



The following memo is to help aid Athletic Directors and Golf Coaches who are administering golf tournaments throughout the regular season.

Golf Tournament Checklist

Week before Tournament

- Contact Head Golf Professional / General Manager of golf course to confirm tee times.
- Confirm the following and distribute to participating schools:
 - Cost of Tournament
 - Access to Parking
 - Access to Range Balls
 - Carts available for coaches (optional)
- Coaches should return a list of participating players to the tournament director for prior entry into the computer. Adjustments can be made on tournament day. This also allows time to put pairings together for tournament.
- Confirm who the rules committee will be

Day of Event

- Create scorecards for players – Coaches should fill out scorecards for their teams
 - i.e. Henley #1 – Kyle Stanfield (Circle starting hole if shotgun)
- Create scoresheets or build scoring spreadsheet
- Give starters sheet to starters which would include:
 - Pace of Play Expectations
 - Exchange of Scorecards
 - Expectation of accurate scoring from students
 - Local rules of the golf course

Post Event

- Send Coaches / Teams scoring spreadsheet
- Send OSAA scoring spreadsheet
- Send Scoring Recap to Media