

*Charleston Area Men's Interclub Golf Association*  
*Tournament Checklist 2017*

- Interclub Tournament Chairman – Joe Kress (843-826-1639)
- Interclub Handicap Chairman – Al Byrd (843-571-2246)
- Interclub President/Secretary – David George (843-509-0426)

The following processes and suggested guidelines should be followed to the extent feasible:

### **Pre-Tournament**

- Receives the player rosters for the participating clubs from the Handicap Chairman at least two (2) days prior to the tournament. Pairings will be completed by the host club using the following basic guidelines (to the extent possible):
  - No two players from the same club in the same group/foursome.
  - Interclub Directors start in A group on tee to finish first to help in post-play admin.
  - Each foursome has approximately the same player points totals (even teams).
  - Individualized score cards are prepared using the player's full name, home club and point requirement. Provide a line for score and a line for points by hole. Only one player per card. Please *highlight the starting hole* for each player on the score card. See example (Fig 1.)
- Provide an alphabetical player listing with starting hole assignments and have someone direct players to their carts or post alphabetical listing in a prominent area for golfers to view.
- Have the driving range open 1 ½ hours prior to play. If the driving range is not close to Pro shop, ensure range has balls available without having to proceed to Pro shop first.
- If available, have Closest-To-Pin (CTP) proximity markers/measuring devices on the appropriate carts. If not available, Interclub can provide CTP markers – just let us know.
- Provide course rangers (1 per 9 holes) to monitor pace of play and attempt to close playing gaps between groups of one hole or more (rangers can come from non-players from the host club team).

### **Course Setup**

- If at all possible, avoid designating any fairways as "cart path only".
- Please arrange the course length at 5600 to 6000 yards (5800 yards desired).\
- Please arrange 'user friendly' pin placements, tough pin placement will slow play.
- If you have wooded areas, wetlands, marsh, etc. that are not marked by white, yellow or red stakes or lines please make a definitive announcement as to proper play for balls in those areas.

### **Tournament Day**

- Each club Director or designee will collect tournament fees (\$30.00) from each player and provide to pro shop. Host clubs will provide team individual score cards to each club director.
- The host club Pro and Tournament Chairman will provide pre-brief to all at 15 minutes prior to start so the match can start on the hour (on time).

Last Revised: 10/19/2016

- The host club is responsible for providing gift certificates for prizes as indicated in the Interclub Rules and Regulations and on the Financial Data Sheet.
  - Provide gift certificates to Interclub Tournament Chairman or President for distribution.
  - As a minimum, gift Certificates should be redeemable from the current tournament date until the date of the tournament the following year (unless extended further by the host club).
- Host club is responsible to provide a quiet area, away from golfers, so Association Officers can determine individual gift certificate recipients.
- Right after the tournament, the host club is responsible to reimburse the Interclub Treasurer the amount indicated on the Financial Data Sheet based on number of paying players.
- After play, each player will deposit their score cards in a basket/tray (provided by Interclub) on a table in front of score board. Cards will be reviewed by participating club Directors for accuracy.
- According to Association rules, first time players' scorecards and scoreboard will be marked by a red asterisk to remind everyone that +3 is the maximum score for team and individual prizes.
- The host club Pro or host club Director will record the scores on participant rosters on the scoreboard. The Handicap Chairman will ensure score board accuracy.
- The Tournament Chairman will sort the top twenty-five (25) scorecards. Ties will be broken by best score beginning on the number one handicap hole, then number two handicap hole, etc.
- The President, Tournament Chairman and Handicap Chairman will verify the top twenty-five scorecards and closest to pin sheets and award gift certificates accordingly.

**Cancellations and Rescheduling**

By 7:00 AM of match day, the host club, in coordination with the Interclub Tournament Chairman, will make the decision jointly to postpone the match if the situation dictates. This allows the Interclub to get the word out to players before they leave home for the match. If the tournament is postponed, a makeup date (preferably the third Monday of the same month) will be established.”

<b>Player</b> _____	<b>Points Required</b> _____										<b>Points Legend</b>										
<b>Home Club</b> _____	<b>Starting Hole</b> _____										Points	0	1	2	3	5	7	10			
<b>Hole #</b>	1	2	3	4	5	6	7	8	9	<b>Out</b>	10	11	12	13	14	15	16	17	18	<b>In</b>	<b>Tot</b>
<b>Distance</b>	352	256	139	435	364	467	346	138	288	2785	339	159	335	357	305	467	373	148	435	2918	5703
<b>Par</b>	4	4	3	5	4	5	4	3	4	36	4	3	4	4	4	5	4	3	5	36	72
<b>Handicap</b>	1	9	17	5	3	7	15	11	13		10	18	8	12	2	6	4	16	14		
<b>Pin Position</b>	B	M	F	B	M	F	B	M	F		M	F	M	B	B	F	B	M	F		
<b>Score</b>																					
<b>Points</b>																					
<b>Marker Sign</b> _____	<b>Player Sign (Attest)</b> _____																				
<b>Marker Score</b>																					
<b>Hole #</b>	1	2	3	4	5	6	7	8	9	<b>Out</b>	10	11	12	13	14	15	16	17	18	<b>In</b>	<b>Tot</b>
<b>Score</b>																					
<b>Points</b>																					

Figure 1. Suggested Individual Scorecard (Points Legend is Optional but desired)