

# JOB DESCRIPTION - SWEEPS TOURNAMENT DIRECTOR

*Updated February, 2020*

## **Organize Sweeps Tournaments (Men's Day Events)**

- ❖ Define scheduled dates for Thursday Events
- ❖ Define scheduled dates for Saturday Opens / MGC general Meetings
- ❖ Define tournament format and coordinate with Handicap Director
- ❖ Define prize structure and insure prizes are properly awarded
- ❖ Create schedule and post on LOPMGC.org
- ❖ Coordinate with the F&B Director for Guest Day needs
- ❖ Coordinate with the F&B Director for Saturday Open Day needs
- ❖ Collect scorecards and verify scores
- ❖ Post results & share on LOPMGC.org
- ❖ Coordinate with Rules Director on Rules of Golf and local rules

## **Attend Monthly Meetings**

- ❖ Provide status update
- ❖ Participate in old/new business discussions
- ❖ Initiate/vote on motions

## **Miscellaneous**

1. Cancellation of play due to weather,
  - a. Rain or, the condition of the course (as determined by the grounds crew). Make the announcement, via the website and notify the golf shop. Goal is to cancel any event the night before, if possible.
2. At the end of play collect all the cards and the sign up sheet listing all the players.
  - a. The cards should have full names, handicap by tees in the HC row, the hole that they started on and the average handicap of the foursome. The card is to be signed, dated and tee time indicated. There is an example of a completed scorecard and all the games we play on the MGC web site.
  - b. Divide the cards as equally as you can into two flights based on their average HC.
  - c. Determine 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places.
  - d. The \$5 entry fee is allocated as follows: \$3 towards payouts, \$1 to MGC general fund and \$1 to MGC Course Improvement fund.
  - e. Take the number of players and multiply by the \$3.00 per man payout. This is your total payout for this event. Divide this payout total by 2. This is the amount to be paid out to each of the two flights. The percentage of payout is roughly 45% for 1<sup>st</sup>, 35% for 2<sup>nd</sup> 20% for 3<sup>rd</sup>. Round off to the nearest dollar but no more than the total.

Sometimes there is anywhere from \$1 to \$6.00 left. That goes into the MGC for future use.

- f. Make a list of the winners, their winning amount and their Lot Number. Email this list to the MGC Treasurer. The MGC Treasurer will coordinate with LOP Administration to have the winnings posted as Pro Shop credit.
  - g. Take the list created for the MGC Treasurer and forward to the MGC Webmaster for event posting on the web.
  - h. If a card is incorrect you are to DQ that team and let them know why. Keep the cards for one week in case there is any problem then turn them over to the Handicap Chairman.
3. If food or drink is to be provided as on guest days; hamburger open etc., be sure to contact the MGC food and beverage director for confirmation.
  4. At the end of the year and before the new schedule is posted on our website, review games that were played and change or add, as appropriate.
  5. The person working in the pro shop on Thursdays is your friend. He or she will be your main contact. The more information you can provide to them the week before and the day of will make your day much more pleasant.