



GUIDELINES FOR MAJORS, INVATIONALS, AND ALL OTHER SNEWGA TOURNAMENTS

SNEWGA Club Representatives are responsible for tournaments at their courses.

The Tournament VP will guide the Rep through the necessary steps. Please call her with any questions.

1. Initial Steps

- SNEWGA Tournament VP (TVP) contacts SNEWGA Club Representative (Rep) about hosting a tournament when it is the Club's turn to host (every 3 years). The Rep can also reach out to the TVP at any time to host more frequently.
- TVP proposes a date range, and Rep checks dates with Pro. Date range provided is based on the specific event. TVP will work with Rep to secure an event in a date range that works for the Club/Pro.
- SNEWGA will provide Golf Genius (GG) Event/Customer Manager (handles event setup, and creation of pairings, scorecards, cart signs, etc. in GG).
- Form two committees – there can be an overlap of members
 - Tournament Planning committee – this committee handles the tournament preparation decisions (format (non-majors), menu choices, etc.) and tournament organization (registration, putting items on carts [e.g., rule sheets, scorecards, water, goodie bags], hole spotters, etc.) and should be comprised of the members of your local club. It could also include a SNEWGA Regional Delegate or SNEWGA Board member.
 - Golf Tournament Committee – this committee resolves any questions, problems, disputes, and situations that might arise during the actual playing of the tournament. This committee starts with the SNEWGA Rep (serving as the chair), Club Pro, and the TVP or her representative. Additional members can include the Club President, and any elected SNEWGA Board members (Officers, Regional Delegates) that are playing in the tournament. It is advisable to have the Club Pro on site the day of the event to help with scoring and answer any rules disputes or contact the CSGA/USGA for rulings.
- For non-Major events, determine a tournament format and, if desired, a specific theme.
- Planning Committee works with your Pro to:
 - Negotiate greens fees, including cart, for the day + any extras you would like to include, like range balls - ask if discounts are available. Please note that by eliminating tee gifts/favors, the cost to tournament entrants can be reduced and is recommended.
 - Determine your maximum player field size by accounting for – max # of carts available, seating capacity of food venue, speed of play, any other events scheduled at the course that day.
 - Determine Tee Times or Shotgun. For majors, a Shotgun start is desired (if field size is less than 48, tee times are acceptable, if course will not provide shotgun).
- Planning Committee works with restaurant for food costs for the day. Costs must be all inclusive: including tax/tip and any fees.
 - Majors: Decide on a menu – buffets are best.
 - Invitationals/SNEWGA Sunday: food is not required; however, if desired, Bag/Box lunch work best.
- Planning Committee works with TVP to determine the tournament entry fee:
 - Consists of Greens fee + Cart + Food + any Extras (skill prizes, water, goodie bag, etc.) + event prizes (Check TVP: generally, \$7-10).
 - TVP will provide you with financial information from past events to guide you.
 - Remember to account for SNEWGA-supplied prize subsidy funds.

- Work with TVP or SNEWGA Treasurer to estimate your prize breakout.
 - Prizes are awarded to 1/3 of the field. Net and gross prizes must be equal in number and amounts, i.e., net and gross pay out the same number of prizes, and each level is the same amount.
 - Remember for team events you need to give a prize to each member of the team.
 - Skill prizes? – suggested for non-Majors, optional for Open Team, not desired for other Majors
 - Prizes are generally pro shop credit – (it’s your way of “paying” your pro for all the help they will provide, and making SNEWGA welcome at your course)
 - Prizes **must not** be made in cash.
 - If Pro Shop has no/low stock for women (i.e., items beyond gloves, socks and balls), buy gift cards from a suitable golf-related entity (e.g., Amazon, Dicks, Golfsmith, Golfers Warehouse, etc.).
 - No prize should be less than \$20.

2. Event Portal Information

- Please gather & provide the following information for the event portal (tournament page):
 - Registration deadline
 - This is the day before Food service needs a final headcount; if no food, it is the day before the course needs a final headcount. It is usually 7-10 days ahead of the event.
 - Event Format (for non-majors), e.g., BB of 2, Shamble.
 - Suggested formats are available on the Tournament Guidelines page of snewga.org website.
 - Field size limit, if applicable.
 - Entry fee includes:
 - Greens fee, cart, prizes (breakfast/lunch? Range balls? Anything else?)
 - Course Information
 - Course Setup (par for 18 holes at the course; yardage; course rating & slope)
 - Facilities (e.g., bag drop location, practice putting green, driving range)
 - Amenities (e.g., beverage cart (cash/credit); bathrooms at 5th green and 14th tee & in clubhouse; no on course drinking water (bring your own!); cash bar (cash/credit) at lunch; patio available for dining afterwards.)
 - Practice Round availability & pricing (used if practice round will be offered at a preferred rate.)
 - Rain date, if available

3. Tournament Preparation – prior to tournament entry deadline

- When hosting a Major/trophy event, work with TVP to ensure trophy will be present.
- A minimum of 24 players is required for a tournament to be held.
- Check with your Pro to see if he/she can use the Golf Genius program to help with scoring.
- Review tournament prize payouts with TVP or SNEWGA Treasurer. Prizes for comparable place, both Gross and Net, are paid the same (i.e., 1st Place Gross prize is paid the same as 1st Place Net).
- If you have skill events (e.g., longest drive, closest to pin), determine what prizes will be awarded, e.g., golf towels, Pro Shop credit, etc. Skill prizes are optional.
- Determine whether your prizes will be Pro Shop credit, or gift cards from a major golf-related retail store. Prizes awarded for golf winners **cannot** be cash.
- Determine where bag drop will be. (Bag boys/girls? Tip jar?).
- For Majors: Alert the pro that we would like to use SNEWGA pin flags: red=front; white=middle; black=back. Work with TVP to pick up the SNEWGA pin flags at least 2-3 days before the event, and return them to TVP or her representative as soon as possible after the event.

4. Tournament Preparation – between entry deadline date and tournament

- Work with Pro or Course Superintendent to ensure course marking will be up to date (ground under repair, penalty areas & out of bounds stakes), tee marker placement, and pin placements. If feasible obtain a pin placement sheet for distribution to entrants. Ensure there are no carries of more than 50 yards on any hole. Note for the Pro-Lady event, total yardage for female pros must be 9-11% shorter than the male pro tees yardage. Male pros normally play from the back tee box and Female pros play from a tee box with about 10% less yardage than the Male pros.
- Organize volunteers for tournament day (greeters, registration, hole spotters).
- Create Rule Sheet for the day. There is a sample template available on the snewga.org website. Send to TVP for approval.
 - Note how ties will be broken for non-majors. Ties for winners in non-majors may be broken by a sudden death playoff (if possible) or by matching cards, but method must be stated in the rules. Ties for major winners should be broken by a sudden death playoff, utilizing the format of the event itself, e.g., in the Pro-Lady, 3 scores of the 4 players are used.
 - USGA rules govern all play, unless modified by local rules.
- Get an alphabetic list of players with starting hole assignments and/or tee times from the Event Manager.
- Coordinate between the Event Manager and your Pro Shop to create pairings and print scorecards, cart signs and registration sheet. (Event Manager creates. Pro Shop prints.)
- In conjunction with Event Manager, determine pairings – follow guidelines below:
 - For **Major** team/partner tournaments, the defending champion (trophy holder) should start on hole #1.
 - For a **Major** individual tournament, pairings are done by index on the first day and by scores on subsequent days (leaders go out last (tee times), or start on hole #1 in a shotgun). When pairings are done by index, lowest handicaps should start on hole #1 for a shotgun start, or in first or last tee time for tee times start.
 - For a **Major** with two-person teams, no foursome should be comprised of two teams from the same club.
 - Avoid pairing two or more players from the same club in the same foursome. **Never create a pairing where an entire foursome of individual players is from the same club.**

5. Tournament Day

- Tournaments can only be cancelled with the approval of the TVP, except when cancellation is due to the course being closed by the Pro Shop due to the weather. In weather-related cases, contact/notify the TVP as soon as possible!
- Ensure cart signs, along with rules sheet, scorecard(s), water, and goodie bag, are on carts. If inclement weather is possible, consider providing Ziplock bags on each cart for scorecards.
- Volunteers should be in place - Greeters direct entrants to registration, Registration volunteers check in participants, Hole spotters on course.
- Announcements made by Pro and/or Tournament Chair – highlight any unusual circumstances, local rules, and emphasize important information from rules sheet. Provide instructions on where to return scorecards – all scorecards MUST be signed & attested.
- Scorers to check hole-by-hole on scorecards, and certify in GG. Tournament Scorers will be provided by SNEWGA or the pro shop.
- Announce winners, award prizes.
 - Remind all contestants that SNEWGA will post scores (where event format allows).

- Each person/team can only win one prize (net or gross). (Golf Genius event setup will handle this.) If the same team qualifies for two prizes, the higher value prize prevails (i.e., if a team wins first Net and second Gross, they are awarded first Net). If they finish at the same place for net and gross, then gross prize prevails. (i.e., if the same team finishes 3rd Net and 3rd Gross, they would be awarded 3rd Gross). The same player may win both a “place” prize and a “skill” prize.
- SNEWGA PR Chair will ensure that someone gets pictures of all the prize winners.

6. After the Tournament

- Thank all volunteers and course staff.
- Retain all the scorecards, and deliver to a member of the SNEWGA board for pace of play recording.
- Complete Tournament Financial Report and return to both the TVP and Treasurer within two weeks.
- SNEWGA wants you to spend all the money it provides as a subsidy and recommends that it be used to give generous prizes. Any money left over when your financials are finalized (remember to cover all your costs, including goody bags, bottled water, etc.), should be returned to SNEWGA, up to the amount SNEWGA furnished.

7. Special guidelines for Majors, not yet covered

- Special SNEWGA Major prizes, in addition to tournament prizes, will be awarded to First Place Gross and First Place Net finishers for each flight. See Tournament VP for prizes.
- Participants in Major tournaments must be members of SNEWGA 30 days prior to the event.