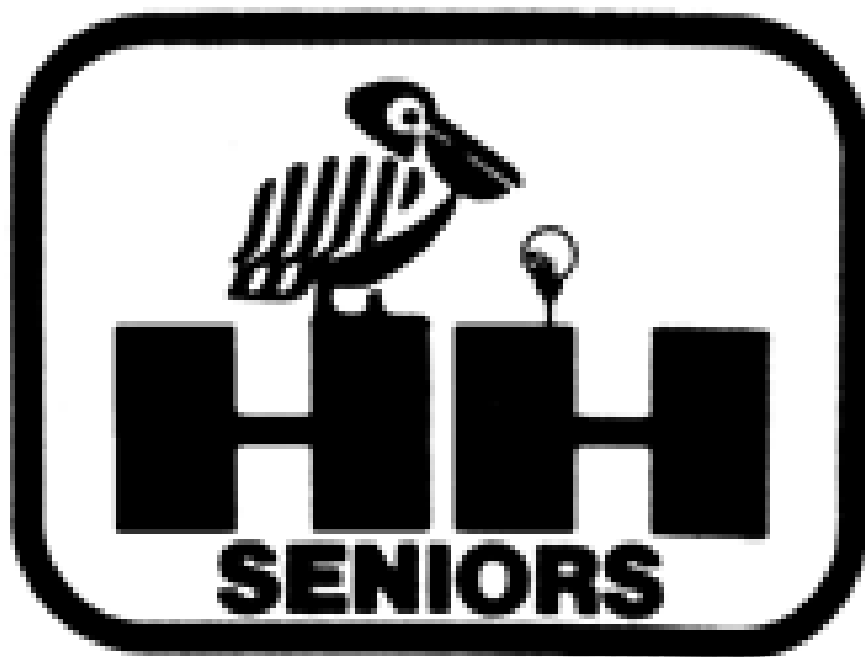


Filling out the Event File



Slightly updated 2/24/21

AutoSave On | Event 2 Event File - Atlantic Dunes - Saved | Search | Bret Jacobowitz

File Home Insert Draw Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Ideas

A2 | Event File

| A | B | C | D | E | F | G | H | I | J | K | L |
|----|---------------------------|---|--|---|---|---|---|---|---|---|---|
| 1 | TAB | Comment | Instructions | | | | | | | | |
| 20 | Treasurer's Report | information on income (credit card & checks) and expenses (to golf club and players) for the event. | D. Enter the number of "Host Club Members" in the event. | | | | | | | | |
| 21 | | | E. If some members pay by check (does not happen often), enter the number of "Reg Members" and "Host Club Members" at appropriate lines. | | | | | | | | |
| 22 | | | F. Enter the number of "Cancellations" in the appropriate line for "Reg Member" or "Host Club Member". | | | | | | | | |
| 23 | | | G. Enter the number of "Late Cancellations" / "No Shows" in the appropriate line for "Reg Member" or "Host Club Member". | | | | | | | | |
| 24 | | | H. Enter the number of CTP prizes where pro shop credit is awarded. | | | | | | | | |
| 25 | | I. Enter the amount of Gift Certificate Prize Money Awarded (other than CTP). Make sure the amount listed is less than or equal to Prize Money Available. | | | | | | | | | |
| 26 | Tournament Summary | Contains information for the Tournament Chair (and other BOG members) about the event. | A. Enter the names of the Host Club personnel who helped with the event. | | | | | | | | |
| 27 | | | B. Enter information that describes the Course Conditions on the day of play. | | | | | | | | |
| 28 | | | C. Enter Speed of Play information. (Time of first & last group plus other comments if desired) | | | | | | | | |
| 29 | | | D. Enter the Statistics requested. | | | | | | | | |
| 30 | | | E. Enter any Complaints. | | | | | | | | |
| 31 | | F. Enter any Suggestions for Next Year. | | | | | | | | | |
| 32 | | G. Enter any other General Remarks. | | | | | | | | | |
| 33 | Transactions | No input required | This tab can be used as an aide in determining some of the values that are to be entered on the Treasurer's Report tab. It contains a record of the credit card transactions that have occurred prior to the Event File being sent to the EC. It is sorted by the amount and then by last name and first name of the member. The red numbers (if any) are refunds for known cancellations. The amounts equal to the Entry Fee only (if any) are Host Club Members who entered. The amounts that are a total of the Cart Fee and Entry Fee are the Reg Members. | | | | | | | | |

Event File Instructions | Special Situations | Info For Website | Results Form | Player's Gross Score | Treasure ...

Do you have a Special Situation? Late Cancellations? No Shows? Please read Tab 2!

Even if you don't have a Special Situation, you should read this Tab. **EVERY EVENT YOU WORK!**

Special Situations have a habit of arising at the very last minute. Someone doesn't show, someone gets hurt, etc.

The screenshot shows an Excel spreadsheet titled "Event 2 Event File - Atlantic Dunes - Saved". The active tab is "Special Situations". The spreadsheet contains the following text:

Event Chairman's "Instructions for Special Situations" Reference Tab

1. The line in the "Treasurer's Report" titled "Cash into SMGA Account" should agree with the Transaction Sheet. If not the EC must provide an explanation in the Tournament Summary to the TA for any post-event refunds. See examples below of situations where these two totals will **NOT** agree and what an EC should do to properly complete the Event File.

Situation #1 – A player is on the pairing sheet in error. But, because he is on the pairings sheet, the EC expects the member to play. When he doesn't show up for the event, the first assumption is that the member is a "No Show". After discussions with the player it is determined that the error was not the member's fault. To address this situation, the EC should do the following:

- In the "Info for Website" tab, remove the player from the pairings sheet.
- In the "Treasurer's Report" tab, reduce the number of total members initially registered by 1:
 - If the member is a "Reg Member", reduce the Cart Fee & Entry Fee (rows 7 & 8)
 - If the member is a "Host Club Member", reduce the Entry Fee (row 10)

This will result in the "Total Cash into SMGA Bank Account" being **less than** total amount in the "Transactions" tab. The difference, in this example, would be the total of an individual's fee(s).

- In the "Tournament Summary" tab, document this difference and the explanation of the difference.

Situation #2 – A player is on the pairing sheet. The morning of the event he wakes up and is unable to play (eg: illness, back injury, etc.) and notifies the EC. Per the Member's Handbook, the member would receive no refund because the member notified the EC after Noon of the Friday before the event. To address this, the EC should do the following:

- Following these steps will result in the line in the "Treasurer's Report" titled "Cash into SMGA Account" should agree with the total in the "Transactions" tab.
- In the "Info for Website" tab, **DO NOT** add the member to the "Cancellations" section even though this would be the logical place to record it. Instead, add the member to the "Late Cancellation" section. This will insure **NO REFUND** is provided.
- In the "Treasurer's Report" tab, add 1 to the appropriate "No Show / Late Cancel" line under the section "Number that Actually Played".
- In the "Tournament Summary" tab, for consistency, add 1 to the "Late Cancellation" line under "Statistics".

Personally, I like to start by *reviewing* the Transactions Tab (the last one in the report).

Look at how many registrations you have for host club members (\$20 only) and non-host club members (\$20 + applicable cart fee).

Look at the refunds were made and for how much – that tells you the number and types of cancellations – members of host clubs, non-host club registrants, etc.

The screenshot shows an Excel spreadsheet titled "Event 2 Event File - Atlantic Dunes - Saved". The spreadsheet has columns labeled A through V. The data is organized into columns: B (type), C (time), D (amount), E (first_name), F (last_name), and G (Event name). The rows contain a list of transactions, including several refunds and sales.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V |
|----|----|--------|-------|-----------|------------|-------------|---------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | type | time | amount | first_name | last_name | Event name: | | | | | | | | | | | | | | | |
| 1 | | refund | ##### | (\$65.00) | Norm | Conley | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 2 | | refund | ##### | (\$65.00) | Steve | Johnson | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 3 | | refund | ##### | (\$65.00) | Walter | Marett | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 4 | | refund | ##### | (\$65.00) | Scott | Michaels | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 5 | | refund | ##### | (\$65.00) | Rich | Sambuchino | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 6 | 1 | sale | ##### | \$85.00 | Chuck | Barton | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 7 | 2 | sale | ##### | \$85.00 | Gerry | Beauclair | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 8 | 3 | sale | ##### | \$85.00 | Andy | Bertram | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 9 | 4 | sale | ##### | \$85.00 | William | Bogle, Jr. | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 10 | 5 | sale | ##### | \$85.00 | Ron | Borders | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 11 | 6 | sale | ##### | \$85.00 | Dick | Brasfield | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 12 | 7 | sale | ##### | \$85.00 | Barry | Burgoyne | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 13 | 8 | sale | ##### | \$85.00 | Brian | Burke | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 14 | 9 | sale | ##### | \$85.00 | Jack | Cain | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 15 | 10 | sale | ##### | \$85.00 | Jim | Carey | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 16 | 11 | sale | ##### | \$85.00 | Norm | Conley | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 17 | 12 | sale | ##### | \$85.00 | Fred | Corpuz | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 18 | 13 | sale | ##### | \$85.00 | Bob | Davis | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 19 | 14 | sale | ##### | \$85.00 | Jack | Dawson | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 20 | 15 | sale | ##### | \$85.00 | Bob | Day | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 21 | 16 | sale | ##### | \$85.00 | Ken | Demarchi | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 22 | 17 | sale | ##### | \$85.00 | Dick | DeMars | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 23 | 18 | sale | ##### | \$85.00 | Ron | Discher | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 24 | 19 | sale | ##### | \$85.00 | Bob | Doerr | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 25 | 20 | sale | ##### | \$85.00 | Bill | Eisenman | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 26 | 21 | sale | ##### | \$85.00 | Jack | Elrod | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 27 | 22 | sale | ##### | \$85.00 | Larry | Ernst | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 28 | 23 | sale | ##### | \$85.00 | Bill | Frankenbach | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 29 | 24 | sale | ##### | \$85.00 | David | Furman | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 30 | 25 | sale | ##### | \$85.00 | Chris | Gallert | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |
| 31 | 26 | sale | ##### | \$85.00 | Mark | Garcia | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | |

I also will run a list of how many registrants we had. Good to know for the Treasurer's Report!

And I total up the revenue for the Event to use as a double-check in the Treasurer's Report. OK, Fred dislikes me doing this, but...you can always delete the summation once you've double checked it against the Treasurer's Report

Otherwise, **PLEASE DON'T TOUCH THE TRANSACTIONS TAB!**

The screenshot shows an Excel spreadsheet with the following data:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | |
|-----|-----|------|-------|------------|------------|--------------|---------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|
| 1 | | type | time | amount | first_name | last_name | Event name: | | | | | | | | | | | | | | | | |
| 84 | 78 | sale | ##### | \$85.00 | John | Petraglia | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 85 | 79 | sale | ##### | \$85.00 | Mike | Riccobono | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 86 | 80 | sale | ##### | \$85.00 | Jamie | Rice | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 87 | 81 | sale | ##### | \$85.00 | Richard | Robertson | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 88 | 82 | sale | ##### | \$85.00 | Al | Rosenberg | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 89 | 83 | sale | ##### | \$85.00 | Bob | Russo | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 90 | 84 | sale | ##### | \$85.00 | Bob | Sadlier | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 91 | 85 | sale | ##### | \$85.00 | Rich | Sambuchino | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 92 | 86 | sale | ##### | \$85.00 | Rich | Sandquist | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 93 | 87 | sale | ##### | \$85.00 | Charlie | Sapernakis | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 94 | 88 | sale | ##### | \$85.00 | Bill | Saumsiegle | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 95 | 89 | sale | ##### | \$85.00 | Tim | Scanlin | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 96 | 90 | sale | ##### | \$85.00 | Don | Schink | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 97 | 91 | sale | ##### | \$85.00 | Ron | Schrotberger | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 98 | 92 | sale | ##### | \$85.00 | Chuck | Shaynak | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 99 | 93 | sale | ##### | \$85.00 | Bob | Smith | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 100 | 94 | sale | ##### | \$85.00 | Jeff | South | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 101 | 95 | sale | ##### | \$85.00 | Brian | Stirrat | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 102 | 96 | sale | ##### | \$85.00 | Frank | Straat | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 103 | 97 | sale | ##### | \$85.00 | Jim | Strausbaugh | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 104 | 98 | sale | ##### | \$85.00 | william | stroner | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 105 | 99 | sale | ##### | \$85.00 | Frank | Sutera | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 106 | 100 | sale | ##### | \$85.00 | John | Tignor | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 107 | 101 | sale | ##### | \$85.00 | Lou | Tramontano | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 108 | 102 | sale | ##### | \$85.00 | Mike | Valadez | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 109 | 103 | sale | ##### | \$85.00 | Jim | Vogel | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 110 | 104 | sale | ##### | \$85.00 | Larry | Ward | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 111 | 105 | sale | ##### | \$85.00 | Rob | Webb | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 112 | 106 | sale | ##### | \$85.00 | Jim | Winslow | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 113 | 107 | sale | ##### | \$85.00 | Joseph | Zamborsky | Event 2 SP Atlantic Dunes | | | | | | | | | | | | | | | | |
| 114 | 114 | | | \$8,770.00 | | | | | | | | | | | | | | | | | | | |

Look at the 3rd Tab – Info For Website. This will help you understand how many Cancellations there were, how many Alternates came in, etc.

As we modify our pairings procedure, and pair closer to the Event day, you may not have yellow highlighted names and dates. Or may not have as many to deal with. But in this example, we had 7!

| Sea Pines - Atlantic Dunes | | | | | Event 2 | | | | | | | | | |
|--|-----------------|---------------------|--------|-------|-----------------------------|-----------------|-------------------|--------|-------|------------|--|--|--|--|
| Date: January 27, 2020 | | | | | 4 Man: 2 BB of 4 (Flighted) | | | | | HDCCP: 85% | | | | |
| Event Chairmen: Bret Jacobowitz (843-715-9067) & Brian Austin (248-613-6438) | | | | | | | | | | | | | | |
| 11:00 AM Shotgun Start. Hole assignments made on day of play. | | | | | | | | | | | | | | |
| ID # | Name | Index | Flight | Tee | ID # | Name | Index | Flight | Tee | | | | | |
| Group 1 | | | | | Group 14 | | | | | | | | | |
| 578 | Doerr, Bob | 6.5 | 1 | White | 793 | Sandquist, Rich | 15.2 | 2 | White | | | | | |
| 447 | Lamberton, Bill | 8.5 | 1 | White | 222 | Stirrat, Brian | 16.0 | 2 | White | | | | | |
| 976 | Bertram, Andy | 9.6 | 1 | White | 158 | Straat, Frank | 20.7 | 2 | Gold | | | | | |
| 470 | Shaynak, Chuck | 12.0 | 1 | White | 729 | Day, Bob | 22.3 | 2 | Gold | | | | | |
| Group 2 | | | | | Group 15 | | | | | | | | | |
| 442 | Dawson, Jack | 4.6 | 1 | White | 392 | Petersen, Paul | 15.2 | 2 | Gold | | | | | |
| 118 | Jourdan, John | 9.5 | 1 | Gold | 148 | Henderson, John | 16.5 | 2 | White | | | | | |
| 294 | Johnson, Bill | 9.9 | 1 | White | 433 | Furman, David | 18.5 | 2 | Gold | | | | | |
| 299 | Garcia, Mark | 13.7 | 1 | Gold | 412 | Kelly, Jay | 24.1 | 2 | Gold | | | | | |
| Group 3 | | | | | Group 16 | | | | | | | | | |
| 1/21/20 | 655 | Bogle, Jr., Bill | 6.0 | 1 | White | 462 | Webb, Rob | 14.7 | 2 | White | | | | |
| | 503 | Hunter, Jack | 9.3 | 1 | White | 654 | McClellan, Bernie | 15.2 | 2 | White | | | | |
| | 466 | Discher, Ron | 12.0 | 1 | Gold | 292 | Tramontano, Lou | 20.4 | 2 | Gold | | | | |
| | 272 | Hartnett, Rick | 12.3 | 1 | Gold | 315 | Nalwasky, Dick | 27.0 | 2 | Gold | | | | |
| Group 4 | | | | | Group 17 | | | | | | | | | |
| | 385 | Beauclair, Gerry | 5.4 | 1 | White | 244 | Frankenbach, Bill | 14.8 | 2 | Gold | | | | |
| 1/17/20 | 478 | Tignor, John | 6.7 | 1 | White | 989 | Strausbaugh, Jim | 15.2 | 2 | Gold | | | | |
| | 709 | Mathe, Larry | 12.3 | 1 | White | 891 | O'Grady, Will | 19.7 | 2 | Gold | | | | |
| | 597 | Robertson, Richard | 12.2 | 1 | White | 833 | Burgoyne, Barry | 23.4 | 2 | Gold | | | | |
| Group 5 | | | | | Group 18 | | | | | | | | | |
| | 176 | Ghent, Gary | 5.1 | 1 | White | 289 | Lucas, Bill | 16.4 | 2 | Gold | | | | |
| | 997 | South, Jeff | 7.2 | 1 | White | 338 | Miller, Ronald | 16.9 | 2 | Gold | | | | |
| | 287 | Zamborsky, Joe | 12.6 | 1 | Gold | 313 | Lambdin, Paul | 17.7 | 2 | Gold | | | | |
| | 137 | Cain, Jack | 12.2 | 1 | Gold | 446 | Maguire, John | 25.0 | 2 | Gold | | | | |
| Group 6 | | | | | Group 19 | | | | | | | | | |
| | 555 | Magdalenski, David | 3.8 | 1 | White | 249 | McClurg, Lee | 15.2 | 2 | Gold | | | | |
| | 245 | Hudson, Joe | 7.9 | 1 | White | 303 | Russo, Bob | 17.1 | 2 | Gold | | | | |
| | 206 | Padgett, Russ | 11.1 | 1 | White | 570 | Hull, Fred | 20.0 | 2 | Gold | | | | |
| | 488 | Rosenberg, Al | 12.2 | 1 | White | 358 | Sapemakis, Chai | 22.5 | 2 | Gold | | | | |
| Group 7 | | | | | Group 20 | | | | | | | | | |
| | 923 | Murphy, Steve | 6.2 | 1 | White | 436 | Stroner, Bill | 14.8 | 2 | Gold | | | | |
| | 479 | Henry, Whitey | 7.8 | 1 | Gold | 601 | Smith, Bob | 17.5 | 2 | Gold | | | | |
| | 614 | Nontelle, Don | 10.7 | 1 | Gold | 538 | Kennen, Duane | 18.4 | 2 | Gold | | | | |
| | 348 | Demarchi, Ken | 13.3 | 1 | Gold | 607 | Ernst, Larry | 22.0 | 2 | White | | | | |
| Group 8 | | | | | Group 21 | | | | | | | | | |
| | 370 | Hollingsworth, Mark | 3.0 | 1 | White | 603 | Ward, Larry | 13.7 | 2 | Gold | | | | |
| | 587 | Nicoll, Dan | 9.4 | 1 | White | 318 | Sutera, Frank | 17.6 | 2 | Gold | | | | |
| | 534 | Orr, Dave | 10.7 | 1 | Gold | 283 | Michael, Charlie | 18.7 | 2 | Gold | | | | |
| | 309 | Burke, Brian | 13.3 | 1 | White | 640 | Vogel, Jim | 24.2 | 2 | Gold | | | | |
| Group 9 | | | | | Group 22 | | | | | | | | | |
| | 553 | Landis, Larry | 4.2 | 1 | White | 604 | Winslow, Jim | 13.0 | 2 | Gold | | | | |
| | 402 | Ricobono, Mike | 9.4 | 1 | White | 350 | McNamara, Pat | 16.1 | 2 | Gold | | | | |
| | 588 | Pease, Tony | 10.5 | 1 | White | 1006 | Davis, Bob | 18.7 | 2 | Gold | | | | |
| 1/18/20 | 925 | Schrotberger, Ron | 12.2 | 1 | White | 239 | Garmston, Chris | 25.0 | 2 | Gold | | | | |
| Group 10 | | | | | Group 23 | | | | | | | | | |
| | 32 | Eisenman, Bill | 6.3 | 1 | White | 401 | Rice, Jamie | 15.9 | 2 | Gold | | | | |
| | 326 | Kernisch, Steve | 6.6 | 1 | White | 820 | Peters, David | 15.9 | 2 | Gold | | | | |
| | 506 | Levy, Ken | 11.1 | 1 | Gold | 845 | Corpuz, Fred | 15.2 | 2 | Gold | | | | |
| | 540 | DeMars, Dick | 12.3 | 1 | Gold | 456 | Barton, Chuck | 25.2 | 2 | Gold | | | | |
| Group 11 | | | | | Group 24 | | | | | | | | | |
| | 508 | Lazzari, Rick | 4.5 | 1 | White | 468 | Jacobsen, Skip | 14.7 | 2 | Gold | | | | |
| | 949 | Sadlier, Bob | 8.6 | 1 | White | 552 | Gallert, Chris | 15.4 | 2 | White | | | | |
| | 590 | McDonald, Gary | 10.6 | 1 | White | 595 | Borders, Ron | 17.5 | 2 | Gold | | | | |
| | 952 | MacIntyre, Chick | 11.7 | 1 | Gold | 584 | Scanlin, Tim | 25.9 | 2 | Gold | | | | |
| Group 12 | | | | | Group 25 | | | | | | | | | |
| | 960 | Obrig, Dick | 5.0 | 1 | White | 113 | Schink, Don | 13.1 | 2 | White | | | | |
| | 334 | Carey, Jim | 9.8 | 1 | White | 199 | Gottschall, Dave | 13.5 | 2 | White | | | | |
| | 133 | Valadez, Mike | 10.3 | 1 | White | 713 | Petraglia, John | 19.8 | 2 | Gold | | | | |
| | 434 | Saumsiegler, Bill | 13.0 | 1 | White | 572 | Brasfield, Dick | 23.3 | 2 | Gold | | | | |
| Group 13 | | | | | | | | | | | | | | |
| | 550 | Kuenkler, Ron | 16.1 | 2 | White | | | | | | | | | |
| | 467 | Onofrio, Patrick | 16.1 | 2 | Gold | | | | | | | | | |
| | 397 | Panepinto, Jim | 21.8 | 2 | Gold | | | | | | | | | |
| | 609 | Elrod, Jack | 21.3 | 2 | Gold | | | | | | | | | |

Look at the bottom of the 3rd Tab – Info For Website. To further help you understand how many Cancellations there were, how many Alternates came in, etc.

Any changes to the player list *after you receive the Event File* must be updated on this tab. No Shows, Late Cancellations, etc., that come in Sunday night or Monday morning.

| ALTERNATES | | | | |
|------------|------------------|-------|-------|-------|
| ID # | Name | Index | Entry | Tee |
| 1007 | Wilson, Greg | 9.0 | 110 | Gold |
| 126 | Glover, David | 17.4 | 111 | Gold |
| 344 | Crawford, Dennis | 17.0 | 112 | Gold |
| 233 | Solari, George | 20.8 | 114 | Gold |
| 193 | Harris, Tim | 15.6 | 117 | Gold |
| 493 | Rushford, Brad | 7.7 | 118 | White |
| 599 | Beam, Warren | 8.7 | 119 | White |
| 356 | McInemey, Pat | 18.8 | 120 | Gold |
| 650 | Wolf, Fred | 16.8 | 121 | Gold |
| 549 | Nelson, Dave | 11.4 | 123 | White |

| ALTERNATES | | | | |
|------------|-------------------|-------|-------|-------|
| ID # | Name | Index | Entry | Tee |
| 561 | Rendfeld, Mark | 6.0 | 124 | White |
| 482 | Stitzer, David | 19.1 | 125 | Gold |
| 419 | Rosenthal, Bruce | 13.2 | 126 | Gold |
| 406 | Kerr, Jim | 16.5 | 127 | Gold |
| 384 | Vanderpool, Led | 10.6 | 128 | White |
| 490 | Hoover, Randy | 9.4 | 129 | White |
| 965 | Poag, John | 17.4 | 130 | Gold |
| 814 | Sprecher, Garth | 8.5 | 131 | White |
| 893 | Schopfer, Don | 13.3 | 132 | White |
| 830 | Lawson, Jim | 17.1 | 133 | Gold |
| 654 | McClellan, Bernie | 15.2 | 134 | White |
| 655 | Bogle, Jr., Bill | 6.0 | 135 | White |
| 656 | Ruffalo, Tom | 17.0 | 136 | Gold |
| 720 | Kolkebeck, Chuc | 15.7 | 137 | Gold |
| 371 | Merrill, Fred | 21.8 | 138 | Gold |
| 531 | Buckley, Ed | 11.7 | 139 | White |

| CANCELLATIONS | | |
|---------------|------|------------------|
| | ID # | Name |
| 1/17/20 | 431 | Sambuchino, Rich |
| 1/20/20 | 125 | Johnson, Steve |
| 1/21/20 | 556 | Michaels, Scott |
| 1/22/20 | 825 | Conley, Norm |
| 1/25/20 | 346 | Marett, Bill |

| Late Cancellation | | |
|-------------------|------|----------------|
| | ID # | Name |
| | 606 | Kemp, Mel |
| | 1003 | McCusker, Dick |

| NO SHOWS | |
|----------|------|
| ID # | Name |
| | |
| | |

Any changes to the playing roster *after you receive the Event File from Fred* – e.g., Sunday evening or the morning of the Event – *must* be updated on this Tab. E.g.,

- Late Cancellations
- No Shows the day of the Event

Let's say Player A gets seriously ill Sunday afternoon and calls you to withdraw. You have an Alternate, Player B, with a similar handicap index. You call Player B and he's delighted to be able to play!

Move Player A's name from the playing roster into the Late Cancellation list and not the date of his withdrawal.

Move Player B's name from the Alternates list into the playing roster (in Player A's former place) and note the date.

If Player C doesn't show up, remove his name from the playing roster and put it in the No Shows list.

In this case, you are not likely to put an Alternate into the playing field. You will likely have to use a Blind to replace Player C. See Part 2 of the Managing SMGA Events On-Site Through USGA-TM for how to insert a "Blind."

Tab 4 is completed **after** the Event is finished – to capture the results.

Who won? Who finished second and third? What were the winning scores? How much did we pay the flight winners (total, individually)?

What holes were the CTPs on? Who had CTPs? Who got \$25 and who got a golf certificate? (And please indicate how many players the golf certificate was good for – Golf for 2? Golf for 4?)

You need to put in the SMGA ID # for each “winner” and the Member’s name will be automatically populated. But double check that the right guy’s name came up.

All the blue shaded boxes should be filled in.

Event # 2 Date: 1/27/20 Section: Gr & Wh

Course: Sea Pines - Atlantic Dunes Format: 4 Man: 2 BB of 4

Event Chmn: Bret Jacobowitz & Brian Austin

Holes

| | | | |
|------|----------------------|----|----|
| CTP: | \$25.00 Each | 10 | 15 |
| CTP: | Golf for 2 with Cart | 3 | 7 |

| Hole | I/D # | Name | Hole | I/D # | Name |
|------|-------|--------------------|------|-------|--------------|
| 3 | 470 | Chuck Shaynak | 10 | 538 | Duane Kennen |
| 7 | 370 | Mark Hollingsworth | 15 | 176 | Gary Ghent |

| Hole | I/D # | Name |
|--------------------|-------|------|
| HOLE IN ONE | | |

LOWER HANDICAP FLIGHT

| Place | I/D # | Name | Score | Amount |
|-------|-------|--------------|-------|---------------------|
| 1st | 442 | Jack Dawson | 127 | \$224 (\$56/man) |
| | 118 | John Jourdan | | |
| | 294 | Bill Johnson | | |
| | 299 | Mark Garcia | | |

| | | | | |
|-----|-----|-------------------|---------|---------------------|
| 2nd | 555 | David Magdalenski | 134 MOC | \$168 (\$42/man) |
| | 245 | Joe Hudson | | |
| | 206 | Russ Padgett | | |
| | 488 | Al Rosenberg | | |

| | | | | |
|-----|-----|-----------------|---------|---------------------|
| 3rd | 960 | Dick Obrig | 134 MOC | \$132 (\$33/man) |
| | 334 | Jim Carey | | |
| | 133 | Mike Valadez | | |
| | 434 | Bill Saumsiegle | | |

HIGHER HANDICAP FLIGHT

| | | | | |
|-----|-----|---------------|-----|---------------------|
| 1st | 468 | Skip Jacobsen | 129 | \$224 (\$56/man) |
| | 552 | Chris Gallert | | |
| | 595 | Ron Borders | | |
| | 584 | Tim Scanlin | | |

| | | | | |
|-----|-----|-----------------|-----|---------------------|
| 2nd | 113 | Don Schink | 131 | \$168 (\$42/man) |
| | 199 | Dave Gottschall | | |
| | 713 | John Petraglia | | |
| | 572 | Dick Brasfield | | |

| | | | | |
|-----|-----|---------------|-----|---------------------|
| 3rd | 289 | Bill Lucas | 137 | \$132 (\$33/man) |
| | 338 | Ronald Miller | | |
| | 313 | Paul Lambdin | | |
| | 446 | John Maguire | | |

Tab 5 is the Treasurer's Report.

It is *absolutely crucial* that this Tab be properly and accurately filled out because Bob Doerr uses this for our financial and banking records.

Fred will populate it with most of the relevant information as of Sunday, but it is still the ECs' responsibility to ensure the accuracy of the information.

And there is some information that the ECs must input or double-check and change. All EC-input cells are in *light blue*. Other cells are locked down. Please *do not* unlock them and make any changes.

If you have any problem, please call Fred!

| <u>Venue</u> | <u>Sea Pines - Atlantic Dunes</u> | <u>Event #</u> | <u>2</u> |
|---|--|-------------------------------|-------------------|
| | TREASURER'S REPORT | <u>Date</u> | 27-Jan |
| | ("Tab" between blue place holders to insert specific data) | | |
| Cash Into SMGA Account | | | |
| | Members Initially Registered | | |
| 107 | Credit Card: SMGA Reg Member Cart Fees @ | \$65.00 | \$6,955 |
| 107 | Credit Card: SMGA Reg Member Entry Fees @ | \$20 | \$2,140 |
| | Credit Card: SMGA Host Club Member Other Fees @ | | \$0 |
| | Credit Card: SMGA Host Club Member Entry Fees @ | \$20 | \$0 |
| | Check: SMGA Reg Member Cart Fees @ | \$65.00 | \$0 |
| | Check: SMGA Reg Member Entry Fees @ | \$20 | \$0 |
| | Check: SMGA Host Club Member Entry Fees @ | \$20 | \$0 |
| 5 | Cancellation Refunds for Reg Members @ | (\$65.00) | (\$325.00) |
| | Cancellation Refunds for Host Club Members @ | \$0 | \$0 |
| Total Cash into SMGA Bank Account | | | \$8,770.00 |
| Number That Actually Played | | | |
| 2 | NO SHOW / LATE CANCEL - Reg Members | No Funds Go In This Entry Box | |
| | NO SHOW / LATE CANCEL - Host Club Members | | |
| 100 | Members Actually Played | | |
| Tournament Expenses | | | |
| 100 | Bag Attendants Gratuity @ | \$2 | \$200 |
| 100 | Prize Money - Available @ | \$11 | \$1,100 |
| 2 | Closest to Pin Prizes @ | \$25 | \$50 |
| | Gift Certificate Prize Money Available | | \$1,050 |
| | Gift Certificate Prize Money - Awarded | | \$1,048 |
| 100 | Cart Fees @ | \$65.00 | \$6,500 |
| 0 | Other | \$0 | \$0 |
| | | TOTAL | \$7,798.00 |
| Payables to Golf Course | | | |
| To: | Check Bag Attendant | Bag Attds. | \$200 |
| To: | Debit Card to Host Club | Prize Fees | \$1,098 |
| To: | Debit Card to Host Club | Cart Fees | \$6,500 |
| | | TOTAL | \$7,798.00 |
| Total Loss/Gain to SMGA Treasury | | | \$972.00 |
| Itemized Description of Additions to SMGA Treasury | | | |
| 107 | Administrative Fee @ | \$5 | \$535 |
| 107 | Frequent Player Fee @ | \$2 | \$214 |
| Net Gain or Loss on Tournament | | | \$223.00 |
| Signatures | | | Date |
| Co-Chair | /s/Bret Jacobowitz | | 27-Jan |
| Co-Chair | /s/Brian Austin | | 27-Jan |
| Treasurer | | | 27-Jan |

Start by reconciling the Treasurer's Report against the Transactions Tab.

The TR shows there were 107 Regular Members (there were no Host Club Members).

| | | | |
|--|---|-----------------------|-----------------|
| <u>Venue</u> | <u>Sea Pines - Atlantic Dunes</u> | <u>Event #</u> | <u>2</u> |
| TREASURER'S REPORT | | <u>Date</u> | 27-Jan |
| ("Tab" between blue place holders to insert specific data) | | | |
| Cash Into SMGA Account | | | |
| <u>Members Initially Registered</u> | | | |
| 107 | Credit Card: SMGA Reg Member Cart Fees_ @ | \$65.00 | \$6,955 |
| 107 | Credit Card: SMGA Reg Member Entry Fees_ @ | \$20 | \$2,140 |
| | Credit Card: SMGA Host Club Member Other Fees_ @ | | \$0 |
| | Credit Card: SMGA Host Club Member Entry Fees_ @ | \$20 | \$0 |

So does the Transactions Tab.

| | | | | | | |
|-----|------|-------|------------|---------|------------|---------------------------|
| 98 | sale | ##### | \$85.00 | william | stroner | Event 2 SP Atlantic Dunes |
| 99 | sale | ##### | \$85.00 | Frank | Sutera | Event 2 SP Atlantic Dunes |
| 100 | sale | ##### | \$85.00 | John | Tignor | Event 2 SP Atlantic Dunes |
| 101 | sale | ##### | \$85.00 | Lou | Tramontano | Event 2 SP Atlantic Dunes |
| 102 | sale | ##### | \$85.00 | Mike | Valadez | Event 2 SP Atlantic Dunes |
| 103 | sale | ##### | \$85.00 | Jim | Vogel | Event 2 SP Atlantic Dunes |
| 104 | sale | ##### | \$85.00 | Larry | Ward | Event 2 SP Atlantic Dunes |
| 105 | sale | ##### | \$85.00 | Rob | Webb | Event 2 SP Atlantic Dunes |
| 106 | sale | ##### | \$85.00 | Jim | Winslow | Event 2 SP Atlantic Dunes |
| 107 | sale | ##### | \$85.00 | Joseph | Zamborsky | Event 2 SP Atlantic Dunes |
| | | | \$8,770.00 | | | |

The Treasurer's Report shows there were 5 Regular Members (no Host Club Members) who cancelled. They got \$65 golf fee refunds for a total refund of \$325.00.

And there were 2 Late Cancels who got **no** refund.

| | | | |
|---|---|--------------------------------------|-------------------|
| 5 | Cancellation Refunds for Reg Members _____@ | (\$65.00) | (\$325.00) |
| | Cancellation Refunds for Host Club Members __@ | \$0 | \$0 |
| Total Cash into SMGA Bank Account | | | \$8,770.00 |
| <u>Number That Actually Played</u> | | | |
| 2 | NO SHOW / LATE CANCEL - Reg Members | No Funds Go In This Entry Box | |
| | NO SHOW / LATE CANCEL - Host Club Members | | |
| 100 | <u>Members Actually Played</u> | | |

The Transactions Tab reflects the 5 cancellations but not the Late Cancellations.

| type | time | amount | first_name | last_name | Event name: |
|--------|-------|-----------|------------|------------|---------------------------|
| refund | ##### | (\$65.00) | Norm | Conley | Event 2 SP Atlantic Dunes |
| refund | ##### | (\$65.00) | Steve | Johnson | Event 2 SP Atlantic Dunes |
| refund | ##### | (\$65.00) | Walter | Marett | Event 2 SP Atlantic Dunes |
| refund | ##### | (\$65.00) | Scott | Michaels | Event 2 SP Atlantic Dunes |
| refund | ##### | (\$65.00) | Rich | Sambuchino | Event 2 SP Atlantic Dunes |

Remember: Late Cancellations forfeit both their Entry Fee (\$20) **AND** their golf fee (\$65). It's "money in the bank" for SMGA.

The Total Cash into the SMGA Bank Account was **\$8,770** –

\$6,955 in cart fees
 + \$2,140 in Entry Fees
 - \$ 325 in Cancellation Refunds

Cash Into SMGA Account

| Cash Into SMGA Account | | | |
|--|--|-----------|-------------------|
| | Members Initially Registered | | |
| 107 | Credit Card: SMGA Reg Member Cart Fees ___ @ | \$65.00 | \$6,955 |
| 107 | Credit Card: SMGA Reg Member Entry Fees ___ @ | \$20 | \$2,140 |
| | Credit Card: SMGA Host Club Member Other Fees ___ @ | | \$0 |
| | Credit Card: SMGA Host Club Member Entry Fees ___ @ | \$20 | \$0 |
| | Check: SMGA Reg Member Cart Fees ___ @ | \$65.00 | \$0 |
| | Check: SMGA Reg Member Entry Fees ___ @ | \$20 | \$0 |
| | Check: SMGA Host Club Member Entry Fees ___ @ | \$20 | \$0 |
| 5 | Cancellation Refunds for Reg Members ___ @ | (\$65.00) | (\$325.00) |
| | Cancellation Refunds for Host Club Members ___ @ | \$0 | \$0 |
| Total Cash into SMGA Bank Account | | | \$8,770.00 |

And this agrees with the Transactions Tab! If it doesn't agree, you must explain why there is a difference! Usually from a cancellation.

| | | | | | | |
|-----|------|-------|-------------------|--------|------------|---------------------------|
| 100 | sale | ##### | \$85.00 | John | Tignor | Event 2 SP Atlantic Dunes |
| 101 | sale | ##### | \$85.00 | Lou | Tramontano | Event 2 SP Atlantic Dunes |
| 102 | sale | ##### | \$85.00 | Mike | Valadez | Event 2 SP Atlantic Dunes |
| 103 | sale | ##### | \$85.00 | Jim | Vogel | Event 2 SP Atlantic Dunes |
| 104 | sale | ##### | \$85.00 | Larry | Ward | Event 2 SP Atlantic Dunes |
| 105 | sale | ##### | \$85.00 | Rob | Webb | Event 2 SP Atlantic Dunes |
| 106 | sale | ##### | \$85.00 | Jim | Winslow | Event 2 SP Atlantic Dunes |
| 107 | sale | ##### | \$85.00 | Joseph | Zamborsky | Event 2 SP Atlantic Dunes |
| | | | \$8,770.00 | | | |

100 Members actually played – a full field.

So, 100 guys contributed \$2 each to the Bag Attendants Gratuity and contributed \$11 each to the Prize Money pool.

- \$200 for Bag Attendants
- Total Prize Money Available was \$1,100.

Atlantic Dunes gave us two “Golf for 2” certificates for Closest to the Pins. SMGA contributed two \$25 prizes for the other two Closest to the Pins.

This is an EC input!

\$1,100 - \$50 leaves \$1,050 in the Prize Money Fund.

The ECs determine how much prize money is actually awarded. To get the prizes to come out to whole dollars, the prize money awarded occasionally exceeds the total prize fund by a couple of bucks.

Tournament Expenses

| | | | |
|------------|---|----------------|-------------------|
| 100 | Bag Attendants Gratuity_____ @ | \$2 | \$200 |
| 100 | Prize Money - Available_____ @ | \$11 | \$1,100 |
| 2 | Closest to Pin Prizes_____ @ | \$25 | \$50 |
| | Gift Certificate Prize Money Available | | \$1,050 |
| | Gift Certificate Prize Money - Awarded | | \$1,048 |
| 100 | Cart Fees_____ @ | \$65.00 | \$6,500 |
| 0 | Other | \$0 | \$0 |
| | | TOTAL | \$7,798.00 |

How much do we pay in Prize Money? While ECs have some latitude, the Board Handbook has recommendations.

For 2 Best Balls of 4, with 2 Flights, we typically pay 1st, 2nd, and 3rd in each flight.

~41% to the 1st place team

~33% to the 2nd place team

~26% to the 3rd place team

For Atlantic Dunes, I wanted the prizes to be in whole dollars for each team member. So, I gave out \$1,048 in prizes instead of \$1,050.

\$224 for 1st place or \$56 per man

\$168 for 2nd place or \$42 per man

\$132 for 3rd place or \$33 per man

For Better Ball of Partners, we usually have 6 Flights if we have a full field (100 players), and we typically pay 1st and 2nd in each Flight.

~60% to the 1st place team

~40% to the 2nd place team

For Country Club of Hilton Head, Paul wanted the prizes to be in whole dollars for each team member. So, he gave out \$1,032 in prizes even though he had “only” \$1,028 in the prize fund.

\$104 for 1st place or \$52 per man

\$68 for 2nd place or \$34 per man

It's OK to spend *a little bit* more than what's in the prize fund, particularly since this example Event had late cancellations where we were retaining those players' golf fees. But don't go overboard!

With all this information, we know our Income and our Expenses.

Our Income was \$8,770. Our Expenses were \$7,798.

| Tournament Expenses | | | |
|----------------------------|--|--------------|-------------------|
| 100 | Bag Attendants Gratuity_____@ | \$2 | \$200 |
| 100 | Prize Money - Available_____@ | \$11 | \$1,100 |
| 2 | Closest to Pin Prizes_____@ | \$25 | \$50 |
| | Gift Certificate Prize Money Available | | \$1,050 |
| | Gift Certificate Prize Money - Awarded | | \$1,048 |
| 100 | Cart Fees_____@ | \$65.00 | \$6,500 |
| 0 | Other | \$0 | \$0 |
| | | TOTAL | \$7,798.00 |

The Treasurer’s Report worksheet will automatically populate what we owe to the Host Golf Course.

Personally, I like to make a notation as to how each of those expenses were paid. I.e., by credit card, debit card or check.

| Payables to Golf Course | | | Paid by | |
|--------------------------------|-------------------------|--------------|-------------------|-------------|
| To: | Check Bag Attendant | Bag Attds. | \$200 | Check |
| To: | Debit Card to Host Club | Prize Fees | \$1,098 | Credit Card |
| To: | Debit Card to Host Club | Cart Fees | \$6,500 | Debit Card |
| | | TOTAL | \$7,798.00 | |

Income was \$8,770 and Expenses were \$7,798. So, the gain for the SMGA Treasury was \$972.

Out of this \$972, we allocate \$535 for Administration (107 Registrants x \$5) and \$214 for the FPT (107 Registrants x \$2).

Hence, the “profit” of the Event was \$223.

Why “so much”? Remember, the two late cancelers forfeited their Cart Fee (\$65) AND their Entry Fee (\$20). And we don’t have “expenses” to the golf course for anyone who cancels. But this really isn’t excess “profit” for SMGA. Anticipated cancellations are built into our Budget.

| Payables to Golf Course | | | |
|---|-----------------------------|--------------|-------------------|
| To: | Check Bag Attendant | Bag Attnds. | \$200 |
| To: | Debit Card to Host Club | Prize Fees | \$1,098 |
| To: | Debit Card to Host Club | Cart Fees | \$6,500 |
| | | TOTAL | \$7,798.00 |
| Total Loss/Gain to SMGA Treasury | | | \$972.00 |
| Itemized Description of Additions to SMGA Treasury | | | |
| 107 | Administrative Fee _____ @ | \$5 | \$535 |
| 107 | Frequent Player Fee _____ @ | \$2 | \$214 |
| Net Gain or Loss on Tournament | | | \$223.00 |

Ahhh, some Special Situations! For Event 3, 88 Regular Members and 16 Members from Country Club originally signed up. Note how these are differentiated on the Treasurer's Report! Host Club Members are typically not charged a Cart Fee.

There were three "normal" cancellations, and these guys were refunded their Cart Fee (they forfeited their \$20 Entry Fee).

There was one Late Cancellation, and two guys did not show. All three forfeited both their Entry Fee *and* their Cart Fee. They are listed as No Show/Late Cancels Regular Members as none were from Country Club.

The one Late Cancellation was replaced but with two no shows, the total number of Members Actually Played was only 98. This, then, impacts the Bag Attendants Gratuity, the Prize Money and the Cart Fees.

| <u>Venue</u> | <u>CC of Hilton Head</u> | <u>Event #</u> | <u>3</u> |
|--|---|-------------------------------|-------------------|
| TREASURER'S REPORT | | <u>Date</u> | 3-Feb |
| ("Tab" between blue place holders to insert specific data) | | | |
| Cash Into SMGA Account | | | |
| | Members Initially Registered | | |
| 88 | Credit Card: SMGA Reg Member Cart Fees @ | \$36.00 | \$3,168 |
| 88 | Credit Card: SMGA Reg Member Entry Fees @ | \$20 | \$1,760 |
| | Credit Card: SMGA Host Club Member Other Fees @ | | \$0 |
| 16 | Credit Card: SMGA Host Club Member Entry Fees @ | \$20 | \$320 |
| | Check: SMGA Reg Member Cart Fees @ | \$36.00 | \$0 |
| | Check: SMGA Reg Member Entry Fees @ | \$20 | \$0 |
| | Check: SMGA Host Club Member Entry Fees @ | \$20 | \$0 |
| 3 | Cancellation Refunds for Reg Members @ | (\$36.00) | (\$108.00) |
| | Cancellation Refunds for Host Club Members @ | \$0 | \$0 |
| Total Cash into SMGA Bank Account | | | \$5,140.00 |
| Number That Actually Played | | | |
| 3 | NO SHOW / LATE CANCEL - Reg Members | No Funds Go In This Entry Box | |
| | NO SHOW / LATE CANCEL - Host Club Members | | |
| 98 | Members Actually Played | | |
| Tournament Expenses | | | |
| 98 | Bag Attendants Gratuity @ | \$2 | \$196 |
| 98 | Prize Money - Available @ | \$11 | \$1,078 |
| 2 | Closest to Pin Prizes @ | \$25 | \$50 |
| | Gift Certificate Prize Money Available | | \$1,028 |
| | Gift Certificate Prize Money - Awarded | | \$1,032 |
| 82 | Cart Fees @ | \$36.00 | \$2,952 |
| 0 | Other | \$0 | \$0 |
| TOTAL | | | \$4,230.00 |
| Payables to Golf Course | | | |
| To: | Check Bag Attendant | Bag Attds. | \$196 |
| To: | Debit Card to Host Club | Prize Fees | \$1,082 |
| To: | Debit Card to Host Club | Cart Fees | \$2,952 |
| TOTAL | | | \$4,230.00 |
| Total Loss/Gain to SMGA Treasury | | | \$910.00 |
| Itemized Description of Additions to SMGA Treasury | | | |
| 104 | Administrative Fee @ | \$5 | \$520 |
| 104 | Frequent Player Fee @ | \$2 | \$208 |
| Net Gain or Loss on Tournament | | | \$182.00 |
| Signatures | | | Date |
| Co-Chair | | | 3-Feb |
| Co-Chair | | | 3-Feb |
| Treasurer | | | 3-Feb |

The 6th Tab is the Tournament Summary.

Just as the title says, this is an overall summary of how the tournament went.

This is particularly useful for *next* year's ECs to know the Pros to contact, what went right and what could be improved upon.

Any complaints or suggestions for future Events at this course should be noted in this Tab.

SENIORS MEN'S GOLF ASSOCIATION

Board/Tournament Summary

| | | | | | |
|----------------|----------------------------|----------------|------------------|-----------------|---------|
| Event # | 2 | Date: | 1/27/20 | Section: | Gr & Wh |
| Course: | Sea Pines - Atlantic Dunes | Format: | 4 Man: 2 BB of 4 | | |

List of Host Club Personnel who helped run tournament (Name & Title)

| <u>Title</u> | <u>Name</u> |
|----------------|--------------------------------------|
| Pro | Eric Funk, Scott Holmes, Bobby Downs |
| Asst Pro | |
| Bag attendants | |
| Gen Mgr | |

Course Conditions

Outstanding!!!

Speed of Play

First group 4:10; last group 4:40

Statistics

| | |
|--------------------------------|-----|
| Total Entries | 107 |
| Played | 100 |
| Alternates/Replacements | 7 |
| Cancellations | 5 |
| Disqualified | |
| Late Cancellation | 2 |
| No Show | |

Complaints

None. Weather was great, course was better than great!

Suggested Improvements for Next Year

General Remarks

The Pros are absolutely great to work with.

If you have a Special Situation, it is important that you document it **somewhere**. If you cannot document it in the Treasurer's Report Tab, please document it in the Tournament Summary Tab.

When you send out the completed Event File, you might also include a brief explanation in your email.

If you encounter a situation that is **not** covered by information provided in the Special Situation Tab, please call Fred or Bob Doerr and ask for their advice on how to handle it.

If you have an "Extra Special" Situation – I bought a keg of beer on a really hot day – do not try to record it in the "Other" place on the Treasurer's Report - it's locked. Please just note the expense in an email to Bob Doerr and Fred McNamee and they will handle it. (A keg of beer, for example, will be recorded against the SMGA Budget as a **Hospitality** expense, not an **Event** expense.)