

Triggs Ladies Inner Club
Tournament Volunteer Procedures
2026 Season

Procedures for Volunteers to follow when running a tournament

-->Judy Gravier will be calling on 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 it will be posted on the website for reference.

-->Judy Gravier will be emailing the list of players to the volunteers each week on Tuesday morning, She will be getting that list from Karl based on the timely emails that he receives from our members.

-->After the volunteer running the tournament has decided on the pairings, please email the pairings to Judy Gravier at judygrav16@gmail.com by Thursday before 12:00 pm.

-->The volunteer running the tournament for that week, **not Judy Gravier**, determines the pairings or the order of tee times. If you have a special request please contact the volunteer for that week. If players are late to sign up to again check with the volunteer, **not Judy Gravier**, to see if there is room to fit you in.

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

-->If you would like Pam to stroke the cards for you in Golf Genius, she would be happy to do so. She will need the pairings and tournament format by Wednesday night. You can email Pam at pbrode23@yahoo.com. If Pam strokes the cards for you in Golf Genius, then she can either 1) send them to you to print out or 2) she can send them to Catherine Parente to print and drop off to the Triggs Pro Shop for you to pick up the morning of the tournament.

-->After the tournament is played, the results should be sent to Pam at pbrode23@yahoo.com to post on the website and to Barbara O'Neil at barboneil1@verizon.net for the tabulation of the weekly prizes. Please provide the results in a timely fashion a.k.a. at least by the end of the week following the tournament. The results should be complete (i.e., list all players that played) and should be sorted from first place to last place. The results should be sorted for both gross and net scores, if the tournament was a format that included both gross and net scores.