

## **JOB DESCRIPTION FOR TOURNAMENT/RULES/SOCIAL**

The tournament/rules/social chairman is responsible for scheduling and managing all tournaments, associated luncheons, and annual Christmas and awards luncheon. This person should be familiar with the rules of golf as well as tournament organization. The chairman is responsible to select her committee, which should consist of three members, to assist with job responsibilities.

Tasks pertaining to tournaments:

- Determine tournament schedule and allocation of budget
- Plan the theme of each tournament
- Coordinate with course pros to set dates that do not conflict with course treatment schedules
- Ensure that tournament dates are communicated to Communications chairman (as soon as possible after January 1)
- Plan the tournament luncheon
- Contact social members with tournament/luncheon information to invite them to attend (at their cost)
- Provide sign-up sheets and collecting monies (if required at that time)
- Work with the AWGA Treasurer to ensure accountability of all funds/expenses
- Provide any tee prizes/goody bags, and tournament awards
- Prepare all supplies for tournament registration, players, and scoring
- Coordinate with the course personnel with regard to players, hole assignments, specialty hole signs, etc., on day of play

Championship Tournament:

- Only tournament required in the bylaws
- All flights organized strictly by handicap
- Strictly a gross/net tournament with no tie
  - Tiebreakers for gross score – start at #1 hole, then #2 hole, etc.
  - Tiebreakers for net score – start at #1 handicap hole, then #2 handicap hole, etc.
- Scheduled in the fall
- Two-day event
- Honors the AWGA Champion (low gross score over the field) and AWGA Net Champion (low net over the field) and provides appropriate awards after the tournament
- Before the next general meeting, the AWGA Champion's name is engraved on the Championship trophy as well as the wooden plaque at the Lake Arlington locker room

Optional Tournaments:

All tournament scheduling is the responsibility of the tournament chairman and committee. These optional tournaments may be strictly gross/net events, team events or any other format devised by the tournament committee.

#### Tournament Specifics:

- Tournaments are limited to three flights (unless it is a team event)
- The flights are created by dividing the field into thirds as evenly as possible
- In the Championship tournament, after determining the low gross over the field and low net over the field winners, prizes are awarded for the three low gross and three low net winners in each flight. (The number of winners may be adjusted according to the number of participants.)
- Specialty/proximity prizes include longest drives (for each flight), closest to the pin, and accuracy drive.
- In optional tournaments, the awarding of prizes in each flight may vary.

#### Rules:

- Provide rules sheets at all tournaments for all players, including any local rules that may affect play
- Resolve any rules disputes (in consultation with the club pro, if necessary)

#### Christmas Luncheon:

- Schedule a site for the luncheon
- Invite the three club pros and the Golf Services Manager to the luncheon (at our cost)
- Provide sign-up sheet
- Coordinate with facility on menu, price, etc.
- Provide decorations (passed to new chairman from the past chairman each year)
- Provide the stocking to collect for a charity to be approved by the membership (passed to new chairman from past chairman each year)

#### Additional responsibilities:

The outgoing chairman should provide to the incoming chairman this job description, the tax ID paperwork, plus all information pertaining to the organization and running of the tournaments for reference. Including budget, rules sheets, copies of receipts and information on awards, etc., prove extremely helpful for planning.

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