



GUIDELINES FOR INVITATIONALS, SNEWGA SUNDAYS AND MAJORS

SNEWGA Representatives are responsible for tournaments at their courses.
The Tournament VP is available to assist. Please call her with any questions.

1. Initial Steps

- SNEWGA Representative (Rep) contacts Tournament VP (TVP), Brooke Samuelson (brookesam@juno.com, 860-683-4033) about hosting a tournament.
- Check dates with Pro. Contact TVP with those dates and finalize.
- Form two committees – there can be an overlap of members
 - ◆ Tournament Planning committee – this committee handles the tournament preparation decisions (tournament format, raffle, menu choices, tournament cost, etc.) and tournament organization (registration, putting items on the carts [i.e. rule sheets, scorecards, water, goodie bags], scoring assistants, 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 if desired.
 - ◆ Golf Tournament Committee – this committee resolves any questions, problems, disputes, and situations that might arise during the actual playing of the tournament. This committee at a minimum should include the SNEWGA Rep (serving as the chair), Club Pro, and the TVP or her designate. It could also include the Club President, and any elected SNEWGA Board members (Officers, Regional Delegates) that were playing in the tournament, if desired. It is advisable to have the Club Pro on site the day of the event to do scoring and answer rules disputes and contact the USGA for rulings
- Unless hosting a Major (all Major formats are pre-determined), 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
- Planning Committee works with restaurant for food costs for the day. Try to get all inclusive costs – including tax/tip when finalizing food costs.
 - ◆ Decide on a menu – typically for Majors buffets are best.
 - ◆ Bag/Box lunch work best, if desired, though food is **not required** at Invitationals.
 - ◆ SNEWGA Sundays = no food required.

- Planning Committee determines the tournament entry fee,
 - ◆ Consists of Greensfee + Cart + Food + Extras (water, goodie bag, etc) + \$7-10 for prizes. Estimate income from cash raffle proceeds, if you intend to hold one, and offset entry fee accordingly.
 - ◆ TVP can provide you with financial information from past events to help you.
 - ◆ Remember to figure in SNEWGA supplied prize subsidy funds
- Estimate your prize breakout.
 - ◆ Prizes are awarded to 1/3 of the field. Net and gross prizes must be equal.
 - ◆ Remember for team events you need to give the same prize to every member of the team.
 - ◆ Will you have Skill prizes – Optional for 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 low stock for women, find a suitable golf-related retail entity & buy gift cards (i.e. Dicks, TGW, Golfsmith, Golfers Warehouse, PGA Tour Superstore, etc.)
 - ◆ No prize should be less than \$20

2. Tournament Flyer Creation

- Create a flyer and have it **approved** by the Tournament VP in time for distribution at the Spring Meeting.
- There is a flyer template available on the website to use, if you wish. You can also get ideas from past flyers, still available on the tournament pages of past years. Your flyer should include:
 - ◆ SNEWGA logo, & club or course logo.
 - ◆ Type of tournament, or tournament "name", (Team Day, SNEWGA Invitational, etc).
 - ◆ Date, time, and place (rain date if applicable), and the time registration opens.
 - ◆ Format, brief description. Field limit if applicable, i.e. 128 for Team Majors.
 - ◆ Registration fee and what is included (breakfast, range balls, prizes, etc).
 - ◆ Membership requirement (if a Major, players must be SNEWGA members 30 days prior to the date of the tournament).
 - ◆ **New in 2016**, a member may participate in their own club's Invitational / SNEWGA Sunday if the field is not full. Host club members, cannot submit an entry form, until the published tournament entry deadline has passed. A waiting list of host club members interested in playing could be started at any time. All members are eligible for Majors regardless of host club.
 - ◆ Date of handicap revision you will use.
 - ◆ Entry deadline (7-10 days before date of event max), and refund deadline.
 - ◆ Area for entrants information (Name, email, cell phone #)
 - ◆ The chairs name, address, email, and contact information.
- Email TVP the finalized flyer for approval and posting on SNEWGA website.

3. Tournament Preparation – prior to tournament entry deadline

- Work with TVP to ensure Major trophy will be present, if hosting a trophy event.
- Notify entrants when tournament entry forms are received, via email or phone.
- A minimum of 24 players is required for a tournament to be held. Host club members may fill the field if necessary.
- Check with your Pro to see if he/she can use the TPP program to create and print the scorecards and cart signs.
- Review tournament prize payouts with TVP. Prizes for comparable place, both Gross and Net, should be paid the same (i.e. 1st Place Gross prize should be the same as 1st Place Net). For team events you need to give the same prize to every member of the team.
- Determine if you have skill events (i.e. longest drive, closest to pin, etc.) and what prizes will be awarded, such as golf towels, Pro Shop credit, etc. No skill prizes required for Majors – they are optional.
- Determine whether your prizes will be Pro Shop credit, gift cards from a major golf-related retail store. Prizes awarded for golf winners **cannot** be cash.
- Determine if a Raffle needs to be held to cover/supplement tournament expenses and/or prizes. Running a Cash raffle for that purpose is allowable.
- Determine where bag drop will be. (Bag boys/girls? Tip jar?).

4. Tournament Preparation – between entry deadline date and tournament

- Send names of entrants to Tournament VP so she can check for membership eligibility. If you are hosting the Pro-Lady, send the names of the Pros, too. It's better to do it sooner rather than later, in case eligibility is an issue.
- Work with Pro or Course Superintendent to ensure course marking will be up to date (ground under repair, hazard & 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 within 10% of the male pro tees yardage, which is normally from the white tees.
- Organize volunteers for tournament day (greeters, registration, hole spotters, scoring assistance).
- Create Rule Sheet for the day. There is a sample template available on the website
 - ◆ Note how ties will be broken. Ties for winners in non-majors may be broken by a sudden death playoff, if desired, or by matching card but must be determined before play begins and stated in the rules.
 - ◆ USGA rules govern all play, unless modified by local rules.
- Create an alphabetic list of players with starting hole assignments and/or tee times.
- Work with your Pro Shop to prepare scorecards, score sheets, cart assignments, and pairings (if applicable). Get pairings to Tournament VP for verification and website posting ASAP.

- Work with your Pro Shop to prepare scorecards, score sheets, cart assignments, and pairings (if applicable). If you are running the Super Seniors/Legends or any tournament with multiple flights, consider creating scorecards for each category/flight on different colored paper stock, as this will greatly aid in ensuring scores get recorded in the proper category/flight. Send pairings to Tournament VP for verification and website posting ASAP.
- Determine pairings – follow guidelines below
 - ◆ For **Major** tournaments, pairings are done by index on the first day and by scores on subsequent days, unless your format requires a different method.
 - ◆ For a **Major** individual tournament, no two players from the same club should play in the same foursome. In no tournament should a foursome of individual contestants be all from the same club. *Very important.
 - ◆ For a **Major** with two-person teams, no foursome should be comprised of two teams from the same club.
 - ◆ If you don't understand or can't comply with the above, please contact the TVP.

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, the TVP must be notified ASAP!**
- 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.
- Bring all your tournament entry forms to the course, as this will provide backup in case the entrant thinks they signed up for something different than you have them recorded.
- 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 – highlights any unusual circumstances, local rules, and emphasizes important information from rules sheet. Provides instructions where to return scorecards – all scorecards **MUST** be attested.
- Scorers to check addition, hole by hole, on scorecards and post on scoresheet. It is best practice for the Pro to be in charge of scoring, matching cards, etc. There is a Tournament Scoring Guideline document on the website that outlines many items that should be given consideration when scoring the tournament
- Announce winners, award prizes.
 - ◆ Never award a net and gross prize to the same person or team. 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 should be awarded First Net). If they finish at the same place for net and gross, the gross prize prevails. (i.e., the same team finishes 3rd Net and 3rd Gross, they should be awarded 3rd Gross.). The same player may win both a 'place' prize and a "skill' prize.
 - ◆ Get pictures of all the prize winners, both individually/as a team, as well as a group picture of all the prize winners.

- Remind all contestants to post their score regardless of format (scrambles or other formats contrary to USGA standard play should be excluded). Majors should be posted as “T”s. Players who don't post will be contacted by the Handicap Chair – there are penalties for non-posters.

6. After the Tournament

- Thank all volunteers and course staff.
- Record scores of the entire field and names of any skill prize winners and email FULL FIELD results (including GHIN#) to TVP (brookesamuelson@juno.com) and Handicap Chair (patriciacrowley@sbcglobal.net). Additionally, for Major tournaments only, also email the same info to the Publicity Coordinator (gloriagreenwald@gmail.com)
- Retain the score sheets and all the scorecards, for at least three weeks, in case they are needed by the Handicap Chair or TVP to ensure proper posting.
- 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. However, if you have money left over when your final reckoning is done (remember to cover all your costs, i.e. goody bags, bottled water, etc.), it should be sent back to SNEWGA, up to the amount SNEWGA furnished.

7. Special guidelines for Majors, not yet covered

- Ties for Perpetual Cups (i.e. Major trophies) are decided by a sudden death playoff, following the tournament format.
- Special SNEWGA Major prizes, in addition to tournament prizes, will be awarded to First Place Gross and Net finishers in each flight, if applicable. See Tournament VP for prizes.
- Participants in Major tournaments must be members of SNEWGA 30 days prior to the event.