There has recently been a question on what is the "Tournament Coordinator" position and what the responsibilities are in regards to the weekly events for the Saturday Golf League. Although this position has been taken for granted the last 30 years, it is time to restate the tasks of the "TC". Basically the TC is responsible for the success of an event and the communication link between the players and the course.

Purpose of the Tournament Coordinator "TC": To organize and run the weekly event in the best interest of the membership and to promote fair competition and enjoyment within the guidelines of the league.

Responsibilities: To ensure the success of each event by following the procedures listed below.

Qualifications / Minimum Requirements: You need to be proficient on the computer with familiarity with the "Golf Genius Program" and MS Office programs. Know how to upload information to the website using a ftp program. Also not be afraid to communicate with the course and SGL members.

Compensation: Credit of green fees to the players account for the event being run.

1) Pre Tournament
   a) Review the Contract or Acquisition Form and make note of max players, price, start time & type of start, signup deadlines, local rules, course contact and any other special conditions or requirements.
   b) Communication with the course contact is key, voice, texts and emails can be used.
   c) The TC will pick male and female tee boxes to be used.
   d) Need to check email at least twice daily and update any new signups or cancellations to the website.
   e) Sunday or Monday, contact the course contact with update on player count by voice or email.
   f) Sunday or Monday, send to all players a promotional email for the upcoming Saturday Tournament.
   g) Wednesday (after signup deadline), compile a list of pairing requests to be used in setting up the pairings.
   h) Put together the pairings on the excel form, save in pdf format and enter into the Golf Genius Program along with the type of start and start time. The TC may allow late entries or cancellations and will make the final decision on the pairings to be sent to the course. (Once the pairings have been sent to the course, the roster will become final)
   i) Print out the score cards using the Golf Genius score card template and save in pdf format.
   j) Make sure all players signed up have paid on-line or have money in their player account.
   k) If using "Real Time Scoring", get GGID #'s from course and print on the score cards.
   l) Thursday, send to the course, the final pairings, score cards and cart signs (if needed).
   m) Post the pairings to the Golf Genius portal and also email to all players the pairings and tee box choices.
   n) Set up the Golf Genius Program for the event flights, payouts and player side games.
   o) Saturday morning, update current player handicap indexes in the Golf Genius Program.
   p) Print out pairings and tee boxes along with roster and payments from Dave Dean.
   q) Be flexible and make any adjustments if needed. (late additions, cancellations, conditions, etc.)
   r) Communicate to the players any late notices.

2) Tournament
   a) Arrive at the course at least 30 minutes before the first group goes off.
   b) Check in to the golf shop and course contact if possible.
   c) Check course conditions and make any rule adjustments if needed.
   d) Make sure all carts are staged with cart signs and score cards.
   e) CTP's are out on course or in carts for distribution.
   f) Make any announcements if needed.
   g) Check email and texts for any cancellations or changes in side games and check to make sure all players are accounted for.
   h) Pay the course for the correct amount of players and get receipt.
   i) During play, check with the Ranger/player assistant on how speed of play is going.
   j) Return CTP standards to the golf shop.
   k) Thank the golf shop and course contact for hosting our event.

3) Post Tournament
   a) Collect all score cards and CTP's.
   b) Check to make sure all score cards are filled out properly. (signatures, scores match, tees, start and finish times are filled in)
   c) Make any rule decisions with help from the Rules committee or pro shop.
   d) Obtain Wi-Fi password if needed and connect your computer to the internet.
   e) Log into the Golf Genius program and navigate to the event being played.
   f) Before entering scores:
      i) make any adjustment to player count and flights.
      ii) adjust players tees if not base tees played.
   g) Enter scores into the Golf Genius Program.
   h) Display and post the unofficial results to the Golf Genius portal and check outcome.
   i) Make any adjustments to payout values if needed (net flights and skins)
   j) Calculate deuce price and enter value under the Tournament sub field. (include eagles on par 5's)
   k) Enter CTP results and payouts. Low putt results will be determined from league database.
   l) Fill out payout summary sheet. (located on tab of pairings excel form)
   m) Let Dave Dean know that the data has been entered into the Golf Genius program and to get the score cards, CTP's, paper work, receipts, etc. to him for input into the leagues database for double checking and accuracy.
   n) The results will be posted to the leagues website within 24 hours for examination by the players. If no questions, results become official on Tuesday at midnight.

If anyone is interested in learning or becoming a Tournament Coordinator, please reply to Dave Dean.