

## Tournament & Handicap Chairman - Job Description

### Pre-Season (mid-October to mid-April)

- Next year's schedule (Start planning at last Board meeting)
  - Develop a tentative schedule of courses for next year.
  - Work with the Board to develop a definite schedule of courses for next year.
  - Contact each selected course and schedule when the tournament will be played.
  - Send a contract to each selected course.

### Pre-Tournament

- When the Secretary sends a list of new players: add each player to the Ghin Program and add each player's email address to the contact list.
- Go to the **Handicap System Program** and click on **Roster**. Open the existing roster and create an ID number and add each new player.
- Go to **Change Active Tournament** click on **New Tournament** and create a new tournament name. Load the new tournament.
- Develop **Tournament Parameters**: Number of teams, number of flights, and number of tees. Click on **Courses** and select the course you are going to play. Check the rating slope yardage and hole handicaps. Under **Course and Tees to Play**: select the appropriate course. Choose the correct tees and calculate the adjustment for all player handicaps (par-rating).
- Receive the entries list for the tournament from the Secretary.
- Go to **Sign up Players** and use the entry list to sign up players on the **Tournament Sheet**.
- Go to **Tools Transfer to\From other desktop modules** Click on **Transfer Golfer to Tournament Manager** and transfer golfers and their handicaps to the Tournament Manager Program
- Add flags for each player's choice of side pots (D for deuces, H for honey pot, G for gross skins, and N for net skins).
- Develop the pairings using time, partner, car pool, group, speed of play, and cart situation.
- Go to **Tools** Set tee times and set the tee time for the first group. Indicate the time interval between foursomes and automatically fill in the rest of the tee times. There are different instructions if the tournament is a shotgun start.
- Develop a wait list of players who sent their entries in late.
- Contact the course and make sure they have enough carts and agree on time.
- Process cancelations and add players from the wait list.
- On the Thursday before a tournament, check each player's IESGA Handicap against his Ghin handicap. A player's handicap should be the lower of his IESGA handicap or his Ghin Handicap plus three.
- Go to **Tools** Automatically flight and develop four equal flights based on handicap indexes.
- If you have players using a Scheid handicap, put them into the E Flight.
- Select the forward tees for D Flight players.

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- Check for 80-year or older players in the A, B, and C Flights. If they so choose, put them in the D Flight and make sure they are not entered in the Honey Pot.
- On the Friday before a tournament: Run **Reports: Tournament Individual Reports (Custom) IESGA Pairings Alpha** Click on **File Export to** and name the **File** Tournament Name Alpha List.
- Format **the** file and save it as a PDF file.
- Run **Reports: Tournament Reports (Standard) Team Pairings Sheet** Click on File Export to and name the file Tournament Name Pairings.
- Format the file and save it as a PDF file.
- Click on **A/Z Players only**.
- Click on **Roster: Print or Export View: Go to Export to Excel File:** Give the file a name and save it.
- Go to this file and create two columns: Name and Handicap Indexes.
- Format the file and save it as a PDF file.
- Email these three files to the Webmaster.
- Print KP sheets for all four divisions.
- Put the KP sheets on the KP equipment.
- Run **Reports: Tournament Reports (Standard) Scorecards for Preprinted Forms.** Print scorecards. Mark time and speed captain on the scorecards.
- Go to **Roster** and create a backup file on the desktop computer. Transfer the file to a flash drive and restore it on the laptop computer.

### Tournament Day

- Set up a table at the course with the banner, scorecards, results box, and entry forms.
- Take the KP equipment to the appropriate holes.
- Take the clock to hole 1 (and hole 10 in needed)
- Make sure each scorecard is turned in.
- Click on Scorecard and enter each players score on the laptop.
- Pick up the clock and KP equipment.
- Collect the KP sheets for each flight.
- Go to **Roster** and create a backup file on the laptop computer. Transfer the file to a flash drive and restore it on the desktop computer.
- Check every player's scorecard score with what is entered in the computer.
- If you have players using the Scheid System go to **Tools Automatically handicap players** and follow instructions.
- Eliminate any players who did not show up for the tournament. Keep track of which flight they were in and which side pots they entered.
- Go to **Reports Tournament Individual Reports (Custom) IESGA Tournament Net Scores** and run the **Net Scores report**.
- Go to **Reports Tournament Individual Reports (Custom) IESGA Honey Pot Gross Results Report** and run the **honey pot report**.

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- **Run Reports: Tournament Reports (Standard) Skins and/or Deuces Results Gross.** When running this report you need to select whether you want deuces or gross skins. You have to highlight skins or deuces on the report and select whether you are using the G flag for gross skins or D for deuces.
- Determine how many players were in each flight. Multiply the number of players in a flight by 13 to determine the payout for that flight. Divide the number of players in a flight by 3 to determine how many will receive a payout.
- Go to the Payout Formula 2 program and determine the payouts for each flight.
- Develop (Copy from another tournament) the results template.
- Go to the Net Scores program and copy the winners from each flight onto the results template.
- Put the winnings for each winner in each flight onto the results template.
- Go to the Honey Pot Gross Results program and copy the winners from each flight onto the results template.
- Put the winnings for each winner in each flight onto the results template.
- Put the KP winner for each flight onto the results template.
- Create a PDF file for the results template.
- Determine how much a deuce is worth for each flight.
- Format the **Deuce Pot Report** so it can be sent as a PDF file to be put on the website.
- Determine how much a gross skin is worth for each flight.
- Format the **Gross Skins Report** so it can be sent as a PDF file to be put on the website.
- Determine how much a net skin is worth for each flight.
- Format the **Net Skin Report** so it can be sent as a PDF file to be put on the website.
- Email the four PDF files to the Webmaster.

### Post-Tournament

- Go to **Tools Transfer to\From other desktop modules** Click on **Transfer scores to Handicap System** and transfer the handicaps from the tournament.
- Run **Reports Tournament Individual Reports (Custom) IESGA Gross Results for WHS Adjustments.** Go to **File Export to** and call the file Adjustments.
- Copy the Adjustments file and paste it into Doug's file 2021. Go to net change and click on blanks. Print the resulting adjustment report.
- Open the Handicap System Program and make the adjustments based on the adjustment report.
- Go to **Tools. Calculate Handicaps** and calculate the handicaps for all players.
- Old Goat Computations:
  - Print the list of Old Goat participants
  - Create an Old Goat Standings file.
  - Do not use the first two Spring tournaments.
  - Print the **Net Scores Report** for the first tournament.
  - Mark each Old Goat player in each flight.

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- Award the best Old Goat player in flight A 20 points and go down the list until players are receiving zero points. Do this for each flight.
- Sort flight A by points and create a PDF file called Old Goat Flight A. Do this for each flight. Email all four files to the Webmaster.

### **Board Meeting**

- Attend board meetings
- Give update report on tournament information

### **Annual Meeting**

- Attend annual meeting
- Give update report on tournament information

### **Miscellaneous**

- Chair the Rules Committee
- Handle rules violations