

Tournament Procedure

I. Festival Tournament when Lady Putters is hosting:

- Confirm with the board the date of the event. Confirm this date with the opposing club.
- Request quotes from caterers; determine caterer for event, and cost
- Confirm with executive board the costs associated with the event and gain approval
- The club president will reserve a room during the annual room reservation process, for the luncheon following the tournament
- Advise membership of the event through the weekly president's emails and at the annual general membership meeting
- Have a signup sheet available at the annual general membership meeting for members to sign up and make their food selection
- Have a signup sheet available at the annual general membership meeting for volunteers to assist at the event
- Only checks made out to SCG Lady Putters will be accepted.
- Thirty-six (36) members are needed to play. Plus a few alternates for late cancellations.
- Determine event schedule: suggested times are check-in 10:00 am to 10:30 am with play to commence after a few brief announcements. Lunch will be served at noon.
- Advise opposing club of the cost
- Request one check from the opposing club, made out to SCG Lady Putters club
- Schedule a date and location to get the opposing clubs' check. Give the check to the treasurer.
- Request names and handicaps from the opposing team one week prior to the event
- Advise caterer one week prior to the event with the number attending and food choices
- Prepare scorecards, one for each team member, by handicap. You may have to place a larger handicap with a smaller handicap depending on the players. (i.e., a - 2 handicap with a - 0 or a - 1 or 3. Scorecards will indicate the player's name, date, handicap, starting hole circled and written on the top right-hand corner of the card.
- After play is completed, collect the scorecards by team
- One member from each club will score the cards. Cards must be attested.
- Determine the winner of the match by the scores on each hole. Whichever putter wins the most holes, wins for their club. As an example:

Sun City Grand	Opposing Club	Winner
12 holes	8 holes	SCG 1 point
9 holes	11 holes	Opposing club 1 point
8 holes	8 holes	Each team 1/2 point

- On large display board list each team and indicate winner of each match
- Add up the scores by club, the club with the most points wins and receives the plaque (if playing with Sun City Festival putters club).
- The tournament chair will maintain an Event budget worksheet to track all costs

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II. Festival Tournament when Lady Putters is not hosting:

- Confirm with the opposing board the date of the event
- Confirm this date with the SCG LP executive board
- Advise membership of the event through the weekly president's emails and at the annual general membership meeting
- Have a signup sheet available at the annual general membership meeting for members to sign up, pay the fee and make their food selection
- Only checks made out to SCG Lady Putters will be accepted
- Thirty-six (36) members are needed to play. Plus a few alternates for late cancellations.
- Give all members checks to the treasurer. When requested, the treasurer will give the Tournament Chair a club check to give to the opposing club.
- Provide opposing club with the names and handicaps of the LP putters by the due date
- Provide opposing club with the number of putters attending the luncheon and their food choices by their due date
- After play is completed, collect the scorecards by team cards
- One member from each club will score the cards. Cards must be attested.
- Determine the winner of the match by the scores on each hole. Whichever putter wins the most holes, wins for their club.
- Add up the scores by club, the club with the most points wins
- If playing with Sun City Festival putters club, the winning club wins the plaque

Sun City Grand	Opposing Club	Winner
12 holes	8 holes	SCG 1 point
9 holes	11 holes	Opposing club 1 point
8 holes	8 holes	Each team 1/2 point

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III. **Wacky Week of Putting**

- Check-in, set up and payout will be as normal
- Putters do not need to bring their putters, only a golf ball
- Each hole will have a unique “way” of putting (e.g., putt with a driver, putt with a plastic bat, putt on the opposite side of the arrow, use a small wiffle ball to putt, etc.)
- Players will receive \$2 for a hole-in-one (HIO) and pay through the monthly payout process.
- HIOs will not count toward bird awards
- Putting score will not count towards handicaps
- Raffle prizes to be determined, each year
- The Tournament chair will maintain an Event budget worksheet to track all costs

Tournament Procedure

IV. Glow in the Dark (a two-night Tournament)

- Determine the dates of the two-day event and gain approval from the executive board
- Communicate the dates to the Pro Shop, Jennifer Ciesla
- Announce the event during the annual general membership meeting
- A \$2.00 fee will be charged to members, not guests, to cover the costs of the Pro Shop staff
- Putters will sign up one (1) month prior to the event, the event signup will occur for two (2) weeks
- Putters must sign up with a partner and designate which night they will play. Only one guest per putter, no other guests are allowed to play
- Deaf putters will play together on the same night
- Check-in sheet with names and CAM numbers will be generated by the Tournament chairs
- Check-in will be **TBD**, with putting to begin at **TBD**
- When putters check in, the putter will receive two scorecards and a bag with two glow - in-the dark golf balls. Putters will be able to take only two glow items.
- Glow supplies will be purchased by the tournament chairs
- Greens set up will be coordinated by Jennifer Ciesla
- Tournament chairs will assemble bags with two golf balls
- Tournament chairs will prepare scorecards, using regular scorecards, by placing a hole number and either an A or B in the upper right-hand corner of each card (e.g., A18, B18)
- Tournament chair will contact CAM employees to order necessary chairs, tables, large coffee urns, trash cans, etc., 30 days in advance
- Tournament chairs will set up the pavilion with snacks, drinks, and decorations (e.g., lanterns, glow items, etc.)
- Tournament chair will maintain an Event budget worksheet to track all costs