

Women's Tournament Director – Job Description

Out of Town Tournaments

- Prior to tournament, contact the courses to be played and get the course rating and slope for women.
- Determine bases on yardage, the best tees to use which are best bases on the large handicap spreads.
- Receive the list of players from Tournament Director or Secretary.
- Verify all reported handicaps in the GHIN System. All others will be assigned a handicap at the discretion of the Women's Tournament Director.
- Establish pairings and accommodate requests to "play together."
For second day diversify pairings, except for requests.
- Send pairings to Tournament Director for tee-times, hole assignments and printing of cards with handicaps.
- Call to verify using women's handicap holes, which are different from men's handicap holes.
- Establish fun games for each day, trying to find the best game to play that is most equitable for all players.
- Print the rules for attaching the game rules to the score cards.
- Go to the bank and get cash for payouts based on \$5 per player and \$50 per day from IESGA.
- Take enough envelopes to be able to pay out prize monies for both days.

Tournament Day

- Attach game rules to players score cards.
- Collect score cards at the end of the round of golf.
- Calculate scores relative to the game played to determine winners.
- Establish payouts and place prize money in each players envelope.
- Hand out prize money to each entrant after first day of play.

Post-Tournament

- Every participant receives a payout.
- Pass out prizes and as needed, mail winnings to those unable to contact after play.

Miscellaneous

- Deposit check from IESGA to reimburse cash payouts made by the Women's Tournament Director.