

Tournament Chair Responsibilities

General

- Collect all information for a given month (sign-up sheets, pairings sheets, score cards etc) and file for one year
- Track playing dates for all members
- Be available for trouble-shooting, answering questions, and resolving issues from monthly pairings and special tournament coordinators regarding local rules, weather issues, rules issues, etc.
- Host the Club Championship
- Maintain and update all documentation
- Solicit volunteers for monthly pairings and special tournaments at the annual meeting
- Attend monthly board meetings
- Prepare Annual Report for year-end meeting

Schedule

- Prepare a schedule with proposed tournament dates for submission to the Golf Director
- Format the finalized schedule for publication including dates, times, courses, events and monthly coordinators and make available to members

Monthly Coordinators Training

- Prepare folders for each month
 - Procedures for Weekly Tournament Play
 - Game Information Sheet
 - Weekly sign-up sheets
 - Closest to the pin sheets
 - Scoring worksheets
 - Publicity sheets
- Arrange a meeting with coordinators to distribute folders, review procedures and answer questions (twice a year)

Special Tournament Coordinator Training

- Prepare folders for each tournament
 - Procedures for Special Tournament
 - Special Tournament descriptions
 - Charm
 - Four Member/Member
 - Two Member/Member
 - Club Championship
 - Rally for a Cure
 - Halloween
- Arrange a meeting with coordinators to distribute folders, review procedures and answer questions (once a year)