

**South Suburban Men's Golf Club**  
**Tournament Coordinator Instructions**  
Updated March 2026

The Tournament Coordinators are responsible for tournament-day operation of a specific club event. Board members serve in this role on a rotating basis throughout the season.

They will also serve as point of contact for any outside vendors that are approved to be present on tournament day.

**Tournament Check-in Desk:**

The first step in preparing for a tournament is ensure the tournament check-in desk is staffed. The purpose of the tournament desk is to handle player check-ins and collect skins money.

The check-in desk should be staffed with two people per shift. A 60- or 90-minute shift is reasonable. It can be staffed with a combination of the Tournament Coordinators, other Board members, and member volunteers. A list can be generated from the Golf Genius member roster with the names of those who indicated they'd willing to help when submitting their member application.

Begin collecting your volunteers at least the week prior to your tournament. You can send out emails soliciting if players will be playing in the tournament and would they consider helping. The desk staffing schedule will be dependent on the final tee sheet if not a shotgun start. If a shotgun start, the check-in may need additional volunteers.

If the schedule calls for a player to volunteer before they tee off, the volunteer's shift should end 45 minutes or so prior to their tee time to allow them time to warm up.

Once the schedule is developed, it's a good idea to distribute an electronic copy to all volunteers.

**Prior to Tournament:**

- Print copy of Flight Sheet for use at the check-in desk (This can be provided by the Tournament Committee as they are the administrators of Golf Genius)
- Print copy of Tee Sheet for use at check-in desk (Tournament Committee can provide this document if needed)
- Ensure you have envelopes for skins collection
- Ensure you have the unclaimed skins from the prior tournament
- Bring some ten dollar bills to make change (especially if it's an individual tournament)
- It is helpful to print the volunteer schedule and have it at the tournament desk

**Tournament Set-up:**

The Tournament Coordinators should show up at least an hour ahead of the first player's tee time to get the tournament desk ready for check-ins. The timeclock should also be setup (if the Board has decided to use a timeclock). The clock is in the cabinet behind the GHIN desk. The front desk has the key to open the cabinet if needed. The clock should be set up adjacent to the 1<sup>st</sup> tee. Extension cords for setting up the time clock are supposed to be in Todd's office but are sometimes in the same cabinet. It's not a bad idea to make sure you know where the extension cords are prior to tournament day, to avoid a last-minute scramble.

If the Board has decided to collect paper scorecards, you will also need to set up the scorecard box (where players deposit their paper scorecards after the round)

**Scorecards:**

Scorecards will be printed by the Tournament Committee and given to the pro shop staff. Players pick up scorecards when they pay for greens fees.

**Player check-in, skins collection, payout of prior skins:**

Have two people at the check-in desk, one coordinating the skins and a second checking in the players. Having two people is more efficient and reduces confusion. Players arrive in waves.

Also, with two people, one person can leave desk momentarily and the other can stay at the desk, which is important because the desk (and all the cash) should not be left unattended.

When a player checks in, be sure to look in the box with prior skins to see if player has unclaimed prize money.

When tracking the skins you need to use the Flight Sheet to record who has paid and not paid. Note on each player's name "PD" for paid and "NP" for not paid. This is important for determining skins payout at the end of the tournament and reconciliation of received funds.

The Tournament Committee will, on occasion, provide a paper handout with additional tournament instructions, for example unique scoring of that tournament, which is provided to each golfer or team. They may also provide verbal instructions of clarity due to course conditions, clean and place, ground under repair, etc.

**Skins Funds:**

Place the skins funds in an envelope marked with the flight number. After the skins for each flight are collected, count the number of paid and unpaid players. Write on the outside of the envelope the flight number, number of paid and not-paid participates, and the amount collected. Reconcile that the collected amount equals the number of participating players. Once the correct amount has been confirmed, add the Flight Sheet into the envelope. It is important to double and triple count the skins funds after each flight has completed check in.

The skins envelopes are retained until the one of the Tournament Coordinators can take possession.

### **Slow Play Tracking and Enforcement:**

Pace of play will be monitored by the Tournament Coordinators using data from Golf Genius. Players will be notified of infractions on the day of the tournament via text, email, or phone call. Any foursome that is penalized has the right to appeal the penalty to the Tournament Coordinators.

A group finishing in more than 4:30 and more than 15 minutes after the preceding group is subject to slow play penalties as determined by the two Tournament Coordinators and the Tournament Chairmen.

The Tournament Chairmen will adjust scores in Golf Genius for any slow-play penalties. These adjustments need to be communicated to the Handicap Chairman so that he can ensure penalty strokes are not included in posted scores.

### **Close Out:**

After all players have completed their round:

- Return time clock to the cabinet and return extension cords to where you found them
- Pack up the skins money (both the money collected today and the unclaimed envelopes from prior tournaments) and the person who will be preparing the skins payout envelopes should take them home
- If paper scorecards were collected, retain them for a week (in case needed for dispute resolution) and then dispose.

### **Skins Payout:**

Immediately after the tournament, notify the Tournament Committee of the total amount of skin money per flight and names of players that did not pay for skin entry. The Tournament Committee will then calculate skins winnings and post this information on Golf Genius a day or two after the tournament. Once this is determined, the skins money will need to be broken out into individual envelopes for the winners. This will likely include a trip to the bank to get change.

The envelopes should be legibly labeled with tournament name, player name (last name first) and payout amount. As example:

**May 7 Individual Net**

**Nicklaus, Jack**

**\$32.00**

If you are paying out skins for a team event, the skins should be broken out into individual payouts. (This is more work but is beneficial to the payout process and our members in the long run.) As example, if Player A and Player B are in a partner event

and they win \$76.00 skin money as a team, a \$38.00 envelope should be prepared for Player A and the same for Player B.

Once envelopes are created, they should be combined (in alphabetical order) with the unclaimed skins envelopes.

The skins money should then be handed over to the coordinators of the next tournament at a time that is mutually convenient.