

LWVGA GUIDELINES: TOURNAMENT CHAIRWOMAN

By-Laws:

The Tournament Chairwoman shall be in charge of all Tournaments sponsored by the Association. The Chairwoman (or her assistant) shall have the responsibility for purchasing awards for any and all events sponsored by the Association and shall see that engraving is made thereon, where necessary and proper. The Tournament Chairwoman shall be responsible for purchasing the President's token of recognition (and shall see that engraving is made thereon) and have it ready for presentation at the President's Day luncheon. The Tournament Chairwoman shall act as liaison for all joint tournaments with the LVMGA.

Responsibilities:

1. The Tournament Chairwoman oversees the LWVGA tournaments (with assistance from her Committee) and in coordination with the Vice-President who is responsible for providing the luncheon/social event following the Tournament (when applicable). These tournaments may include:

- a) **Eclectic Tournament** (April). This is a 2-day tournament (played on the same course). Decide if you are playing the ball down. First day of play should count for the current year's Special Game. Decide the pay out. Rule of thumb is 40% pay out of the field. Encourage participants to pay in cash if possible. Keep the cash that has been paid to you and only give the checks to the Treasurer (so that you do not have to get the cash back from the Treasurer for pay outs). Sort out the money the night before the tournament (hoping there would not be any ties). Closest to the pin receives \$5.00. All ties are paid in tournaments per our By-Laws. Cards are exchanged so players should keep a copy of the first day's score to know if they improve the second day score. Cards are turned into the pro-shop to be recorded and winners determined. Inform the Vice-President at least one week prior to the event so that she knows how many will be attending the social event.
- b) **Spring Fling Tournament** - This is a tournament (typically held in late April) in conjunction with the MGA. If the MGA is sponsoring the tournament, meet with the MGA Chairman to decide on the format of tournament, the cost, what the pay outs will be (typically 40% of the field), and the menu.
- c) **Lago Cup** (September). This is typically a 1 or 2-day tournament (determined by LWVGA vote). Decide on a theme for the tournament (e.g., The Haves and Have Nots). Check the notebook for prior themes. The field is divided in half. Decide on the format, keeping it simple. Limit field to the first 32 participants and then have a waiting list. Multiples of 4 are needed to add to the field to keep it even. Set a deadline (typically 1 week before the tournament date) and collect entry fee & lunch fees (if applicable) by the deadline. Keep the cash (for payouts) and give checks to the Treasurer for deposit. All money will be divided equally among the winning team. If needed, coordinate with the golf pro regarding flights & pairings. They will do the score cards and a score sheet also. Score cards are to be handed into the pro-shop (if determined by the LWVGA). See notebook for more details. Inform the

Vice-President at least one week prior to the event so that she knows how many will be attending the luncheon.

- d) **Fall Classic** (October). This is a tournament (typically held in October) in conjunction with the MGA. If the MGS is sponsoring this tournament, meet with the MGA Chairman to decide on the format of tournament, the cost, what the pay outs will be (typically 40% of the field), and the menu.
- e) **Club Championship** (October). This is a 2-day tournament and is open to all LVWGA 18 Hole members who have a USGA handicap based on scores played on the Lago Vista Golf Course. Twenty 18-hole rounds (5 of which were on LVWGA official play days) are required to compete. Required number of rounds must be on the handicap print out sheet on the month preceding the tournament. Awards include: LVWGA Champion, Legends Winner, Low Net of the Field, and Flights (determined by the number of players). Club Champion, Legends, and Low Net shall receive trophies and/or cash prizes. Inform the Vice-President at least one week prior to the event so that she knows how many will be attending the luncheon.

2. Each of these Tournaments require advance notification to the membership.

a) One month in advance, a tournament announcement should be sent via email to all members. Also send a copy of the announcement to the Webmaster Chairwoman for posting to the website. Reminders of the tournament should then be sent out every two weeks (at a minimum) until the tournament is held. The announcement should include: Tournament Name and description (including format), Date(s) and Time(s) of play, Entry Deadline, Fees, and sign up areas for those who will be competing and those who will only be attending the social event.

b) The Tournament Chairwoman coordinates with the Vice-President regarding the number of members (regular and social) that will be attending the social event. Collect any fees associated with this event prior to the deadline. According to LVWGA Standing Rule #20, a member will be responsible for any charge for meals unless canceled by 4:00 pm on the Sunday prior to the event. Members may cancel lunch with the Vice-President.

c) The Tournament Chairwoman is responsible for checking the eligibility of all players. They must be WGA Members, have a GHIN Handicap, and have the required number of play days in order to compete in the tournament.

d) Coordinate with the golf pro regarding flights and pairings, if needed. They also will do the score cards and a score sheet.

3. After each Tournament, the Tournament Chairwoman is responsible for sending information regarding the tournament (e.g., dates of play, type of game played, names of the winners) to the Communications Representative for distribution to all LVWGA members and to the Webmaster Chairwoman. The information should be sent immediately after play to ensure the information is distributed in a timely manner.

4. Additionally, the Tournament Chairwoman assists with the **Fall Classic** (an MGA/WGA event). The responsibilities associated with the Fall Classic is the coordination of food and beverage with the MGA.
5. The Tournament Chairwoman shall keep a Tournament notebook with information regarding each tournament that was held for the year. This notebook will be handed down to the new Tournament Chairwoman in January of the new year.
6. The Tournament Chairwoman shall attend all Board and General Meetings and be prepared to report on any activity occurring within her area of responsibility. If she or her assistant is unable to attend the meeting, the Tournament Chairwoman will inform the President prior to the meeting.
7. Any changes or questions regarding these Guidelines shall be referred to the President. These Guidelines will be updated on a yearly basis and sent to the President no later than November 1st of each year.

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