

## **West Seattle Women's Golf Club**

### **Tournament Chair Duties**

#### **Background:**

- Establish calendar for monthly tourneys. It has been the second Tuesday of each month, May through September. Depending on weather and interest, an October event may be scheduled. Check for conflicting dates with GSWPGA, as we have players who participate in their events.

#### **Duties of the Tournament Chair:**

- Determine competitions for each monthly event, publish on calendar in locker room and via newsletter.
- Inform Sign up Genius chair 3-4 weeks prior to each event with description of event and registration deadline
- Coordinate with social chair for treats and special themes and dress up options.
- Print scorecards for each competitor for each event. Coordinate with handicap chair, so she can post scores on GHIN if applicable for competition.
- Calculate winners and establish payouts based on number of participants and annual budget
- Publish list of winners and amounts awarded. Give copy to treasurer to send a check to pro shop to apply as credit on accounts.

#### **Club Championship:**

Two-day event on consecutive days in August. Check for conflicting dates with GSWPGA, as their championship is also in August.. Day 1–Players tee off in handicap order, lowest to highest based on tees being used. Day 2–Players tee off in order of gross score from day 1, by appointed tee, highest scores first. Club Champion is member with lowest two-day gross score, playing from purple tees. Ties will be played off “sudden death” beginning at tee assigned by pro. Post scores on large poster board Determine payouts, based on separate budget line item for championship.