

2026 QUAIL RUN TOURNAMENT COMMITTEE DUTIES

Hosted by Willowcreek Ladies Nine Hole League and Willowbrook Ladies Nine Hole League

DATE: Monday March 16 and Thursday March 19th
Rain date March 20th

THEME: STARS & STRIPES

2026 is the 250th anniversary of the signing of the Declaration of Independence so we decided it would be a great theme for the tournament.

TOURNAMENT COORDNATORS - Ellie Brandt and Jane Elflein are co-chairs

- Set up the committees as listed below.
- Follow up with each committee to make sure everything is moving smoothly and in timely fashion.
- Provide assistance to committees as needed. Meet with committee chairs to set budget.

FOOD COMMITTEE:

- The chairman shall work with the tournament committee and her committee to select the caterer to serve lunch on the second day of the tournament.
- The chairman shall be the contact person to the caterer and will make all necessary arrangements and oversee the serving of lunch.
- The chairman shall work with the treasurer to make payment to the caterer as agreed upon.
- Committee members shall assist the chairman as needed and be available to see that lunch is served in an orderly fashion.
- The chairman shall work with the table decoration chairman to be sure the luncheon serving area is included in the floor plan. The serving area seems to work well on the west side of the covered area with the drinks set up on the northeast corner.
- The chairman with the assistance from her committee shall purchase food and supplies for the breakfast provided on the two tournament days. Arrange set up of serving area and arrive early on both days to prepare, serve and cleanup for both the 8:00 and 10:30 start times.
- Discuss with the table decoration chairman to be sure the rolling carts are available for set up in the floor plan.
- Food is the largest cost so determine the best option for the amount we have to spend according to the budget.

FLIGHT BOARDS/SCORECARDS/SCORING:

- Using the applicant information, determine tee times and starting hole numbers for all participants.

- Consider volunteers from your club(s) when selecting hole numbers and for those who are walkers. People who have a responsibility may need to return to the club house early so they would need to start on holes 1A, 1B, 8 or 9, etc. Those that are walking should start on the holes where they do not have to walk long distances to begin golfing, for example #5 or #6. Using the number of entries and the handicaps converted to Quail Run, determine the number of flights.
- Prepare flight board (first in pencil) and scorecards using the information provided by the tournament chairman and handicap chairman.
- Flights sheets are available through Sue Presta?????
- Select volunteers for verifying scorecards and for reading and writing scores on the flight boards.
- Volunteers on this committee must have neat handwriting and are accurate with numbers. These volunteers can be experienced golfers and scorers from other courses.
- The card checkers collect and check for signatures and matching gross scores on the scorecards both days.
- The verifiers and scorers check and double check scores and then the readers and writers post gross and net score on the flight sheets. Neatness and accuracy are a must.
- The Scoring Committee shall determine the overall winner and the first-place low gross and low net winners immediately following the completion of the flight sheets.
- In previous tournaments only gross first place in low gross and low net in each flight and the overall tournament winner were announced at the luncheon which gives time for the scoring committee to work the next day to determine the rest of the field and get to the publicity chairman to submit to the newspapers ASAP for publication.

HANDICAP/CONVERSION:

- The chairman and her committee shall convert handicap indexes to Quail Run Course slope with the help of the tournament chairman, tournament applications, the March handicap sheets and the Quail Run conversion sheet.
- Accuracy is extremely important so check and double-check your work.
- The tournament chairman should have a copy of all handicap sheets and the Quail Run conversion sheet available in case of questions.

DOOR PRIZES/RAFFLE PRIZES:

- The chairman shall help solicit raffle prizes along with club members and shall coordinate the raffle prizes and display of the baskets on both days of the tournament.
- The raffle prize committee shall store the prizes, assemble and label the prizes (contents).
- They shall transport the baskets to Quail Run early Monday, remove and store in a cool place until early Thursday morning.
- Ticket containers are available to use. (If it is windy, tape them to table or place heavy object in them),

- One color of tickets can be used of both days. Writing an assigned number on the back of the ticket instead of a first and last name seems to work well.
- Prizes can be solicited, purchased or donated.
- It is best to have 1-2 people overseeing this so we don't all go asking the same people/businesses for donations.
- There is a letter that can be taken to businesses if we are asking for donations.
- The committee members are responsible for packaging the baskets with cellophane. Prizes should be at least \$15 but preferably in the \$30 range. We can also have single items (in the past has included a golf bag, club, or jewelry) that are used as silent auction items.

DITTY BAGS:

- Along with her committee, the chairman shall select, purchase and/or solicit items to go into the gift bags for each player to be handed out at registration on the first day.
- The committee needs to store these items until the "ditty bag party" when they will place the items in the bag or container.
- A variety of ditty bag containers/ideas have been used such as tees, markers, golf balls, breakfast bars or other treats.
- Be creative again and watch budget.

TABLE DECORATIONS/CENTERPIECE:

- Using your imagination, decide what the centerpieces will be according to the theme, if applicable. These may be handmade or purchased.
- Set up centerpieces on the second day. It was decided no tablecloths needed. If windy they just blow around. Only the food and beverage areas could use tablecloths.
- Incorporate the club names (Lakes East, Lakes West, North, Willowbrook, Willowcreek, Quail Run and Riverview) into the displays for each table.
- Arrange club names and space according to the number of participants from each club.
- Include a table for guests/volunteers.

PUBLICITY:

- Submit to the Independent, Daily News-Sun and Sunviews an article advertising the tournament at least **2 months** in advance of tournament.
- Be certain to include in all publications, including the registration, that participants must:
 - belong to the Sun City Women's 9-Hole Golf Association
 - have an established handicap posted on the March sheet and,
 - must have played in at least 5 games in league play in the last year.
- Arrange for both newspapers to come to the tournament on both days.
- Submit an article to the Daily News-Sun immediately following the first day of play with the first-place low gross and low net scores in each division.

- At the conclusion of the tournament and when the scoring committee have finished, send all scores and a digital photo of the overall tournament winner by email to Rich Bolas at the Daily News-Sun and Jeremy Carr at the Independent.
- Check and re-check for accuracy.
- The newspaper photographer may need assistance on the second day locating the leader on the course.

PHOTOGRAPHY:

- Arrange for a volunteer to take team photos on the first morning of the tournament.
- Photographer needs some experience with digital camera. Have the photos developed and sorted by team/club into envelopes to be passed out to each participant on the second day of the tournament with the scorecards.
- A Quail Run Tournaments sign is available to use if desired. Many leagues design their own special signs.

TICKET SALES:

- With the assistance of the volunteer chairman, arrange for volunteers to sell raffle tickets and 50/50 tickets. Volunteers do not need to be golfers!
- You will need three change boxes and change for each box to start the day. You will need two different colors of tickets for the 50/50 (Monday & Thursday)
- A banker is needed to collect and keep track of monies during tournament on both days, keeping separate the 50/50 from the raffle money.
- Pre-determine the number of 50/50 winners to be paid and then the banker can figure the amount to be given to the Monday winner and again on Thursday.
- Envelopes should be labeled ahead of time.
- Your treasurer needs to be available to take the cash to the bank each day for safe keeping! She will need to put the payout money in envelopes to be handed out on Thursday at the luncheon after the winners are drawn.

VOLUNTEERS:

- Secure and supervise volunteers who will be assisting various committees.
- Volunteers are needed for registration, ticket sales for raffle and 50/50, judging closest to the pin, longest drive, most accurate drive and longest putt. (or whatever contests you select).
- Check with Quail Run GC as they may have signs for the special holes that can be used and possibly names of volunteers that are willing to help.
- Volunteers are able to participate in raffle drawings, 50/50 and breakfast and/or lunch if they are present on lunch day.

PRIZE MONEY:

- Work with the tournament committee and using your payout system, determine the amount to be paid out for each flight and place. This job is to be completed after the tournaments is over.
- The amount, of course, will be determined by your income and expenses and how many places you pay in each flight.
- Sort the money (withdrawn from the bank) into envelopes for all winners.
- Monies are passed out to club presidents either prior to or at the SCWGA 9-Hole meeting in April.

COMPUTER HELP:

- Selecting a person who can work with excel, is patient and accurate and can compile a list of players that can be sorted by alpha, hole #, 8:00 or 10:30, etc. See examples included in this book.
- This position takes a lot of time!!!
- Once the winners have been determined, this person can type a list of all flight low gross and low net winners to be posted on the bulletin boards.