held at your own course, consider inviting your members to join in the play and for lunch but run a separate prize pool for them on the side (i.e. everyone contributes \$5 for prizes).

### Entry Fee should include:

Golf/Carts – negotiate range balls (optional)  
Breakfast/Coffee prior (optional)  
Lunch/Dinner after (consider boxed lunch to keep cost down)  
Tax (6%) & Gratuity (18%) on all food/bev ordered  
Prizes – usually charge \$10-15/person for prizes (Invitationals may be less)  
Extras – add \$2/person to cover water/goodies etc.

### Receive money from SNEWGA to help with cost:

\$500 Individuals, Team Day, Memorial, Seniors, Pro Lady  
\$300 Invitationals, Super Seniors and Legends (ss/legends total is \$600)  
\$200 SNEWGA Sundays

### Prizes:

Be sure to pay 1/3 of the field by flight. Gross must always equal net. Before determining prize amounts, review with tournament chair. The Goal is to keep prize amounts consistent across tournaments. Prize money is generally pro shop credit – do not pay cash. Refer to last years annual report for prize money given out at each tournament. We try not to pay out anything less than \$20 for any prize. 1<sup>st</sup> is usually \$45-\$65. Never pay out two prizes to one team/person (low gross can't win a low net).

### When entries are received:

Send names & GHINS of full field to tournament chair to verify membership in SNEWGA. For Pro Lady send the names of Pros as well to verify eligibility. All SNEWGA members must have a valid hcp. This means at least 5 scores posted.

### Handout for day of tournament:

- o Clarify format
- o State the date of handicap used and if any adj's were applied (ie 90% adj)
- o Score cards should be exchanged
- o Advise to review, sign, attest all score cards and specify to turn in afterward
- o Highlight specifics of any skills competitions (i.e. closest to pin hole #3)
- o Advise on how ties will be broken
- o Highlight local rules or unique circumstances at the course
- o Ask that all participants post their score REGARDLESS OF FORMAT! Majors should be T'd as tournament scores, Invitationals need not be.
- o Advise that GPS units are permitted in SNEWGA tournaments.

### Scoring:

- o Have 3-5 people available to help with scoring after the tournament. Check that each scorecard is dated/signed/attested and check all addition.

### After the tournament, send:

- o Results to PR (if major) for newspaper (currently Lisa Fern-Boros).
- o Results to tournament chair for posting on website. Need FULL FIELD RESULTS and winners. Can be one file.
- o Individual scores from scorecards to Cindy Hedge. She cks if all post scores.
- o A financial report to the Tournament Chair/treasurer (see report template online)

Please include NAME, HOME CLUB, GHIN # SCORES and PLACE (ex 1<sup>st</sup> gross if applicable) for the ENTIRE FIELD! (not just the winners)

We have a lot of vegetarians in SNEWGA. Consider providing a jar of peanut butter as an option at the lunch/dinner after the event. It has always been a hit!