

**MONTHLY TOURNAMENT CHAIRMAN DUTIES**  
**SIR Branch 159**  
rev. 1/5/2022

Every week, SIR branch 159 schedules and runs a golf tournament. The Monthly Tournament Chairman (MTC) and his assistant are volunteers who will manage and run each event with the help of the Handicap Chairman and the Golf Chairman.

**1. SCHEDULE.** We play every week on Thursday, except on the second week of each month when we play on Wednesday to avoid missing the monthly luncheon. Each month there is a new MTC. The schedule of tournaments posted on our website is subject to change and is maintained by Duke Marshall. The schedule shows the format to be played, the assigned MTC & Assistant, and their contact information.

**2. FORMATS.** We play several formats: Individual, Scramble, Shamble, 2manBB, 4man2BB, and Novelty. If there is enough players we allow two formats simultaneously to be scheduled per week. There is no set order, but usually the first game of the month is a flighted Individual event. Then we alternate between 2manBB, 4MScramble, 2MScramble and 4man2BB. The 5th game of the month is a MTC choice (Novelty) where the MTC chooses the format. Shamble, Scramble and Novelty are not reportable games (i.e. will not impact a player's handicap index). When we flight a tournament, it's usually based upon the player's handicap index and we try to set an equal number of players in each flight, although this is not a requirement. If there are not enough players signed up for two formats, the Golf chairman will eliminate one to keep the tournament competitive.

**3. SIGNUP BOARD.** The old paper sign up board has been replaced by an online Google Sheets spreadsheet containing all players names and 4 to 6 upcoming events. It is maintained by the golf committee. It also has room on the bottom for adding guests and any other information players want passed onto the handicap chairman. The sign up board is locked down on Sunday at 7 pm so no one can slip by the pairing process and be accidently dropped from the event.

When a SIR member brings a Guest to the game, the member should verify with the MTC that his Guest is an active NCGA member (GHIN number, email or phone). If not, or if the pair wants to be assigned together, they will be placed at the end of the tournament in an open play format (CTP only).

**4. DUFFEL BAG.** At the last match before your first tournament, the MTC shall take the branch duffel bag which contains the 2 CTP banners with equipment (measuring tapes, clipboards) and supplies. If you missed the last match, you should call the previous MTC to arrange a transfer of the bag. The previous month's MTC should hold onto the winnings money box and blank envelopes so he can fill them for his last tournament and bring them to the next match (see Envelopes Prizes below). The bag also contains some of our golf rules information (MTC, Scramble, Shamble). The incoming MTC must review the supplies and make sure there are enough CTP blank sheets and envelopes for his month and for the next MTC's first event. If CTP sheets are needed request more from Duke or Gary or if you have a scanner/printer print up a few copies. If envelopes ( 3 ½ by 6 ½ ) are short one can find them relatively cheap at a "Dollar" type store and then turn in the receipt to Roger McCoy for reimbursement or consider it a contribution to the club.

**5. ADD/DROPS/CHANGES.** Once the Sign up board is locked down, all players who want to be added, or dropped, or to change format are directed to the MTC who'll manage the final players list. Therefore, expect to receive phone calls or emails from SIR members (all branches in Fresno) who were not on the Tee Sheet. It's important that you reply to each email with a short note to acknowledge the

request. Do the same thing on a phone call left on your voice mail, return the call to confirm. If the request comes from a new player/guest or a player from another branch, please get his phone # and GHIN number. Please note that, with few exceptions, an active GHIN number is required to participate in our weekly tournaments. Contact the Handicap Chairman or the Golf Chairman if needed.

**6. HANDICAP & PAIRINGS.** By Monday pm, the Event Chairman will establish the Pairings, using the most current changes and the latest handicap indexes available. When the Pairings are complete, the Event Chairman will create an Adobe printable pro shop check-in list (.pdf), a link to Golf Genius portal page of the event, and the physical scorecards. He will email the .pdf to the MTC, the Golf Chairman, and the pro shop. The Event Chairman will also create the Tee Sheet and Alpha List on the Golf Genius website for all to see. Note, the Pairings list posted on the website may not be the final players list in the event there are Late Changes (see #7 below). It's recommended that the MTC or his Assistant, or any of the other chairmen, be playing in the first two groups so they may finish early and collect the scorecards and mark the time of completion.

**7. LATE CHANGES.** It's not uncommon that player(s) will call you hours before the game to be added or dropped. It'll be too late to update the Pairings posted on the website, but you should keep track of the changes and determine any open spots for new players to be placed. If we are full, then you should advise the caller(s) that you'll try to put them in a team or as individual (no tournament, CTP only).

It's up to the MTC to make the last minute pairings adjustments, as follows:

- Individual Stroke, the pairings are flighted, therefore, it's easier to add a late player and to place him in any open spot (preferably with players of the same handicap).
- When we play 4man Team events (Scramble, Shamble, 4man2BB), keep in mind that a pairings should include at least 3 players. We can't have any 2-man teams and it's advisable to keep the number of threesomes to a minimum. For example, if we already have 40 players signed in for a Scramble, that's 10 teams (4x10), therefore it would not be advised to add 1 player because 41 is not a perfect number of 4 players, and this last caller could be on a team-standby list.

**8. SCORE CARDS.** We are using NCGA scorecards. They are prepared by the Event Chairman. Check with him on how he plans to get them to you before the tournament.

All Adds or Deletes occurring after the pairings are posted will need to be taken care of on the scorecards on match day by the MTC. Use a black or blue marker to write the change on the score card.

**9. CTP (Closest to Pin).** On the night before the match, make 3 copies of the pairings document sent to you: 1 for your personal copy, 1 for your Assistant and 1 for display purposes to the players checking in.

In the duffel bag you will find a folder and towards the back pages is a listing of the courses we play and the CTPs at each course. Determine which foursomes will be responsible to SET UP and to PICK UP our CTPs. Write it with a red marker when you get the scorecards.

Find two blank CTP sheets (make copies as needed) and determine which foursomes will need to set out and to collect the CTP materials; amend the scorecards accordingly. Make note on your personal copy which foursomes are responsible to set up and collect the CTPs. Write in red ink or equivalent color on the scorecard what they have to do. **Remember that you are responsible for getting back all CTP materials back after the game.**

**10. MATCH DAY.** You and your assistant should be there 90 minutes before the shotgun start. First, pay your green fees in the clubhouse before setting up tables. Give the pro shop worker a copy of the recent pairings list if they don't have one. Set up a couple of tables in the restaurant or the place of your choice. One table will be used for the winnings box. You and your assistant should set up on another table. Set up the Assistant so players checking in will pay him first.

**11. ASSISTANT.** He should have a copy of the pairings and players alpha list. He needs to handle the collection of money for our branch. Each player pays \$5, no exceptions. He should use a marker to highlight on the alpha list and pairing list who has checked in and paid.

**12. CHECKING IN PLAYERS.** While the Assistant is collecting the cash, you should focus on handing out CTP materials and checking off paid players on the scorecards. If any player is a NO-SHOW, his name should be lined out.

Use your copy of the pairings to check all checked in players; when a team is completed, cross that group off your pairings sheet and hand the scorecard to the last player. In this way you can keep track of what groups are completely checked in and how many groups there are to go.

NOTE: You should not have more than 3 threesomes. Complete as many foursomes as possible. Two twosomes should be combined into a foursome on the same starting hole.

Any SIR players who show up to play that were not listed in the pairings can be added to threesomes or fill in for no-shows. Write their name and GHIN number on the scorecard.

It can, and will, get hectic at times when there are a lot of players checking in all at once. Our branch golf policy does not guarantee a checking-in less than 30 minutes before the shotgun time, so the MTC and his assistant have enough time to pack up, store their stuff, get to their cart and join the game on time. If a player is late checking-in its up to the discretion MTC to let him in the tournament.

When all is said and done, you and you assistant should have the same players count (i.e. who paid and who did not paid). Go to the pro shop and let them know who your no-shows and add-ons were. Sometimes, a player may have checked in at your table but forgot to pay his green and cart fees; the pro shop will call him on the p/a before the shotgun.

Put the cash collected in the leather pouch, then in the duffel bag with the winnings plastic box. Lock them up in your car before the game, do not take the duffel bag in your cart during the game. Keep your copy of the pairings list with you to answer player questions trying to get to their cart.

**13. END OF THE MATCH.** Collect all scorecards, record the time the card is turned in to you on the card and verify all teams are back. Use your pairings sheet to verify all teams cards are back in. Do the same with the CTP sheets and materials (2 banners, 2 clipboards, and 2 tapes). Hand over the scorecards and CTP sheets to the Event Chairman.

Pace of Play Policy: You or your assistant will usually be placed in the first pairings group, so you should finish the match ahead of the other groups. As you'll collect the score cards, write down the time they are turned in by the players.

**14. CASH PRIZES & ENVELOPES.** When the tournament results are posted on our website, fill in the prizes in each envelope as follows:

Doe , John	Madera Muni	6/15/16
2nd CTP-	\$5	
2nd 4man2BB	\$7	
	<hr/>	
	\$12.	

You need to have \$40/\$50 in \$1 and \$5 bills to appropriately fill in the winnings envelopes. Go to the bank at the start of your month to get this ready.

Then make out one envelope to SIR 159 GOLF. Write the date and location of the event. Place the Branch Golf Fund money (listed on the weekly event info page, right side column) which is basically \$1 per each player in the match, into an envelope and place this envelope in the winnings box behind the 159 Golf index card.

**15.** Please call the Golf Chairman, the Handicap Chairman, or the Event Chairman, if you have a question regarding the tournament, or call the Golf Treasurer for money questions.

**THANK YOU FOR YOUR HELP, FOR YOUR TIME AND EFFORT SO SIR 159 GOLF CAN CONTINUE TO RUN AS SMOOTHLY AS POSSIBLE AND REMAIN A SUCCESSFUL ACTIVITY.**

Branch 159 Golf Chairman	Duke Marshall	c(559) 304-4439
Handicap Chairman	Gary Morgan	h (559) 277-1249
Event Chairman	Brian Nicholson	h(559)285-8928
	Russ Conrad	h(559)917-1199
	Gary Lemaster	c(909)576-5671
Treasurer	Roger McCoy	h( 559) 436-1688