

# **The Juniper Invitational Operating Procedures June 14, 2017**

## **Background:**

The Juniper Invitational was started in 1991 by the Wednesday Ladies Day League. In 1991 and 2001 no tournaments were held. The tournament was originally 9 holes but later became an 18 hole invitational tournament.

The tournament relies on donations from United Bank or others. For the past several years, United Bank (formerly Farmers' Bank) has donated \$500 to underwrite this tournament. The League voted in October, 2016, to keep a \$300 reserve in The Juniper account.

The tournament is held the third Wednesday of August and is limited to 100 ladies. "Save the Date" emails are sent around late April or early May. Formal invitations are mailed by July 1<sup>st</sup>. Ladies must be 18 years old to participate.

The Juniper Hill Wednesday Ladies league will wear khaki shorts or skirts and white shirts with The Juniper Logo (if possible) on the day of the tournament to distinguish them as the hosts of the tournament. The Juniper logo is on file at Creative Stitches, 210 Kings Daughters Drive, Frankfort.

**Chair/Co-Chairs Responsibility:** The Wednesday Ladies Day League will appoint a Chair or Co-Chair(s) who will appoint a Treasurer and Tournament Committee, usually consisting of the Breakfast and Lunch Chairs and the Wednesday Ladies Day League Administrator. The Chair or Co-Chair(s) will consult with Golf Pro on cart fees for tournament and any other necessary business. The Tournament Committee will make decisions relating to registration fees, menus, tee gifts, prizes, Champion prize, and other needs and responsibilities to successfully host The Juniper Tournament. The Chair or Co-Chair(s) will manage the following committees/responsibilities:

## **Committees/Other Responsibilities:**

- **Invitations:** Invitations are printed and mailed by July 1<sup>st</sup>. Stamps and envelopes are purchased and hand-addressed.
- **Breakfast:** Usually 5 ladies are needed to set up back room for breakfast the night before tournament and serve breakfast foods and snacks for ladies to take on the course the day of tournament. Wednesday Ladies will be asked to sign up to bring breakfast and snack foods.
- **Water/Ice:** One or two people will need to be at Juniper the night before to ice down three coolers and place some cases of water in the refrigerator to be cold. The morning of the Juniper they will need to drain the water off and ice down again before two of them go out on the course to Holes 5/6 and 14 with the flavor packets. The other cooler

stays inside for the breakfast. The ice from the Pro Shop can be used to ice down the coolers.

- **Lunch:** Depending on the menu, 3 or 4 ladies will be needed to set-up food and drinks and serve lunch. Tablecloths will need to be placed on picnic tables. Lunch is usually delivered to the golf course, but other items, such as water or cupcakes/cookies will need to be purchased, picked up and delivered to Juniper.
- **Registration:** Usually 2 people can manage registration.
- **50/50:** Usually one person is needed. Tickets are used with the ladies writing their name on one side and other side is set aside for drawing at conclusion of play. Winner must be present to win. One half of money goes to a lucky winner and the other half to tournament.
- **Pairings/Handicaps:** On Monday of the tournament week, the Club Handicap Chair or another individual will re-check handicaps provided on registration forms for any changes. Afterwards, pairings will be done using our tournament software program. Lists will be printed alphabetically of players with beginning holes and also by flights. These lists will be posted on the doors, given to the front desk and provided to the men who will be bringing bags down for the ladies as they arrive. Also, cart signs of pairing groups will be printed.
- **Rules:** Tournament rules will be reviewed each year and after consultation with the Golf Pro and determination of pin placement, copies will be made for tournament and placed on carts the morning of tournament.
- **Preparation of Carts:** Golf pro shop staff or others will arrange carts for tournament play.
  - **Towels:** One or two ladies will put towels on each cart.
  - **Scorecards/Rules/Cart Signs:** Three or four ladies are needed to arrive at **6:30 AM** to place scorecards, rules, and pairing signs on carts.
- **Flowers:** One or two people will be assigned to do flower arrangements for breakfast tables and bathrooms (clubhouse and on-course bathrooms). Generally flowers are donated from someone's garden.
- **Bathrooms:** One person will be assigned to check the bathrooms on Monday or before to check for any mechanical issues and to make sure adequate toilet paper is available. On day of tournament, someone will need to place flowers, napkins/holders, soap dispensers, Kleenex and air refreshers to each bathroom on the course and in the Clubhouse bathroom. Also place mints in Clubhouse bathroom.
- **Specialty Signs:** One or two people will be needed to make specialty signs for tournament (longest drive and closest to the pin for each flight) and place specialty signs on course before tournament. They will also be responsible for retrieving signs after tournament.
- **Bags Retrieved for Ladies:** Men will be asked to arrive around 7 AM to help ladies bring their bags down from the parking lot to their carts.
- **Spotters:** Men or ladies will be asked to spot holes 2, 5 and 13. This may be done in shifts. Red and Green paddles are available.

- **Juniper Flags and Tee Marks:** One or two ladies are needed to make sure that Juniper Flags are used during tournament and to review the tee placements before play with the Juniper Hill Greenskeeper.
- **Floater:** Need one or two people for each side of the golf course to periodically ride through course to identify any problems, such as slow play and either gently encourage players to speed up or contact Golf Pro, if needed. Other roles would be to check on spotters to see if they need water or a bathroom break and check bathrooms for replenishing supplies, toilet paper, water and crystal light.
- **Scorecards:** A committee of 4 or 5 ladies will retrieve scorecards at the end of play and check them for accuracy. Scores will be posted, and Golf Pro will check scores and determine winners. Cards will be prepared for each flight to enter the winner's names for official records.
- **Prizes:** The Chair and Co-Chair(s) will purchase prizes and specialty prizes for tournament depending on available moneys. One or two ladies will be responsible for setting up table near scores for prizes and presentations.
- **Cleanup:** After play, ladies are needed to clean up carts, pavilion, and back room.
- **Audit:** Once all bills have been paid for the tournament, records will be submitted for audit.

#### **Supplies:**

- Ream of card stock paper for scorecards and specialty signs, and a ream of white computer paper to print rules. Supply ink cartridge for person printing rules.
- Scotch tape, paper clips, markers, roll of tickets for 50/50.
- Postage stamps and envelopes for invitations.
- Cups, plates, napkins, forks.
- Several flavor packets, such as Crystal Light, and 10 or 11 cases of water depending on weather conditions.
- Gallons of tea: 3 unsweetened and 3 sweet. Cut up lemons for tea.
- Coffee, sugar, artificial sugar and creamer.
- Package of green mints for clubhouse bathroom. Need a crystal dish for mints.
- Specialty guest towel napkins are ordered with "The Juniper" monogrammed on the napkins, if funds are available. Otherwise plain white guest towels are used. We generally use around 250 napkins each tournament. If monogrammed napkins are used, they have been ordered from Stationery Studio Napkins, but there are other companies who provide this service. Need napkin holders for bathrooms.