

# ***VIRGINIA BEACH SENIORS GOLF CLUB***

## **TOURNAMENT COMMITTEE DUTIES**

Revised February 2025

### COMMITTEE ASSIGNMENTS

Tournament Committees are assigned from among club members for administration of the weekly tournaments. The 3-man Committee will be made up of a Tournament Committee Chairman (TCC) and two assistants (Scoring Assistant & Cashier Assistant). The Tournament Committees for each season will be recruited and scheduled by the club's Past President (PP). The Committee will be assigned for a term of four consecutive weekly events. The assignments will be finalized after annual membership renewals are completed. The assignment roster and this document will be emailed to each committee member on the roster and posted on the VBSGC website ([www.vbgolf.club](http://www.vbgolf.club)). TCC training will be conducted by the TD/BOD during March prior to the season beginning. Once Tournament Committee assignments are published for the year, the TCCs of the 3-man committees and the committee members are then responsible for arranging their own member substitutes if needed, and for notifying the Past President (PP) and the Secretary of any changes so they can update the committee schedule that is posted on the web site and placed in the "football".

### THE "FOOTBALL"

The VBSGC PP will coordinate the preparation of the club TCC briefcase (aka "football") prior to the beginning of the season. It will include a 3-ring tabbed binder with: (1) Tournament Committee Duties, (2) Tournament Committee assignment schedule, (3) Approved Playing Schedule and Approved Playing Tees a for the current season, (4) Supply of weekly Standard Announcement forms, (5) Supply of Weekly Tournament Data Report forms, (6) Guidelines for Keeping Score, (7) VBSGC Club Local Rules, (8) Club Championship Rules, (9) Policy Documents (Constitution and Bylaws, Guests, Hole-In-One, Awarding Prize Moaney), and (10) a supply of current version Membership Application blanks. Pens, pencils, eraser, two small dry erase whiteboards, dry erase markers, a calculator and the full USGA Rules of Golf rulebook dated January 2019 will also be included in the briefcase. Four dozen golf balls will be provided along with the briefcase for the four weeks closest to the pin (CTP) prizes. The PP will deliver the briefcase, golf balls and the club's bull horn to the first TCC and then coordinate the resupply of expendable materials and balls as necessary throughout the season.

### COMMITTEE RESPONSIBILITIES & GUIDELINES

1. The TCC for the first block of four weeks will take custody of the club briefcase from the PP. Successive monthly TCCs will obtain it from the previous month's TCC. Upon receipt of the "football" each TCC should check the supply of expendables (Std Announcements, Weekly Tournament Data Report blanks, membership applications, golf balls) and notify the PP/Secretary if resupply is needed. The TCC for the last block of four weeks will deliver it to the PP after the final match for safekeeping between seasons.

#### **2. Match Preparation**

a. One Week Prior to Each Match. The TCC for that match should coordinate with the S-S-H

committee assigned scheduler for the cycle who will do the next week's pairings. The person doing the next pairings will usually be the one taking the scoresheets from the TCC after each week's game.

- b. TCC will determine the format of play for the next week (36 minus or Peers) and notify the scheduler who will do the pairings. Once every 4-week cycle the TCC shall designate the "Peers" format where play is flighted, and teams compete only against those in the same flight.
- c. The TCC will contact the next scheduled golf course to confirm the date, time, cost and course condition. He should also ask the course PGA Professional to set the tees up for the match as close as possible to the scorecard distances and remind him the pairings will be sent over on Monday. Confirm with the Pro Shop who will take out CTP markers and notify other committee members. A phone call made from the current week's course to the following week's course by the TCC after scoring is complete can make this action a routine event while closing out weekly. Phone numbers can be found on the playing schedule in the TCC notebook.
- d. The pairing sheet is needed by the pro shop not later than close of business on Monday for play on Wednesday morning. The scheduler doing the pairings will determine the number of members/teams playing, complete the Teams Report/Pairings sheet and send it to both the TCC and the course by Monday evening before play on Wednesday and ask the course for any feedback. . Course points of contact email addresses and phone numbers are included on the playing schedule in the binder in the football to use for coordination.
- e. The S-S-H Scheduler will edit the Teams Report/Pairings as necessary on Tuesday based upon feedback from the golf course and then publish the Teams Report/Pairings to the membership by 2:00 PM on Tuesday. The email transmitting the Teams Report shall include the name, email address and cell phone number of the TCC who then assumes POC duties for subsequent changes.
- f. After the pairings are published the TCC should be prepared to receive scheduled members and guests late notices of cancellation via phone and/or email. If at all possible make any necessary pairing adjustments the night before to avoid confusion the morning of the match.
- g. On Tuesday evening the TCC should check (verify) on the published Playing Schedule (copy provided in the football & on WEDGE) what color tee boxes will be used for both Senior and Next Forward tees.
- h. It is strongly suggested that TCC should fill out the first six lines of the standard announcements form the night before. He should also fill out the date, course, and number of members and guests scheduled from the Teams Report the night before.

### 3. **Day of the Match - Prior to Play:**

- a. Committee should all arrive at the course early (about 55-60 minutes minimum). Consider carpooling together.
- b. The TCC should do the following:
  - 1) Check with the Pro shop for any messages left there. If there are any such notices make the necessary last-minute pairing adjustments and communicate ALL pairing changes to the other committee members.
  - 2) Tape a copy of the most currently updated pairings sheet to the windshield of a cart that everyone has to walk past upon their arrival.
  - 3) Verify with the Pro shop the course's cart rules for the day and any cart path only holes for the day. *Write them on announcement sheet.*
  - 4) Check with Pro shop on course conditions to find out if it is muddy in order to determine whether "preferred lies in own fairway" OR "lift clean and place through the green" will be

- used per club local rules. This is a club TCC decision to make for the match (not the course, or PGA Pro) based on expected/reported conditions. *Write on the announcement sheet.*
- 5) Verify with Pro shop how pin positions will be marked and *write on announcement sheet.*
  - 6) If there are more than four Par 3's on the course verify with Pro shop which are the four CTP holes, and again verify who will take out and retrieve CTP markers. *Write on the announcements sheet.* The Club will play CTP on only a maximum of four holes each week.
  - 7) Inform the Pro Shop of the club's plan for announcements. Use the VBSGC provided bull horn for announcements. *Hold the microphone against your lips.* If VBSGC bullhorn is unavailable or doesn't work ask the pro shop if they have a bull horn or public address system that can be used for making announcements. If one is available, arrange to use it for reading the announcements.
- c. The other two Committee members should carry a copy of the amended pairings sheet while concurrently doing the following:
    - 1) After making any pen and ink changes as necessitated by any late cancellations and adjustments, assist the scheduler in placing club generated scorecards on the carts.
    - 2) Disseminate any amended team pairings to the players and captains upon their arrival, making further adjustments if required for "no shows". **Report ALL "no show, no calls" to TCC, and club Secretary.**
    - 3) Be prepared, if requested, to remind the team captains and arriving players of the format, tees to be played and starting hole for their team.
    - 4) Verify with the TCC/Pro Shop who will take out the CTP placards. If they are to be taken out and retrieved by members, make sure the delivering and retrieving captains are aware of their responsibilities, and that the placard is on the proper delivery cart.
    - 5) Verify that every pairing has at least 3 players and that there are NO two-man teams and assist the TCC in making any required last minute adjustments. Remember to **report ALL "no show, no calls" to TCC, and club Secretary.**
  - d. At 8:15 (or 15 min before start) – committee shall call all players to their carts in the cart park.
  - e. At 8:20 (or 10 min before start) - TCC have players leave carts and gather around. Ask players to leave carts and huddle up around TCC close enough to hear what he says/reads, and to be quiet. Use the bull horn to read ALL the STANDARD announcements from the prepared sheet. Remind the team captain that he is responsible for the pace of play for his team, for enforcing the rules of play, and the club local rules.
  - f. At 8:25 (or 5 minutes before virtual shotgun) following the directions of the course staff with course marshal assistance send players out to starting holes on the course,...

#### 4. After Play of the Match:

- a. Committee gathers in clubhouse, find a table in a quiet corner, out of the way of the bar, restrooms, noise and away from any outside doors, and get set up to complete scoring.
- b. Scoring. Upon completion of play as team captains come in:
  - 1) TCC record and keep the Teams Report/Master Scoresheet – write legibly, use pencil in case of change or error.
  - 2) The Scoring Assistant receives scorecards and reports the team number, number of players and the team's Stableford point score to the TCC.
  - 3) The Scoring Assistant should use the two small white boards to inform waiting members of the updated team standings, i.e., 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places and CTP winners.
  - 4) The Cashier Assistant receives money for the number of players on the team (\$5 per player) and reports total money received from each group/team to TCC for recording.

- 5) The Cashier Assistant ensures the CTP placards are brought in from the course and distributes the sleeve of golf balls and a \$5 cash prize to the winners as soon as possible.
  - 6) All three committee members at the scoring table check and verify the scorecards for correctness and accuracy as you go, as best you can.
  - 7) As potential winning cards are identified lay them aside for more careful auditing by at least two of the three committee members. The final two auditors of the winning scorecards should affix their initials to the lower right-hand corner of the scorecards.
- c. Award Prizes. ***Carefully reaudit the winning scorecards***, and once the winning teams have been determined and verified, award the prize money as follows:
- 1) In 36-Minus format take \$20 from the ante pot and put aside for the four CTP winner's prizes (\$5.00 each).
  - 2) 1st place – 50% of the remaining pot, 2nd place – 30% and 3rd place – 20%.
  - 3) Ties. In the event of a tie, dispense the funds evenly (i.e., tied for 1st, divide the total of the 1st and 2nd place money; tied for 2nd, divide the total of 2nd and 3rd place money; tied for 3rd, divide the 3rd place money).
  - 4) Peers play format there will be one winning team in each flight and the prize money is the ante collected from only that flight is awarded to the winning team from the flight. For CTP on Peers play take \$5 from each flight's ante pot plus an additional \$5 from the pot of the flight with the most players and put \$20.00 aside for the four CTP winner's prizes (\$5.00 each).
  - 5) You must be carefully cognizant of flight assignments when figuring out PEERS winning teams and prizes. It is suggested that scorecards as they are turned in on Peers matches be sorted into three stacks, one for each flight, with the best score-to-target kept on top.
  - 6) It is the policy of the club to have four (4) CTP holes for each match. Scoring Assistant will award one sleeve of golf balls (3 balls) and \$5 cash to each of the CTP winners. CTP prizes are to be awarded as soon as the placards indicating the winners are received by the committee. Scoring Assistant should give the names of winners to the TCC for annotation on the bottom of the Teams Report/Master Scoresheet.
  - 7) If any winning team fails to have at least one member present to receive their team's cash prize the TCC shall give that team's prize money to the Treasurer for deposit in the treasury.
- d. Closeout. Complete the Teams Report/Master Scoresheet, identifying the three winning teams. Also fill out separately the Weekly Tournament Data Report (winning team member's names and their team's dollar amounts paid), the CTP winners, and weather and course conditions information. Use the Notes section to record/report any irregularities or issues, especially note names of anyone who was a **No Show/NoCall**. Give the scorecards, corrected Teams Report/Master Scoresheet and the Weekly Tournament Data Report to the following week's scheduler. This is also a good time to establish the format for the next week and call the next course and confirm the VBSGC visit on the following week, any course issues, the roughly anticipated number of players, and inform them the pairings will be mailed to them on Monday.
- e. Turnover. After closing out your fourth week's event pass the football and the bull horn to the next TCC, and if necessary let the PP and/or Secretary know if replenishment of the football is needed. Also pass along any lessons learned or suggestions for a smooth tour as TCC to your successor, the PP and the Secretary..
5. Rules Interpretations. The VBSGC Rules Committee is made up of the Board of Directors and is chaired by one of the club's Directors-at-Large as appointed by the Board of Directors at each year's Winter Board meeting. A quorum of the Rules Committee for a weekly tournament shall consist of any three committee members present either physically or by phone. Any questions which arise in

the course of administering the weekly tournaments regarding the interpretation of the Rules of Golf, the Club Local Rules or the Club Championship Rules should be referred immediately to the Rules Committee Chairman for resolution. If the Chairman is not available any member of the Rules Committee (i.e., BOD) may act as Chairman. The Chairman in consultation with a quorum of the Rules Committee, assisted by the hosting PGA Professional if required, will issue a ruling based upon the facts presented. NOTE: Neither the Tournament Committee nor the TCC are authorized to disqualify any teams or participants for any reason other than scorekeeping errors. Whenever a decision is required and rendered by the Rules Committee all those involved or impacted must be notified and have the decision explained.