

## DUTIES OF VOLUNTEER TOURNAMENT CHAIR

Volunteer Tournament Chair(s) (“Volunteer”) may run a single tournament. The type of tournament is at the discretion of the Volunteer. The tournament players may be open to (1) handicap only (members who have a GHIN membership with LWWGC) or (2) all members.

1. Volunteer gets permission from Board to run a tournament.
2. Volunteer communicates with Tee Committee (by email to [teetimelwwgc@gmail.com](mailto:teetimelwwgc@gmail.com)) and coordinates a meeting with Tee Committee, Pro Shop, and Volunteer to discuss:
  - a. Date of tournament
  - b. The Course(s) to be played
  - c. Type of Tournament
  - d. Format of Tournament
    - (i) The Volunteer will check with Handicap Chairman and inform players (for players who have a GHIN) (a) the type of posting, (b) if their round should be posted, and if so, (c) it will be the player’s responsibility to post their round.
3. The week before the Tournament, Tuesday by 5:00 p.m., Volunteer will provide to Tee Committee by email the following:
  - a. List of players which includes:
    - (i) Last Name, First Name (must be exactly as listed in the Roster of our Yearbook)
    - (ii) Resident ID Number
    - (iii) Resident Manor Number
    - (iv) GHIN Number (if tournament for handicapped players)
  - b. The grouping of the players and hole numbers (if required)