

Obtaining current handicap indexes: Check with the pro to see if he can access information or send a list of entries in alphabetical order including any players on the standby list to GCGA Handicap Chairperson. The handicap index must be no more recent than 7 days before the event.

PAIRINGS: Sort entries by handicap index from low to high. If two or more players have handicap indexes that are the same number, then the GHIN program calculated differentials are used to break the tie(s) and rank the players in the appropriate position. Pair players and avoid pairing players from the same club or those who have played together in previous events. Assign Chairperson of the Day, Tournament Chairperson, and Prize Chairperson to holes that end near the clubhouse. Pairing sheet should include: check in time (minimum of 30 minutes before tee time, event format, time of shotgun or tee times in the case of championship, and your contact information (name and phone) for reporting a cancellation. Forward the pairing sheet to the website chairperson. Once this is on the website, the club reps are responsible for communicating the tee assignments, starting times to their members, players should be reminded to mark their bag with the starting hole, name and club.

CANCELLATIONS: **THERE IS NO REFUND OF ENTRY FEE AFTER THE PAIRING SHEETS ARE MADE.** The chairperson of the tournament is the only one authorized to make any replacements, using the stand-by list. Only one attempt either by phone or email should be made to reach a stand-by. Return or void standby checks after the event. In partner events, substitutes must pay the entry fee at the check-in table. Keep a list of the players that cancel with less than 48 hours and another list of no call, no shows and send list to the East/West Tournament Chairmen.

FLIGHTS: After pairings are completed, and taking into account the format, separate the field into flights, looking for natural breaks in the handicaps. Remember not to include non-affiliated members. Contact the East/West tournament chairperson for assistance. Depending on the size of the field, flights of 12-16 players work well for individual event.

SETTING UP THE TOURNAMENT

BREAKDOWN OF TOURNAMENT FEE: \$23/player for cart, \$1/player for the pro, \$2/player for the server gratuity, \$22/player for food. Breakfast is no longer to be served to direct more money to lunch. Prize money comes from the general fund.

MEETING WITH THE BANQUET MANAGER: This meeting should take place several weeks ahead. Give him/her a copy of the tax-exempt form and find out when final count is needed. (This should hopefully be after pairings are done as there are no refunds to player for food). Request tables for registration, scoring, and a table to display trophies at the Memorial/Past Presidents and podium/microphone at lunch to announce winners if desired. Plan your menu and stress that the \$22 is inclusive.