

State Tournament Director Checklist

This checklist is intended to help any Tournament Director conduct a successful tournament. Common elements seen in various state lefty events are included. This checklist should help remind a Tournament Director remember when to do things. Note that you can tailor your event as needed. Some of the items shown are optional and do not have to be included. You can also add things unique to your event.

After your event you can obtain feedback from your players as to what they liked and did not like.

Feel free to contact any of those that have hosted state tournaments for many years if you have a topic that you would like to discuss. You can find the Tournament Directors of state lefty events under the State Tournaments menu at www.nalg.org

6 - 12 Months prior to event

- Schedule event for next year and obtain copy of course contract
 - Dates, Estimated number of players, Tee Times, Range Balls, Cost
 - Determine whether you will give cash or use golf course gift cards for prizes (course may require \$5)
 - If you don't use cash – try to obtain agreement for 10% - 20% discount (e.g. get \$100 of prizes for \$90) since you will have a large prize fund
 - Check NALG website (www.nalg.org) to avoid date conflicts
 - Practice round – block a few tee times
- Recommend a 2-day event for a state championship
- Target a course for 2-3 consecutive years then go to another site
- Tee time considerations
 - Complete play before dinner after first round with 1-2 hour buffer (estimate at least 5+ hours from last group's starting tee time)
 - Earlier on 2nd day to allow lunch and timely travel – consider using a modified-shotgun if possible
- Make arrangements for meals (reserve banquet room if offsite, estimate costs, get copy of menus, etc.)
- Make room deposit as needed
- Block rooms at hotel, block release date of 2 weeks prior to event, no penalty if full block is not used – give the block a name (e.g. Indiana Leftys Golf)
 - Having a "Hospitality" room available at the hotel is nice for members of the group to meet the night of the practice round or after the dinner following the first round
- Publish the date of the event so players can put it on their calendars
 - Also provide information for NALG website to NALG contact

3 - 6 months prior to event

- Select tee favor to be given to participants (optional))
- Select New Player gift (optional)
- Prepare budget for tournament (try to keep under \$150 - \$200 for a 2-day event)
 - Golf, carts, range balls
 - Dinner

- Lunch
- Prize Fund (recommend \$25 per player)
- Skins (recommend including in all entries to simplify) – e.g. \$5 per day or total
- Raffle (recommend \$5 per player or sell raffle tickets at dinner)
- Tee Favor (optional – note that you can use extras in future years or as raffle prizes)
- Trophies and engraving (including travelling trophy if available)
- Determine entry fee that will cover all costs (target for only a small profit – also serves as a buffer for something unexpected)
- Select tees for the event for each division (NALG recommended yardages shown below)
 - Open up to 6500 yards
 - Senior – 6000 yards
 - Master – 5400 yards
 - Grand Master – 5000 yards
- Prepare the Entry Form (use last year's as a starting point) – Sample available on NALG site (click [HERE](#))
 - Can combine tournament information sheet and entry form onto a single sheet
 - Entry Form includes...
 - Name
 - Address
 - Phone
 - Email
 - Practice round information and participation
 - Handicap (only for information for pairings)
 - Handicap GHIN Number and Course (only if you have a Net Division)
 - Division
 - Companion name
 - Extra dinner or lunch
 - Sponsor donation (\$25 - \$50)
 - Entry fee calculation table (so entrants can calculate how much to pay)
 - Payment information - Who to make check out to
 - Where to mail entry form
 - Information Form includes...
 - Date and location of tournament
 - Contact information of Tournament Director (phone and email) and course (phone and website)
 - Format and Divisions/Flights of the event
 - Standard Divisions are Open, Senior (55+), Master (70+) and Grand Master (80+)
 - Could have women's or youth divisions if there is interest
 - Could have a "second" flight for non-flight winners using scores
 - Or more than one if there are many participants (8-10 per flight)
 - 2nd place in the Division is about same payout as 1st in the flight
 - Tee times
 - Entry Fee
 - Hotel information (hotel(s), address, phone, cost, block name, etc.)
 - Practice round information
 - Entry deadline (one week prior to event)

Three months prior to event

- Confirm menu and meal arrangements (dinner following first round and lunch following second round)
- Determine cost of menus chosen (add tip and tax to estimate what to include in entry cost)
- Order Tee Favors (some items could take 4-6 weeks) – Optional
 - Do NOT put dates on tee favors as they can be used in the future or as raffle prizes
 - Embroidered shirts are more of a challenge as you must have the size
 - An option would be to order extra quantity if you have the funds and give out extras in future years as prizes
 - You will have to use your own funds or use leftover funds from previous tournament proceeds
- Obtain raffle prizes - Optional
 - Local business donations
 - Buy golf supplies
 - Etc.
- Distribute entry forms
 - Send email with entry form to contact list. Encourage people to pass copies to others they know.
 - Golf courses – especially the course hosting the event
 - Website – if you have one
 - NALG website (contact webmaster shown on site www.nalg.org)

One month prior to event

- Create spreadsheet with entry form field values and update as entries are received
- Deposit funds in bank
 - Consider waiting to deposit checks until the Monday after the tournament. This makes it easier to provide a refund in case of a rainout as you can just return the checks.
- Email confirmation to player upon receipt of entry
- Create email group with participants email addresses for later use
- Solicit donations for raffle from players and businesses as needed

Two weeks prior to event

- Provide course update on player count
- Ask course where the check-in table will be located
- Obtain trophies - Welch Trophy Northwest Ohio can make trophies – Al Welch – 419-238-3620
 - Trophies are in the shape of your state
 - He usually plays in the Midwest events and can bring trophies with him
 - Trophies for first place in the age Divisions and possibly 2nd for Open only
 - They provide reasonable rates for trophies

One week prior to event

- Finalize player count with course
- Prepare tee times (recommend threesomes and 10 minute intervals)
 - First round only - Pair mix of age Division and hometowns / state, etc. – to meet new people
- Look up handicaps if needed
- Prepare scorecards (can be customized with tees being played by player)
- Prepare score sheets by age Division
- Prepare rule sheets
 - USGA Rules – we will have an NALG Hard Card for local rules that can be used for all Lefty events
 - Basic rule reminders
 - Local Rules
 - GPS allowance
 - Tie breaking procedure (recommend playoff only for Division title)
 - Etc.
- Select holes and prepare closest to pin markers (or coordinate with the golf course)
 - Prefer to have one for each age Division to spread prizes out (if 5 par 3's have one for all players too)
- Prepare raffle tickets (buy if needed) - Optional
- Prepare prize breakdown using available prize monies (including closest-to-pins)
 - Target to provide prizes to 40% - 50% of field
- Create/Buy sponsor signs (reuse from last year) – do NOT put dates on sponsor signs

One day prior to event (at the golf course)

- Review check-in table arrangements
- Bring tee times for the course and players (course will make up cart signs)
- Bring closest-to-pin markers
- Set up banner if you have one
- Set up sponsor signs
- Practice round

Day of event

- Provide gift card denomination to course before final round to prepare cards in advance (don't need if paying cash)
 - Having defined tie-breaker criteria in Rules allows this to be done in advance
- Put closest-to-pin markers in appropriate cart (or have course put on each hole)
- Check in players as they arrive
 - Pass out rule sheets and scorecards (consider using a single card to cover both rounds)
 - Communicate tees being played
 - Pass out tee favors

At Dinner following first round

- Thank everyone for participating and attending
- Recognize New Players and provide a gift if one was ordered
- Post standings and skins
- Provide second day tee times as well as the schedule for the awards and lunch
- Conduct raffle (suggest \$20 per player)

2nd Day of Event

- Pass out scorecards
- Put closest-to-pin markers in appropriate cart (or have course put on each hole)

Immediately after completion of the event

- Retrieve closest-to-pin markers if needed
- Post scores
- Determine Skins
- Pay prizes, skins and closest-to-pin winners
- Communicate next year's event information if known
- Take down sponsor signs

Within a week after the event

- Create financial statement showing income and expense and net proceeds
- Send results to NALG Website contact for inclusion on the website
- Send email to players thanking them for playing and include results (e.g. send link to website with scores)