

Asst. Tournament Chairman - Job Description

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

- Assist the Tournament Chairman with whatever is needed.

Out of Town Tournaments

- Assist the Tournament Chairman with whatever is needed.

Pre-Tournament

- Retrieve the Results Box and KP markers from a member in the last group of the day from the prior tournament
- Check to make sure that all 3-Minute timers have been shutoff (saves batteries)
- Printout the KP signs for each hole
- Printout entry forms for the next 3 or 4 tournaments
- GolfSoftware.com
 - Receive the tournament file from the Tournament Chairman
 - Upload the file into GolfSoftware.com program
 - Print the scorecards
 - Print the Alpha listing sheet
 - Print the Pairings sheet (2 copies – 1 for Golf Pro)

Tournament Day

- Get to golf course approx. 1 hour prior to the first tee time
- Find a table to setup the tournament information
 - Hang the banner
 - Set out the 3-Minute timer box and Results box
 - Place the scorecards in the (3) sorting sticks
 - Place the Alpha and Pairings sheets on the table
 - Set out the entry forms and envelopes for future tournaments
 - Set out any specialty signs for the tournament
- Borrow a golf cart from the Pro
- Place the clock on the first tee box
- Drive around the course and set up the KP signs and markers at the par 3s
- Return the KP rack back to the results table