**Tournament Committee Duties**

(updated on 03/17/21)

* At the end of the season (Nov/Dec) meet with the Pro Shop and TWC President (if available) to review the past season and discuss the upcoming season – what changes are needed to the tournament schedule (if any), what dates to set the Orientation Meeting, Opening Day, Member/Guest, and Closing Day and any other dates that we need to be aware of (i.e., No Golf dates, etc).
* Check with the TWC SNEWGA rep as the dates of any of their major tournaments to avoid any conflict with our own majors. (Are we hosting a SNEWGA event in the upcoming season)? Check on the date of the W.H.A.T. Tournament to get that on the schedule.
* Draw up a proposed schedule for the upcoming season for the Board members at the winter/early spring meeting to review and approve.
* After the Board’s revisions and approval, send copies of the draft to Pro Shop for their OK. Follow up with them for any revisions they deem necessary and make the final changes.
* Send th***e approved*** copy of the schedule to the President for a final OK, and then send it to the Membership Booklet person and the Web Master person via email. With the final approval in, distribute it to all Board members.
* Write articles for the TWC Newsletters.
* Orientation Meeting
* Opening Day Scramble – Decide with the Pro Shop who will do the pairings. Create Rules sheet and prizes. (Write up the rules sheet for each 3-some to be handed out by the Pro Shop with the scorecards).
* See Golf Genius job description for all tournaments.
* Use Golf Genius results in the League Portal for confirmation that a member qualifies for any of our major tournaments (must have played in 4 Tuesday tournaments to qualify for a major).
* Prepare and timely post any sign-up sheets for special tournaments (i.e., Member/Member, Random Draws, President’s and Governor’s Cup Match Play, and Club Championship. Also, prepare a rules sheet that would be helpful for the members on any special tournament (i.e., the “6-6-6” and “3-3-3”).
* Do the pairings and tee times for the Random Draw(s), Match Play, Club Championship, etc.
* Member Guest Tournament – rules sheet and prizes. Manage/coordinate any special contests with the Pro Shop and Front Desk, i.e., “closest to the pin”, etc.
* Maintain a list of the major winners throughout the season and coordinate with the Pro Shop in August to get trophies selected and ordered for the Fall Awards Banquet
* Create rules sheet and prizes for the Closing Day scramble.