

# JACKSON COUNTY GOLF CLUB

## COORDINATOR'S GUIDE

Effective February 1, 2020

At club tournaments, the coordinator acts as the most visible member of the Committee - that group in charge of the tournaments. The Committee consists of the Course Operator (the management representative of the course being played), the Board of Directors of JCGC, and the Coordinator (as assigned to the event by the Board of Directors or the assigned substitute).

This document answers basic questions regarding the coordination and conduct of JCGC's regular Monday stoke play golf tournaments. It does not answer each question that may arise. If you need further help, do not hesitate to ask any Board Member or some of the "old timers".

### **Coordinator and the Scoring Team**

The Coordinator will work with the assigned member of the Scoring Team to complete the tournament. The Coordinator is responsible for the following tasks:

- a. communicating with club members the time and location of the tournament
- b. communicating with the course operator
- c. registering participants
- d. collecting fees for pool play
- e. recording for each golfer the tee to be played and whether the individual is in the Nassau and skins tournaments
- f. determining the optional rules in effect for the event
- g. setting pairings and order of play
- h. setting up CTP holes and arranging for distribution of the CTP markers
- i. collecting completed scorecards and CTP markers
- j. transmitting the needed scoring information to the Scoring Team
- k. preparing payout envelopes for distribution
- l. taking the CTP markers and the pay envelopes to Livingston Kelley before the next tournament

The Scoring Team is responsible for the following tasks:

- a. providing a tournament Handicap sheet to the Coordinator prior to the Monday tournament
- b. determining the results of the tournament
- c. preparing the results report
- d. determining the payouts for the Nassau and skins tournaments
- e. communicating the tournament results and the individual payouts to the Coordinator
- f. communicating the tournament results in PDF format to the JCGC secretary for posting to the club website
- g. posting individual scores to the GHIN system for all the event players

## **Coordinator**

### **Coordinator - Event Organization**

The day before the event date the coordinator should consider the weather conditions that are likely for the event, contact the course operator to determine if there are any unusual course conditions the players should be aware of (cart path only, soggy fairways, bunkers in poor condition, recently aerated greens, etc.). Based on that information and the Coordinator's knowledge of the course, the coordinator:

- a. determines which of the optional Local Rules (E1 through E5), if any, will be in effect for the tournament
- b. sends an email to all JCGC members that indicates the date and location of the tournament, the first tee time, local rules that will be applicable, and any other information that will help things move smoother
- c. arranges for the CTP markers to be brought to the course

### **Communicating with the Course Operator**

The day of the tournament, the Coordinator should plan to arrive at the course at least one hour prior to the scheduled first tee time. Check in with the course operator to let her/him know who the coordinator is and determine the location they prefer where the coordinator sets up to check in players. Also determine if there is any change to the course conditions, the starting hole number, and first tee time.

## Registration

Registration of players consists of marking the Handicap sheet for each registered player by circling the player's handicap under the tee selected by the player, indicating if the player is participating in the optional \$ pool by notation left of the player's name, and recording the name and tees played for any guests. After registration is complete, confirm the number of players registered with the count of the course operator (this may indicate the presence of an unregistered guest or other error). If there are visitors, record their names on the handicap sheet and include them in your tally of the total number of players. Visitors are not eligible for participation in the optional Nassau and skins tournaments. If a club member who has no handicap registers, the individual is eligible to play in the optional Nassau and skins upon paying the \$12 entry fee. The Score Team will assign this person a handicap using the Calloway method. If this person's name does not appear on the provided handicap sheet, record the name and that the person is playing in the Nassau and skins tournaments.

## Pairings, CTP Markers and Scorecard Box, Cash

Registered players may select their own cart-mate or may request the Coordinator to suggest a player that needs a cart-mate. When the Coordinator is ready (generally 15 minutes prior to the first tee time) the cart twosomes will be combined into foursomes or other groups as needed. Combinations and order of play is by draw (usually pairs of sequentially numbered balls). The first group is assigned to place the CTP markers on the appropriate holes and to place the Score Card box near the edge of the final hole green. The last group is assigned the tasks of collecting the CTP markers and the Score Card box and delivering those items to the Coordinator.

The Coordinator should retain all cash collected for the optional \$ pool for later distribution.

## After the event - scorecards, handicap sheet, CTP winners, Hole in One Info

Following the conclusion of the event, the Coordinator transfers the scorecard information, the registration sheet, the CTP hole number and winner name, and any Hole-in-One winner information to the Scoring Team member. Clear photos of the scorecards and a list of CTP winners can be sent the Scoring Team member via cell phone or this information can be delivered in person. The information needs to be delivered ASAP as the Scoring Team member is responsible for scoring the event the same day.

## Payout of Optional \$ Pool Contributions

After receiving the results report from the Scoring Team, prepare an envelope for each winner and the hole-in-one pot. On the outside of the envelope put the player's name, tournament site, date, and list the tournament item won with \$ value. Distribute the cash collected at registration to the envelopes and seal. Deliver the envelopes (and the CPT markers) to Livingston Kelley at Livingston's Photo in Sylva.

## Scoring Team

JCGC uses the Golf Genius tournament management software to score all regular Monday tournaments and others where appropriate. The software provides uniformity in applying the handicap system and reduces errors in the scoring process. JCGC has established a Scoring Team, whose members have been trained in the use of the Golf Genius software. One of the scoring team members will be assigned to each Monday tournament, much as coordinators are assigned. The Scoring Team will use the scorecards, the marked-up registration sheet, and the CTP winner information provided by the Coordinator to prepare a report showing the tournament results. Results will be determined for all players and for the \$ pool players. A copy of these results will be sent to the club secretary in a format that can be posted to the JCGC website and a copy to Livingston Kelley. The Team will determine the amounts to be paid for each place, skin, and CTP in the optional \$ pool. The results report and the \$ allocations will be communicated to the Coordinator for preparation of the distribution envelopes. The Scoring Team's final task is to post the individual player results to the GHIN system for updating handicaps.

Allocation of the \$ pool will be as follows with rounding to be determined by the Scoring Team. All payout amounts per item will be determined in whole dollars depending on the number of players and holes in each category. Round adjustments will be added to or taken from the Hole-in-One pool.

The Optional \$ pool is \$12 per participant (only current members are eligible to participate). The \$12 pool contribution is allocated as follows

\$7.00	Tournament fee (lowest net score for front 9, back 9, overall 18)
\$2.00	Skins (lowest unique gross score relative to par for each hole)
\$2.00	Closest to the Pin (closest drive on the green to the pin)
<u>\$1.00</u>	Hole-In-One pool
<b>Total \$12.00</b>	

The tournament fee is divided into thirds; one third for the front, one third for the back, and one third for the overall winner. PAYOUTS ARE ESTABLISHED AS FOLLOWS:

1. 1-10 Pool Players...1 Place; front nine, back nine, and overall
2. 11-18 Pool Players...2 Places; front nine, back nine, and overall. If two tie for 1<sup>st</sup> add 1<sup>st</sup> and 2<sup>nd</sup> money and split. (1<sup>st</sup> = 60%, 2<sup>nd</sup> = 40%)
3. 19+ Pool Players...3 Places: front nine, back nine, and overall. If two tie for 1<sup>st</sup>, add 1<sup>st</sup> and 2<sup>nd</sup> money and split. If two tie for 2<sup>nd</sup>, add 2<sup>nd</sup> and 3<sup>rd</sup> money and split. (1<sup>st</sup> = 50%, 2<sup>nd</sup> = 30%, 3<sup>rd</sup> = 20%)