**January**

* Update website tournaments with correct dates from the IHCC master calendar. (Administration link).
* Solicit Tournament Directors for every event. Past TD's generally get first choice. Update website tournaments with the TD's.
* Meet with the Catering Director to negotiate the standard lunches and prices for an all in PP cost. Document everything via email.

**Tournament Season**

You have ultimate responsibility for all aspects of the tournaments. The TD's report to you.

* 30 days prior to tournament date -
	+ Open the Tournament for registration
	+ Send out an invitation email
	+ Update the "What's New" section of the website.
	+ Prepare the Tournament Financials doc (can be delegated to TD)
	+ 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.
	+ You and/or the TD should meet with the Golf Professional who is in charge of that tournament to cover specifics.
	+ You and/or the TD contacts the Catering Director to advise which lunch menu will be used and confirm pp cost.
* 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.
	+ Respond to requests requiring website player actions.
* 72 hours prior to tournament.
	+ Close the tournament
	+ Email Dave Ballard to Update "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 from the website.
* Tournament Day
	+ Insure the TD has the registration desk covered.
	+ Take a picture of the scoreboard (hight definition) and send to Dave Ballard along with the payouts. He will enter the winners and generate a ProShop Credit doc for you to send to Club along with the IHCC specific financial page.
	+ Complete the financial doc and Email to Treasurer.

**October**

* Prepare next year's tournament calendar for submission to Board.