

# CHECKLIST FOR RUNNING A TOURNAMENT

**Confirm tournament date with Golf Pro and Food & Beverage Department.**

**Create a budget:**

- Include the donation from the WGA.
- Include the entry fee x expected # of participants.
- Hole sponsor donations (Member/Guest, Think Pink)
- Expenses:- F&B, tips for cart and wait staff, prizes, tee gifts and decorations, etc.

**Meet with Food and Beverage.**

- Discuss menus.
- Book the room/s or patio.
- Do you require place cards, table markers, etc. that the club can provide
- Do you require colored tablecloths and napkins
- Get a written quote and be sure that this is inclusive of tax and service charges.
- Confirm date and time that room/s can be decorated.
- Drink tickets are not suggested. While it's a nice touch, they are costly and many ladies do not use them.
- Get in writing: dates, times, room/s used, final menu, decorations supplied.
- Will food and beverage donate anything
- If using a limited menu make sure it is very specific. Example: temp for hamburger. Send menu to the web-site person so they can post and players can fill out and submit online

**Entry fees:**

- Inform the Pro Shop what the fees are
- Preferred method is for the ProShop to charge the members account. If members prefer to pay by cash or check they can drop off in the ProShop. Checks will be made payable to Hunters Green Country Club. If paying by cash please have members put cash in an envelope that notes their name
- **If the chair doesn't want to have the members account charged and prefers checks be dropped off in the ProShop they can do this. In this case checks are made payable to HG- WGA. If this method is preferred the chair will be responsible for collecting the checks and not the treasurer**
- Create a spreadsheet that notes players and payment has been made
- Leave an envelope in the ProShop that clearly states the tournament for checks and cash. The Pro Shop staff will place the funds in the envelope for chair person to pick up

### **Discuss with Pro:**

- Format
- Start time
- Shot gun or tee times
- Is tournament flighted
- Will the ProShop donate any items for gifts, tee gifts, etc.
- Team make-up (Pro shop drawn or pick your own team)
- Handicaps are 100% or other
- Rules sheet and local rules (to be drafted by Pro)
- Inform if mulligans can be bought
- Max handicap for the tournament
- Ringer rules if applicable for tournament
- Will the 10-stroke differential be in effect? (must be for Member/Guest and Member/Member)
- Review agenda
- Confirm practice area will have dedicated space for ladies only on tournament day
- Determine how a tie is handled for overall low gross and net

### **Tournament Committee to Decide:**

- Theme
- Format
- Entry fee
- Tee gifts (if desired)
- Determine payouts or prizes
- Advertising (noted under advertising)
- Use of hole sponsors
- Decorations - The club and the WGA have decorations from past events that might be useful so be sure to check and see
- Food and beverage
- Photographer (if required confirm date and time and requested pictures)
- Ideas to create additional fun. See additional game ideas.
- Decide if there will be team betting & assign person to run (Usually done for Member/Member Tournament)

### **Additional games (if desired)**

- Closest to the pin/s
- Longest drive
- Closest to the line (have a line drawn or place a rope on a hole)
- Beat the Pro

- Buy a Mulligan
- Putting tournament. Spread out prizes, alcohol bottles, etc. on the putting green. Hit the item and you receive this prize)
- Kamikaze putting event - perfect way to start a tournament as this allows everyone to gather and the Pro can discuss format, rules, etc. prior to tee off.
- Create new ideas (the internet has many)

### **Tournament Games (if desired)**

- 50/50
- Share the wealth
- Silent auction
- Raffle prizes
- Create new ideas

### **Advertising:**

- Club or member can create flyer
- Send copy to Publicity/Email Chair to email out to WGA Members
- Have Pro Shop post on HGCC Facebook page
- Post on HG-WGA Facebook page
- Have WGA Website person post flyer and add any special sign-ups, such as menus, etc.
- If applicable add to Club calendar and newsletter. (Any tournament where all lady club members are invited)
- Post flyer in Pro Shop and ladies locker room
- Email agenda to playing members

### **Inform Treasurer prior to event:**

- If not direct billing
- Money required for tips to cart and wait staff
- Prize money break down.

### **After the event:**

- Meet treasurer and give all of the receipts and invoices for final tally
- Determine all checks that will be sent to the appropriate parties
- Treasurer to complete reconciliation/ budget form along with receipts and entry checks
- Give the treasurer a summary of the tournament (positive and negative feedback), copies of flyers/advertising, list of participants and any other relevant tournament information

**Handicap committee:**

- if required have WGA Rules & Handicap Chair work with the Head Pro to check player's handicaps in the days prior to the event. Have chair discuss any issues with Club Pro and WGA Vice President

**Tournaments-in accordance with USGA and WGA Rules  
Deadline to register & 72-hour cancellation in effect**