








Central Savannah River Area
Women's Golf Association

Tournament Guide

Containing

General Tournament Information

Tournament Procedures

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-  Four-Ball Tournaments
-  Stableford Tournaments
-  The Lady/Pro Tournament
-  The Montenyohl Championship

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Compiled in 2005 by the
Tournament Guidelines Committee

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FORMS (available on the website: <http://csrawga.com/policies-guidelines-index>)

General Policies (G)

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Events

Stroke Play (SP)

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Four-Ball (FB)

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Stableford (SF)

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Lady/Pro (LP)

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Montenyoahl Championship (MC)

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GENERAL TOURNAMENT INFORMATION

ELIGIBILITY

Refer to By-law article II section 2 and 4 for general eligibility requirements.0

There is no maximum handicap a player must have to participate in a CSRA WGA event, but anyone with a handicap greater than 40 must play to a 40 computed handicap on the tournament course.

Entry fees and cart fees must be paid through the CSRA WGA's club representative only and submitted to the host club by the tournament registration deadline.

LIMITED FIELD

When there is a limited field, the following procedures will apply:

1. Each club's entry form should include the names of every woman who signed up and paid her entry fee.
 2. All Board members who wish to play are automatically accepted. Board members will be subtracted from the allotted field. Higher participation points will be used in allocating slots. Those players who do not get in will be the first ones in on the next scheduled tournament.
 3. If any clubs still have women who cannot be accommodated, then the CSRA WGA representative at the host club will send each club a refund check for the entry fee, cart fee, and lunch fee for the number of players not accepted due to a limited field.
 4. All women who participate in stroke-play or four-ball tournaments will receive ten (10) participation points; any women who enter but are excluded from any over-subscribed tournaments will receive five (5) participation points.
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RULES COMMITTEE

The Rules Committee consists of the Rules Committee Chairperson, the Tournament Chairperson, and any other individuals selected by them to assist in conducting the CSRA WGA tournaments. The Chairperson and committee members are to be knowledgeable regarding The Rules of Golf and are responsible for interpreting The Rules, settling disputes, and if needed conducting the on-course playoff at the Montenyohl.

Decisions made by the Committee are final.

Matters of concern to the Committee

Disqualification

Disqualification from the competition penalties are defined in the Rules of Golf.

Disqualification after competition has closed occurs if a player has done any of the following:

- a. Returned a scorecard on which she had recorded a handicap that, before the competition closed, she knew was higher than that to which she was entitled, and this affected the number of strokes received; or
- b. Knew, before the competition closed, that she had been in breach of any other Rule for which the penalty is disqualification.

Start of Play, Delay of Play, Pace of Play

Start of Play: If a player arrives at the starting point, ready to play, within five minutes after the starting time, and the Committee determines that circumstances warrant waiving the penalty of disqualification, the penalty is two strokes at the first hole.

Delay of Play: Between completion of a hole and playing from the next teeing ground, the player must not unduly delay play. The penalty for unduly delaying play of the next hole is one stroke for that hole.

Pace of Play: Pace of play guidelines have been established for all CSRA WGA tournaments. (Refer to **Pace of Play Policy**)

MARSHALS

Two or more marshals are selected by the host club to monitor the pace of play during competition. The representative from the host club is responsible for instructing the marshals regarding their duties and providing them with a copy of the **Pace of Play Policy** established by the CSRA WGA.

Marshals have the authority to give warnings and to assign penalties for delay of play, slow play, and breaches of etiquette.

Marshals are responsible for reporting any unsportsmanlike conduct. (Refer to **Etiquette**.)

SCORING COMMITTEE

The Tournament Chairperson and the Handicap Chairperson, and other designated CSRA WGA members constitute the Scoring Committee. The Scoring Committee is responsible for the determination of winners in CSRA WGA events. The Scoring Committee is responsible for determining scorecard playoffs.

ETIQUETTE

Unbecoming conduct is defined as but not limited to inappropriate language or behavior, throwing equipment in anger, destruction of property, and verbal or physical abuse of any person. A player who is in violation is subject to disqualification. Any unsportsmanlike conduct directed toward a marshal may result in disqualification.

INCLEMENT WEATHER

The President, Tournament Chairperson, and host club's representative will determine the postponement or cancellation of an event. If this should happen, it is the CSRA WGA host representative's responsibility to inform the other CSRA WGA representatives, who in turn have the responsibility to inform their participating members.

The cart fee will be refunded per terms of the individual tournament. The host club's representative shall appropriately refund the prize and Memorial Cup money. Based on individual club circumstances and policies, it may not be possible to refund luncheon costs.

SPECTATOR POLICY

The CSRA WGA encourages spectators who are interested in observing the competition at tournament events. To insure fair play for all contestants, the following regulations shall apply:

1. From tee to green, spectators must remain in the rough and/or no nearer to a contestant than 50 yards.
2. Spectators must observe play from positions which do not interfere with or delay the play of any competitor or group of competitors playing immediately behind, adjacent to, or ahead of the group they are observing.
3. No carts or other automotive transport shall be permitted on the course during the competition except those used in performance of official duties or in travel to and from areas of official responsibility. Carts may be permitted during the Montenyohl playoff if the host club approves.
4. With the approval of the Tournament Chairperson, automotive transport may be provided to members of the media assigned to cover the event. The Tournament Chairperson shall designate a driver for the transport to insure that no contestant is either delayed or inappropriately distracted by the media.
5. Spectators are asked to observe golf etiquette at all times and to respect the condition of the golf course, facilities, and the services the host club provides to the contestants.
6. Spectators are reminded that advice to and/or coaching of players during a competitive round is prohibited by the Rules of Golf. Contestants are reminded of their authority to invoke a two-stroke penalty should any contestant receive advice and/or coaching from a spectator during a competitive round.
7. Tournament officials with specific tournament management responsibilities for a competitive round are authorized to ask those who refuse to observe these regulations to leave the course.

PACE OF PLAY POLICY

DEFINITION OF “OUT OF POSITION”

A group not keeping with the pace of play shall be deemed **out of position** if it reaches any spot on the course as much as fifteen (15) minutes behind the preceding group. Always look ahead – not behind. The group behind you has no bearing on determining whether or not a player’s pace of play is satisfactory.

PACE OF PLAY AWARENESS GUIDE

Being aware of ***your position***. In the following situations ***your group may be in danger of being out of position if:***

- * your group reaches the tee of a par 3 hole and the group ahead has finished the hole.
- * your group fails to clear the tee of a par 4 hole prior to the group ahead finishing the hole.
- * your group reaches the tee of a par 5 hole and the group ahead is on the putting green.
- * your group is not within the times on score cards.
- * players are exceeding the average 40 seconds per stroke. Time spent getting the distance, selecting a club, marking and cleaning the ball, and surveying the line of play is considered part of the 40 seconds if it is the player’s turn to play.

This is the time to let your group know the situation and to expedite play of the hole.

If a player is concerned about a non-responsive (slow) player in her group, she should request a rules official to monitor the group.

MARSHALL’S RESPONSIBILITIES

- * After 20-30 minutes of play, the Marshall travels from front to back of the field.
- * When a group is deemed out of position (15 minutes behind the group in front), the Marshall shall politely alert the group accordingly **after** the group has completed play of the hole.
- * The Marshall shall ask about any difficulties, delays, or situations beyond their control that caused the delay.
- * The Marshall shall politely advise the group that they must regain their position within the next two holes/ play within the allotted time per hole.
- * The Marshall shall move to the location on the course which represents completion of the two holes provided for the group to regain its position.
- * If the group has not regained its position at the completion of two holes, the marshal shall begin the timing procedure after making the group aware of this action.

TIMING PROCEDURE

- * Each player of the group considered to be out of position will be timed beginning when it is her turn to play and she can play without interference by another person or ball.
- * She shall be allowed an average of 40 seconds per stroke (excluding tap-ins) during the play of the hole. These 40 seconds includes the player getting the distance, selecting a club, marking and cleaning the ball, and executing the stroke.
- * The player may be penalized for
 - a) exceeding the average amount of time for the total strokes played on a hole by more than 30 seconds **or**
 - b) if she uses more than seventy-five (75) seconds to play any one stroke.
- * If a player **delays play between holes**, she is delaying play of the next hole and the penalty applies to that hole.
- *** When timing a player, if the marshal determines the player is unduly delaying play between strokes, the marshal may begin the timing process before the player reaches her ball.
- *** If a player's actions are continually delaying the play of others in her group, the actual time of delay shall be added to the time for **her** to play a hole.

PENALTY FOR BREACH OF PACE OF PLAY POLICY IN STROKE PLAY

- * 1st offense - Warning
- * 2nd offense - 1 stroke penalty
- * 3rd offense – 2 stroke penalty
- * 4th offense – DQ for that round only

Review and application of the penalty will only occur after the round to avoid further delay of the group.

STROKE PLAY TOURNAMENT PROCEDURES

Stroke play tournaments are one day flighted tournaments. They are open to any CSRA WGA member who meets the eligibility requirements (By-laws, Article II, Section 2 and 4). The Tournament Chairperson serves as advisor to the host club's representative.

A board meeting date, a tournament date, and a rain date (if possible) are submitted to the Vice President prior to the start of the CSRA WGA calendar year. Tournament dates should be selected at the convenience of the host club and if possible should not conflict with GA/SC state tournament dates and the CSRA WGA clubs' major events.

ENTRY FEE

The host club's representative determines the entry fee. The individual entry fee for all tournaments is as follows:

- \$1 (Memorial Cup)
- \$6 (prize money)
- A luncheon fee
- The host club's cart fee.

The total entry fee on the invitation is the sum of the above items.

INVITATION AND TOURNAMENT ENTRY SUBMISSION

An invitation and Tournament Entry Form are distributed to each member club the month prior to the event. (**Forms SP-1 and SP-2**).

If the field is to be limited, it must be stated on the invitation.

Each club's representative submits a completed entry form with the check covering her club's entries to the host club and a copy of the entry form to the Tournament Chairperson. This must be received by the registration deadline. The Host club has the discretion to accept late entries.

CANCELLATIONS

Individual Cancellation

A full refund shall be given if the cancellation is made at least one week prior to the tournament, or at the discretion of the host club. A refund of the cart fee only may be made if the host club's representative is notified of the withdrawal by 6:00 p.m. the day prior to the day of the tournament. No fees will be refunded after the tournament begins. This policy applies to all CSRA WGA tournaments.

Tournament Cancellation

If the host club's representative for any tournament does not receive a minimum of 40 individual entries, she has the option to cancel the tournament and must refund all entry fees.

RULES

The CSRA-WGA Rules of Competition will be followed.

The host club prepares a local rule sheet. The local rules sheet designates any special conditions unique to that golf course (e.g., ground under repair, environmentally sensitive areas.)

The Rules Committee for that day is responsible for any rules questions.

MARSHALS

Marshals are selected by the host club. Marshals are to be instructed regarding their duties and given a copy of the **Pace of Play Policy (Form G-2)**.

PRIZES

Prizes are to be pro shop certificates, when practical. If not practical, gift cards may be substituted.

FLIGHTS

- Players are flighted according to handicap by the Tournament Chairperson.
 - Players are given 95% of the course handicap.
 - Each flight should consist of no fewer than eight (8) and no more than twelve (12) players, except when there are entries with identical handicap indexes that cannot be separated.
 - The handicap spread in each flight should be as close to seven (7) strokes or less as possible.
 - Pairings may be made within a two-flight spread. For example, a person in the second flight could be paired with players in either the first or third flight. Whenever possible, foursomes should be made up of members from different clubs.
 - The Host Club Representative should seek the assistance from the club pro in determining starting hole assignments and forward this information to the Tournament Chairperson.
-

DETERMINING WINNERS AND TIES

- Low gross and low net of the field winners are automatically removed from flight competition.
- Each flight has one low gross and one low net winner
- All ties are settled by a scorecard play-off following the USGA recommended procedure adopted by the CSRA WGA.
 - 1) best score for the last nine holes (10-18)
 - 2) best score for last six holes (13-18)
 - 3) best score for the last three holes (16-18)
 - 4) best score for the 18th hole
 - 5) best score on holes 4-9
 - 6) best score on holes 7-9
 - 7) best score on hole 9
 - 8) either declare a tie or flip a coin

PRIZE AMOUNTS

In stroke play tournaments, prizes are awarded in the following categories:
(1) low gross of field, (2) low net of field, (3) low gross / low net in each flight.

The intent of the tournament prize distribution formula is to award a higher amount to the low gross and low net of the field than to each flight winner. After receiving all tournament entries, if the host club determines that the flight winners would receive a larger prize than low gross and low net of the field, the formula may be adjusted.

Low Gross of the Field: 10% of total prize money

Low Net of the Field: 10% of total prize money

Flights: 80% of total prize money divided equally among flights.

Low gross and low net prizes are divided equally within flights.

MEMORIAL CUP POINTS

Memorial Cup points are to be distributed as follows:

Gross:

Low gross of the field 100 points

Low gross of the flight 50 points

2nd low gross of the flight..... 30 points

3rd low gross of the flight 15 points

Net:

Low net of the field 100 points

Low net of the flight 50 points

2nd low net of the flight 30 points

3rd low net of the flight 15 points

Participation: 10 points

(DQ, WD, or NC do not receive points)

Ties: All ties receive full credit for the higher position.

COMPLETION OF PLAY DUTIES

Host Club

- Collect scorecards from players as they finish
- Check each scorecard for two signatures and a score for each hole
- Submit cards to the members of the Scoring Committee
- Ensure CSRA WGA hole markers are given to club hosting the next tournament

Scoring Committee

- Check the addition of the hole scores
 - Apply the scorecard handicap to determine each player's net score
 - Post on scoreboard
 - Give scorecards and scoreboards to the Handicap Chairperson
-

AFTER THE TOURNAMENT

The host club representative should complete:

- the **Stroke Play Tournament Results (Form SP-3)** and submit a copy to the Treasurer, and Publicity and Handicap Chairpersons at the end of the tournament.
- the **Stroke Play Financial Report (Form SP-4)** and submit a copy to the Treasurer and the Handicap Chairperson no later than the next board meeting.

The representative gives funds for the Memorial Cup and 50/50 raffle or Closest to the Pin to the Treasurer as soon as possible following the completion of the tournament.

STROKE PLAY TOURNAMENT EVENT CHECKLIST

TWO MONTHS PRIOR TO THE TOURNAMENT

- Fill out the **Tournament Invitation**. (Refer to **Form SP-1**.)
- Fill out the top portion of the **Tournament Entry Sheet**. (**Form SP-2**)
- Make enough copies of both forms for each member club.
- Place invitations and sign-up forms in the clubs' folders at the board meeting one month prior to the scheduled tournament.
 - If you miss placing the forms at the appropriate board meeting, you are responsible for mailing (or emailing) the forms to each member club.

MONTH OF THE TOURNAMENT

- At the monthly board meeting of the scheduled event, collect checks and entry forms from all clubs that plan to attend the event.
- Club entries are accepted only from representatives (or their alternates) and turned in at board meetings or mailed in by designated date. Host club has the discretion to accept late entries.
- Identify who will serve on the Rules Committee for the tournament.
- Identify who will serve as the Scoring Committee for the tournament.

HOST CLUB RESPONSIBILITIES

- Get the CSRA WGA hole markers from the club hosting the previous tournament.
- Line up host club volunteers to do the following:
 - ___ a. Unload cars and get bags on golf carts.
 - ___ b. Check in participants, handout scorecards, and handle 50/50 raffle.
 - ___ c. Be a spotter for difficult/blind shot holes on the course. Review responsibilities and procedures with the spotters; be sure they have copies of the CSRA WGA **Spotter Policy (Form G-3)** for helpful tips.
 - ___ d. Be one of two marshals: one for the front nine holes and one for the back nine. Provide copies of the CSRA WGA **Pace of Play Policy (Form G-2)**.
 - ___ e. Receive scorecards and confirm two signatures and a score for each hole at the end of play.
 - ___ f. Write out winner's gift certificates or gift cards.
- Secure a private room/area to be used by the Scoring Committee.
- Print alphabetical list, flight list, list of pairings, and cart signs from information given to you by the Tournament Chairperson.

- Use Tournament Chairperson's scoreboard for posting final scores by flights. This sheet should include the following:
 - each player's full name
 - each player's home club
 - a place to post both the gross and net score for each player
- Finalize the luncheon count with the club's food managers.
- Remind all volunteers of their assignments and responsibilities.
- Print out copies of the **CSRA WGA Rules of Competition (Form G-1)**.
- Print out the following items:
 - local rules
 - the names of the people serving as the Rules Committee
- Review responsibilities and procedures with the marshals; be sure they have copies of the CSRA WGA **Pace of Play Policy (Form G-2)**.
- Review responsibilities and procedures with the spotters; be sure they have copies of the CSRA WGA **Spotter Policy (Form G-3)** for helpful tips.

STROKE PLAY DAY-OF-THE-TOURNAMENT CHECKLIST

BEFORE PLAY

- Make sure someone has put all cart assignments on the carts.
 - Post the flight and pairings list in visible spots.
 - Set up a registration table to pass out scorecards and sell 50/50 Raffle tickets.
 - Put CSRA WGA hole markers on the appropriate teeing grounds on the course so players can see hole numbers as they approach.
 - Put a copy of the CSRA WGA Rules of Competition and the local rules on every cart.
 - Post the scoreboard in a prominent place for after play posting of scores.
 - Arrange to have 2-3 people available at end of play to collect cards, confirm two signatures, and a score for each hole and take them to the scoring committee (continually as players finish play – don't "hold" any more than 4 cards).
 - Inform the players (during the pre-tournament announcements) where they are to turn in their scorecards.
-

AFTER PLAY

- Collect scorecards and confirm two signatures and a score for each hole.
 - Submit cards to the members of the Scoring Committee.
 - Make sure all CSRA WGA hole markers have been collected.
 - Give the Publicity Chairperson and the Handicap Chairperson a copy of the alphabetical list.
 - Announce the winners and present the gift certificates/cards.
 - Draw for the 50/50 winner last.
-

AFTER THE TOURNAMENT

- Give the Handicap Chairperson the master score sheet and all scorecards.
- Give the hole markers and 50/50 raffle tickets to the representative from the club hosting the next CSRA WGA tournament.
- Give 50/50 money and Memorial Cup money to the Treasurer as soon as possible following the tournament.
- Complete the **Stroke Play Tournament Results (Form SP-3)** and submit a copy to the Treasurer, and Publicity and Handicap Chairpersons at the end of the tournament.
- Complete the **Stroke Play Financial Report (Form SP-4)** and submit a copy to the Treasurer and the Handicap Chairperson no later than the next board meeting.

FOUR-BALL TOURNAMENT PROCEDURES

Four-Ball tournaments are open to any CSRA WGA member who meets the eligibility requirements (By-Laws, Section 2 and Section 4).

A board meeting date, a tournament date, and a rain date if possible are submitted to the Vice President prior to the start of the CSRA WGA calendar year. Tournament dates should be selected at the convenience of the host club and if possible should not conflict with GA/SC state tournament dates and the CSRA WGA clubs' major events.

ENTRY FEE

The host club's representative determines the entry fee. The individual entry fee for all tournaments is as follows:

- \$1 Memorial Cup
- \$6 prize money
- A luncheon fee
- The host club's cart fee.

The total entry fee on the invitation is the sum of the above items.

INVITATION AND TOURNAMENT ENTRY SUBMISSION

An invitation and Tournament Entry are distributed to each member club the month prior to the event. (**Forms FB-1 and FB-2**).

If the field is to be limited, it must be stated on the invitation.

Each club's representative submits a completed entry form with the check covering her club's entries to the host club and a copy of the entry form to the Tournament Chairperson. This must be received by the registration deadline. The host club has the discretion to accept late entries.

CANCELLATIONS

Individual Cancellation

A full refund shall be given if the cancellation is made at least one week prior to the tournament, or at the discretion of the host club. A refund of the cart fee only may be made if the host club's representative is notified of the withdrawal by 6:00 p.m. the day prior to the day of the tournament. No fees will be refunded after the tournament begins. This policy applies to all CSRA WGA tournaments.

Tournament

If the host club's representative for any tournament does not receive a minimum of 40 individual entries, she has the option to cancel the tournament and must refund all entry fees.

RULES

The CSRA WGA Rules of Competition will be followed.

The host club prepares a local rule sheet. The local rules sheet designates any special conditions unique to that golf course (e.g., ground under repair, environmentally sensitive areas.)

The Rules Committee for that day is responsible for any rules questions.

MARSHALS

Marshals are selected by the host club. Marshals are to be instructed regarding their duties and given a copy of the **Pace of Play Policy (Form G-2)**.

PRIZES

Prizes are to be pro shop certificates, when practical. If not practical, gift cards may be substituted.

FLIGHTS

- Partners can come from either the same or different clubs.
 - Participants will be given 85% of the course handicap.
 - The flights will be based on combined handicaps of the two players.
 - Each flight should consist of no few than 4 teams (8 players) and no more than 6 teams (12 players), except when there are entries with identical handicap indexes that cannot be separated.
 - The team handicap spread in each flight should be as close to seven (7) strokes or less as possible.
 - Pairings may be made within a two-flight spread. For example, a team in the second flight could be paired a team in either the first or third flight. Whenever possible, foursomes should be made up of teams from different clubs.
 - Host Club Representative should seek the assistance from the club pro in determining starting hole assignments and forward this information to the Tournament Chairperson.
-

DETERMINING WINNERS AND TIES

- The low gross and low net teams of the field are automatically removed from flight competition.
 - Each flight has a low gross and low net team winner.
 - All ties are settled by a scorecard play-off following the USGA recommended procedure adopted by the CSRA WGA.
 - 1) best score for the last nine holes (10-18)
 - 2) best score for last six holes (13-18)
 - 3) best score for the last three holes (16-18)
 - 4) best score for the 18th hole
 - 5) best score on holes 4-9
 - 6) best score on holes 7-9
 - 7) best score on hole 9
 - 8) either declare a tie or flip a coin
-

PRIZE AMOUNTS

In four-ball tournaments, prizes are awarded in the following categories:

- low gross team of the field
- low net team of the field
- low gross team in each flight
- low net team in each flight

The intent of the tournament prize distribution is to award a higher amount to the overall low gross and low net teams than to the flight team winners. After receiving all tournament entries, if the host club determines that the flight winners would receive a larger prize than low gross and low net of the field, the formula may be adjusted.

Distribution of prize money:

Low Gross Team of the Field: 15% of total prize money

Low Net Team of the Field: 15% of total prize money

Flights: 70% of total prize money. Low gross and low net team prizes are divided equally within flights.

MEMORIAL CUP POINTS

Memorial Cup points are to be divided equally between both partners on winning teams.

Low gross of the Field: 100 points (50 points to each partner)

Low Net of the Field: 100 points (50 points to each partner)

Flights: First place gross: ... 50 points (25 points to each partner)

First place net: 50 points (25 points to each partner)

Second place gross: 30 points (15 points to each partner)

Second place net: 30 points (15 points to each partner)

Third place gross: ... 15 points (7.5 points to each partner)

Third place net: 15 points (7.5 points to each partner)

Participation:..... 10 points
(DQ, WD, or NC do not receive points.)

Ties: All ties receive full credit for the higher position.

COMPLETION OF PLAY DUTIES

Host Club

- Collect scorecards from players as they finish
- Check each scorecard for two signatures and a score for each hole
- Submit cards to the members of the Scoring Committee
- Ensure CSRA WGA hole markers are given to club hosting the next tournament

Scoring Committee

- Check the addition of the hole scores
 - post on scoreboard
 - give scorecards and scoreboards to Handicap Chairperson
-

AFTER THE TOURNAMENT

The host club representative should complete:

- the **Four-Ball Tournament Results (Form FB-3)** and submit a copy to the Treasurer, and Publicity and Handicap Chairpersons at the end of the tournament.
- the **Four-Ball Recap Sheet (Form FB-4)** and submit a copy to the Treasurer and the Handicap Chairperson no later than the next board meeting.

The representative gives funds for the Memorial Cup and 50/50 raffle or Closest to the Pin to the Treasurer as soon as possible following the completion of the tournament.

FOUR-BALL TOURNAMENT EVENT CHECKLIST

TWO MONTHS PRIOR TO THE TOURNAMENT

- Fill out the **Tournament Invitation (Form FB-1)**.
- Fill out the top portion of the **Tournament Entry Sign-up Sheet (Form FB-2)**.
- Make enough copies of both forms for each member club.
- Place invitations and sign-up forms in the clubs' folders at the board meeting one month prior to the scheduled tournament.
 - If you miss placing the forms at the appropriate board meeting, you are responsible for mailing (or emailing) the forms to each member club.

MONTH OF THE TOURNAMENT

- At the monthly board meeting of the scheduled event, collect checks and entry forms from all clubs that plan to attend the event.
- Club entries are accepted only from representatives (or their alternates) at board meetings or mailed in by designated date. Host club has the discretion to accept late entries.
- Identify who will serve on the Rules Committee for the tournament.
- Identify who will serve as the Scoring Committee for the tournament.

HOST CLUB RESPONSIBILITIES

- Get the **CSRA WGA hole markers** from the club hosting the previous tournament.
- Line up host club volunteers to do the following:
 - ___ a. Unload cars and get bags on golf carts.
 - ___ b. Check in participants, handout scorecards, and handle 50/50 raffle.
 - ___ c. Be a spotter for difficult/blind shot holes on the course. Review responsibilities and procedures with the spotters; be sure they have copies of the CSRA WGA **Spotter Policy (Form G-3)** for helpful tips.
 - ___ d. Be one of two marshals: one for the front nine holes and one for the back nine. Review responsibilities and procedures with the marshals. Provide copies of the CSRA WGA **Pace of Play Policy (Form G-2)**.
 - ___ e. Receive scorecards and confirm two signatures and a score for each hole at the end of play.
 - ___ f. Write out winners' gift certificates or gift cards.
- Secure a private room/area to be used by the Scoring Committee.
- Print alphabetical list, flight list, list of pairings, and cart signs from information given to you by the Tournament Chairperson.

- Use Tournament Chairperson scoreboard for posting final scores by flights.
This sheet should include the following:
 - each player's full name
 - each player's home club
 - a place to post the gross and net score for each team
- Finalize the luncheon count with the club's food managers.
- Remind all volunteers of their assignments and responsibilities.
- Print out the following items:
 - CSRA WGA **Rules of Competition (Form G-1)**
 - CSRA WGA **Terms of Competition, sample score card (FB-5)**
 - local rules
 - the names of the people serving as the Rules Committee
- Review responsibilities and procedures with the Marshalls; be sure they have a copy of the CSRA WGA **Pace of Play Policy (Form G-2)**.
- Review responsibilities and procedures with the spotters; be sure they have copies of the CSRA WGA **Spotter Policy (Form G-3)** for helpful tips.

FOUR-BALL DAY-OF-THE-TOURNAMENT CHECKLIST

BEFORE PLAY

- Make sure someone has put all cart assignments on the carts.
 - Post the flight and pairings list in visible spots.
 - Set up a registration table to pass out scorecards and sell 50/50 tickets.
 - Put CSRA WGA hole markers on the appropriate teeing grounds on the course, so players can see hole numbers as they approach.
 - Put a copy of the CSRA WGA Rules of Competition and local rules on every cart.
 - Post the scoreboard in a prominent place for after-play posting of scores.
 - Arrange to have 2-3 people available at end of play to collect scorecards, confirm two signatures, and a score for each hole, and take them to the scoring committee (continually as players finish play – don't "hold" any more than 4 cards).
 - Inform the players (during the pre-tournament announcements) where they are to turn in their scorecards.
-

AFTER PLAY

- Collect scorecards and confirm two signatures and a score for each hole.
 - Submit cards to the members of the Scoring Committee.
 - Make sure all CSRA WGA hole markers have been collected
 - Give the Publicity Chairperson and the Handicap Chairperson a copy of the alphabetical list.
 - Announce the winners and present the gift certificates/cards.
 - Draw for the 50/50 winner last.
-

AFTER THE TOURNAMENT

- Give the Handicap Chairperson the master score sheet and all scorecards.
- Give the hole markers and 50/50 raffle tickets to the representative from the club hosting the next CSRA WGA tournament.
- Give 50/50 money and Memorial Cup money to the Treasurer as soon as possible following the tournament.
- Complete the **Four-Ball Tournament Results (Form FB-3)** and submit a copy to the Treasurer, and Publicity and Handicap Chairpersons at the end of the tournament.
- Complete the **Four-Ball Financial Report (Form FB-4)** and submit a copy to the Treasurer and the Handicap Chairperson no later than the next board meeting.

STABLEFORD TOURNAMENT PROCEDURES

Stableford tournaments are one day flighted tournaments. They are open to any CSRA WGA member who meets the eligibility requirements (By-laws, Article II, Section 2 and 4). The Tournament Chairperson serves as advisor to the host Club's representative.

A board meeting date, a tournament date, and a rain date if possible are submitted to the Vice President prior to the start of the CSRA WGA calendar year. Tournament dates should be selected at the convenience of the host club and if possible should not conflict with GA/SC state tournament dates and the CSRA WGA clubs' major events.

ENTRY FEE

The host club's representative determines the entry fee. The individual entry fee for all tournaments is as follows:

- \$1 (Memorial Cup)
- \$6 (prize money)
- The host club's cart fee.

The total entry fee on the invitation is the sum of the above items.

INVITATION AND TOURNAMENT ENTRY SUBMISSIONS

An Invitation and Tournament Entry Form are distributed to each member club. If sign up is through Golf Genius, then a Tournament Entry Form is not necessary.

If the field is to be limited, it must be stated on the invitation.

Each club's representative submits a completed entry form with a check covering her club's entries to the host club and a copy of the entry form to the Tournament Chairperson unless Golf Genius is used for sign-up. This must be received by the registration deadline. The Host club has the discretion to accept late entries.

CANCELLATIONS

Individual Cancellation

A full refund may be given if the cancellation is made at least one week prior the tournament, or at the discretion of the host club. A refund of the cart fee only may be made if the host club's representative is notified of the withdrawal by 6:00 p. m. the day prior to the tournament date. No fees will be refunded after the tournament begins. This policy applies to all CSRA WGA tournaments.

Tournament Cancellation

If the host club's representative for any tournament does not receive a minimum of 40 individual entries, she has the option to cancel the tournament and must refund all entry fees. This applies to all tournaments.

RULES

The CSRA WGA Rules of Competition will be followed.

The host club prepares a local rule sheet. The local rules sheet designates any special conditions unique to that golf course (e.g., ground under repair, environmentally sensitive areas.)

The Rules Committee for that day are responsible for any rule questions. Contacts for the Rules Committee should be included on the day of the Tournament. Participants should reach out to the Committee with any questions/concerns.

MARSHALS

Marshals are selected by the host club. Marshals are to be instructed regarding their duties and given a copy of the Pace of Play Policy (Form G-2)

PRIZES

Prizes are to be Club certificates, when practical. If not practical, gift cards may be substituted.

FLIGHTS

- Players are flighted according to handicap by the Tournament Chairperson.
 - Players are given 100% of the course handicap.
 - Each flight should consist of no fewer than eight (8) and no more than twelve (12) players, except when there are entries with identical handicap indexes that cannot be separated.
 - The handicap spread in each flight should be as close as possible to seven (7) strokes or less.
 - Pairings may be made within a two-flight spread. For example, a person in the second flight could be paired with players in either the first or third flight. Whenever possible, foursomes should be made up of members from different clubs.
 - The Host Club Representative should seek the assistance from the club pro in determining hole assignments and forward this information to the Tournament Chairperson.
-

SCORING

According to the USGA rules, a player score

- 1 point for a net bogey
- 2 points for a net par
- 3 points for a net birdie
- 4 points for a net eagle
- 5 points for a hole in one

- 0 points for a net double bogey or worse

A player wins the flighted competition by scoring the most points overall in their respective flight. On an amateur level if a player takes 6 shots on a par 4 hole and is entitled to a shot because of handicap, their net score is 5. Therefore, their stableford score would be 1 for a net bogey.

If player does not finish the hole, an "X" is to be put on the scorecard for that hole and the player must pick up.

DETERMINING TIES AND WINNERS

The three players with highest points in each flight win a prize.

- All ties are settled by a scorecard play-off following the USGA recommended procedure adopted by the CSRA WGA.
 - 1) best score for the last nine holes
 - 2) best score for the last six holes
 - 3) best score for the last three holes
 - 4) best score for the 18th hole
 - 5) best score on holes 4-9
 - 6) best score on hole 7-9
 - 7) best score on hole 9
 - 8) either declare a tie or flip a coin

PRIZES

In each flight, appropriate prizes are given for:

- First place 50%
- Second place 30%
- Third place 20%

Each payout should be rounded to the nearest dollar value.

MEMORIAL CUP POINTS

Memorial Cup Points are to be distributed as follows:

- First place in each flight 60 points
- Second place in each flight 40 points
- Third Place in each flight 20 points
- Fourth Place 10 points
- Participation 10 points
- DQ, WD, or NC 0 points

COMPLETION OF PLAY DUTIES

Host Club

- Collect scorecards from players as they finish.
- Check each scorecard for two signatures and a score for each hole.
- Submit cards to the members of the Scoring Committee.
- Ensure CSRA WGA hole markers are given to club hosting the next tournament.

Scoring Committee

- Check the addition of the hole scores.
 - Apply the scorecard handicap to determine each player's net points.
 - Give scorecards to the handicap Chairperson.
-

AFTER THE TOURNAMENT

After completion of the tournament, the host club representative must:

- Complete the Stableford Tournament Results (Form SF- 3) and submit a copy to the Treasurer, and Publicity, Webmaster and Handicap Chairpersons.
- Complete the Stableford Financial Report (Form SF-4) and submit a copy at the next board meeting.
- Give funds for the Memorial Cup and 50/50 raffle to the Treasurer as soon as possible.

STABLEFORD TOURNAMENT EVENT CHECKLIST

TWO MONTHS PRIOR TO THE TOURNAMENT

- Fill out the **Tournament Invitation**. (Refer to **Form SF-1**.)
- Fill out the top portion of the **Tournament Entry Sheet**. (**Form SF-2**)
- Make enough copies of both forms for each member club.
- Place invitations and sign-up forms in the clubs' folders at the board meeting one month prior to the scheduled tournament.
 - If you miss placing the forms at the appropriate board meeting, you are responsible for mailing (or emailing) the forms to each member club.

MONTH OF THE TOURNAMENT

- At the monthly board meeting of the scheduled event, collect checks and entry forms from all clubs that plan to attend the event.
- Club entries are accepted only from representatives (or their alternates) and turned in at board meetings or mailed in by designated date. Host club has the discretion to accept late entries.
- Identify who will serve on the Rules Committee for the tournament.
- Identify who will serve as the Scoring Committee for the tournament.

HOST CLUB RESPONSIBILITIES

- Get the CSRA WGA hole markers from the club hosting the previous tournament.
- Line up host club volunteers to do the following:
 - ___ a. Unload cars and get bags on golf carts.
 - ___ b. Check in participants, handout scorecards, and handle 50/50 raffle.
 - ___ c. Be a spotter for difficult/blind shot holes on the course. Review responsibilities and procedures with the spotters; be sure they have copies of the CSRA WGA **Spotter Policy (Form G-3)** for helpful tips.
 - ___ d. Be one of two marshals: one for the front nine holes and one for the back nine. Provide copies of the CSRA WGA **Pace of Play Policy (Form G-2)**.
 - ___ e. Receive scorecards and confirm two signatures and a score for each hole at the end of play.
 - ___ f. Write out winner's gift certificates or gift cards.
- Secure a private room/area to be used by the Scoring Committee.
- Print alphabetical list, flight list, list of pairings, and cart signs from information given to you by the Tournament Chairperson.

- Use Tournament Chairperson's scoreboard for posting final scores by flights. This sheet should include the following:
 - each player's full name
 - each player's home club
 - a place to post both the gross and net score for each player
- Finalize the luncheon count with the club's food managers.
- Remind all volunteers of their assignments and responsibilities.
- Print out copies of the **CSRA WGA Rules of Competition (Form G-1)**.
- Print out the following items:
 - local rules
 - the names of the people serving as the Rules Committee
- Review responsibilities and procedures with the marshals; be sure they have copies of the CSRA WGA **Pace of Play Policy (Form G-2)**.
- Review responsibilities and procedures with the spotters; be sure they have copies of the CSRA WGA **Spotter Policy (Form G-3)** for helpful tips.

STABLEFORD DAY-OF-THE-TOURNAMENT CHECKLIST

BEFORE PLAY

- Make sure someone has put all cart assignments on the carts.
 - Post the flight and pairings list in visible spots.
 - Set up a registration table to pass out scorecards and sell 50/50 Raffle tickets.
 - Put CSRA WGA hole markers on the appropriate teeing grounds on the course so players can see hole numbers as they approach.
 - Put a copy of the CSRA WGA Rules of Competition and the local rules on every cart.
 - Post the scoreboard in a prominent place for after play posting of scores.
 - Arrange to have 2-3 people available at end of play to collect cards, confirm two signatures, and a score for each hole and take them to the scoring committee (continually as players finish play – don't "hold" any more than 4 cards).
 - Inform the players (during the pre-tournament announcements) where they are to turn in their scorecards.
-

AFTER PLAY

- Collect scorecards and confirm two signatures and a score for each hole.
 - Submit cards to the members of the Scoring Committee.
 - Make sure all CSRA WGA hole markers have been collected.
 - Give the Publicity Chairperson and the Handicap Chairperson a copy of the alphabetical list.
 - Announce the winners and present the gift certificates/cards.
 - Draw for the 50/50 winner last.
-

AFTER THE TOURNAMENT

- Give the Handicap Chairperson the master score sheet and all scorecards.
- Give the hole markers and 50/50 raffle tickets to the representative from the club hosting the next CSRA WGA tournament.
- Give 50/50 money and Memorial Cup money to the Treasurer as soon as possible following the tournament.
- Complete the **Stroke Play Tournament Results (Form SF-3)** and submit a copy to the Treasurer, and Publicity and Handicap Chairpersons at the end of the tournament.
- Complete the **Stroke Play Financial Report (Form SF-4)** and submit a copy to the Treasurer and the Handicap Chairperson no later than the next board meeting.

LADY/PRO TOURNAMENT PROCEDURES

Lady pro is open to any CSRA WGA member who meets the eligibility requirements (By-Laws, Section 2 and Section 4).

The purpose of this one-day tournament is for each member club to honor its pro by inviting him or her to participate in a special tournament.

The tournament is held annually in June. Tournament dates should be selected at the convenience of the host club and if possible should not conflict with GA / SC state tournament dates and the CSRA WGA clubs' major events.

The host club is the CSRA WGA member club that is assigned for that year on the master calendar rotation.

To encourage the maximum participation, there are two divisions in this tournament: (1) the Pro Division; and (2) the Amateur Division.

The Pro Division consists of teams which have four members: an active card-carrying PGA professional (a club pro or an assistant pro) and three ladies who are members of the CSRA WGA.

The Amateur Division consists of teams which have four members: a male or female not a member of CSRA WGA, but is a member of a member club and three ladies who are members of the CSRA WGA.

The format is two best net balls of the team. All pros play scratch and other team members use net scores (85% of course handicap).

All men and women play from the designated tees for that day. Female pros play from the designated ladies tee.

ELIGIBILITY

The host club will establish the maximum number of players for their course which in turn will determine the total number of teams allowed.

Each CSRA WGA member club is allocated two teams. All members of the team must be from the same club. Clubs that are able to field more than two teams may apply for additional spots. Additional spots will be determined by a draw supervised by the Lady/Pro Chairperson at the Board meeting prior to the event, with preference given to pro teams.

Member clubs' representatives determine qualifying requirements for their teams. Participation in the CSRA WGA is strongly encouraged to determine team members.

TEAM ENTRY FEE

All fees will be determined by the Lady/Pro Chairperson. Each team will be charged an entry fee, a lunch fee and a cart fee. The fees will vary each year and will be included in the invitation.

No entry fee is charged for the pro or amateur. Each team is encouraged to pay the lunch and cart fee for their pro and amateur; however, this is up to the discretion of each club.

Example:	4 cart fees @ \$15 per player	\$60.00
	4 lunches @ \$12 each	\$48.00
	3 entry fees @ \$10 each	<u>\$30.00</u>
	Total team fee	\$138.00

INVITATION AND TOURNAMENT ENTRY SUBMISSION

An invitation, a sign-up sheet and an entry form is distributed to each member club a month prior to the event. (**Forms LP-1, LP-2 and LP-3**). A rain date needs to be included on the invitations. The rain date should be within two weeks, if possible, after the original play date.

If the field is to be limited, it must be stated on the invitation.

Each club's representative submits a completed entry form with the check covering her club's entries to the host club and a copy of the entry form to the Tournament Chairperson. This must be received by the registration deadline. The Host club has the discretion to accept late entries.

CANCELLATIONS

Individual cancellation

If a team's pro is unable to play on the day of the tournament, another pro from the field will be given to them by a blind draw. If a member player is unable to play, an alternate from the club roster may be selected.

A full refund shall be given if the cancellation is made at least one week prior to the tournament, or at the discretion of the host club. A refund of the cart fee only may be made if the host club's representative is notified of the withdrawal by 6:00 p.m. the day prior to the day of the tournament. No fees will be refunded after the tournament begins. This policy applies to all CSRA WGA tournaments.

Tournament cancellation

If the host club's representative for any tournament does not receive a minimum of 40 individual entries, she has the option to cancel the tournament and must refund all entry fees.

RULES

The CSRA WGA rules will be followed.

The **Terms of Competition** created for the Lady/Pro tournament (**Form LP-6**) will be followed.

The host club prepares a local rule sheet. The local rules sheet designates any special conditions unique to that golf course (e.g., ground under repair, environmentally sensitive areas.)

The Rules Committee for that day is responsible for any rules questions.

MARSHALS

Marshals are selected by the host club. Marshals are to be instructed and given a copy regarding their duties and the use of the **Pace of Play Policy (Form G-2)**.

FLIGHTS

There are two flights: (1) Pro Division and (2) Amateur Division.

DETERMINING WINNERS AND TIES

There will be a \$50 gift card for the winning low pro and a perpetual plaque for the first place net team in each division. Prizes will be awarded to 25% of the field, not to exceed three teams in each division. The amount of the prizes will be determined by the total entry fees. The suggested distribution for the each division is 30% for first place net, 15% for second place net, and 5% for third place net.

Ties

All ties are settled by a scorecard play-off following the USGA recommended procedure adopted by the CSRA WGA.

- 1) best score for the last nine holes (10-18)
 - 2) best score for last six holes (13-18)
 - 3) best score for the last three holes (16-18)
 - 4) best score for the 18th hole
 - 5) best score on holes 4-9
 - 6) best score on holes 7-9
 - 7) best score on hole 9
 - 8) either declare a tie or flip a coin
-

COMPLETION OF PLAY DUTIES

Host Club

- Collect scorecards from players as they finish
- Check each scorecard for two signatures and a score for each hole
- Submit cards to the members of the Scoring Committee

- Ensure CSRA WGA hole markers are given to club hosting the next tournament

Scoring Committee

- Check the addition of the hole scores
 - Apply the scorecard handicap to determine each player's net score
 - Post on scoreboard
 - Give scorecards and scoreboards to Handicap Chairperson
-

AFTER THE TOURNAMENT

The host club representative should complete:

- the **Lady/Pro Tournament Results (Form LP-4)** and submit a copy to the Treasurer, and Publicity and Handicap Chairpersons at the end of the tournament.
- the **Lady/Pro Financial Report (Form LP-5)** and submit a copy to the Treasurer and the Handicap Chairperson no later than the next board meeting.

The representative gives funds for the Memorial Cup and 50/50 raffle or Closest to the Pin to the Treasurer as soon as possible following the completion of the tournament.

LADY/PRO TOURNAMENT EVENT CHECKLIST

TWO MONTHS PRIOR TO THE TOURNAMENT

- Fill out the **Tournament Invitation (Form LP-1)**.
- Fill out the top portion of the **Tournament Sign-up Sheet (Form LP-2)**.
- Make enough copies of both forms for each member club.
- Place invitations and sign-up forms in the clubs' folders at the board meeting one month prior to the scheduled tournament.
- If you miss placing the forms at the appropriate board meeting, you are responsible for mailing (or emailing) the forms to each member club.

MONTH OF THE TOURNAMENT

- At the monthly board meeting of the scheduled event, collect checks and entry forms from all clubs that plan to attend the event.
- Club entries are accepted only from representatives (or their alternates) at board meetings or mailed in by designated date. Host club has the discretion to accept late entries.
- Identify who will serve on the Rules Committee for the tournament.
- Identify who will serve as the Scoring Committee for the tournament.
- Obtain the plaques from last year's winners: pro division and amateur division.

HOST CLUB RESPONSIBILITIES

- Get the **CSRA WGA hole markers** from the club hosting the previous tournament.
- Line up club volunteers to do the following:
 - ___ a. Unload cars and get bags on golf carts.
 - ___ b. Check in participants, handout scorecards, and handle 50/50 raffle.
 - ___ c. Be a spotter for difficult/blind shot holes on the course. Review responsibilities and procedures with the spotters; be sure they have copies of the CSRA WGA **Spotter Policy (Form G-3)**.
 - ___ d. Be one of two marshals: one for the front nine holes and one for the back nine. Review responsibilities and procedures with the marshals. Provide copies of the CSRA WGA Pace of Play Policy (Form G-2).
 - ___ e. Receive scorecards and confirm two signatures and a score for each hole at the end of play.
 - ___ f. Write out winners' gift certificates or gift cards.
- Secure a private room/area to be used by the Scoring Committee.
- Print alphabetical list, flight list, list of pairings, and cart signs from information given to you by the Tournament Chairperson.

- Use Tournament Chairperson scoreboard for posting final scores for each Division. Include the following:
 - each player's full name
 - each player's home club
 - a place to post the net score for each team

- Create a scoreboard for posting only the Pro's scores. Include the following:
 - each Pro's full name
 - each Pro's home club

- Finalize the luncheon count with the club's food managers.

- Remind all volunteers of their assignments and responsibilities.

- Print copies of the following:
 - local rules
 - the names of the people serving as the Rules Committee
 - **CSRA WGA Rules of Competition (Form G-1)**
 - **CSRA WGA Lady/Pro Terms of Competition (Form LP-6.)**

- Review responsibilities and procedures with the marshals; be sure they have copies of the CSRA WGA **Pace of Play Policy (Form G-2)**.

- Review responsibilities and procedures with the spotters; be sure they have copies of the CSRA WGA **Spotter Policy (Form G-3)** for helpful tips.

LADY/PRO DAY-OF-THE-TOURNAMENT CHECKLIST

BEFORE PLAY

- Make sure someone has put all cart assignments on the carts.
- Post the flight and pairings list in visible spots.
- Set up a registration table to pass out scorecards and sell 50/50 tickets.
- Put CSRA WGA hole markers on the appropriate teeing grounds on the course so players can see hole numbers as they approach.
- Put a copy of the CSRA WGA **Rules of Competition (Form G1)** and **Terms of Competition (LP6)** on every cart.
- Post the scoreboard in a prominent place for after-play posting of scores.
- Arrange to have 2-3 people available at end of play to collect cards, confirm two signatures, and a score for each hole and take them to the scoring committee (continually as players finish play – don't "hold" any more than 4 cards).
- Inform the players (during the pre-tournament announcements) where they are to turn in their scorecards.

AFTER PLAY

Host Club

- Collect scorecards and confirm two signatures and a score for each hole.
- Submit cards to the members of the Scoring Committee.
- Make sure all CSRA WGA hole markers have been collected
- Give the Publicity Chairperson and the Handicap Chairperson a copy of the alphabetical list.
- Announce the winners and present the gift certificates/cards.
- Draw for the 50/50 winner last.

AFTER THE TOURNAMENT

- Give the Handicap Chairperson the master score sheet and all scorecards.
- Give the hole markers and 50/50 raffle tickets to the representative from the club hosting the next CSRA WGA tournament.
- Give 50/50 money and Memorial Cup money to the Treasurer as soon as possible following the tournament.
- Complete the **Lady/Pro Tournament Results (Form LP-4)** and submit a copy to the Treasurer, and Publicity and Handicap Chairpersons at the end of the tournament.
- Complete the **Lady/Pro Financial Report (Form LP-5)** and submit a copy to the Treasurer and the Handicap Chairperson no later than the next board meeting.

MONTENYOHL CHAMPIONSHIP TOURNAMENT PROCEDURES

The CSRA WGA Montenyohl Tournament is a three-day stroke play tournament held at the end of the season at three different member courses, making sure both states are represented (By-Laws, Article III, Section 3). The courses to be played are shown on the CSRA WGA master calendar and tournament schedule. This tournament is open to any CSRA WGA member who meets the eligibility requirements (By-Laws, Article II, Section 2 and 4).

A representative from each of the hosting member courses assists the Montenyohl Tournament Chairperson in planning and conducting the tournament. The CSRA WGA Tournament Chairperson and the past Montenyohl Tournament Chairperson serve as advisors to the current Montenyohl Tournament Chairperson. The Chairperson may appoint other committee members as needed.

ELIGIBILITY

Montenyohl is open to any CSRA WGA member who meets the eligibility requirements (By-Laws, Section 2 and Section 4) and must have 20 computed scores in the last nine months. A player may be allowed to play if they have less than 20 scores in nine months if there are extenuating circumstances, and it is approved by the board.

ENTRY FEE

The Montenyohl Tournament Chairperson sets the tournament entry fee, based on the cost of carts, the awards luncheon, and all prizes and expenses. (There is no lunch planned for the first two days of the tournament.) The representative at each member club submits her entries and entry fees to the Montenyohl Tournament Chairperson. These must be received by the registration deadline.

INVITATION AND TOURNAMENT ENTRY SUBMISSION

The Montenyohl Tournament Chairperson establishes the registration deadline at least three weeks prior to the tournament with a cancellation deadline at the discretion of the Montenyohl Tournament Chairperson for a full refund. The Montenyohl Tournament Chairperson must indicate specified dates for the two deadlines. At least three weeks prior to that deadline, the Montenyohl Tournament Chairperson provides an invitation and Entry Form to all member club representatives. (**Forms MC-1 and MC-2.**) The invitation specifies the date for the handicap index to be used.

If the field is to be limited, it must be stated in the invitation.

Each club's representative submits a completed entry form to the Montenyohl Tournament Chairperson, accompanied by one check covering her club's entry fees. This must be received by the registration deadline established by the Montenyohl Tournament Chairperson.

(Montenyohl Procedures continued)

CANCELLATIONS

The Montenyohl Tournament Chairperson must post the refund policy on the entry form. The Montenyohl Tournament Chairperson may refund cart fees only, according to each club's refund policy, if the Chairperson is notified by 6:00 p.m. the day prior to the first day of the tournament. No fees will be refunded after the tournament begins.

RULES

The CSRA-WGA rules will be followed.

The host club prepares a local rule sheet. The local rules sheet designates any special conditions unique to that golf course (e.g., ground under repair, environmentally sensitive areas.)

The Rules Committee for that day is responsible for any rules questions.

MARSHALS

Marshals are selected by the host club. Marshals are to be instructed and given a copy regarding their duties and the use of the **Pace of Play Policy (Form G-2)**.

FLIGHTS

- Players are flighted according to handicap by the Tournament Chairperson.
 - Each flight should consist of no fewer than eight (8) and no more than twelve (12) players, except when there are entries with identical handicap indexes that cannot be separated.
 - The handicap spread in each flight should be as close to seven (7) strokes or less as possible.
 - Pairings may be made within a two-flight spread. For example, a person in the second flight could be paired with players in either the first or third flight. Whenever possible, foursomes should be made up of members from different clubs.
 - The Host Club Representative should seek the assistance from the club pro in determining starting hole assignments and forward this information to the Tournament Chairperson.
 - Pairings for the first and second rounds are determined by the player's handicap. Final round pairings are made using the combined scores of the first two days. Pairings are sequential (1,2,3,4 etc.) in all flights. At the discretion of the Tournament Chairperson, pairings may be made within a two-flight spread in order to complete a foursome. The top four golfers/leaders in each flight should be grouped as a foursome within that flight on the final day.
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WITHDRAWALS

Any player who begins the event but drops out of the tournament prior to or during a round is not eligible to continue in the tournament. If she withdraws during a round, she must leave the golf course as soon as possible and may not continue play. Players who withdraw are permitted to attend the award luncheon.

(Montenyohl Procedures continued)

NO CARD

NC is not permitted in the Montenyohl tournament.

DISQUALIFICATIONS

Any player who is disqualified during the tournament is not permitted to play on any succeeding day. Players who are disqualified are permitted to attend the award luncheon.

DETERMINING WINNERS AND TIES

Winners

Trophies are awarded to the champion, the runner-up. The champion and runner-up are automatically removed from flight competition.

A prize is awarded to each day's medalist, including ties.

Three prizes are awarded in each flight, based on the total three-day scores.

Ties

Ties for the tournament champion and/or tournament runner-up will result in an on-course sudden-death playoff, beginning on hole #1.

A rules official accompanies the players and is responsible for preparing the scorecards, recording the scores, and reporting the results to the scoring committee.

If there is no tie for champion, but there is a tie for tournament runner-up, then the tie(s) will be settled through an on-course sudden-death playoff beginning on hole #1.

If the course is deemed unplayable by the committee, then the champion and runner-up will be decided by a scorecard playoff.

The player who does not win the tournament runner-up playoff will have her tournament score re-entered for flight competition.

Flight ties are settled by a scorecard play-off following the USGA recommended procedure adopted by the CSRA WGA.

- 1) best score for the last nine holes (10-18)
 - 2) best score for last six holes (13-18)
 - 3) best score for the last three holes (16-18)
 - 4) best score for the 18th hole
 - 5) best score on holes 4-9
 - 6) best score on holes 7-9
 - 7) best score on hole 9
 - 8) either declare a tie or flip a coin
-

(Montenyohl Procedures continued)

COMPLETION OF PLAY DUTIES

Host Club

- Collect scorecards from players as they finish
- Check each scorecard for two signatures and a score for each hole
- Submit cards to the members of the Scoring Committee
- Ensure CSRA WGA hole markers are given to club hosting the next tournament

Scoring Committee

- Check the addition of the hole scores
- Post on scoreboard
- Give scorecards and scoreboards to Handicap Chairperson

Montenyohl Tournament Chairperson

- Prepares the **Tournament Results (Form MC-3)**
 - Announces winners
 - MC's the luncheon
-

AFTER THE TOURNAMENT

The Montenyohl Chairperson will:

1. complete the **Financial Report (Form MC-4)**
 2. have trophies engraved if the winners wish, or the winners can do this themselves and submit bills to the Treasurer.
 3. send thank you notes to each hosting club
 4. prepare a report with suggestions to be shared at the next board meeting.
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MONTENYOHL CHAMPIONSHIP TOURNAMENT CHAIRPERSON'S GUIDE

TOURNAMENT SCHEDULING AND TIME LIMITS

1. Tournament dates should be selected at the convenience of the host club and if possible should not conflict with GA/SC state tournament dates and the CSRA WGA clubs' major events. Work with the other host CSRA WGA clubs to establish the order of courses to be played and which club will host the luncheon. Give the host clubs information regarding their tasks and responsibilities.
2. At least six months prior to the entry deadline, meet with the catering service of the club that will host the luncheon.
3. Two months prior to the entry deadline, distribute flyers to each club advertising the tournament.
4. One month prior to the entry deadline, distribute the Tournament Invitations and Entry Forms to all club representatives. **(Forms MC-1 and MC-2)**.
5. All entries must be submitted by each club's representative. No entries are to be accepted from individuals or after the entry deadline.
6. There are no rain-dates for the Montenyohl tournament. In case of inclement weather, the tournament will be played unless the professional staff at the host club deems the course unplayable. If any day of the tournament is cancelled, the tournament is shortened to 36 holes. If any portion of a day is cancelled, the tournament committee will determine the tournament length. If rain forces cancellation on the final day, the luncheon and prizes will still take place that day.

ENTRY FEES & PRIZES

1. The entry fee consists of the following:
 - Minimum \$20 per entry for prizes
 - Cart fees for three days
 - Luncheon fee
2. Estimate the number of flights based on prior Montenyohl tournaments to establish entry fee. Purchase three prizes per flight after flights are done by tournament chairperson. If possible, arrange with the merchant for the return of any unused prizes.
3. When tournament entry fees are received, give the checks to the Treasurer. Let the Treasurer know the daily cart fee charges and the cost of the luncheon. She will pay for these items each day. Request additional monies from the Board if funds are needed for the purchase or repair of trophies or for engraving costs.

continued

(Montenyohl Chairperson's Guide continued)

AFTER EACH DAY'S PLAY

1. The Montenyohl Chairperson should have people assigned to check each scorecard for two signatures and a score for each hole.
2. Give the Publicity Chairperson and Handicap Chairperson a copy of the alphabetical list.
3. Ensure CSRA WGA hole markers have been collected and given to the representative from the club hosting the next day's round.

HOSTING THE LUNCHEON

1. Inform food management of the number of people attending the luncheon.
2. Arrange for a head table and a gift table.
3. Designate an area for pictures and help keep traffic flowing in an orderly fashion during presentations.
4. MC the luncheon

MONTENYOHL CHAMPIONSHIP TOURNAMENT CHAIRPERSON'S CHECKLIST

- Make arrangements with the catering service of the host club of the luncheon
- Obtain the trophies from last year's winners: champion and runner-up
- Contact the Publicity Chairperson and review with her how publicity is to be handled (i.e. call media outlets prior to and during tournament to confirm information sent to them was received).
- Obtain from the Handicap/Memorial Cup Chairperson a list of awards and presentations that need to be made on the final day.
- Make sure those persons making presentations are given an agenda to know their turn in the awards presentations.
- Make sure the President is included in awards presentation to pass on gavel to the incoming President and her time to receive the outgoing gift.
- Prepare agenda:
 - Welcome and Intro of President and Co-Chairs – Montenyohl Chair
 - President's Welcome - President
 - Montenyohl Tournament Awards – Montenyohl Chairperson
 - Daily Medalists
 - Flight Winners
 - Runner-Up
 - Champion
 - Most Improved Golfer – Handicap Chairperson
 - Perfect Attendance Awards – Handicap Chairperson
 - Memorial Cup Awards – Handicap Chairperson
 - Top 10% point earners
 - Total Net Point Winner
 - Total Gross Point Winner
 - Overall Total Point Winner
 - 10 Year Service Awards - President
 - 15 Year Service Awards - President
 - Lifetime Membership - President
 - Presentation of the President's Gift – Past President
 - President's Final remarks and passing the gavel – President
- Contact the hosting clubs' representatives one week prior to the tournament and review their tasks and responsibilities with them.
- Obtain poster board from last year's Montenyohl Chairperson to be used to display the players' daily scores for all three days and tournament score totals. Each flight should be listed.

(Montenyohl Chairperson's Checklist continued)

- Working with the host clubs representative, obtain the starting hole assignments for each course and give information to the Tournament Chairperson.
- Provide the final day host club representative with the following information:
 - Number and names of those to be seated at a head table
 - How the gift table should be set up
 - Final number of paid lunches.

AFTER COMPLETION OF PLAY

- Collect scorecards from players as they finish
- Check each scorecard for two signatures and a score for each hole
- Submit cards to the members of the Scoring Committee
- Ensure CSRA WGA hole markers are given to club hosting the next tournament

SCORING COMMITTEE

- Check the addition of the hole scores
- Post on scoreboard
- Give scorecards and scoreboards to the Handicap Chairperson

AFTER THE TOURNAMENT

- Make sure all CSRA WGA hole markers have been collected and given to the representative from the club hosting the next CSRA WGA tournament.
- All scorecards and scoring sheets go to the Handicap Chairperson.
- Have trophies engraved if the winners wish, or winners can do this themselves and submit bills to the Treasurer
- Send thank you notes to each hosting club's professional and staff.
- Prepare a **Financial Report (Form MC-4)**. Make copies for all board members and present it at the next meeting.
- Prepare a report with suggestions to be shared at the next board meeting.

MONTENYOHL CHAMPIONSHIP TOURNAMENT REPRESENTATIVE CHECKLIST

TOURNAMENT SCHEDULING AND CHECKLIST

- Work with the Montenyohl Tournament Chairperson on determining dates for the tournament, the order in which the courses will be played, and which club will host the luncheon. If you feel that your club cannot host a Championship luncheon or does not have an adequate facility, notify the Chairperson.
- Confirm tournament dates with the club's professional.
- Provide the Chairperson with the cost of carts and the luncheon cost when determined.
- Seek assistance from the club pro in determining starting hole assignments and forward this information to the Tournament Chairperson.
- Print alphabetical list, flight list, list of pairings, and cart signs from information given to you by the Tournament Chairperson.
- Line up club volunteers to do the following:
 - ___ a. Place the CSRA WGA hole markers on the holes.
 - ___ b. Unload cars and get bags on golf carts.
 - ___ c. Check in participants and handout scorecards.
 - ___ d. Be a spotter for difficult/blind shot holes on the course. Review responsibilities and procedures with the spotters; be sure they have copies of the CSRA WGA **Spotter Policy (Form G-3)**.
 - ___ e. Be one of two marshals: one for the front nine holes and one for the back nine. Review responsibilities and procedures with the marshals. Provide copies of the CSRA WGA **Pace of Play Policy (Form G-2)**.
 - ___ f. Receive scorecards and confirm two signatures and a score for each hole at the end of play.
 - ___ g. Write out winners' gift certificates or gift cards.
- The host club prepares a local rule sheet that designates any special conditions unique to that golf course (e.g., ground under repair, environmentally sensitive areas.)
- Tournament chairperson will print scorecards and give them to the club representative.

AFTER PLAY

- Collect scorecards and confirm two signatures and a score for each hole.
- Submit cards to the members of the Scoring Committee.
- Make sure all CSRA WGA hole markers have been collected and given to the host club of the next CSRA WGA tournament.