

**Triggs Ladies Inner Club**  
**Tournament Volunteer and Playing Guidelines**  
**April 27, 2021**

**Guidelines to follow when running a tournament:**

-->Dawn will be emailing all members each month to get the volunteers needed for the open dates on the schedule. She will also update the "Tournament Volunteer List" and post on the website for reference.

-->Pam will be emailing the list of players to the volunteers each week on Tuesday morning as well as sending the number of players to Karl.

-->After you have decided on the pairings, please email the pairings to Pam at [pbrode23@yahoo.com](mailto:pbrode23@yahoo.com) by Thursday **before 12:00 pm**.

-->If you are unsure of a tournament format, there are several websites that have tournament format ideas.

-->The latest list of handicaps will be posted every Tuesday on the website as a reference.

-->If you would to have cards produced with the Golf Genius software, please let Pam know and she can prepare and print them for you or if you have any questions about how to stroke the cards, please ask and we can assist you.

-->If you signed up to run a tournament but have to cancel for any reason, please let Dawn know ASAP so she can find another volunteer.

-->After the tournament is played, Tournament Results should be provided to Pam for verification. Once verified, the results will be sent to Dawn to post on the website and sent to our Treasurer, Sandi Harper for tracking purposes. Please provide the results (and cards) in a timely fashion a.k.a. at least by the end of the week following the tournament.

**Guidelines to follow when playing in a tournament**

-->Always keep a separate ringer card each time you play. This card can either be submitted directly to Linda Albamonti or left in the Ladies Inner Club box in the Pro Shop.

-->Reminder - you must post your score within twenty-four hours of participating in the tournament. Failure to post scores will result in disqualification from the weekly tournament and any potential prizes awarded for the tournament including ringers.

\*\*Any issues with signing up, please let Pam know as all the completed forms are sent to her.\*\*