

El Segundo Golf Club
Tournament Committee Responsibilities

Under the guidance of the Tournament Chair, following are the Tournament Committee Responsibilities:

Tournament committee meets to discuss

- Group responsibilities
- Individual responsibilities

Proposal & Approval by ESGC

- Days for tournament (weekend or weekday)?
- # of tournaments per year?
- Expected number of players?
- Desired start times?
- Localations (close or combination with some further)?
- Potential for travel for any tournaments (e.g., by bus)?
- Type and total amount of prizes per tournament (e.g., for Gross, Net, Callaway, Closest to Pin, etc.)?

Schedule annual tournaments

- Schedule tournaments for the following year, taking into consideration any holidays or major events
- Receive & review contracts
- Return executed contracts with deposits; reimburse through ESGC Treasurer

For each tournament – in advance

- Distribute tournament information (course, date, fee, format)
- Collect sign-ups; tournament fee collected either by ESGC Treasurer, Tournament Committee, or online through website elsegundogolfclub.com under tab “ESGC Events”
- Distribute reminders for sign-ups
- Finalize player list 10 days prior to settle payment balance to course; reimburse through ESGC Treasurer
- Through Handicap Chair, get current index for each player and identify Callaway players
- Calculate course handicap based on selected tees (based on slopes, ratings, distances, and par)
- Schedule and distribute pairing list (taking into consideration those wanting to play together)
- With ESGC Treasurer, identify those who have not paid for collection of late payment fee at the course

Day of tournament

- Bring award stakes (e.g., Long Drive, Closest to Pin, etc.)
- Bring handout sheets with pairings and award holes
- Start tournament; adjust as necessary for “no shows” and/or additional players
- Give award stakes and ESGC Scorecard Box to 1st scheduled group
- Calculate scoring as players finish, including Gross, Net, and Callaway; use SCGA recommended procedures for tie-breakers
- Collect award stakes from last group finishing
- Purchase awards; reimburse through ESGC Treasurer
- Award all prizes
- Provide adjusted gross and net scores to Handicap Chair for posting
- Post tournament results by email and on website elsegundogolfclub.com under tab “ESGC Events”