

JANET DROUIN
MEMORIAL OPEN

CHAMPIONSHIP
GUIDELINES

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JDMOC Championship Guidelines

A. GENERAL INFORMATION

This Tournament shall be named:

'The Janet Drouin Memorial Open Championship'

This is a fund raising tournament. All proceeds above the costs of the tournament, administration fees and prizes will be donated to the Janet Drouin Memorial Fund.

1. **FORMAT** – 36 holes medal play
2. **ELIGIBILITY** – Open to any WMSGGA member in good standing, who has played in three (3) WMSGGA weekly tournaments between the close date of the previous year to the close date of the current year. For **Juniors**, the only requirement is that they be a WMSGGA member.
3. **JUNIORS** - The WMSGGA wishes to do everything possible to encourage junior golfers. A Junior Championship will be held if more than one junior is entered. Any girl who has not reached her 18th birthday before midnight on the second day of the tournament and meets all other requirements is eligible to compete in both the Junior Championship and the WMSGGA Janet Drouin Memorial Open Championship.
4. **PAIRINGS AND STARTING TIMES**

Starting times will be issued every 10 (ten) minutes.

1st day –Lower handicaps tee off first on the first tee. All remaining entries shall be paired by handicap index.

2nd day – Re-paired by the 1st day's scores, with the lowest teeing off last. In case of ties, the first score in will tee off later.

5. SCORE CARDS

USGA Rules are in effect. **Rule 6-6 Scoring in Stroke Play**

- a) **RECORDING SCORES** – After each hole, the marker should check the score with the competitor and record it. On completion of the round the marker shall sign the card and hand it to the competitor.
- b) **SIGNING AND RETURNING CARD** – After completion of the round, the competitor should check her score for each hole and settle any doubtful points with the Committee. She shall ensure that the marker has signed the card, countersign the card herself and return it to the Administrative Assistant immediately after play.
- c) **ALTERATION OF CARD** – No alteration may be made on a card after the competitor has returned it to the Administrative Assistant. i.e. (Scoring Committee)

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- d) **WRONG SCORE FOR HOLE** – The competitor is responsible for the correctness of the score recorded for each hole on his card. If she returns a score for any hole lower than actually taken, *she shall be disqualified*. If she returns a score for any hole higher than actually taken, *the score as returned shall stand*.

Note: The Committee is responsible for the addition of scores and application of the handicap recorded on the card.

PENALTY FOR BREACH OF RULE 6-6b: *Disqualification*

e.) **SLOW PLAY**

Slow play is defined as a hole open in front of the group. The Rules Committee will establish a written protocol for addressing slow play. A copy of this protocol is provided in each contestant's packet.

f.) **TIES** - In case of a tie for Champion a sudden Death Playoff will be held. Starting on hole #18, 17 and 18. A match of cards will decide a tie for low net.

g.) **PROTOCOL FOR WEATHER CANCELLATIONS**: If one day is rained out, winner will be determined from one-day score.

h.) **NO Preferred Lies**

i.) **Scores will be posted as Tournament Scores**

B. CHAMPIONSHIP CHAIR DUTIES

1. The Championship Chair (CC) is in charge of the tournament. Guidance, suggestions, etc. may be obtained from the President & Treasurer. The CC answers all questions (except rules) before and during the tournament.
2. The following committee chairs shall be appointed by the CC, who shall also direct and monitor their work.
 - Hospitality
 - Publicity
 - Starters and spotters
 - Rules
 - Scoring
 - Prizes – Prizes are the responsibility of the WMSGGA Prize Committee
3. The following is a suggested procedure:
 - ACCEPTANCE OF ENTRIES – The Administrative Assistant shall accept the lowest 96 entries (or more as determined by the host club) after verifying the entrant’s eligibility and updated handicap index. There will be no post entries.
 - The Administrative Assistant will email the pairings to the CC and participants. The CC will distribute the pairings to the Pro Shop, the Starters, the Rules Committee, Publicity, etc.
4. Prepare REGISTRATION Packets:
Suggestions for the contents of the player’s packet to be given out at registration the first morning of the tournament.
 - “Welcome Letter” from the WMSGGA President with tournament details.
 - Local rules
 - Protocol re: SLOW PLAY (USGA App 1-C4)
 - Scorecard from the club
 - Report to Starter 10 minutes before tee time
5. Allocation of Funds
Based on entry fee of \$65
User fees -\$34.00 - (\$17 per day)
Administrative fee - \$6.00
Prizes - \$10.00
Janet Drouin Memorial Fund - \$10.00
Trophies - \$5.00 (Champion, Junior Champion, Tournament Low Net)
Additional funds will be raised to cover extra incurred expenses:
\$100.00 Gratuity each for Pro and Superintendent.

C. WMSGA PRESIDENT DUTIES

1. Compose “Welcome Letter” for all contestants to be emailed by AA.
2. Serve as back up to the CC, i.e., answer questions (other than rules), give suggestions, and provide moral support, etc.
3. Award prizes immediately following play on the final day.

D. PRO / ASSISTANT PRO / SUPERINTENDENT

1. Rules and Tournament Chairs to meet with Pro, Assistant Pro, or Golf Course Superintendent to discuss the following recommendations and requests:
 - That tees agree with scorecard yardage within 5 yards
 - That tee markers and pin placements be changed each day
 - That pin placement sheets be provided to contestants each day
 - That the course be zoned in three zones of 6 holes each. Alternate the difficulties of each zone – 6 hard, 6 medium, 6 easy.
 - That all hazards, ground under repair areas and out-of-bounds are clearly marked.
 - That all new trees are marked and “free lift” areas be applied.
 - That the Superintendent inform the CC each morning if there is any unusual condition, such as casual water, etc. which might require a local rule.
2. Give the Superintendent a copy of the starting times.

E. HOSPITALITY CHAIR DUTIES

1. Arrange for coffee, tea and breakfast items to be available mornings from approximately 7:00 to 11:00.
2. Assist the Prize Chair in setting up the prize table prior to the award presentation on the final day.

F. RULES COMMITTEE DUTIES

1. Have a current copy of the USGA Rule Book and the book spelling out the current year's "Decisions of the Rules of Golf"
2. Have a copy of the "**LOCAL RULES**"
3. Keep the field moving
4. RE: Slow Play: Slow play is defined as a hole open in front of the group. Establish written protocol for addressing slow play. Each contestant should have a copy in her registration packet.
5. When in doubt as to a decision, encourage the contestant to play two balls until the matter can be resolved.
6. Never take the contestant's word or opinion on a matter of discrepancy – deal with facts only
7. RE: scoring disputes – review scorecards kept by all members of the group – talk to foursomes involved and settle disputes in keeping with USGA Rules

G. STARTER'S DUTIES

1. Arrange for a starter to be on duty at the 1st Tee (also on the 10th tee if both tees are used) from 20 minutes before the first starting time until after all groups have teed off
2. Arrange for a table at the 1st tee (also the 10th if both tees are used). Arrange to have the following available at each table:
 - A rule book and copy of the local rules, markers, pencils
 - Official score cards (and extra regular club cards)
 - List of starting times
 - Watch or clock, synchronized with club time
 - Pin placement sheets
3. Write up directions for the starters so they will know their exact duties. Include the following:
 - Time to report for duty
 - How play is set up, i.e., number of players per group, starting time intervals, procedures for teeing off (low handicap has the honor – if there is a tie, then alphabetical order is used)
 - In general, groups should not be started earlier than every 10 minutes, however, use discretion and do not hesitate to hold up a group if there is a delay on the first hole (or if the next hole is a par 3)
 - If both 1st and 10th tees are used, and if the first players off the first tee make the turn before the field has started, hold up those players who have finished nine holes until all players have started

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4. Call contestants to the tee as listed on the starter's sheet.
5. Contestants must meet their tee time or be disqualified
6. Inform contestants that the Rules Committee will address slow play. Remind them of the importance of keeping up with the group in front of them.
7. Remind contestants of the importance of verifying their hole-by-hole scores before signing their scorecard.

H. PRIZE CHAIR DUTIES (WMSGGA PRIZE CHAIR)

1. Purchase trophies for Champion, Junior Champion, and Low Net Winner.
2. Display trophies on the first day of play in a convenient, safe place. Attend to the safekeeping of the trophies overnight. On the afternoon of the final day of play, arrange to move the trophy table outside (weather permitting) for the presentation ceremony.
3. TIES: In case of a tie for Champion, play should be continued on a "sudden death" basis; therefore, only one replica will be awarded.
4. The Low Net Award will be presented to the contestant with the lowest net score for the tournament.
5. In case of ties for the net award, the tie will be broken by a match of cards in accordance with the method recommended by the USGA. The winner will be determined on the basis of the best score for the last nine holes. If the tying players have the same score for the last nine holes, determine the winner on the basis of the last six, last three and finally the eighteenth hole. One-half, one-third, one-sixth, etc. of the course handicaps should be deducted from the score for those holes. Fractions of one-half stroke or more should count as a full stroke; any lesser fractions should be disregarded. If this method doesn't produce a winner, the first nine holes will be used in the same manner described above.
6. Arrange for vouchers to be printed and prepared for presentation to the winners after play on the final day. Vouchers should specify that they are to be spent at the host course.

I. PRIZES

1. Engraving:
 - (1) Tournament Low Net
 - (2) Champion
 - (3) Junior Champion
2. No competitor is eligible for more than one prize, except that the Junior Champion can also be overall Champion.

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Prize Money Allocation & Structure

Up to 4 winners in each of 4 flights = 16 + Champion and Low Net Winner; if the field is smaller, fewer places will be paid in each flight; more places will be paid if the field is larger. Junior Champion prize (\$60) will be funded by WMSGGA.

Using 96 entries @ \$10.00 = = \$ 960.00

Champion - \$150.00 = \$ 150.00

Low Net - \$75.00 = \$ 75.00

1st Gross in 4 flights - \$55.00 = \$ 220.00

1st Net in 4 flights - \$55.00 = \$ 220.00

2nd Gross in 4 flights - \$35.00 = \$ 140.00

2nd Net in 4 flights - \$35.00 = \$ 140.00

TOTAL = \$ 945.00

J. ADMINISTRATIVE ASSISTANT DUTIES

1. The Administrative Assistant shall set the tournament up on the computer. She will keep the CC informed of applicants throughout the application period. The following is a suggested procedure:
 - ACCEPTANCE OF ENTRIES – The Administrative Assistant shall accept the lowest 96 entries (or more as designated by the host course). Verify their eligibility and updated handicap index. Designate carts as requested. There will be no post entries.
 - Administrative Assistant is to email organized list of contestants to the CC immediately after closing date of application.
 - The Administrative Assistant will email the pairings, as soon as entries close, to the CC. The CC will distribute the pairings to the Pro Shop, the Starters, the Rules Committee, Publicity, etc.
2. PAIRINGS – See “General Information” (Section A) for pairing procedures.
3. The Administrative Assistant shall be responsible for establishing a scoring committee for each day.
4. SCORING TABLE: If computer is used, it will be the responsibility of the Administrative Assistant to obtain scores and verify entries.

SUGGESTION: It would be helpful to rope off the scoring area.

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5. SCOREBOARD

- Each competitor must have at least 2 lines for the daily hole-by-hole scores (i.e., 36 hole totals).
- Sample:

PAR -->	4	3	5	4	5	3	4	4	5		5	5	4	6	4	4	6	4	4					CUM	CUM
HOLES-->	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	GR	HCP	NET	GROSS	NET
NAME	COURSE																								
MON																									
TUES																									
	(Use different colors to make charts more legible)																								

- Current, updated handicap indexes must be verified with the WMSGAs Handicapper before course handicap can be posted on the scoreboard.
 - All scores posted must first be verified with the scoring committee at the scoring table before being posted on the scoreboard).
 - It is helpful for competitors and press if leader sheet is posted, either on a separate sheet or by movable score slots.
6. Each competitor’s OFFICIAL SCORECARD, **signed by the scorer** and **attested by the competitor** must be turned in to the scorer’s table IMMEDIATELY upon completion of each round. In the case of a disagreement in scores, the Rules Committee will resolve it.