



JOB DESCRIPTION: SPECIAL TOURNAMENTS CHAIR

REQUIREMENTS:

- Computer
- Computer Skills – Excel & Word
- Access to the Internet

TIME REQUIREMENTS:

- (3 - 5) hours monthly during the major tournament time

EDUCATION / TRANSITION REQUIREMENTS:

- Meet with previous years chair and possibly work with her before the end of her term

JOB DUTIES & TIME REQUIREMENTS:

1. Identify the chairs/co-chairs of each SBWGA-18 tournament scheduled for the year.
2. Work with the Treasurer to allocate the annual sponsor money to the different tournaments.
 - a. Advise each tournament chair as to the amount of sponsor money available for their tournament.
3. Coordinate engraving of winner's names on major tournament trophies with Tuller Trophy. Ensure they know where the trophy case is and get the key from the Pro Shop office to open the case.
4. Work with the Tuesday Play Day Chair, SBWGA-18 President and Niners counterparts to coordinate the golf calendar for the following year.
5. Work with the Treasurer, President and others to formulate the SBWGA-18 budget for the following year.
6. Recruit volunteers to chair Special Tournaments for the following year.
 - a. The best way is by having the person co-chair in the current year.
7. The Special Tournaments Chair has kept a folder with the reports for each tournament played during the year stored in the storage closet.
 - a. Obtain a key to the storage closet.

8. Attend all Board meetings.
9. Support the Chairs of each tournament during the year, as follows:
 - a. Provide them the binders/prior year reports and current tournament-related forms, e.g., tournament expense spreadsheet, golf event information form (to coordinate details with the Pro Shop), and expense reimbursement forms.
 - b. Touch base with them, as needed, to ensure that they stay on task and within budget, if entry fees are charged and/or any SBWGA-18 or sponsor money is allocated for their event.
 - c. Be sure that the tournament chairs give information to the technical committee about players, tournament set up, etc., at least a week ahead of the event to allow time for set up in Golf Genius.
 - d. Understand and approve event payouts. Prize money for major tournaments is in the SBWGA-18 budget. Money for special tournaments comes only through entry fees and sponsors.
 - e. For major tournaments, be sure that the Special Tournaments Chair or event chairs have the winner's names added to the winner's circle on the SBWGA-18 website.
 - f. For events with outside players, be sure that the tournament chair gets prize/payout information to the Pro Shop in advance of the event. For all other events be sure that the tournament chair gets winners' prize/payout information to the Treasurer immediately following the event so she can arrange for credits to the Winners' credit books.
 - g. When there are entry fees, use Golf Genius to have them automatically paid.
 - h. Approve tournament-related expense reimbursement requests before they are submitted to the Treasurer for payment.
10. Major Tournaments:
 - a. Presidents Cup
 - b. Club Championship, Senior Club Championship and Legends Club Championship
 - c. Quail Classic - this tournament has its own funding
 - d. Cactus Classic
11. Special Tournaments:
 - a. 3 Jills and a Jack
 - b. SaddleBrooke Women's Classic – rotates location with Mountain View and the Ranch
 - c. Lagos: this event is held with the Niners and the league that hosts this event alternates each year
 - d. Member/Member - the team that wins the event will chair it the following year
 - e. Member/Guest - a one-day event
 - f. Solheim Cup