

Tournament Chairman Responsibilities

Tournament Committee Coordination

Approximately two weeks before each event, the Tournament Chairman will have received a list from the FSGA of all tournament Committee volunteers that have volunteered to work the event and contact information for each qualifier. The Tournament Chairman will contact each Committee member to confirm their availability. It is the Tournament Chairman's responsibility to coordinate all efforts of the Tournament Committee including final confirmations and work assignments.

Pre-Tournament Site Visit

Sometime in the weeks prior to an event, the Tournament Chairman should meet with the host club staff (Head Professional, Director of Golf and Superintendent) to ensure that all aspects of the event are planned, to discuss any preliminary course marking with the superintendent, and to become familiar with the club's policies.

Course Setup and Local Rules

In the days prior to an event the Tournament Chairman will finalize the course markings, prepare any necessary Local Rules, select tee placements and hole locations. For a complete description of the specific duties involved in course setup, please refer to the Tournament Chairman Notebook.

The Tournament Chairman will insure that all information and hole location sheets are complete and that there are plenty of copies for all competitors and tournament Committee members.

Final Event Preparation

In the days prior to an event, the Tournament Chairman will finalize scoreboard details, volunteer lunches and cart staging and signage.