



Membership and Tournament System

Tournament Director's Handbook

www.sgusa.co.za

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Introduction

The Tournament Director's role is pivotal in ensuring that the annual National Tournament is correctly planned and executed. He will work closely with the National Secretary regarding applicants from Societies, the National Treasurer relating to money issues, and then with the Captains and Secretaries of each Society regarding their playing and stand-by members.

This handbook initially serves as a planning guide for the development of the functionality required in the system. It will then be expanded to describe the functionality and the use of the system.

Planning the Event

An Event is the term given to either National or Society entities which may include Competitions and Functions. The Tournament Director is responsible for populating Event, Deadline, Competition and Function details.

| Event Details | |
|------------------------------|-----------------------------------|
| Name | National Tournament, Johannesburg |
| Hosting Society | Gauteng |
| Registration Location | Royal Johannesburg |
| Event Type | National |
| Cost Scheme | Charged in advance |
| Accompanied Cost | R 2830.00 |
| Unaccompanied Cost | R 1870.00 |

The first requirement is to allocate the Nationals to a Host Society, whose job it is to allocate the course(s) on which the competitions are to be played.

Each Event must have the following information: -

- A name which will be displayed on the fixture list of all societies. It may be helpful to include the location of the event (Nationals, Cape Town for example).
- The Hosting Society.
- A cost associated with the mandatory competitions and functions that are included for a player to partake in the Nationals. This cost excludes any voluntary competitions and functions (including ladies program) that the member may add to his "package".

Typical event deadlines

| Deadline Details | |
|------------------------|------------|
| Publication Date | 2016-08-30 |
| Application Open Date | 2017-10-30 |
| Application Close Date | 2017-11-28 |
| Final Acceptance Date | 2017-12-08 |
| Close For Draw Date | 2017-12-17 |
| Draw Publish Date | 2018-03-01 |
| Registration Date | 2018-04-16 |
| Start Date | 2018-04-16 |

Then careful consideration must be given to the Deadline Details required which are as follows: -

- Publication Date – the date on which the event appears on the Upcoming Events list on the Member Home screen.
- Application Open Date – the date on which Active Members may start applying to play in the Nationals.
- Application Close Date – the closing date for members to have their application considered for the “first cut” of acceptances by their society. Typically the last Tuesday in November.
- Final Acceptance Date – the date by which the societies must have completed their list of members selected from the applications into Nationals.
- Close For Draw Date – the date from when the Tournament Director may download all information required to his PC and begins the draw process. Typically 8 weeks before the tournament.
- Draw Publish Date – the date by which the Tournament Director must have completed the draws for all competitions in the Nationals, have uploaded to the system, and the details become visible to members. Typically 6 weeks before the tournament.
- Registration Date – the date on which players report to the registration venue to receive final information about the event, finalise their attendance at events, peruse the stock for sale and have a few beers with their mates.

- Start Date – the date published on the Upcoming Events list on the Member Home screen. This could be before Registration Date if the Mixed Competition is considered to be the opening function.

| Competitions | | | |
|---|---------------------------------|-------------------|------------|
| Add Competition | | | |
| | Name | Competition Type | Date |
| Edit Delete Reports | Alliance Stableford, 2 to count | Fourball Alliance | 2018/04/17 |
| Edit Delete Reports | Pinehurst Stableford | Pinehurst | 2018/04/18 |
| Edit Delete Reports | Championship | Championship | 2018/04/19 |

Competition Details

Competition Event National Tournament, Johannesburg

Name

Competition Type

Start Date

Number of Days

Partnered?

Mandatory?

Cost R

The next requirement is the defining of the Competitions offered as part of the Event. Each Competition must have the following information: -

- A name; normally associated with the competition type.
- A type (Fourball Alliance, Pinehurst, Championship, etc). We have defined Championship to mean the whole field plays Individual Stableford, certain lower handicaps play medal in 3-balls, and that there are prizes for age categories.
- Start Date.
- Number of Days.
- Whether entry is with a partner.
- Whether the competition is mandatory for the member.
- The cost of the competition if it is not mandatory.

Function Details

| | |
|-------------------------------------|---|
| Function Event | National Tournament, Johannesburg |
| Name | <input type="text" value="Mixed Golf"/> |
| Function Type | <input type="text" value="Member & Partner"/> |
| Enforce payment for Partner? | <input checked="" type="checkbox"/> |
| Start Date | <input type="text" value="2018-04-16"/> |
| Start Time | <input type="text" value="12:00"/> |
| Location | <input type="text" value="Royal Johannesburg"/> |
| Mandatory? | <input type="checkbox"/> |
| Cost | <input type="text" value="240.00"/> |

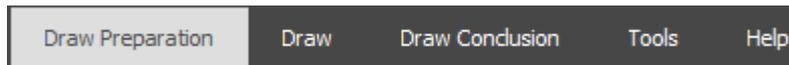
The final planning for an event is the Functions offered as part of the Event. Each function must have the following information: -

- A name describing the function.
- Whether the function is for the member only, the partner only, or both.
- The Date, Time and Location of the function.
- Whether it is mandatory for the member.
- The cost of the function if it is not mandatory and for the member only.

The Draw

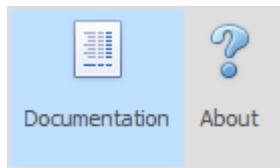
The Golf Draw System needs to be downloaded and installed on the TD's PC. It is a Windows based system, and needs a wide screen to operate.

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.



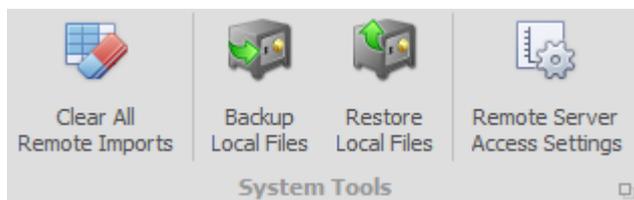
This is the Top Menu bar, and it controls which part of the draw is currently under way.

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:

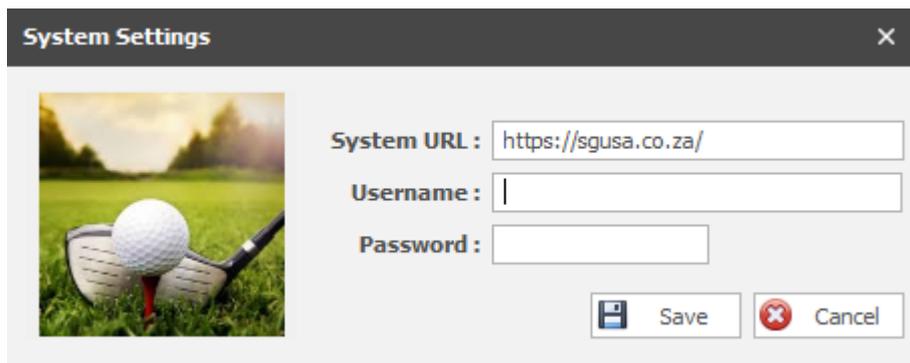


Clear All Remote Import – this deletes any previous draw files on the system. Ensure that existing draws are complete prior to removing them.

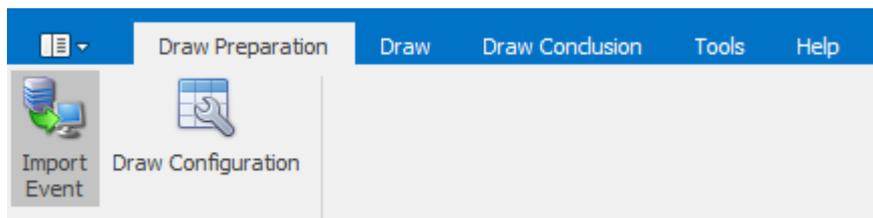
Backup Local Files – this takes a backup of all draw files thereby enabling them to be reloaded at a later stage.

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:



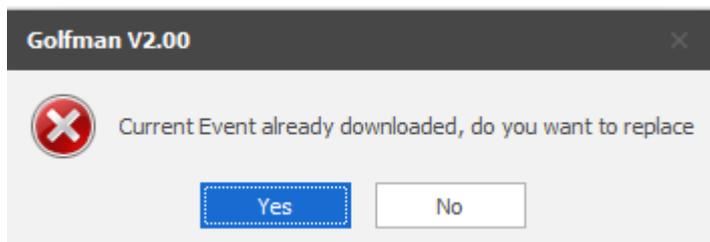
Import Event – this allows the details of an event to be downloaded from the server.

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.



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 |

The A course is generally the course from which the overall administration is run and on which the Championship players compete on day 4.

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 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 272 | 0 |
| | Pinehurst | Yes | Pinehurst Stableford | 1 | 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 272 | 0 |
| → | Champi... | No | Championship | 1 | 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9 | 272 | 0 |
| | Champi... | No | Championship | 1 | 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9 | 272 | 0 |
| Load Template | | Morning 07:00 <input type="text"/> 7 <input type="text"/> 8 <input type="checkbox"/> Reversed | | | | Prepare Draw Template | | | | | |
| Save Template | | Afternoon 12:00 <input type="text"/> 7 <input type="text"/> 8 <input type="checkbox"/> 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 |
| Handicaps | 03 | | 1 | 1 |
| | 04 | | 5 | 6 |
| Societies | 06 | | 7 | 13 |
| | 07 | | 8 | 21 |
| | 08 | | 8 | 29 |
| TravelGroups | → 09 | | 11 | 40 |
| | 10 | | 11 | 51 |
| | 11 | | 12 | 63 |
| | 12 | | 16 | 79 |
| Players | 13 | | 18 | 97 |
| | 14 | | 17 | 114 |
| | 15 | | 22 | 136 |
| | 16 | | 17 | 153 |

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 | ≡ |
| Handicaps | B | 14 |
| | EP | 26 |
| Societies | FS | 22 |
| | G | 72 |
| | GN | 22 |
| TravelGroups | IN | 8 |
| | KZN | 50 |
| | NC | 8 |
| | SC | 16 |
| Players | → WP | 34 |

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

Travel group information is useful to determine if there are a large number of players traveling together in one vehicle (Travel groups of more than 6 should be split). 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.

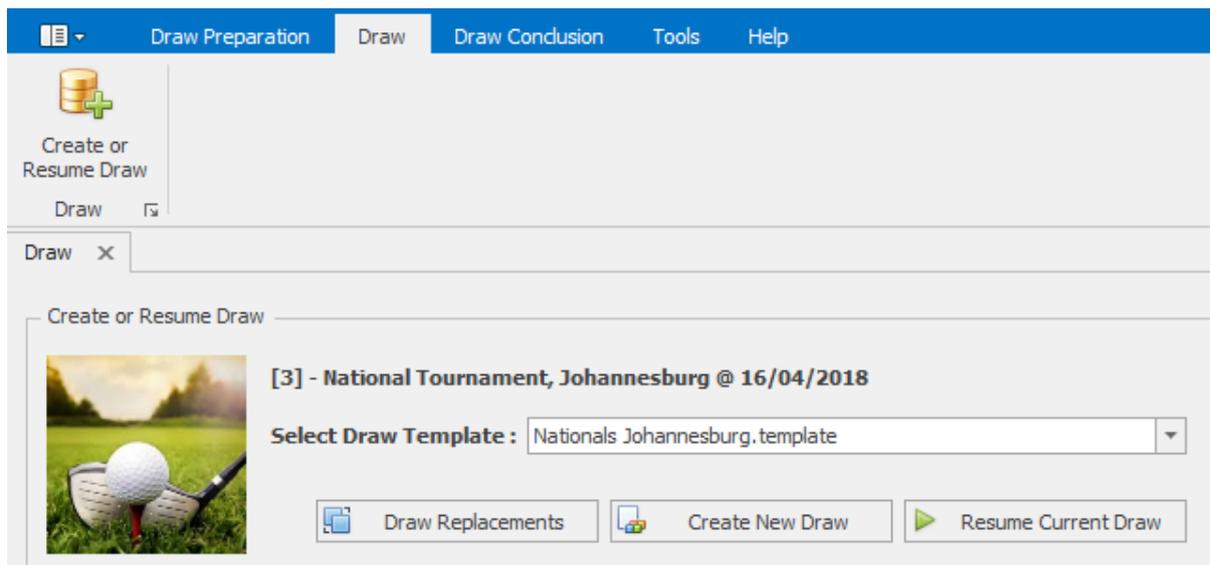
Once all preparation for the draw is complete, hit the Prepare Draw Template button.

| Template | | | | | | | | | |
|-------------|-----|-------|--------|--------|--------------------------|--------|--------|-------------------------------------|------|
| | Tee | Time | Time X | Time Y | Reversed | Coveys | 3Balls | Championship | HCap |
| ▼ Day: 4 | | | | | | | | | |
| ▼ Course: A | | | | | | | | | |
| ▼ Start: AM | | | | | | | | | |
| | 1 | 10:15 | 7 | 8 | <input type="checkbox"/> | 8 | 0 | <input type="checkbox"/> | |
| | X | 10:15 | 7 | 8 | <input type="checkbox"/> | 8 | 0 | <input type="checkbox"/> | |
| ▼ Start: PM | | | | | | | | | |
| | 1 | 11:15 | 7 | 8 | <input type="checkbox"/> | 9 | 0 | <input checked="" type="checkbox"/> | 9 |
| | X | 11:15 | 7 | 8 | <input type="checkbox"/> | 9 | 0 | <input checked="" type="checkbox"/> | 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 with Create New Draw. Once created, it is simply resumed with Resume Current Draw 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.

Four quadrants are created for each day's play – Course A & B, Morning and Afternoon. On the Friday, the Afternoon quadrant on Course A will contain all players from the A division (Individual medal competition) together with all their travel group members.

| Day 1 - [FourballAlliance - Alliance Stableford, 2 to count] | | | | | | | | | | Day 2 - [Pinehurst - Pinehurst Stableford] | | | | | | | | | | Day 3 - [Championship - Championship] | | | | | | | | | | Day 4 - [Championship - Championship] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----|---|------------------|---------|----------|--------|------|-----|---|---|----|---|-----------------|---------|----------|--------|------|----|--|---|----|---|----------------|---------|----------|--------|------|----|--|---|----|---|-----------------|---------|----------|--------|------|----|--|---------|--|--|--|--|--|--|--|--|--|--------|--|--|--|--|--|--|--|--|--|
| [3] - National Tournament, Johannesburg @ 16/04/2018 | | | | | | | | | | Template Used : Nationals Johannesburg.template | | | | | | | | | | Grouping | | | | | | | | | | Split Tee | | | | | | | | | | Inverse | | | | | | | | | | Coveys | | | | | | | | | |
| Entrants - [75] - Caddies 20 - Carts 13 | | | | | | | | | | Course : AM / PM : Tee : Target Players- 72 | | | | | | | | | | Entrants - [71] - Caddies 18 - Carts 13 | | | | | | | | | | Course : AM / PM : Tee : Target Players- 64 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A A . Over by 3 | | | | | | | | | | A P . Over by 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C | AP | T | Player | Society | Handicap | Caddie | Cart | TG | | C | AP | T | Player | Society | Handicap | Caddie | Cart | TG | | C | AP | T | Player | Society | Handicap | Caddie | Cart | TG | | C | AP | T | Player | Society | Handicap | Caddie | Cart | TG | | | | | | | | | | | | | | | | | | | | | |
| A | A | . | RAUBENHEIMER, Ed | WP | 13 | Y | N | 00 | ^ | A | P | . | LOFTUS, John | GN | | | | | | A | P | . | MENTZEL, Roger | KZN | | | | | | A | P | . | LANKESTER, John | NC | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | A | . | MCCUNE, Neil | B | 16 | Y | N | 102 | | A | P | . | CRICHTON, Bruce | G | | | | | | A | P | . | MCGIBBON, Hugh | KZN | | | | | | A | P | . | ROSE, David | G | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | A | . | BROWNRIGG, John | G | 17 | N | N | 00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | A | . | WILKINSON, Ray | GN | 16 | N | N | 00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | A | . | STEVENSON, Hugh | G | 07 | N | N | 00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | A | . | SPENCER, John | G | 13 | N | N | 00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

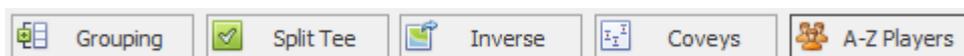
This is where the manipulation of players between quadrants takes place. Each competition is displayed on the top bar, and must be selected in turn. All information regarding players, carts and caddies is displayed for each field selected, together with the targeted number of players.

Two quadrants 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.

| Statistics | | |
|---|-------|--------|
| All | D4AA1 | D4AAX |
| Drag a column header here to group by that column | | |
| Society | Count | Target |
| ▶ B | 1 | 1 |
| EP | 2 | 3 |
| FS | 3 | 2 |
| G | 9 | 9 |
| GN | 3 | 3 |
| IN | 1 | 1 |
| KZN | 6 | 6 |
| NC | 1 | 0 |
| SC | 2 | 2 |
| WP | 4 | 4 |

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



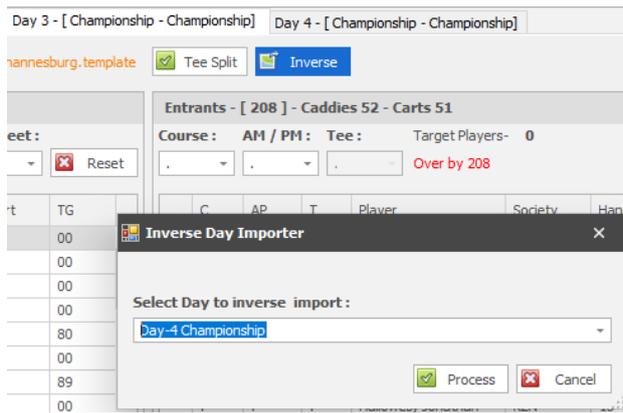
Once all quadrants are matched for any particular competition, then each quadrant can be split into tees. **Movement of players post tee split does not drag the rest of the travel group as well.** The Grouping button gives a view of travel groups within societies and can be useful when balancing players.

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.

| Day 1 - [FourballAlliance - Alliance Stableford, 2 to count] Day 2 - [Pinehurst - Pinehurst Stableford] Day 3 - [Championshi | | | | | | | | | | | |
|--|----|---|--------------------|---------|------|-----|--------------------|-------|-----|-------|---|
| [3] - National Tournament, Johannesburg @ 16/04/2018 Template Used : Nationals Johannesburg.template | | | | | | | | | | | |
| Entrants - [39] - Caddies 11 - Carts 13 | | | | | | | | | | | |
| Course : AM / PM : Tee : Target Players- 32 | | | | | | | | | | | |
| A | A | . | Over by 7 | | | | | | | | |
| C | AP | T | Player | Society | Cart | ... | Partner Player | PCart | PTG | CHCap | |
| A | A | . | STRANG, Alan | KZN | N | 84 | HARDY, Rick | N | 00 | 10 | ^ |
| A | A | . | KING, Andy | KZN | N | 83 | AGAR, Roy | N | 82 | 09 | |
| A | A | . | GOSS, Paddy | KZN | N | 83 | VAN DER VEEN, A... | N | 83 | 11 | |
| A | A | . | EDWARDS, Neill | KZN | N | 82 | MUN-GAVIN, Mike | N | 82 | 08 | |
| A | A | . | FORBES, Alistair | KZN | N | 82 | DIXON, James | N | 82 | 08 | |
| A | A | . | MCGIBBON, Hugh | KZN | N | 80 | STOKOE, Brian | N | 80 | 12 | |
| A | A | . | MENTZEL, Roger | KZN | N | 80 | HEYNS, Hennie | Y | 00 | 08 | |
| A | A | . | BENINGFIELD, Barry | KZN | Y | 79 | HEWLETT, John | Y | 80 | 13 | |
| A | A | . | BLYTHE-WOOD, John | SC | Y | 76 | BRUWER, Andre | Y | 76 | 12 | |

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: -

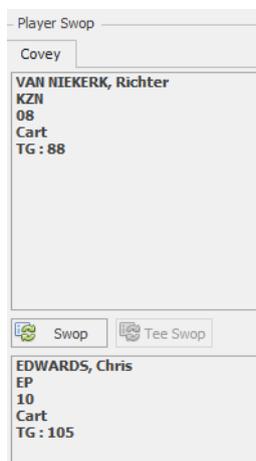
1. Duplicates - No player may play with another player more than once in an event. (Red)

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)

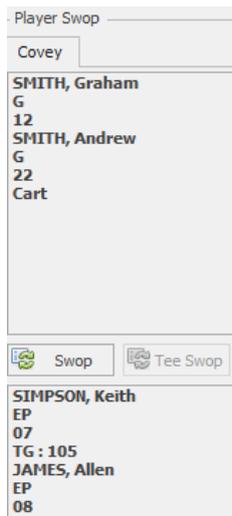
To aid with information on players, the following functionality is offered: -

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.

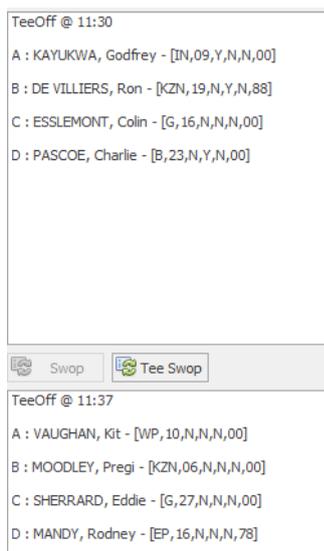
The rule check button can be selected any time, and a new window of information will be displayed. This is where a second screen on the computer is useful, as the window can be displayed on the second screen while the movement can be done independently on the first.



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.



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.



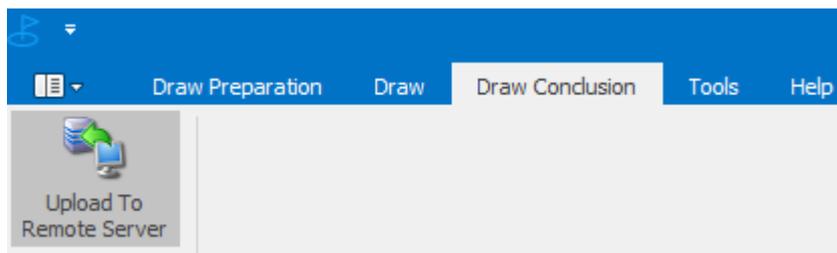
To swop two coveys within the same time sheet, select the two times, and click Tee Swop.



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.

Naturally, registration is the final time that a player is notified of his tee times, so the upload may not take place from registration date.