



FOX HOLLOW Men's Golf Club
Timonium, Maryland
FOUNDED 1975



FHMGC Tournament Director's Handbook

(Updated 5/31/2019)



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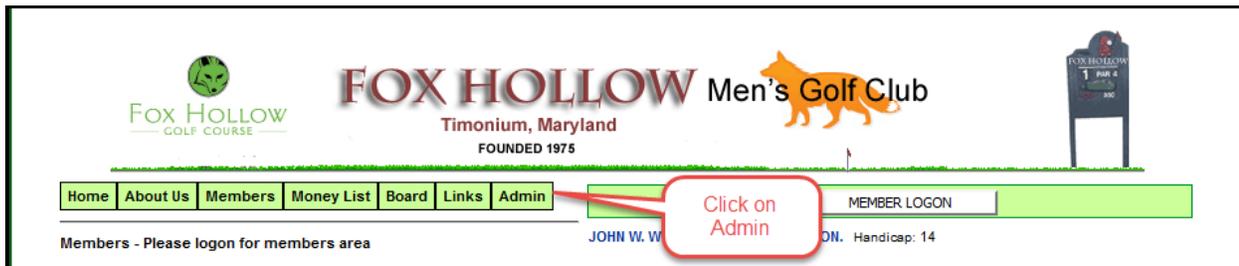
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Chapter 1 - How to Upload PDF Flyer to Website

This tutorial explains how to upload a tournament flyer to the Fox Hollow Men's Golf Club website. To be able to accomplish this function, a member must have administrative privileges as a Tournament Director to access the Tournament Administration section of the website.

After a user logs into the website as a member of FHMGC, click on Admin to go to the Admin page that allows a member to enter the Tournament Administration section.



The next step is to click on "Enter or Update Tournament" that will allow one to start the update process.





Select the tournament that you want to update. In the example below, we are selecting the Putting Tournament.

ADD AND EDIT TOURNAMENTS

Links	Tournament	Flyer	ID	Tee Times	Results
Select	3/19/2016 (Register by 3/19/2016) Len Saltiesiak Memorial Open Putting Tournament	Flyer	Registered	TeeTimes	Results
Select	4/2/2016 (Register by 3/15/2016) Lou Renew Memorial Open Scramble	Flyer	Registered	TeeTimes	Results
Select	4/16/2016 (Register by 3/29/2016) Spring Handicap & Match Play Qualifier	Flyer	Registered	TeeTimes	Results
Select	4/30/2016 (Register by 4/13/2016) Match Play Round 1 (32 Players)	Flyer	Registered	TeeTimes	Results

In this case we are selecting the Putting Tournament; Click on Select

Click on Browse so that you can select the PDF to upload to the website.

ADD AND EDIT TOURNAMENTS

Links	Tournament	Flyer	ID	Tee Times	Results
Select	3/19/2016 (Register by 3/19/2016) Len Saltiesiak Memorial Open Putting Tournament	Flyer	Registered	TeeTimes	Results
Select	4/2/2016 (Register by 3/15/2016) Lou Renew Memorial Open Scramble	Flyer	Registered	TeeTimes	Results
Select	4/16/2016 (Register by 3/29/2016) Spring Handicap & Match Play Qualifier	Flyer	Registered	TeeTimes	Results
Select	4/30/2016 (Register by 4/13/2016) Match Play Round 1 (32 Players)	Flyer	Registered	TeeTimes	Results
Select	5/1/2016 (Register by 4/30/2016) Match Play Round 2 (Sunday, 16 Players)	Flyer	Registered	TeeTimes	Results
Select	5/14/2016 (Register by 4/28/2016) Freakness Stakes	Flyer	Registered	TeeTimes	Results
Select	5/21/2016 (Register by 5/12/2016) Match Play Round 3 (8 Players)	Flyer	Registered	TeeTimes	Results
Select	6/4/2016 (Register by 5/17/2016) 7th Annual Fox Hollow Open	Flyer	Registered	TeeTimes	Results
Select	6/18/2016	Flyer	Registered	TeeTimes	Results

Edit Tournament 99

Name: Len Saltiesiak Memorial Open Putting Tournament

Date: 3/19/2016

Date (2): 3/19/2016

Due: 3/19/2016

Chairman: Michael NoDonald

Chairman (2): Russell Carden

1st Tee Time: 09:00

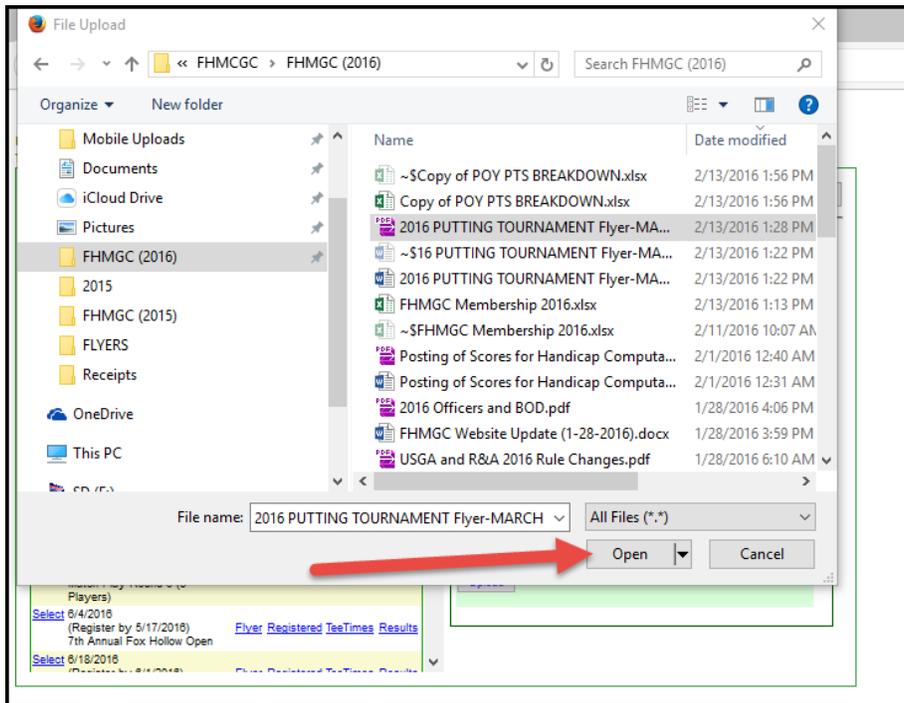
Upload Flyer in .pdf Format only.

Browse: No file selected.

Click on Browse that will lead you to Windows Explorer to select a PDF file



Select the desired file from the Windows Explorer Window and click on Open.



Click on Upload to upload the file to the website

Click on Return to Admin



ADD AND
EDIT
TOURNAMENTS

[Return to Admin >](#)

Links	Tournament	Flyer	ID	Tee Times	Results
Select	3/19/2016 (Register by 3/19/2016) Len Saltysiak Memorial Open Putting Tournament	Flyer	Registered	TeeTimes	Results
Select	4/2/2016 (Register by 3/15/2016) Lou Renew Memorial Open Scramble	Flyer	Registered	TeeTimes	Results
Select	4/16/2016 (Register by 3/29/2016) Spring Handicap & Match Play Qualifier	Flyer	Registered	TeeTimes	Results
Select	4/30/2016 (Register by 4/13/2016) Match Play Round 1 (32 Players)	Flyer	Registered	TeeTimes	Results
Select	5/1/2016 (Register by 4/30/2016) Match Play Round 2 (Sunday, 16 Players)	Flyer	Registered	TeeTimes	Results
Select	5/14/2016 (Register by 4/28/2016) Preakness Stakes	Flyer	Registered	TeeTimes	Results
Select	5/21/2016 (Register by 5/12/2016) Match Play Round 3 (8 Players)	Flyer	Registered	TeeTimes	Results
Select	6/4/2016 (Register by 5/17/2016) 7th Annual Fox Hollow Open	Flyer	Registered	TeeTimes	Results
Select	6/18/2016 (Register by 5/14/2016)	Flyer	Registered	TeeTimes	Results

Add Tournament

Edit Tournament

99

Name:

Date:

Date (2):

Due:

Chairman:

Chairman (2):

1st Tee Time:

Upload Flyer in .pdf Format only.

Browse...

Click here to return to Admin

click on Upload to upload the file to the website

Click on Home to return to the home page. Click on Flyer associated with the desired tournament to determine if the expected flyer is displayed. Do you see the new flyer or the old flyer? If you see the new flyer displayed, you have successfully uploaded the new one. If the see the old flyer, the old flyer is probably in cache. Restart your browser to empty cache. Go to the website to determine if the new flyer is there. Hopefully, the new flyer if displayed. If not, contact the Webmaster or the President to resolve.



Chapter 2 – How to Add or Delete Players to Tournament

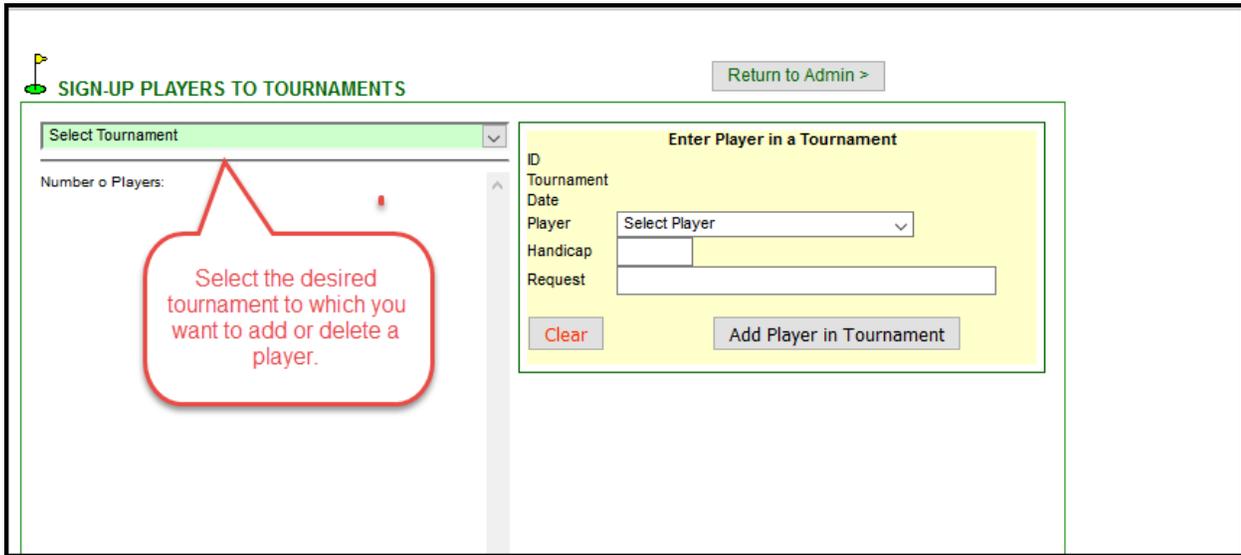
This tutorial explains how to add or delete players to a tournament located on the Fox Hollow Men's Golf Club website. To be able to accomplish this function, a member must have administrative privileges as a Tournament Director to access the Tournament Administration section of the website. After a user logs into the website as a member of FHMGC, click on Admin to go to the Admin page that allows a member to enter the Tournament Administration section.



The next step is to click on "Edit Tournament Signup" that will allow one to add or delete a player.



Click on "Select Tournament" to select the desired tournament to which one wants to add or delete a player.

SIGN-UP PLAYERS TO TOURNAMENTS Return to Admin >

Select Tournament: [Dropdown]

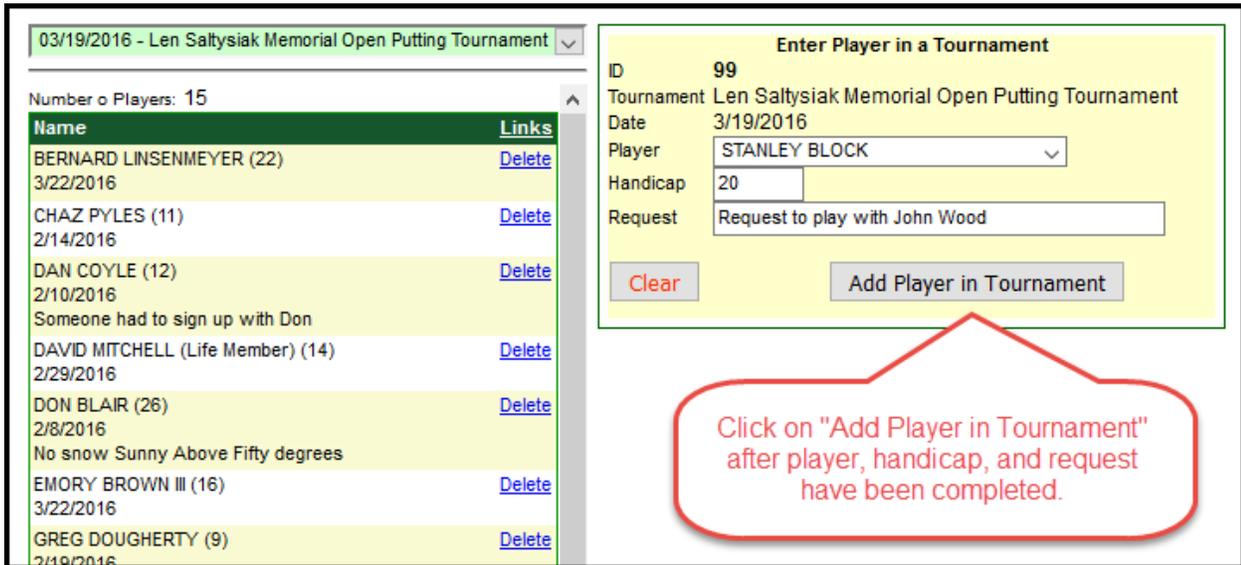
Number o Players: [Text]

Select the desired tournament to which you want to add or delete a player.

Enter Player in a Tournament

ID: [Text]
 Tournament: [Text]
 Date: [Text]
 Player: [Select Player] [Dropdown]
 Handicap: [Text]
 Request: [Text]

In the example below, the Putting Tournament was selected. The next step is to select the player that one wants to add to the tournament. In the example below, Stanley Block was selected. His handicap was entered and an optional special request was added. After that information is entered, Click on “Add Player in Tournament” to add the player to the list of players. After clicking on “Add Player in Tournament”, validate that player was added to list.



03/19/2016 - Len Saltysiak Memorial Open Putting Tournament [Dropdown]

Number o Players: 15

Name	Links
BERNARD LINSEMEYER (22) 3/22/2016	Delete
CHAZ PYLES (11) 2/14/2016	Delete
DAN COYLE (12) 2/10/2016 Someone had to sign up with Don	Delete
DAVID MITCHELL (Life Member) (14) 2/29/2016	Delete
DON BLAIR (26) 2/8/2016 No snow Sunny Above Fifty degrees	Delete
EMORY BROWN III (16) 3/22/2016	Delete
GREG DOUGHERTY (9) 2/19/2016	Delete

Enter Player in a Tournament

ID: 99
 Tournament: Len Saltysiak Memorial Open Putting Tournament
 Date: 3/19/2016
 Player: STANLEY BLOCK [Dropdown]
 Handicap: 20
 Request: Request to play with John Wood

Click on "Add Player in Tournament" after player, handicap, and request have been completed.

To delete a player from the list for the event, please click on delete and validate that player was deleted as a participant for the selected event.



03/19/2016 - Len Saltysiak Memorial Open Putting Tournament

Number o Players: 15

Name	Links
BERNARD LINSEMEYER (22) 3/22/2016	Delete
CHAZ PYLES (11) 2/14/2016	Delete
DAN COYLE (12) 2/10/2016 Someone had to sign up with Don	Delete
DAVID MITCHELL (Life Member) (14) 2/29/2016	Delete
DON BLAIR (26) 2/8/2016 No snow Sunny Above Fifty degrees	Delete
EMORY BROWN III (16) 3/22/2016	Delete
GREG DOUGHERTY (9) 2/19/2016	Delete

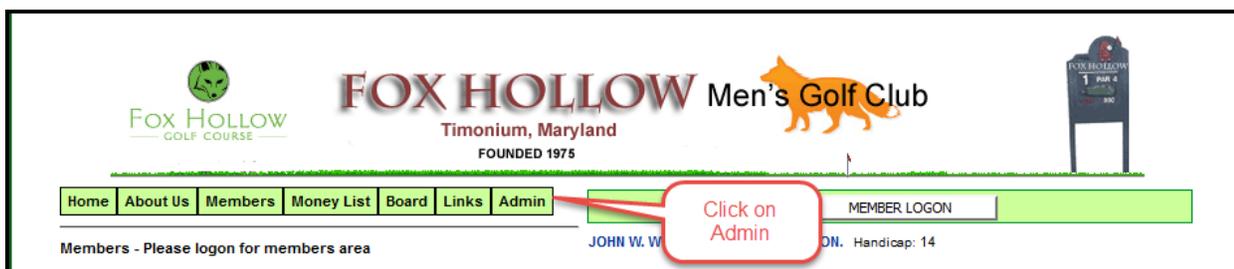
Enter Player in a Tournament

ID: 99
Tournament: Len Saltysiak Memorial Open Putting Tournament
Date: 3/19/2016
Player:
Handicap:
Request:

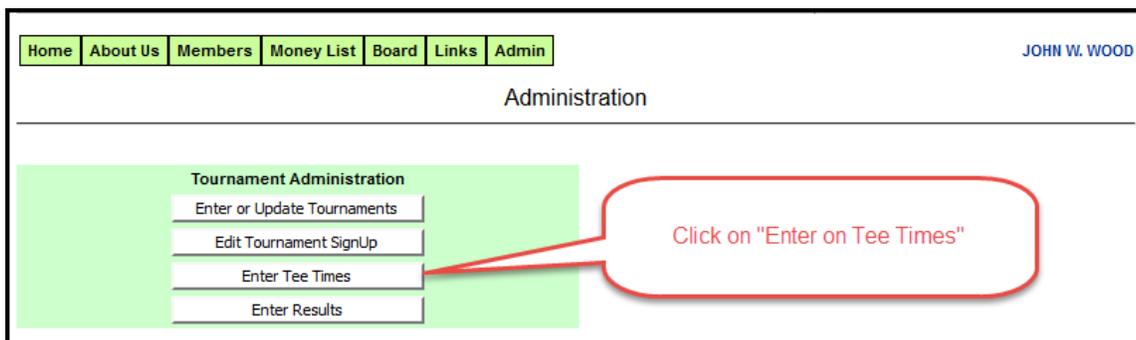
Click on "Delete" to delete a player

Chapter 3 – How to Add or Delete Tee Times to Specified Tournament

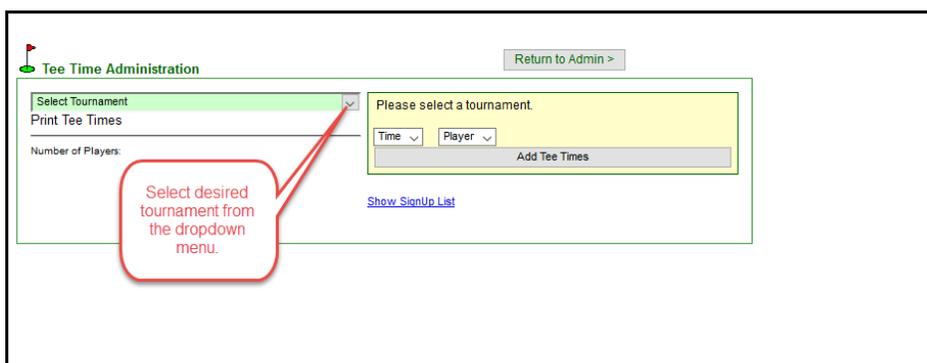
This tutorial explains how to add or delete tee times to a tournament located on the Fox Hollow Men’s Golf Club website. To be able to accomplish this function, a member must have administrative privileges as a Tournament Director to access the Tournament Administration section of the website. After a user logs into the website as a member of FHMGC, click on Admin to go to the Admin page that allows a member to enter the Tournament Administration section.



The next step is to click on “Enter Tee Times” that will allow one to add or delete one or more tee times.



Select the desired tournament from the dropdown menu below.





In the example below, the Putting Tournament was selected.

The following functions may be performed from this screen:

1. Add a tee time
2. Delete a tee time
3. Print all tee times for the specified tournament
4. Show list of all tee times for the specified tournament

Tee Time Administration Return to Admin >

03/19/2016 - Len Saltysiak Memorial Open Putting Tournament 3/19/2016 Len Saltysiak Memorial Open Putting Tournament

[Print Tee Times](#) Click to print tee

Number of Players: 8

Time	Name	
10:00	EMORY BROWN III	Delete
10:00	TONY OLSEN	Delete
10:00	JOSEPH ALLULIS (2015 Club Champ)	Delete
10:00	JOSEPH ALLULIS, SR	Delete
10:00	GREG DOUGHERTY	Delete
10:00	BERNARD LINSENMEYER	Delete
10:00	JAY DUNN Life Member	Delete
10:00	RICK SHUEY - Life Member	Delete

[Show SignUp List](#) Click on "Show Signup List"

09:00 DAN COYLE Click on dropdown menu to select time

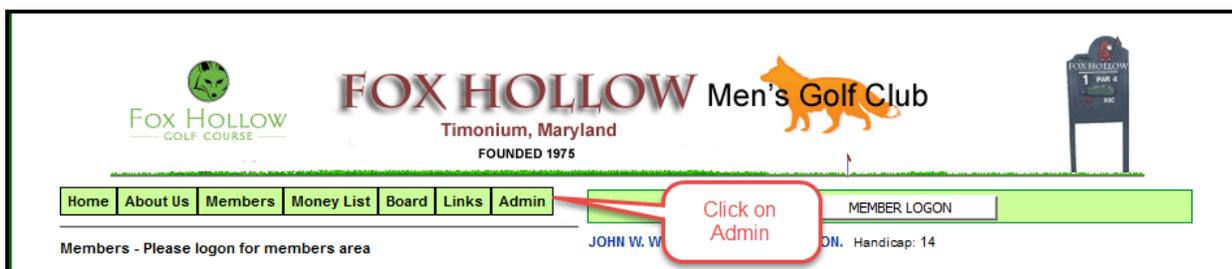
[Add Tee Times](#) Click on dropdown menu to select player

Click "Delete to delete a player"

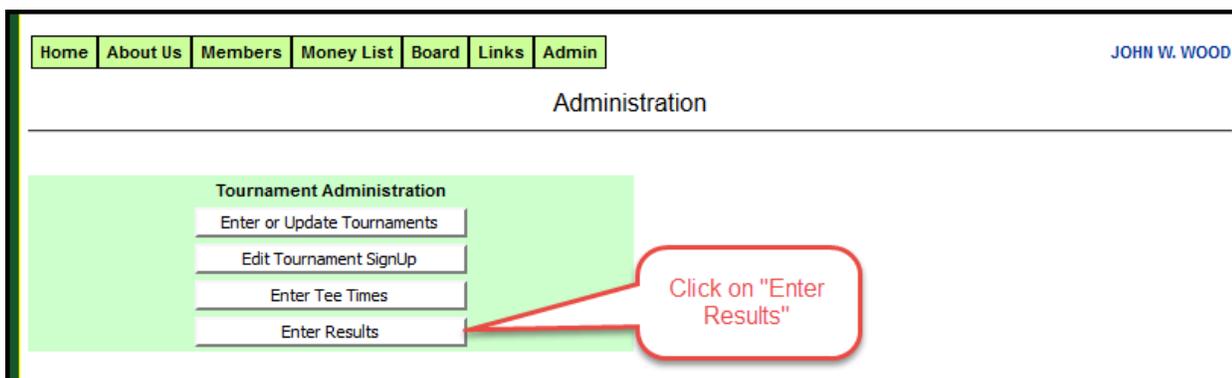


Chapter 4 – How to Add Tournament Results

This tutorial explains how to add tournament results or delete to the Tournament Results page. Once this page is completed, the Money List is updated to reflect the cumulative results of each FGMGC member. To be able to accomplish this function, a member must have administrative privileges as a Tournament Director to access the Tournament Administration section of the website. After a user logs into the website as a member of FHMGC, click on Admin to go to the Admin page that allows a member to enter the Tournament Administration section.



Click on "Enter Results" to enter the results of the specified tournament



Select your tournament from the drop down menu



ENTER TOURNAMENT RESULTS

Return to Admin >

Select Tournament

Print Results

Number o Players:

Click on the drop down menu to select the specified tournament

Enter Player in a Tournament

ID

Tournament Please select a tournament.

Date

Player Player

Flight A

Category Net

Score/Hole If closest to pin, use hole number.

Place 1

Prize

Add Result

For each prize enter the following:

1. Name of player from the drop down list (name must be in tee time list to appear in the drop down for the results)
2. Enter player's flight from drop down menu (A, B, C, D, E, or N/A)
3. Enter Category from drop down menu (Net, Gross, Closest to Pin, Longest Drive, or other)
4. Enter Place from drop down menu (1, 2, 3, 4, 5, 6, 7, ... 12)
5. Enter prize amount in units of dollars.

After entering the prize data, click on "Add Result" and you will see the player's name for whom you entered the data.



ENTER TOURNAMENT RESULTS [Return to Admin >](#)

06/18/2016 - President's Cup (2-Man Teams) [Print Results](#)

Number o Players:

Enter Player in a Tournament

ID: 106
Tournament: President's Cup (2-Man Teams)
Date: 6/18/2016
Player:
Flight:
Category:
Score/Hole: If closest to pin, use hole number.
Place:
Prize:

JAY WEINSTEIN added.

Callouts:

- For each prize select player, flight, Category, score/hole, place, and dollar prize amount
- Click on "Add Result" after the above data are entered
- After result is added, player name will appear



Chapter 5 – How and When to Adjust Course Handicap for Event Played from Multiple Sets of Tees

For the average golfer, understanding the USGA Handicap System™ might not seem like the easiest of tasks. And while making heads or tails of handicapping formulas and sections has no bearing on how one swings a club, it does help in creating a level playing field for golfers of all skill levels.

According to our staff, it seems that no handicapping situation leads to more head-scratching moments than calculating how to compete equitably with someone playing from a different set of tees.

Ask anyone who has mastered the science of handicapping to explain the calculations of properly allocating strokes, and you will most likely be left standing there with your head spinning. There has to be an easier way, right?

Luckily for you, there is. Let's break this down into a real-world example to make it easier to understand how Section 3-5 works. For the purpose of this article, we will use two friends, Tom and Joe. Tom has a Handicap Index® of 2.2 while Joe has an a Handicap Index of 25.0.

Tom and Joe are playing a new course, and as they look over the scorecard before their round, Tom decides to play from the tees measuring 6,500 yards. Joe decides to Tee It Forward and play from the tees measuring 5,800 yards. With a much shorter course and a higher handicap, it appears that Joe has an unfair advantage.

This is where Section 3-5 comes into play. But first, it's worth noting that a Handicap Index is *not* established from a particular set of tees, it is simply a standardized benchmark of a golfer's potential that helps establish a player's handicap for the particular course he or she is playing.

Starting with a certainty is always a good thing, and in this case, that certainty is the USGA Course Rating™ from each individual's set of tees. Tom's USGA Course Rating from 6,500 yards is 72, while at 5,800 yards, Joe is looking at a USGA Course Rating of 67. With those known numbers, the next step is finding the difference between the two, which is 5. Keep that number handy.* (Note: The Course Rating is not always a whole number, so the difference between the two tees' ratings would be rounded to the nearest whole number in the calculation.)

The rest of the process is simple math. In most cases, the Slope Rating® for a set of tees is printed on the course scorecard. Tom finds his Slope Rating is 130. Tom also knows that the standard Slope Rating is 113, which is the second part of the equation and always a constant. By knowing his Handicap Index of 2.2, Tom uses the following steps to find his course-specific handicap:

1. Multiply Handicap Index times Slope Rating of tees played: $2.2 \times 130 = 286$
2. Divide by the standard Slope Rating: $286 / 113 = 2.5$
3. The result, rounded to the nearest whole number, is the Course Handicap = 3



For those of you who are a little more into math, that's $2.2 \times 130 / 113 = 2.5$, which is rounded up to the nearest whole number, 3.

After a few pointers from Tom, Joe quickly figures out that his 25.0 Handicap Index and the Slope Rating of 115 from the forward tees translates to a Course Handicap of 25: $25.0 \times 115 / 113 = 25.4$, which is rounded to 25.

Or, to skip the math portion entirely, simply enter the Handicap Index and the Slope Rating into the [USGA's Course Handicap calculator](#).

Now that both players have their Course Handicap, does anyone else think it's unfair for Tom to be playing with a Course Handicap of 3, while Joe is playing with a Course Handicap of 25 from a shorter set of tees? Isn't this supposed to be equal? But wait – remember earlier when we noted the difference between the two USGA Course Ratings ($72-67 = 5$)? Well, to put both players on the same level, you simply add the rounded difference between the two USGA Course Ratings to the Course Handicap of the competitor playing from the higher-rated set of tees. Tom is now playing to a Course Handicap of 8 – bringing this match to a much more equitable range for both players.

It's important to keep in mind that certain constants exist, like the standard Slope Rating of 113 as the divisor. And even though a lot of fingers and toes may be required to do the math needed, the end result helps create an equal playing field and hopefully saves the head scratching for what kind of sandwich you're picking up at the turn.



Chapter 6 – Planning and Executing Tournament Plan

Below is a list of activities that comprise a plan for the Fox Hollow Men's Golf Club Tournaments. Use as a guideline because it is possible that not all activities apply to your tournament. Please notify the club president if you believe that an important activity is missing from the list. An Excel file is available that automatically populates the Activity Due Date based on the Tournament date. The Excel file may be found at:

www.foxhollowmensgolfclub.org/tournaments/flyer/Tournament_Planning_Timeline.xlsx. The following is an example of the plan for the FHMGC 2019 Member/Member – Member/Guest to be played on July 27, 2019.

Fox Hollow Men's Golf Club Tournament Timeline

7/27/2019		2019 FHMGC Member/Member - Member Guest Tournament Timeline	
Activity Due Date	Date or Days Before Tournament	Activity	Responsible Role
	By March 1	Develop draft flyer and post on website. At least the flyers should be developed and posted no later than 1 month prior to event.	Tournament Director
Thursday, June 27, 2019	30	Develop FGMGC membership distribution list and start Advertising by email	Tournament Director
Thursday, June 27, 2019	30	Provide tournament budget and number of reserved tee times	President and Treasurer
Thursday, June 27, 2019	30	Designate who is responsible for snacks and drinks (Refreshment Designee)	Hospitality Director
Thursday, June 27, 2019	30	Start Advertising via website. Update status weekly.	Webmaster
Thursday, June 27, 2019	30	Contact Pro Shop and determine maximum number of reserved tee times add if more are required. If more are needed, please increase. Do not reduce the number of tee times.	Tournament Director



Thursday, June 27, 2019	30	Verify and Finalize Flyer; Repost on website if necessary	Tournament Director
On Going	30-0	Maintain Tournament Registration List for those who do not use the website to register or cancel.	Tournament Director
Thursday, July 4, 2019	23	Continue advertising via email every week	Tournament Director
Saturday, July 6, 2019	21	Assume responsibility for coolers - Pick up from the previous tournament	Hospitality Committee or Refreshment Designee
Tuesday, July 9, 2019	18	Contact Pro Shop and finalize number of tee times. Increase as necessary	Tournament Director
Friday, July 12, 2019	15	Continue advertising via email	Tournament Director
Friday, July 12, 2019	15	Develop draft prize schedule based on estimated participation (\$6/golfer) with a ratio of prizes to participants between 1:3 and 1:4. Ratio of prizes does not include the CTPs. Validate with President and Treasurer.	Tournament Director
Saturday, July 13, 2019	14	Obtain handicap report from Handicap Chairman for most recent course handicaps. Handicap report is updated on the 1st and 15th of every month.	Tournament Director
Wednesday, July 17, 2019	10	Continue advertising via email	Tournament Director
Wednesday, July 17, 2019	10	Check with Fox Hollow Pro Shop and determine the deadline to send them pairings and tee times so that they can create cart signs and scorecards.	Tournament Director
Saturday, July 20, 2019	7	Obtain large scoresheet from Pro Shop	Tournament Director



Saturday, July 20, 2019	7	Finalize prize schedule based on anticipated participation with a ratio of prizes to participants between 1:3 and 1:4, or check with President and Treasurer.	Tournament Director
Saturday, July 20, 2019	7	Develop pairings and tee times	Tournament Director
Sunday, July 21, 2019	6	Post tee times and pairings on website	Tournament Director
Monday, July 22, 2019	5	Email Fox Hollow pairings, tee times, and current Pine Ridge Handicap report. Indicate who is playing from the senior tees for course handicap purposes so that they can generate scorecards and cart signs with correct course handicaps.	Tournament Director
Monday, July 22, 2019	5	Develop Rules Sheet; good idea to include tournament description and prizes on the rules sheet	Tournament Director
Monday, July 22, 2019	5	Print one rule sheet for each cart and take to course on tournament day	Tournament Director
Monday, July 22, 2019	5	Determine who will write the checks on tournament day and inform the TD	Treasurer
Wednesday, July 24, 2019	3	Call Pro Shop and release any unused tee time (if necessary). Recommend that we gradually release unused tee times with the last release date or 2-3 days before event. Need to save at least 1 tee time for 4 golfers at a safety net.	Tournament Director
Friday, July 26, 2019	1	Purchase refreshments and bring receipts on tournament day	Hospitality Committee
Friday, July 26, 2019	1	Create Scoresheet - Large one; prepare Toys for Tots Sheet. Bring both to course on tournament day.	Tournament Director
Friday, July 26, 2019	1	Print TFT sign-up forms found on FHMGC website and bring to tournament	Tournament Director



Saturday, July 27, 2019	0	Pick up CTP tape measures and Toys for Tots poker chips from Pro Shop back office and distribute tape measures to first group	Tournament Director
Saturday, July 27, 2019	0	Distribute unclaimed gift cards	Tournament Director
Saturday, July 27, 2019	0	Arrive no later than 1 hour prior to first tee time to setup; verify that carts and scorecards are ready; tweak scorecards if necessary due to last minute lineup changes; bring one rule sheet for each cart and attach to scorecards; bring at least 4 copies of the pairings and tee times; distribute one to starter, one to Pro Shop, post one on window, and keep one to track check in; prepare CTP signs with tape measures to be distributed to first group; check in members and collect tournament fees; give collected monies to check writer or designee	TD, ATD and Treasurer
Saturday, July 27, 2019	0	Provide prize break down to check writer	Tournament Director
Saturday, July 27, 2019	0	Pick up CTP tape measures and Toys for Tots chips from Pro Shop office and distribute tape measures to first group	Tournament Director
Saturday, July 27, 2019	0	Pick up gift cards for prizes from Pro Shop.	Check Writer
Saturday, July 27, 2019	0	Pickup prize cards from Pro Shop after finishing round	Scorer (Normally either TD or ATD)
Saturday, July 27, 2019	0	Unload snacks and coolers from vehicle(s).	Hospitality Committee
Saturday, July 27, 2019	0	Record scores	Scorer (Normally either TD or ATD)
Saturday, July 27, 2019	0	Award prizes	Tournament Director
Saturday, July 27, 2019	0	Transfer coolers and remaining snacks to next scheduled tournament crew.	Hospitality Committee



Saturday, July 27, 2019	0	Reimburse for refreshments; paid out from money collected for drinks at this tournament. Any shortages paid out from the Hospitality Director.	Hospitality Director
Saturday, July 27, 2019	0	Verify that grounds are clean (no trash outside trash can); return CTPs markers to Pro Shop	Tournament Director
Saturday, July 27, 2019	0	Reimburse for refreshments. Paid out from money collected for drinks at this tournament. Any shortages paid by Treasurer to either Hospitality Director or purchaser of goods.	Hospitality Director and Treasurer
Saturday, July 27, 2019	0	Post scores at Fox Hollow Handicap workstation in FH Pro Shop. Adjust for equitable stroke control before posting. Guidelines are posted on the wall at the workstation. Most scores are posted as on-tournament scores. Be cognizant of those players playing from senior tees. You may post the scores via your phone if you have installed the App and have added the members to your list required by the App.	Tournament Director
Monday, July 29, 2019	-2	Record results on website; write a narrative and send to Webmaster to post on website.	Tournament Director and Webmaster