**Tournament Checklist**.

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| **Who** | **Action** |
| **BC\*** | **TD\*** |  |
|  |  | 30 days prior to tournament date -  |
| **X** |  | * Open the Tournament for registration
 |
| **X** |  | * Send out an invitation email
 |
| **X** |  | * Email Dave Ballard with update the "What's New" section of the website.
 |
| **X** |  | * Prepare the Tournament Financials doc (can be delegated to TD)
 |
| **X** | **X** | * Review the responsibilities with the TD. The following can be delegated but inspect throughout the month.
	+ Lunch selection
	+ Payouts
	+ Flights - if any
	+ check-in responsibilities
	+ Rules. The specific tournaments rules have been established. Do not change. The Proshop will print them out for placement on the carts. The IHCC Local rules are duplexed on the other side.
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| **X** | **X** | * Chairman and/or the TD should meet with the Golf Professional who is in charge of that tournament to cover specifics.
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| **X** | **X** | * Chairman and/or the TD contacts the Catering Director to advise which lunch menu will be used and confirm pp cost.
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| **X** | **X****X** | * During the registration period
	+ Monitor the registrations looking for players with no handicaps (Flagged by website). Handle accordingly.
	+ Monitor registrations for any handicaps greater than 39 and apply the process and procedures as posed on the website policy/Procedures section.
	+ Respond to requests requiring website player actions.
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| **X****X****X** | **X****X** | * 48 hours prior to tournament. (72 hours if dinner is being server)
	+ Close the tournament
	+ Email Dave Ballard with update to "What's New " section of the website.
	+ If a team event, create teams from the singles signups (on the website).
	+ When you are satisfied with the registrations, notify the proshop that they can pull the players and the rules sheet from the website.
	+ Notify the proshop of any handicap adjustments if necessary. ie: silver tees, +39, etc
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| **X****X****X** | **X****X** | * Tournament Day
	+ Insure the TD has the registration desk covered.
	+ Verify any handicap adjustments are on the scorecards. ie Silver tees, +39,etc.
	+ Take a picture of the scoreboard (high definition) and send to Dave Ballard along with the payouts.
	+ Dave will enter the winners and generate a ProShop Credit doc for you to send to Jaimie Marquez along with the IHCC specific financial page.
	+ Complete the financial doc and Email to Treasurer.
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\* **BC**= Board Tournament Chairman **TD**= Tournament Director