

Huntington Harbour Golf Club Tournament Steps

<u>Who</u>	<u>Position</u>	<u>When</u>	<u>What</u>
<u>Annual Steps:</u>			
Board			Determines annual golf date calendar
Bob Baker	Webmaster		Posts Upcoming Courses on Website
Doug Oldham	Tourn Chair		Confirms Golf Courses and costs
Bob Baker	Treasurer		Coordinates contract for annual luncheon with Club Banquet staff
<u>Pre Tournament Monthly Steps:</u>			
Doug Oldham	Tourn Chair	90 days prior	Confirms Course times and costs
Doug Oldham	Tourn Chair	90 days prior	Makes deposit with Club debit card
Doug Oldham	Tourn Chair	90 days prior	Determines Tournament format
Doug Oldham & Ted Allred	Tourn Chair	90 days prior	Sets costs to net at least \$15 per member to the Club.
Bob Baker	Webmaster	60 days prior	Posts details on website for upcoming tournament
Tim Chisam	Secretary/Ass't. Treasurer	30 days prior	1st Call for registrants via Golf Genius or immediately after prior tournament is completed.
Tim Chisam	Secretary/Ass't. Treasurer	15 days prior	Final Call for registrants via Golf Genius and call for check-in team (if needed)
Doug Oldham	Tourn Chair	14 to 10 days prior	Confirms with Sec. & course the count
Tim Chisam	Secretary/Ass't. Treasurer	3 days prior	Prepares check-in sheet prior month payouts
Tim Chisam	Secretary/Ass't. Treasurer	3 days prior	Secures check-in table staffing (ALL BOARD MEMBERS SHOULD HELP IF NEEDED)
Ted Allred	Handicap Chair	3 days prior	Sends the pairing for upcoming tournament
Bob Baker	Treasurer	10 days prior	Prepares envelopes for past month payouts
Tim Chisam	Secretary/Ass't. Treasurer	3 days prior	Announce the Pairing schedule for the tournament
Ted Allred	Handicap Chair	1 day prior	Prints scorecards
<u>Day of Tournament:</u>			
Doug Oldham	Tourn Chair	DAY OF	Makes final payment to course
Doug Oldham	Tourn Chair	DAY OF	Gets Closest to Pin Markers from the Club
Ted Allred	Handicap Chair	DAY OF	secures scorecards
<u>Post Tournament Monthly Steps:</u>			
Ted Allred	Handicap Chair	1 day after	Posts scores in GHIN and Golf Genuis and informs secretary
Ted Allred	Ted Allred	2 days after	Places link on Website of recent results
Tim Chisam	Secretary/Ass't. Treasurer	1 day after	Announces results of past tournament via GG and (places link on Website)
Tim Chisam	Secretary/Ass't. Treasurer	2 days after	1st call for next tournament
Bob Baker	Treasurer	20 days after	Prepares envelopes for distribution at next tournament
<u>Monthly Board Sharing:</u>			
Bob Baker	Treasurer		Prepares tournament financial statement for most recent tournament shares with Secretary
Tim Chisam	Secretary/Ass't. Treasurer		Incorporates finances into Club financial statement / Shares Club Financials and Balace Sheet with Board
Tim Chisam	Secretary/Ass't. Treasurer		Reconciles Club finances with bank