

GUIDE FOR HOSTING MONTHLY & CHAMPIONSHIP GMWGA TOURNAMENTS

Duty of the GMWGA Host Club Representative

The host club representative is responsible for planning and supervising the tournament in accordance with GMWGA Standing Rules and the following guidelines. The club rep should work closely with other members and employees of her club.

Pre-Tournament Tasks

1. Accept entry forms and fees from Club Representatives. Each club rep should refer members to the GMWGA 2017 Standing Rules to determine eligibility. The club rep should send one entry form and one check for all players from her club (\$5 per player). Entry deadline is generally the Tuesday before the tournament date but host club rep has discretion to set a different date but must communicate it to all Reps at least 2 weeks in advance of deadline date. Entrants must have an index of 40.4 or less, and 36 is the maximum handicap allowed for all tournaments. If there are less than 25 players, host club rep should contact GMWGA President to discuss possible tournament cancellation. Any changes to scheduled tournament will be emailed to all board members (which includes the club reps). Cart fees shall be paid the day of the tournament.
2. Monitor registration, send out email to all board members before the deadline, encouraging sign-up if it is low or to specific club reps if you haven't received registrations from them.
3. Appoint tournament committee and chairperson and assign responsibilities.
4. The Rules Committee shall consist of up to three (3) individuals: the host club pro, GMWGA Rules Chair, if present, and one of the following: a host club rules chair, women's association president, or the GMWGA club rep. This committee is responsible for interpreting the USGA Rules, knowing the local rules of the host club and arbitrating disputes.
5. Arrange for a ranger to answer course questions and monitor the pace of play. The ranger should not make rulings, unless he/she is a member of the rules committee.
6. Arrange for player assistant(s) to help with bags, greeters to check-in players, collect cart fee or direct them to the pro shop to pay cart fee.
7. Coordinate with the club pro and course personnel to provide good playing conditions and local rules. Ladies' tees and hole numbers should be easily identifiable, and the course should be clearly marked for out of bounds, hazards, ground under repair, drop areas, etc.
8. Prepare a rules sheet for players listing course conditions, rules of play and pace of play and any unique holes requiring different procedures. Members of the rules committee should also be listed.
9. Arrange for water and ice for players. The host club is not required to provide coffee, juice, or food items before/after play but should make them available for purchase.
10. Provide the host club pro a copy of these tournament guidelines.
11. For the Championship, contact the Vice President (vicepresident@GMWGA.org) to help locate the gross and net field Traveling trophies and ensure that they are at the Championship Tournament.

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Note: Many club professionals will do these things willingly, and more quickly, as these things are part of their day-to-day activities.

Tournament Set Up

1. To ensure that all GMWGA monthly tournaments are run consistently, it is important that all Host Club Reps follow these instructions. Prepare list of players from lowest to highest handicap index. Apply club slope for tees being played to determine handicap for each player. Players with a host Course handicap of 10 or less will be in the Championship Flight. There will be a separate Championship flight if there are 2 or more ladies with a course HC of 0-10. Divide the rest of the field (Course HC of 11 +) into sequentially-numbered flights (1st, 2nd, 3rd, etc.) using handicap.
2. Try to balance the number of players in each numbered flight trying to not exceed 16 players per flight. Use the guidelines below:
 - 24 - 48 players -- 3 flights (plus Championship Flight if 2 or more)
 - 49 - 64 players – 4 flights (plus Championship Flight if 2 or more)
 - 65 - 80 players – 5 flights (plus Championship Flight if 2 or more)
 - 81 - 100 players – 6 flights (plus Championship Flight if 2 or more)
3. Print an individual scorecard for each player, listing course handicap, starting tee, and flight.
4. As a general rule, use AABB and CCDD pairings, except for the championship, when like handicaps should be paired together. The host club has the discretion to assign groups of 3 (preferably), or 4 players. All players must ride in a golf cart. When possible, players from different clubs should be paired together and at least one player in each group should be familiar with the course.
5. Prepare golf cart identification cards with player names and starting holes.
6. Post three tee sheets, so players can see their starting holes and playing partners.
7. Prepare alphabetical listing of players for easier tournament check-in.

Tournament and Player Cancellation:

1. The tournament may be cancelled due to low participation (less than 25 players) or due to unfavorable weather conditions. This decision shall be made jointly by the host club rep,, the club professional, and the GMWGA President. The host club rep will ensure that all board members receive proper cancellation notice.
2. If cancellation occurs prior to the tournament day, entry fees should be returned to the club reps.
3. If cancellation occurs on tournament day, a 2-hour notice is preferred. If not possible, and if at least 16 ladies show up to play, the field and flight prize money may be awarded by using a name draw of those present. Any monies given by GMWGA Treasury should not be distributed and shall be returned to the Treasurer.
4. It is each club rep's responsibility to notify her club entrants of any cancellations, and to return any refunded registration fees.

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Club reps should notify host club rep of any player's cancellation by noon on the Friday before the tournament (\$5 may be refunded at the host club rep's discretion, but it is generally non-refundable.) If player cancels after this time, she must call the host club pro directly to cancel, but there will be no refund. No player shall send a substitute to the tournament.

Tournament Day

1. Ensure that everything is in place (carts, scorecards, rules sheets, pairings lists, etc.)
2. Collect cart fees
3. Shotgun start at 9:30 a.m. (10 a.m. shotgun for March, November, and Championship Tournaments).
4. Players should be checked in 30 minutes before tee time and in carts 10 minutes before tee time for introductions of host club professional, and host club rep.
5. USGA Rules govern play and scoring. Review rules sheets with players and answer questions.
6. The ball will be played as it lies, if course conditions permit. The host club pro will make that decision. In any case, if a player's ball lands in a divot in her own fairway, she may mark her ball and place it outside the divot, at the nearest point of relief.
7. During play, if a player is unsure of a rule or procedure, she may play a second ball without penalty, but must declare that she is invoking this rule. She must also state which ball she will score, if rules permit.
8. No cell phones are to be turned on, except for usage as GPS. During play, if a phone rings, the first offense of this rule will result in a warning, second offense results in a two stroke penalty and disqualification for a third offense.
9. Pace of Play: If a group is behind the allotted time of 15 minutes per hole, and at least one hole behind, the ranger or tournament committee will warn them. (The group in front of them must clear the par 4 or par 5 green when they reach the teeing area to be judged a hole behind).
THE GROUP SHALL HAVE TWO (2) HOLES TO CATCH UP WITH THE GROUP IN FRONT OF THEM, OR BE PLAYING WITHIN THEIR ALLOTTED TIME, OR A ONE-STROKE PENALTY MAY BE ASSESSED EACH PLAYER IN THE GROUP.
10. GMWGA enacts the following local rule for all tournaments: If you, your caddie, your partner or your equipment accidentally move a ball or ball marker on the putting green, there is no penalty and the ball should be replaced to the original position.

Scoring

1. Players should exchange score cards amongst their group. They may exchange with the player riding in their cart.
2. Scorecards should be reviewed, signed, and generally turned in to the scorer before players go to the parking lot to put away their clubs.
3. The score sheets or scoreboard should be large enough for players to see without excessive crowding around the scoring area.
4. The flights should be listed sequentially by name/number -- Championship, 1st, 2nd, 3rd, etc. Names within each flight should be listed alphabetically.

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5. Record the 18-Hole gross and net scores only. A player who elects to turn in a “No Card” should immediately cease playing, cross out her score, write in “No Card” and turn it in. This player will not be eligible for any prizes.
6. When winners are announced, please remind participants to post their score as a Tournament score (after any necessary decrease to any hole score that is over their maximum stroke based on their course handicap).
7. When all players are in, prizes will be determined for monthly tournaments in the following order:
 - a. Low Gross of the Field
 - b. Low Net of the Field
 - c. 2nd Low Net of the Field
 - d. Championship Flight – Low Gross only
 - e. Non-championship flights – low gross, low net, and 2nd low net
8. Players are eligible for one prize only – either Field or Flight

Tie Breakers for Monthly Tournaments

1. We will abide by the USGA procedures for breaking ties.
2. Tie for low gross:
 - a. Best score for the last 9 holes (#10-18) is winner. If scores are tied, go to next step.
 - b. Best score for the last 6 holes (#13-18) is winner. If scores are tied, go to next step.
 - c. Best score for the last 3 holes (#16-18) is winner. If scores are tied, go to next step.
 - d. Best score for the 18th hole is winner.
 - e. If this procedure does not break the tie, the winner should be determined by a sudden death match of cards beginning with the #1 handicap hole and so on.
 - f. Tie for Low Net and 2nd Low Net scores, use the same procedures as Gross but handicaps are deducted from the gross score accordingly and fractions of one-half stroke or more should count as a whole stroke, any lesser fractions are disregarded.

Prize Allocation for Monthly Tournaments:

1. Determine the total pool of prize money: \$_____.
2. Subtract \$2.00 from total pool of prize money available: \$_____.
3. Determine the number of flights and total prize units using the following table.
4. Divide the remaining pool of money (#2 above) by the number of total prize units to get a “cash unit.”
5. If cash unit is an uneven dollar amount, “round” (preferably up) to the nearest 25 cents.

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# Entries	# Flights	# Field Prizes	# Flight Prizes	# Champ Flight Prizes	# Total Prizes	Prize money available divided by total prizes equals CASH UNIT	“Rounded” CASH UNIT
24 – 48	3 plus champ flight	3	9	1	13	\$ _____	\$ _____
49 – 64	4 plus champ flight	3	12	1	16	\$ _____	\$ _____
65 - 80	5 plus champ flight	3	15	1	19	\$ _____	\$ _____
81 – 100	6 plus champ flight	3	18	1	22	\$ _____	\$ _____

6. FIELD PRIZES: The field low gross and field low net prizes will be one cash unit plus \$1.00 of the reserved pool of prize money. The field 2nd low net will be one cash unit.
7. FLIGHT GROSS PRIZE: Each flight low gross prize will be one cash unit.
8. FLIGHT 1ST LOW NET PRIZE: Each flight low net prize will be one cash unit.
9. FLIGHT 2ND LOW NET PRIZE: Each flight second low net prize will be one cash unit minus \$1.00.
10. If prizes are an uneven dollar amount, “round” (preferably up) to the nearest 25 cents.
11. Any unused cash over \$1 should be returned to the GMWGA treasury or may be applied toward host club prizes.

Other Prizes

1. If the Host Club or others want to provide prizes for closest to the pin, closest to the line contests, that is welcome. There is no limit on the number of prizes that any player may receive unless stipulated by the donor. GMWGA will discuss and determine whether to contribute to these prizes at each annual planning meeting.
2. If the Host Club would like to hold a 25/25/50 or 50/50 cash drawing at a GMWGA tournament, they must tell participants prior to purchasing a ticket what they have chosen the 50% will be used for: charity, event expenses, or something else.

Post-Tournament:

1. The Host Club Representative will email a list of the Flight and Field winners and a list of all players and cancellations within 3 days after the tournament to president@gmwga.org, vicepresident@gmwga.org and webmaster@gmwga.org

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2. Each club rep should encourage their club participants to post their tournament score (after any necessary decrease to any hole score that is over their maximum stroke based on their course handicap) to the GHIN system in a timely manner and follow-up with individuals who have not posted after the next GHIN update.

OTHER GUIDELINES FOR CHAMPIONSHIP TOURNAMENT

Tournament Set Up

Follow same guidelines as monthly tournaments.

Prizes and Tie Breakers for Championship Tournament:

1. Prizes are awarded in the following order:
Field Prizes: First Low Gross then First Low Net
Flight Prizes: First Low Gross, First Low Net, 2nd Low Gross, 2nd Low Net, 3rd Low Gross, and 3rd Low Net (if there are 39+ players).
2. Flight Prizes: First Low Gross, First Low Net, 2nd Low Gross, and 2nd Low Net (if there are 24-38 players).
3. Ties for the gross field champion shall be played off on the course. The host club pro will determine which hole(s) are to be played.
4. Other ties for Field and Flight will use procedure in "Tie Breakers for Monthly Tournaments".

Prize Allocation for Championship Tournament:

Prize pool = entry fees plus any contribution of money from the GMWGA Treasury. The amount to come from the Treasury will be determined each year at the Annual Planning meeting.

It is the responsibility of the GMWGA Host Club Rep and the Golf pro to compute the division of the registrants and prize monies according to the following allocation table. The GMWGA Club Rep should contact the GMWGA Treasurer who will provide any tournament funds and share an excel spreadsheet that models prize allocations based on # of registrants. Tournament fees and appropriated funds provided by the GMWGA Treasury should be used in their entirety as nearly as feasible for field and flight prizes.

1. Determine the total pool of prize money ($\$5 * \#$ of paid registrants): \$_____.
2. Prize money funded by the GMWGA Treasury: \$_____.
3. Total Prize Pool (sum of above amounts in steps #1 & #2):\$_____.
4. Based on # of registrants, use the table below to find the number of cash units: _____.
5. Divide the total prize money by the cash units(# 3 above divided by # 4 above), determines each Cash Unit Value. Field Low Gross and Field Low Net prize are each one rounded \$_____ cash unit

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# Registrants	# of Numbered flights	# Field prizes	# Champ Flight Prizes	# Flight Prizes	# Total Prizes	Total Cash Units	"Rounded" Cash Unit \$ Value
24 – 38*	3 plus champ flight	2	2	12*	16	9.2	\$ _____
39 – 50	3 plus champ flight	2	2	18	22	9.0	\$ _____
51 – 62	4 plus champ flight	2	2	24	28	11	\$ _____
63 +	5 plus champ flight	2	2	30	34	13	\$ _____

6. When there are 24-38 registrants, there will be 3 flights with 1st and 2nd Low Gross and 1st and 2nd Low Net for each flight. The Championship Flight will have 1st Low Gross and 1st Low Net.

- a. 1st Low Gross and 1st Low Net Prize value = 60% of a rounded cash unit value.
- b. 2nd Low Gross and 2nd Low Net Prize value = 40% of a rounded cash unit value.

7. When there are 39 or more registrants, there will be 1st, 2nd and 3rd Low Gross and 1st, 2nd and 3rd Low Net for each flight. The Championship Flight will have 1st Low Gross and 1st Low Net.

- a. 1st Low Gross and 1st Low Net Prize value = 50% of a rounded cash unit value.
- b. 2nd Low Gross and 2nd Low Net Prize value = 30% of a rounded cash unit value.
- c. 3rd Low Gross and 3rd Low Net Prize value = 20% of a rounded cash unit value.

8. In all of the prize values above, if there are uneven dollars or cents amounts, you can do some rounding up/down so that when all are summed, the prize total does not exceed the total funds in item # 3 and the unused pool dollars do not exceed \$4.99.

9. If there are less than 5 participants in the Championship Flight, then there will only be 1st Low Gross paid out. The monies that are calculated for 1st Low Net in the Championship flight will be divided by the # of remaining flight prizes (including Championship flight 1st Low Gross) and this amount will be added equally to each of the original calculated flight prize money (with rounding as necessary).

10. Any unused cash < \$5 can be used to support the host club prizes, expenses for the event or be returned to the GMWGA treasury.

11. In addition to cash prizes, there are GMWGA Championship Field Low Gross and Field Low Net travelling trophies given winners for the year. One of the GMWGA Officers will take the trophies to have them engraved with the winner's name and then make arrangements with the winners to get the trophies.