

**ICC Checklist for One Day Tournament Chairs**  
**Use this along with the ICC Standing Rules Pages 4-6**

Invitations to Play:

- Be sure you have an updated email list for all of the current ICC Representatives. You will be emailing them the invitation and using email as your main form of communication.
- Send out the invitation the day after the previous ICC tournament has been played. (If your tournament is on April 24, and the previous tournament is March 27, you should send out the invitation on March 28.)
- The invitation should include the following:

Host Club name and address

Reminder that the entry fee is \$5 and include what the cart fee will be

Starting time

Deadline for entry

Your name and address for mailing entries

Receiving entries:

- Look over the entry sheets and make sure there is a GHIN number for each player
- Send the ICC Representative an email letting them know that you received the entry and the check. (Some Reps will email you the participants, but they are not accepted into the tournament until the checks have been received)
- Once all entries are in and the deadline has passed (the Tuesday preceding the tournament), send out a confirmation email to all Clubs participating in your tournament with the following information:

Confirm the address and any tips about directions or parking

Let them know if your club accepts tips or not.

If you are able to offer lunch options, this is when you would tell them what is available, and whether they can pay with cash, check or credit card. To expedite lunch, you may want to send out a menu with sandwich choices (box lunch) and pricing, allowing the player to make their choice, add their selection to a list, and pay when they check in. Once the tournament is complete, they can pick up their order and proceed to the tables.

### Making the Pairings

- Refer to the Standing Rules for ICC One Day Tournaments, pages 4-6. This can be found on the [friendshipgolf.com](http://friendshipgolf.com) website. This explains how you are to set up the flights, pairings etc. You must verify the handicaps either by going to [GHIN.com](http://GHIN.com) and doing the PLAYER LOOKUP or your Pro may be able to do this for you.
- If possible and to speed up play, threesomes are preferred. As much as possible, the host representative should try to put golfers from different clubs in each group of players.

### Volunteers for Tournament Day:

- You will need at least 2 people to work the Check In Table. Make sure you have an envelope or a cash box with change for taking up the cart fees.
- Print alphabetical lists of the players, AND the hole assignments and pairings sheets should be posted not only at the check in table, but in other high traffic areas.
- You will need at least 2 people to double-check the scorecards in the scoring area. They should check the gross and net and initial the card before handing it to the Pro for posting. It would help if you color code score cards with sharpie as to the corresponding flight. i.e. red First Flight , Blue 2<sup>nd</sup>. Etc.

### Prizes:

- Prizes are explained on page 6 of the Standing Rules

### Follow up after the Tournament:

- Be sure you send (via email or mail) the tournament results to the Vice President, so that they can be posted on [Friendshipgolf.com](http://Friendshipgolf.com)