Charleston Area Men's Interclub Golf Association
2024 Tournament Checklist

➢ Interclub Tournament Chairman (TC) – Kyle Boczkowski (843-469-5917)

➢ Interclub Handicap Chairman (HC) – Mike Phillips (843-425-8312)

➢ Interclub President/Secretary – Jim Petros (989-750-8344)

The following processes and suggested guidelines should be followed to the extent feasible:

Pre-Tournament

☐ Receives the player rosters for the participating clubs from the HC at least two (3) days prior to the tournament. Initial pairings will be completed by the Interclub using the following guidelines (to the extent possible):

- ▪ We will pair team members in the same cart to the extent possible. So, except where we have single riders, place two players from the same team in one cart in a tee group (1A, 1B, 2A, etc.), paired with one or two same-team players from another/different team.

- ▪ The roster will be provided digitally to the Host Club on the Friday before each tournament. This will include a CSV file for import of all player data, and PDFs of Pairings, Club, and Alpha Rosters.

- ▪ Individualized score cards are prepared using the player's full name, home club and point requirement. Provide a <u>line for score and a line for points by hole</u>. Only one player per card. Please *highlight the starting hole* for each player on the score card. See example (Fig 1.) There is also a community scorecard published for Interclub in Golf Genius program.

☐ Have someone direct players to their carts or post an alphabetical listing in a prominent area for golfers to determine their hole assignment and/or cart location.

☐ Have the driving range open at least 1 ½ hours prior to play. If the driving range is not close to Pro shop, ensure range has balls available without having to proceed to Pro shop first.

☐ If available, have Closest-To-Pin (CTP) proximity markers/measuring devices on the appropriate carts. If not available, Interclub can provide CTP markers – just let us know.

☐ If possible, provide course ranger(s) to monitor pace of play and attempt to close playing gaps between groups of one hole or more (rangers from host-team non-players is best of if host club approves).

Course Setup - Speed of Play Suggestions

☐ If at all possible, avoid designating any fairways as "cart path only".

☐ Please arrange course length at 5600 to 5800 yards for Regular tees & ~ 5000 yards for Forward tees.

☐ Please arrange 'user friendly' pin placements - tough pin placement will slow play.

☐ If you have wooded areas, wetlands, marsh, etc. that are not marked by white, yellow or red stakes or lines please make a definitive announcement as to proper play for balls in those areas.

☐ "Desired" Par 3 length is 150 yards and not less than 125 yards. Shot carries across marsh, water, or other hazard should be no greater than 150 yards. Ball drop areas for carries over 100 yards desired (again, to speed play).

Tournament Day

- Each club Director or designee will collect tournament fees from each player and provide to pro shop. Host clubs will provide team score cards to each club director OR place on carts (desired).

- The host club Pro and Interclub TC will provide pre-brief to all at 15 minutes prior to start so the match can start on the hour (on time).

- After the match, the host club will provide gift certificates for prizes outlined in the Financial Data document. As a minimum, gift Certificates should be redeemable until the date of the tournament the following year.

- Host club is responsible to provide a quiet area, away from golfers, so Association Officers can go through all scorecards and determine the individual gift certificate recipients.

- Right after the tournament, the host club is responsible to reimburse the Interclub Treasurer the amount indicated on the [Financial Data](#) Sheet based on number of paying players. This money is used to fund minimal admin Interclub duties and 1 to 2 charities at the end of each calendar year

- After play, each player will deposit their score cards in a basket/tray (provided by Interclub) on a table in front of the score board. Cards will be reviewed by participating club Directors for accuracy.

- New players' scorecards and scoreboard will be marked by a double asterisk to remind everyone that +5 is the maximum score for team <u>and</u> individual prizes. We ask that the Club Pro keep the "**" and ">F" suffixes by each player's name as designated in roster.

- The Directors will record their team scores on Team Results sheets which will be used to post scores on the scoreboard by host club staff or Interclub Directors. The HC will ensure scoreboard accuracy.

- The President and TC will "shingle" and verify the top twenty-five scorecards and closest to pin sheets and award gift certificates accordingly.

- Directors should remain after the event until gift card prizes can be distributed – otherwise, they will receive their team gift prizes at the next event. Scoring and Prizes will be posted on the Interclub website within 48 hours of the event completion (https://chsinterclub.org/index.html).

Cancellations and Rescheduling Process

If a match needs to be postponed, delayed or canceled for any reason, the Tournament Chairman (TC), after consultation with the host club (Pro/GM and host Interclub Director), will provide a recommendation to the Interclub officers (President/Secretary, TC, Handicap Chairman (HC), and Treasurer). The officers will then vote to play or postpone/cancel. In the event of a tie vote, the deciding vote is the TC. The recommendation will be communicated via phone by the TC to the officers and phone with the host club, and a clear response/decision time specified. Supplemental info can be provided by text or email.

If the concern is bad weather, factors to be considered are time/amount of rainfall expected, including amount of rain accumulated prior to the decision, and local weather forecast, possibility of unplayable wind or temperatures (heat index or wind chill), and limitations from the host club.

If a final decision on postponement/delay/cancellation is reached by the host club and Interclub, it will be communicated to the Interclub Directors via the phone tree triggered by the TC. Supplemental info will be provided via email as needed. Where possible, any decision on postponement or delay should be made no later than 20 hours prior to the scheduled tee time.

There are occasions where we (and the host club) are not sure of the weather – by mutual agreement we may make the decision approximately 3 hours prior to match tee time. Cancellations/postponements will be communicated via telephone chain – NO action will be taken if the decision is to continue play.

Revised: 10/16/2023

Score Card Setup:

		Player _____					Points Required _____			Points Legend	Triple Bogey	Double Bogey	Bogey	Par	Birdie	Eagle	Double Eagle		

| | | Home Club _____ | | | | | Starting Hole _____ | | | Points | 0 | 1 | 2 | 3 | 5 | 7 | 8 | **Skins: Yes** | |

Hole #	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Tot
Distance	342	266	139	435	345	467	346	133	317	2790	339	154	335	357	305	467	373	143	435	2908	5698
Par	4	4	3	5	4	5	4	3	4	36	4	3	4	4	4	5	4	3	5	36	72
Handicap	1	9	17	5	3	7	15	11	13		10	18	8	12	2	6	4	16	14		
Score																					
Points																					

Marker Sign _____   Player Sign (Attest) _____

Marker Score

Hole #	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Tot
Score																					
Points																					

Figure 1. Suggested Individual Scorecard (Points Legend is Optional but desired)

NOTE: Interclub Scorecard available in Golf Genius Community Reports - "Charleston Interclub Scorecard".

Score Board Setup:

For Each Team Posted on the Scoreboard.

Black or **Blue** for '+' points and **Red** for '−' points.

Charleston Muni

Name	Target Pts	+/- Pts	Team Pts
Jim Artisan >F **	28	+3	+3
Fred Billetnikoff	35	-2	-2
Harry Carry >F	42	0	0
Billy Fickel **	24	+8	+5
Jerry Killjoy	38	+4	+4
Sam Mushburger	50	+12	+7
Dave Nashville >F	33	-6	X
Mike Pumpkinhead	45	-3	-3
Larry Sheister	31	0	0
Ned Vanderbilt	39	-4	X
Team Score			+14

">F" = Forward Tees   "**" = New Player (limit +5 for points)

(Team Points – limited to +7 except for new player +5)