

MMGA TOURNAMENT CHECK LIST

1. Confirm the tournament date with the Director of Golf Operations. Ask course if shotgun is possible.
2. If you have KP's, advise course to have available.
3. Make sure course has KP's ready on the day of tournament.
4. If needed, KP measuring tapes can be obtained from the Director of Golf Operations. Ensure measuring tapes are returned after the tournament.
5. One week prior to the tournament, send members via email the tournament format and rules. The format and rules should include prize award tie-breakers.
6. If possible, assign player groups and starting holes ahead of the tournament and send to members via email.
7. If needed, obtain member handicaps for the course being played from either the SNGA website or the MMGA Director of Golf Operations. There is a time saving advantage if you use the handicap sheets rather than going on line to look up each member's handicap.
8. If needed, obtain appropriate score sheet for final postings and score cards from course ahead of tournament.
9. Obtain the tournament prize monies from the MMGA Treasurer prior to the tournament. Determine prize money payouts and have ready for awarding at the end of the tournament. Tie-breaker rules should be published prior to tournament day.
10. Request as much help from members as needed.

11. Verify pin placements with golf course management to ensure pin placements are “fair” for amateur competition. (i.e. front right pin location on hole #10 at Falcon Ridge)
12. All tournament score cards must be rechecked for valid score results before being posted.