

CHECKLIST FOR HOSTING A DIVISIONAL TOURNAMENT

1 WEEK PRIOR

- Solidify any necessary staff/volunteers for the tournament.
 - Rules official(s)
 - Ball spotters
 - Shuttles
- Verify start time and format online (tee times or shotgun start).
 - Tee times or a shotgun start may be used. (We encourage a shotgun start for all Divisional tournaments. This provides players with a better social experience following the tournament and allows all scores will be posted at one time. Also, this accommodates later start times.)

3 DAYS PRIOR

- Verify your tournament team roster prior to the registration deadline.
- Make any necessary changes to the pairings/tee times generated online.
- Finalize pairings/tee times with Robert Hammer at 602-687-5282 or rhammer@ping.com.
- Using the PJI Rules Sheet, modify the local rules and tee markers that will be used for your tournament (PJI Rules Sheet is located online under the "Rules & Regulations" tab).
 - Local rules are at the discretion of the host facility and must be printed on the rules sheet.
 - Colored tee markers should be set using the yardage chart and should be categorized as such within the rules sheet.

1 DAY PRIOR

COURSE SETUP

- Mark all necessary course hazards, ground under repair, etc.
- Determine pin locations.
 - These should be cut in fair locations keeping in mind pace of play (A good rule of thumb is to have six easy, six moderate and six difficult pin locations).
- Prepare pin location sheet.
 - Circles representing the green, noting the green depth, paces from the front, paces from the side of green, and +/- from center.
- Print off three (3) PDF copies of the tee times/pairings (www.juniorgolfuniversity.org).
- Determine hole-by-hole and total tournament yardages.
 - Colored tee markers should be set using the chart below and should be categorized as such within the rules sheet.
 - Prescribed yardages for all PJI tournaments are based on age and gender. Each course must do its best to adhere to the following chart established by JGU:

<i>Age</i>	<i>Boys</i>	<i>Girls</i>
12 – 13	5,500	4,800
14 – 18	6,500	5,500

*Some courses may not be able to accommodate specific yardages

- Print the following PJI forms from the "Rules & Regulations" tab online in the recommended quantities:

PJI Form	Distribution	Quantity*
Schedule	Registration, 1 st Tee & Golf Shop	3
Player Responsibility Form	Registration, 1 st Tee & Golf Shop	3
Pace of Play Guidelines	Registration, 1 st Tee & Golf Shop	3
Spectator Policy	Registration, 1 st Tee & Golf Shop	15
Pairings Sheet with Starting Times	Registration, 1 st Tee & Golf Shop	3
Rules Sheet	1 st Tee	30
Pin Location Sheet (not found online)	1 st Tee	30
Tournament Scorecards (not found online)	1 st Tee	As Applicable

* Additional copies as deemed necessary

MORNING OF DIVISIONAL TOURNAMENT

COURSE SETUP

- Set up course with tee markers adjusted according to PJI prescribed yardages.
- Identify area for registration
 - The registration area will be utilized by the assigned JGU representative (ARIZONA ONLY)
- Identify area for scoring
 - The scoring area is designed to display the scores of all participants along with team points earned.

PRACTICE FACILITY

- Provide practice range balls for all participants free of charge.
- Set up and prepare the range for participants 90 minutes prior to the start of play.
 - Transportation to and from the practice facility is NOT to be provided to tournament participants due to potential fairness issues.
 - All players are responsible for reaching the tee ten (10) minutes prior to their tee time.

VOLUNTEER PROGRAM (ARIZONA ONLY)

- Meet with your JGU representative 1 ½ hours prior to the first tee time.
- Assist the JGU representative to the registration area
 - The JGU representative will be responsible for the following if needed:
 - Registration
 - Starting
 - Pace of Play
 - Scoring

REGISTRATION

- Provide a registration area 90 minutes prior to the start of play. The registration table must include the following:
 - "PJI Tournament Registration" signage identifying the table.
 - ARIZONA ONLY-the JGU representative will have "PJI Tournament Registration" signage
 - Table to be located in a prominent location easily accessible to those who may be arriving at the golf course for the first time.
 - Staff member(s) seated and prepared to welcome and accommodate the participants.
 - ARIZONA ONLY-JGU representative may be utilized for this position if needed
 - Copies of PJI forms (see the PJI Form list above).

RULES SHEET

- Provide a rules sheet to each participant on the first tee.
 - Local rules are at the discretion of the host facility and must be included on the rules sheet.
 - USGA rules govern all play.
 - Unfortunate rules decisions should be viewed as part of the development process for participating junior golfers and must be administered strictly and objectively.

DURING DIVISIONAL TOURNAMENT

STARTER

If a tee time start is used, a staff member is to perform the duties of starter on the opening hole of play.

- ARIZONA ONLY-JGU representative will fulfill this role

The starting area must be equipped with the following:

- Starters table
- Starters tent (if available)
- Golf accessory items: tees, ball markers, divot tools, standard scorecards, candy, pencils, Sharpie markers, sun block, etc.
- PJI Forms
 - ARIZONA ONLY-JGU representative will provide a starter box with various items supplied

Participants are expected to report to the first tee ten (10) minutes prior to their tee time. The starter is charged with the responsibility of enforcing starting time rules policy and administering penalties or disqualification when necessary. Five (5) minutes prior to each tee time, the starter is to go through the following process:

- Welcome the group
- Ensure all spectators understand the PJI and host facility rules
- Hand out official tournament scorecards to each player
 - Each player must record another participant's score
- Remind participants to mark and identify their golf ball prior to the start of play
- Remind participants of the double par limit per hole
- Remind the participants to take a copy of the rules sheet and pin location sheet
- Review ALL local rules with the participants
- Instruct competitors to play two balls (Rule 3-3) if rules official is not present and there is doubt as to the correct procedure
- State the order of play to the group
- Starter is to announce the start of each group and of each player as scripted below:

- *"Welcome to HOST FACILITY and the PING Junior Interclub"*
- *"Next on the tee, in the TIME starting time, representing HOME COURSE, please welcome PLAYER NAME. Play away please"*
- *"Next on the tee, representing HOME COURSE, please welcome PLAYER NAME"*

SHOTGUN START

If a shotgun start is used, a starter is not required. If transportation is necessary to certain holes, please have golf carts ready or shuttles scheduled. Players must arrive to their designated tee ten (10) minutes prior to the shotgun start time.

ON-COURSE ADMINISTRATION

The Tournament Director and any additional staff/volunteers are to be monitoring play on the golf course at all times. They are to be administering the following:

- Rules questions or rulings (have USGA rule book and decisions book available).
- Pace of Play enforcement (bring copies).
- Spectator Policy enforcement (bring copies).

Reminder: Always keep the safety of the participants in mind. Be sure everyone is sufficiently hydrated.

FINALIZING DIVISIONAL TOURNAMENT

SCORING

After completion of play, all scores must be entered in the website. Please complete this process the same day as the event.

- The website will automatically calculate individual and team scores for the tournament.
- Season totals and Divisional standings will also be updated and posted on the JGU website.

The host facility is responsible for the following:

- Designated scoring table/area
- Staff member(s) seated and available as soon as the first group is finished
- ARIZONA ONLY-JGU representative seated assisting with scoring

Professional staff member(s) will verify the following:

- Two (2) signatures per scorecard
 - Players are not responsible for math, but are responsible for hole-by-hole scores.
- Check scores, total, and verify the result with the player.
- Post scores on official JGU score sheet (provided) and www.juniorgolfuniversity.org.