Membership and Tournament System

Society Captain

Handbook

www.sgusa.co.za

Introduction

The Captain's role in the Society is arranging golf. So too in this system, the captain is responsible for setting up the information so that members can play golf. This entails all information about golf clubs & courses, events, competitions, functions, starting holes and times, monitoring entries, the draw, and finally scoring and prize giving.

Golf clubs & courses

The system needs to have information about the golf course that a competition is to be played on. All golf courses played on by the society should be created on the system, together with the personnel who work at the golf club.

With the introduction of the USGA handicap system, golf courses need to have information regarding tees, par, slope and course rating.

Events

An event is a term used where members gather for golf competitions and functions. Obviously the Senior Nationals is an event, but so too is a simple society day where a 2-ball alliance is played. An event may not include golf, and it may also not include a function. It has a start and end date, and may be participated in by one or more societies, with one society being the host society.

An event has a cost (which can be nil) which includes all mandatory competitions and functions for the member.

Competitions

This is where the golf is played. A completion has a name and a type, e.g. Individual Stableford. It is normally an 18-hole affair, but can stretch to 36 or 72 if required. It can be played on a 9-hole course or multiple 18-hole courses.

A competition can have a cost if it is not mandatory, which means the cost is included in the event cost.

Functions

This is where the party happens. Anything not related to members playing golf can be termed a function. It can be for members, partners or both. It can have a cost associated with it, which will then be included in the overall event cost for the member.

Entries

Events have a publication date at which time members can see the event on the upcoming events list. Thereafter there is an Applications open date where eligible members are notified by email that they may apply to participate in that event. They also have a closing date after which only society management may tweak attendance numbers.

Members may choose which voluntary competitions and functions to take part in. Members go through an acceptance phase where the Captain has the authority to accept (or reject) member entries. They can also make an entry by proxy on behalf of a member.

Members have the option of requesting carts and caddies for advance planning for the draw and the golf club involved. They can also request early or late tee times for local competitions, but not for Nationals. They can nominate a partner for competitions that require entry with partner. They can also tender their apologies with a reason for not being able to participate.

Members are requested to enter their travel arrangement (members traveling together) to assist the Captain with his draw.

The Draw

Once the Application Closing date is passed, it is the Captains job to "do the draw". This needs to be done on a PC or Laptop and is done off-line after initial transfer of data from the Membership and Tournament System.

The Golf Draw System needs to be downloaded and installed on the TD's PC. It is a Windows based system, and needs a wide screen to operate.

There must be an initial network connection to the Internet to allow the TD to Log in to MATS and authenticate his role as TD. He needs to choose the event(s) he wishes to download, and once the download is complete, the app will work in a stand-alone mode with no network connection required.
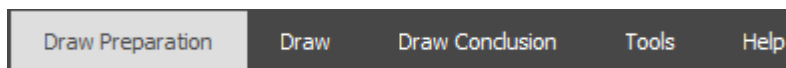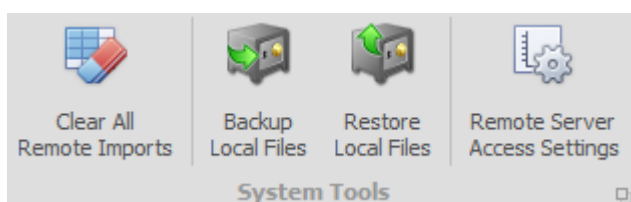

This is the Top Menu bar, and it controls which part of the draw is currently under way.

Help:
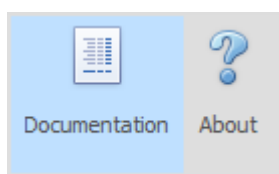
Documentation displays this document, which explains the Tournament Directors function when setting up a National Tournament. A window of tools is displayed when Right Clicking anywhere on the document. Use these tools to zoom (ctrl- and ctrl+), search and print.

Tools:

Clear All Remote Import – this deletes any previous draw files on the system. Ensure that existing draws are complete prior to removing them.
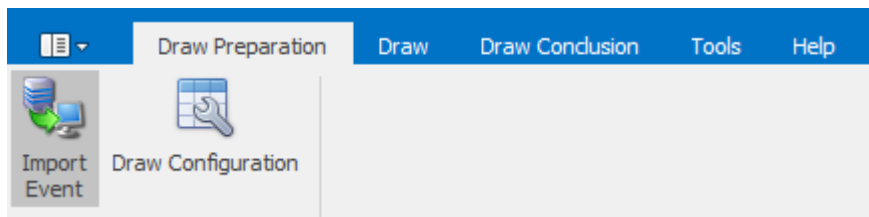
Backup Local Files – this takes a backup of all draw files thereby enabling them to be reloaded at a later stage.

Restore Local Files – this gives the opportunity to restore one of the previously created backup.

Tools – this allows you to set the URL (web site) of the server, together with the user name and password to access the site.
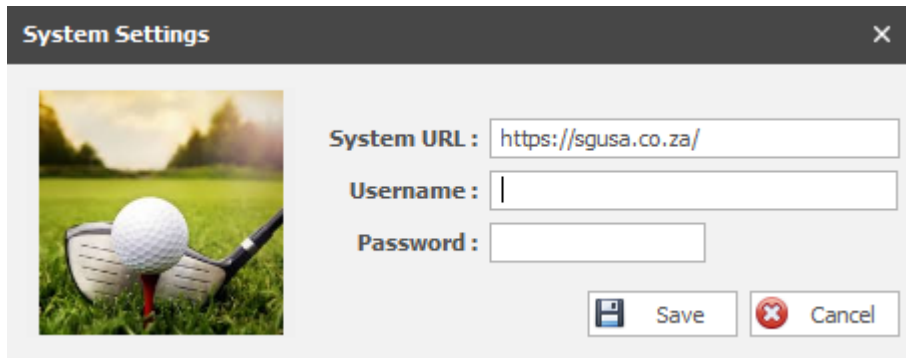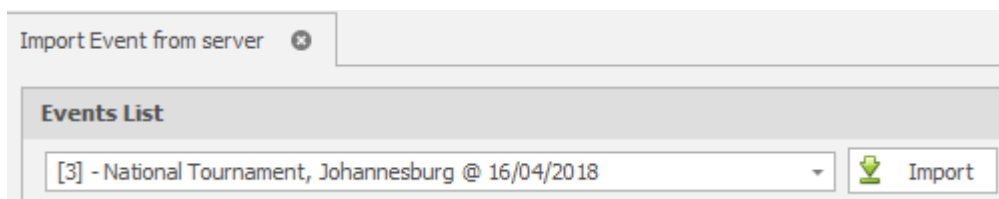

Draw Preparation:

Import Event – this allows the details of an event to be downloaded from the server.

Draw Configuration – this allows for the planning of how to set up the golf course for the event.

Let's look at these two in more detail: -

A list of available events is displayed in a drop down list. Choose the event to import and hit the Import button.

Golfman V2.00 ✕

❌ Current Event already downloaded, do you want to replace

[Yes] [No]
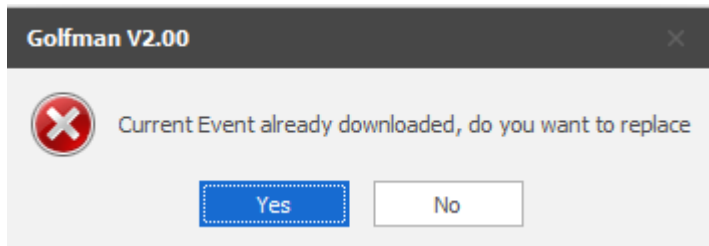
If the event has already been imported, make a decision whether to replace it.

Event Details

Event ID : 3   Event Type : National   Name : National Tournament, Johannesburg   Start Date : 16/04/2018

Competitions - [3]

	Competition Type	is Partnered	Name	Number Of Days	Start Date
→	FourballAlliance	No	Alliance Stableford, …	1	17/04/2018
	Pinehurst	Yes	Pinehurst Stableford	1	18/04/2018
	Championship	No	Championship	2	19/04/2018

Courses - [2]

	Course Number	Course Name	Tee1	Tee X	Abbreviation	
→	A	Royal Johannesbur…	1	10	East	▲
	B	Royal Johannesbur…	1	10	West	▼

A synopsis of the event is displayed as above, together with all the players participating in the event. Separate lists of players are displayed for each competition in the event.

Draw Configuration ⊗

Current Event

[3] - National Tournament, Johannesburg @ 16/04/2018   🖼 Show Setup

Setup

	Competi…	Partnered	Name	Days	Courses	AM	PM	Shotgun	HCap	Members	Visitors
	Fourball…	No	Alliance Stablefor…	1	2	✓	✓	☐	0	272	0
	Pinehurst	Yes	Pinehurst Stableford	1	2	✓	✓	☐	0	272	0
→	Champi…	No	Championship	1	2	✓	✓	☐	9	272	0
	Champi…	No	Championship	1	2	✓	✓	☐	9	272	0

📗 Load Template   **Morning** 07:00 ⇕ 7 ⇕ 8 ⇕ ☐ Reversed   🔁 Prepare Draw Template

📘 Save Template   **Afternoon** 12:00 ⇕ 7 ⇕ 8 ⇕ ☐ Reversed

The draw setup screen is one of the most important in the system. For each competition, it allows input on whether it is a morning or afternoon field or both, whether it is a shotgun start, and how many visitors there will be in the field. For Championship competitions, it allows the Medal cut-off handicap to be specified.

The start time per field is entered, together with the time (minutes) between coveys. This can be staggered with different times between odd and even coveys. If the times between coveys are the same, then set the time slots to the same. If it is preferable to give the last tee time per field, then tick the Reversed box.

Statistics

Competition Players

Handicap Cut-off :	09
Players :	40
TG Additional :	11 [105,82,100,88,104]
Total Selected Players :	51

Handicap

Handicap	Count	Sum
03	1	1
04	5	6
06	7	13
07	8	21
08	8	29
09	11	40
10	11	51
11	12	63
12	16	79
13	18	97
14	17	114
15	22	136
16	17	153

(Side tabs: Handicaps, Societies, TravelGroups, Players)

The Statistics page gives an overview of players by handicap, society and travel group. This information is vital in the planning of the draw. It also allows for planning the handicap cut-off for the Championship competition. Clicking on a handicap gives the number of players included, together with their travel buddies.

Society

Society	Count
B	14
EP	26
FS	22
G	72
GN	22
IN	8
KZN	50
NC	8
SC	16
WP	34

(Side tabs: Handicaps, Societies, TravelGroups, Players)

Take note of the number of entries per society, as roughly one quarter of each society should be placed in each quadrant per day.

	TravelGroups		
	Travel Group	≞	Count
	00		196 ▲
	100		4
	101		3
	102		4
	104		2
→	105		6
	76		2
	77		2
	78		6
	79		2
	80		4
	81		2
	82		5

(Sidebar tabs: Handicaps, Societies, TravelGroups, Players)

Travel group information is useful to determine if there are a large number (> 4) of players traveling together in one vehicle. Take special note if there are a large number of high handicap players traveling with a low handicap for the Championship. In addition, if there is a large percentage of travellers not playing together for the Pinehurst? Then, there is the special case where a traveller's Pinehurst partner is part of another travel group, which can lead to complications.

Once all preparation for the draw is complete, hit the Prepare Draw Template button.

Template

Tee	Time	Time X	Time Y	Reversed	Coveys	3Balls	Championship	HCap
⌄ **Day: 4**								
⌄ **Course: A**								
⌄ **Start: AM**								
1	10:15	7	8	☐	8	0	☐	
X	10:15	7	8	☐	8	0	☐	
⌄ **Start: PM**								
1	11:15	7	8	☐	9	0	✓	9
X	11:15	7	8	☐	9	0	✓	9

This is where each field is individually planned and customised. They can have different start and interval times, and they can be reversed. The number of coveys, with the number of 3Balls, must be specified. 3Balls always precede the field. The Championship box must be ticked, together with cut-off handicap entered, should this be a Championship field.

Once all fields are complete, the configuration needs to be saved as a template for use in the draw.

The Draw:
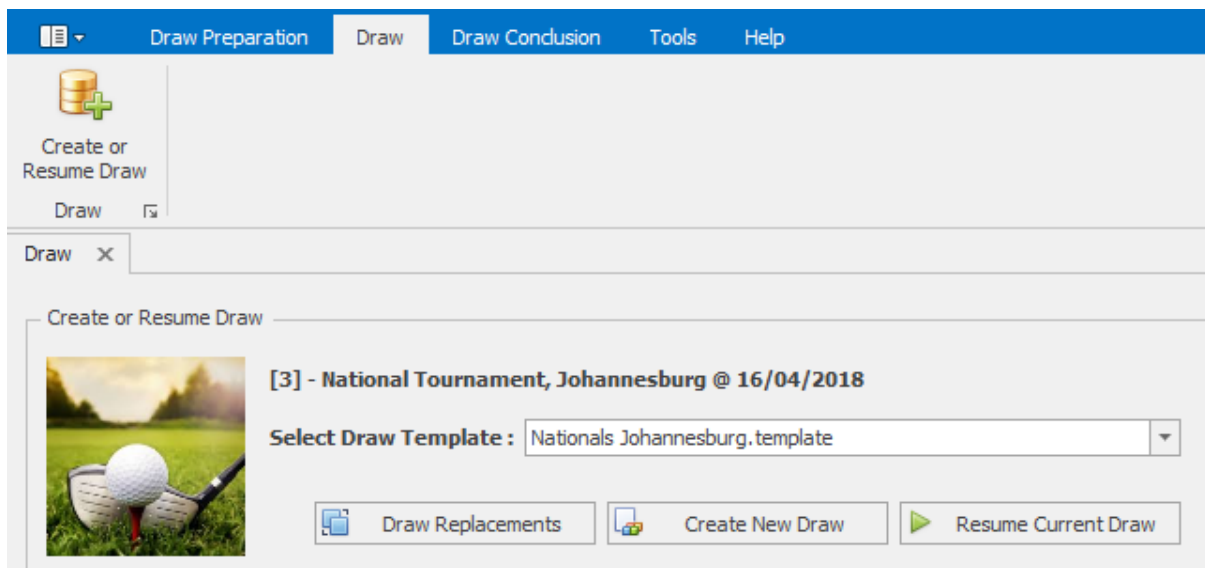
This is where the draw and the draw configuration template are 'married'. Once the correct Draw Template is selected, the draw must be initially created. Once created, it is simply resumed to continue from where it was left the last time.

Should there have been withdrawals, replacements or option changes on the server, these can be merged into the draw with Draw Replacements.


This is where the manipulation of players between fields takes place. Each competition is displayed on the top bar, and must be selected in turn. All information regarding players, carts and caddies is displayed for each field selected, together with the targeted number of players.

Two fields can be displayed at any time. Players may only be moved around once a course and meridian (AM/PM) are chosen on both sides. Movement of a player is done by click, drag and drop.

Movement of travel group members between quadrants results in the whole travel group being moved.

The statistics block gives a guideline as to how many players of each society should be included in a quadrant.
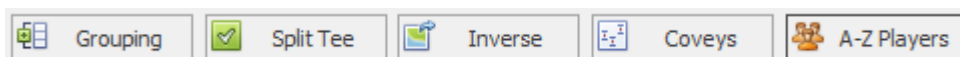

Once all quadrants are matched for any particular competition, then each quadrant can be split into tees. Movement of players post tee split does not drag the rest of the travel group as well. The Grouping button gives a view of travel groups within societies and can be useful when balancing players.

Care should also be taken at this level to balance carts between quadrants and between tees, and to try to have an even number of carts per tee for sharing purposes.


Where a partnered competition is being planned, special care must be taken where the partners are each in different travel groups. They are highlighted as a warning.

A highlighted double travel group movement caused both travel groups to be moved. Unfortunately the system does not cater for more than two daisy-chained travel groups.
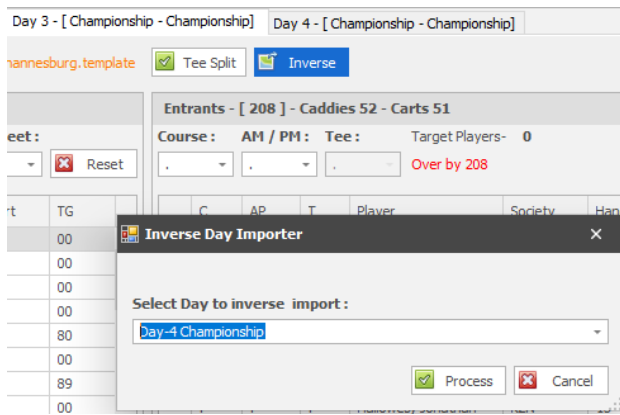
Once a certain day is finalised down to tee level, it can be used as an inverse on another day. In the example above, Day 3 is selected, the Inverse button clicked and Day 4 is selected. This results in players tee options on Day 3 being opposite to their options on Day 4.

To get a listing of players for a certain day, click on the A-Z Players button. This will display a separate window with player information which can be sorted on any category, together with a search facility. There is no limit to the number of these windows being opened.
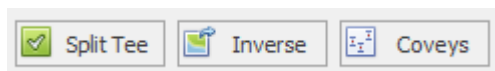
Once satisfied with balancing of players and carts at tee level, proceed to Coveys, and confirm acceptance. There is no going back to quadrants and tees from Coveys! This must be done individually for each day.

A TimeSheet must be selected for the left block. This results in the names of players being displayed in a grid in both the left and centre TimeSheet blocks. The right block shows a list of all rules that have been broken in the left TimeSheet. If the right Timesheet is changed, the players are displayed but no rule checking is done for that sheet.

The purpose of having two blocks displayed for the same TimeSheet, is to swop players around to solve the rules that have been broken. Rules are categorised as follows: -

1. Duplicates - No player may play with another player more than once in an event. (Red)

2. Society Duplicate - No two players from the same society in a covey. (Yellow)
3. History Duplicate - Players should not play with anyone they played with in the last National Tournament. (Orange)
4. Cart Count - Cart users should be paired. (Green)
5. Travel Group Split - TG members must all be in the same quadrant. (Dark green)
6. Travel Group Time - TG members should tee off within 45 minutes of each other. (Purple)
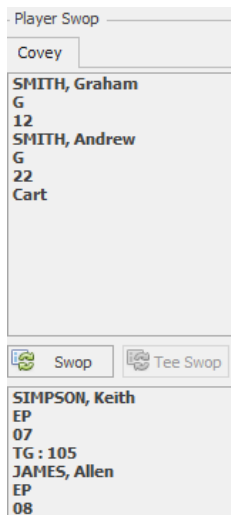7. Early / Late – E / L requests should be in the first 3 or last 3 coveys respectively. (Light blue)

To aid with information on players, the following functionality is offered: -

1. Hovering over a player displays information about that player.
2. Left mouse click on a player selects the player in preparation for a swop of players between the left and right time sheet. The Player's information is displayed in the blocks on the right. Swopping players within a time sheet happens when the same sheet is selected on left and right.
3. Right mouse click on a player displays who the player is paired with during the event, as well as whom he was paired with last year.
4. Left click on the time to the left of the player names selects the covey in preparation for a tee swop.
5. Right click on the time on the left block displays rules broken for the left block.

The rule check button can be selected any time, and a new window of information will be displayed. This is where a second screen on the computer is useful, as the window can be displayed on the second screen while the movement can be done independently on the first.
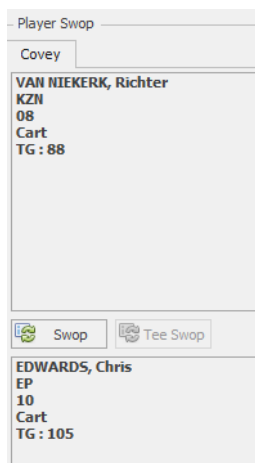
Once two players are selected (left click), their information (name, society, handicap, cart, travel group) is displayed on the right in separate boxes. By clicking on the Swop button, the players' positions are swopped.

Player Swop

Covey

SMITH, Graham
G
12
SMITH, Andrew
G
22
Cart

[Swop] [Tee Swop]

SIMPSON, Keith
EP
07
TG : 105
JAMES, Allen
EP
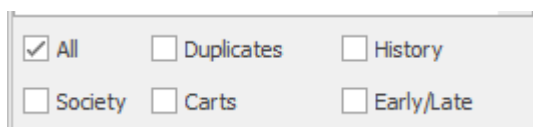08

In a partnered competition (Pinehurst), you are allowed to select for swopping only by clicking on the left partner (Player A or C). Clicking on Swop then swops both partners.

TeeOff @ 11:30

A : KAYUKWA, Godfrey - [IN,09,Y,N,N,00]

B : DE VILLIERS, Ron - [KZN,19,N,Y,N,88]

C : ESSLEMONT, Colin - [G,16,N,N,N,00]

D : PASCOE, Charlie - [B,23,N,Y,N,00]

[Swop] [Tee Swop]

TeeOff @ 11:37

A : VAUGHAN, Kit - [WP,10,N,N,N,00]

B : MOODLEY, Pregi - [KZN,06,N,N,N,00]

C : SHERRARD, Eddie - [G,27,N,N,N,00]

D : MANDY, Rodney - [EP,16,N,N,N,78]
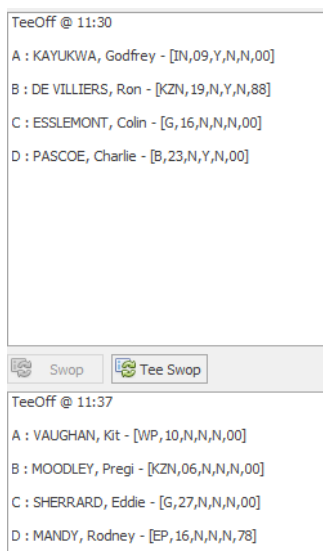
To swop two coveys within the same time sheet, select the two times, and click Tee Swop.

☑ All   ☐ Duplicates   ☐ History
☐ Society ☐ Carts   ☐ Early/Late

When many rules have been broken, the colours can be overwhelming. To overcome this, a list of tick-boxes is provided so that a single rule can be focused upon and corrected before proceeding to the next rule.

Draw Conclusion:

This is where the draw is uploaded to the Server once all coveys have been manipulated, and the TD determines that it is in good order.
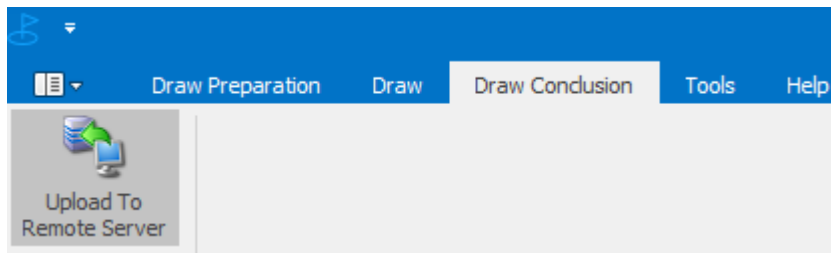
This can be done multiple times prior to Draw Publication date, after which care must be taken not to change too much without notifying the affected players, as they may make alternate arrangements if they know what time of day they are playing.

Handicaps and Scorecards

Handicaps are automatically retrieved from the SAGA Handicap system on the start day of the event and stored in the system for the duration of the event.

Prior to each competition, the system can print labels for the scorecards. It is better to do this prior to "leaving home" as it is unlikely that a printer and label stationery is available at the course. On the label will be the course, competition type, date, tee and tee time, and the players' names and handicaps. In the case of partners (better ball, combined and alliances), combined ages are calculated. In the case of Pinehurst and Foursome competitions, handicaps are calculated according to the rules for that competition.

Scoring

This function is normally outsourced to a player who is handy with a pencil and has good vision and reading skills to decipher bad and smudged writing. It is fraught with danger, as nobody appreciates being left off the prize list, or not being called up for a 2-club.

Prize-giving

There are several prize-giving styles and rules for various competitions which need to be catered for prior to commencement of the competition. These need to be selected, together with the number of prizes to be allocated.

Once the scoring is complete, the system will allocate the prize winners.

A report for the President and the captain will be generated to assist them with their prize-giving speeches.