

## Bucks and Does – Monthly Tournament Chair – Roles and Responsibilities

### General Role

As described below, the Monthly Tournament Chair:

1. Plans the game to be played
2. Sets up the pairings
3. Communicates to players and club house before tournament
4. Is the Play Day “Starter”
5. Is the Play Day “Scorer”

### Game Planning responsibilities

- The Tournament Chair selects the game to be played. The game can be for twosomes or foursomes. If for foursomes, special considerations for those playing as the twosome or threesome need to be specified. Typical games are variations of best ball or scramble format but there are no constraints on what you can plan. If needed, contact the Annual Captain for suggestions or game rules.
- The rules of the game selected must be printed, and an adequate number of copies must be made so that each twosome has at least one copy.

### Organization of Playing

- From the list of current month’s players sent to you by the Annual Captain,
  - Set up pairings and hole assignments using *Bucks and Does Teams and Hole Assignments* form (Annual Captain will send you the form)
  - Drop off a copy of the pairings at the pro shop no later than Wednesday
- Email from your personal email to [pg-bucks-and-does@googlegroups.com](mailto:pg-bucks-and-does@googlegroups.com) (which will go out to the all Bucks and Does) including yourself in the cc field the following information no later than Wednesday
  - Pairings and holes assignments
  - Game description

### Play Day Starter responsibilities

- Arrive before 7:30 so that you can check in at the pro shop and set up your starter table in the club house. Bring an envelope in which to collect sweeps.
- Get Pop Charts (for men and for women) from Bucks and Does Binder.
- Set out pop charts and pencils
- As players arrive:
  - Collect sweeps from players
  - Hand one player in each twosome the games description.
  - Even if foursomes have already been identified, there may be a need to make adjustments for no-shows or other surprises.

### Play Day Scorer responsibilities

- Get Payout Worksheet from Bucks and Does binder which is in hallway across from restrooms.
- Collect completed scorecards. Verify totals.

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- Use Payout Worksheet to determine winner(s) and payouts
- Announce and award payouts
- Ask players to complete next month's signups via online signup form available from the PG Golf Links Couples Group Club page or via the link in the email that will be sent out. The signup form also let's you cancel and lets you see who has already signed up to play.
- After the tournament is over, email out the game results using again [pg-bucks-and-does@googlegroups.com](mailto:pg-bucks-and-does@googlegroups.com) from your personal email including yourself in the cc field