

Tournament Day Procedures

Tournament Chairman

The Tournament Chairman must arrive at least one hour prior to the first scheduled starting time and brief the staff, Committee and/or host site personnel as appropriate. Specific duties of the Tournament Chairman also include reviewing the following:

1. Assignments and personnel
2. Unexpected changes in course conditions
3. Equipment needed
4. Items to be briefed
5. Cart arrangement for Committee

Brief Committeemen and Rules Officials at least 30-45 minutes prior to the first scheduled starting time covering the following items:

1. Welcome and introduction of volunteers and staff
2. Distribute Committee assignments
3. Issue equipment and radios
4. Review assignments
5. Review Pace of Play Policy
6. Review evacuation procedure
7. Playoff procedure
8. Scoring procedures
9. Club policies and restrictions on the use of carts

Throughout the day, the Tournament Chairman will keep in constant contact with the members of the tournament Committee so as to keep up-to-date on how the round is proceeding. If it is necessary for the Tournament Chairman to leave the tournament site for any reason, he will notify all Committee members and assign someone to act in his absence. Remember to always remain up-to-date on all weather patterns and forecasts for the area. Keep in contact with the Tournament Chairman so that any difficult situations can be handled quickly and efficiently.