JOB DESCRIPTION

VICE-CAPTAIN, DRAW

March 2018

1. <u>Introduction</u>

This document describes the tasks performed by the Vice-Captain, Draw, commonly known as the Drawmaster, in generating the Thursday weekly draw. The Drawmaster is currently NOT responsible for away games or games at Riverway. The process uses commercial software from GolfSoftware.com. It is very comprehensive, and training will be required for anyone taking on the job. There is a training document available.

The draw process involves the following steps:

1. Our tournaments are loaded into the software before the season starts. Members can log in at any time and sign up.
2. You must ensure the time to cut-off signups for each tournament is set no later than midnight, the Friday before a Thursday tournament. This is because the pro shop needs to know from you by Saturday noon, how many tee times we will use so that any surplus can be released for public booking.
3. Inform the golf course by email of the required number of tee times on Saturday by noon
4. Check the list for any new or associate members. They may play, but only if there is space after regular members are accommodated.
5. Place the players into foursomes and assign tee times. The software does this automatically, based on criteria you set. Note that we have "Golf Groups" – 2,3 or 4 players that like to play together on the days that are marked "Regular" on the fixture page.
6. The draw is posted automatically to the Player Portal by the software once it is complete. The Player Portal is accessed by our members through a link on the WPGC web site. The Club Captain, Vice Captain Draw, Club President and Tournament Coordinator (if any) can access the draw from the portal as they see fit.
7. Edit the draw if there are late signups or cancellations. This can be complex for partner or team events. Note that the software will not accept new signups after the cut-off time you have set for the tournament. Any late signups will have to email a request to you. (These can be accepted or rejected as you see fit).
8. Send the draw to the golf course by email no later than Noon on Wednesday (the day before the tournament). A pdf file is acceptable.

2. Inform the Golf Course of required tee times.

    The three golf courses reserve 20 tee times for us every Thursday. Appendix A shows the nominal start time, and the email addresses of the pro shop contacts. Time slots are 9 minutes apart. At the beginning of every season, the Drawmaster should confirm these times and email addresses with each pro shop. Often, not all 20 time slots will be used. The number can be as low as 15 early or late in the season. It is important to email the relevant course by Saturday noon, with the number of times needed the following Thursday, so they can release the extra times to the general public. If, after the draw is posted, sufficient cancellations are received to reduce the number of required times, inform the pro shop of this. However, there might be some very late registrations, so don't give away times slots too hastily.

    Occasionally a late registration will necessitate an additional time slot. However, experience has shown that there are always more cancellations that late registrations, and to avoid requesting an extra tee time and then cancelling it later in the week, put the late registrant on a wait list.

3. Check the player list.

    The software data base identifies new members (New), waitlist players (WL) and Associates (Assoc). This information is in the Membership Roster in the software database which is updated as required by the Membership Director. Note that the software also identifies which players will be sharing a power cart (CS). This can be used as a sort to double up cart users.

4. Assign players to foursomes

    4.1 Non-tournament events.

    For non-tournament events, the Drawmaster assigns players to foursomes and allocates tee times. Before the beginning of the season, the Club Captain prepares the official Golf Group List. This is included in the software data base and lists groups of 2,3 and 4 players who prefer to play together. This is usually about half of the club. The other members are randomly distributed into teams as well as added to the Golf Groups if there are empty spots. The software does all this for you, but there is some manipulation required to avoid the Golf Groups being broken up by the software.

    4.2 Tournament events.

    For tournament events, the Coordinator of that event should be involved with you in assigning foursomes. Note that there are some tournaments where twosome or foursome handicaps need to be as equal as possible throughout the field. This used to be an onerous task, but the new software will do it in seconds. Check with the Coordinator to see if he has any special tee time requirements, e.g. grouping certain foursomes together, or putting certain foursomes out early. The Coordinator himself should usually be put out early, so he is on hand to handle the results as they come in. Also confirm who is going to handle communication with the webmaster and the course pro shop. It is usually

better if the Drawmaster does this, particularly when changes that involve handicap totals must be made due to late cancellations.

5. Assign tee times

In addition to the standing requests for specific tee times referred to above, the following items need to be considered when assigning tee times:

a) Captain's Table. The Vice Captain – Scoring will send you an email by the weekend before the tournament identifying when he wants the Captain's Table players to tee off. There are normally three participants, needing to tee off first, middle (about 1/3 down the list), and late (about 2/3 down the list).

b) Tournament Coordinator. Normally he should go out early, so he is on hand to record and display results as players come in.

c) Space out threesomes. Don't assign threesomes to adjacent tee times. They usually play faster than foursomes, and should be spread throughout the draw.

d) Habitually slow players. Some players have trouble keeping up the pace of play. Ask the outgoing Drawmaster who they are. Avoid placing them in the same foursome. Also, schedule them towards the end of the draw, so they won't hold up everyone else.

e) Tee time allocation. Unless they have special requests, it is a good idea to rotate Members, so they play at different times throughout the season. However, it is very difficult to keep track of individual's playing history. Keep a record of member's tee times (early, middle, late), and try and rotate times every few weeks. If individuals feel that they have been allocated too many unfavourable (to them) tee times, they will let you know, and you can compensate them over the next few fixtures.

Close the draw by deleting blank tee times. After you have completed this the software will save the file in the Cloud and post it to the Player's Portal. Email the president, captain, vice captain scoring and coordinator (if any) on the Monday before the tournament to let them know the file is available. Also use the bulk mailer included in the software to inform all players that tee times are posted.

6. Manage Late Registrations and Cancellations

After the draw is posted, there will inevitably be some calls or emails from members who had forgotten to register, or who cancel. For non-tournament fixtures, the Drawmaster handles these changes himself. Late registrants can be fitted into any threesomes if they exist. However, if there are no such slots, put the late registrant on a wait list, pending a cancellation. Cancellations are deleted from the draw. However, if the cancellation is from an existing threesome, rearrange the draw to eliminate the resulting twosome. If the cancellation comes in early (say Sunday or Monday) wait until Tuesday before doing this, in case there is a late registration that can fit into that vacant slot. If in the end you must rearrange the draw, inform all affected players of changes to their tee time or team composition using the bulk mailer in the software program.

For tournament fixtures, where there is a Coordinator, changes must be discussed with him. Therefore, send all late registration or cancellation requests to him. Sometimes members will contact the Coordinator directly, so it is important to maintain close communication with him.

If the changes result in reducing the number of tee times required, you must inform the pro shop of this. If you can only accommodate late registrants by having an extra tee time, call the pro shop to see if any are available. Usually none are, however. In that case, advise the late registrant to call the pro shop early on Thursday morning to see if there are any lastminute cancellations. In any event, if the draw is altered use the bulk mailer included in the software to inform all players.

7. <u>Send the Draw to the Golf Course.</u>

   Use the export file feature of the software to create a pdf of the draw. Email this to the pro shop so they can enter the tee times and names into the Vancouver Parks Board tee time system. This should be done no later than noon, the day before the tournament.

8. Manage changes with Pro Shop
   If there are any changes to the draw on Wednesday after it has been sent out, update it to the next revision and email it to the same four people as in Section 9 above. Make sure the revision number is included, so everyone knows which one is the latest.

APPENDIX A

NOTE: START TIMES MUST BE CONFIRMED WITH THE PRO SHOPS

WPGC TEE TIME INFORMATION 2018 SEASON

Club	Manager	Pro shop tel	email	Dates	Start time	Interval minutes	Number of foursomes
McCleery	Kim Cooper	604 257 8191	mccleerygolfshop@vancouver.ca	March 29 to April 26	8:30	9	20
				May 3 to May 31	8:00	9	20
				Jun 7 to Jun 21	7:30	9	20
Langara	Myles Leong	604 713 1816	Myles.leong.golf@gmail.com	July 5 to Aug 30	7:30	9	20
Fraserview	Tom Monaghan	604 257 6923	Tom.monaghangolf.com	Sep 6 to Sep 13	8:30	9	20
				Sep-20 to Sep 27	8:36	9	20
				Oct 4 to Oct 11	8:42	9	20
				Oct-18 to Oct 25	8:48	9	20