Notes on running a common member guest using Round Robin Format in TPP

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One of the most common, but difficult to manage events in TPP is what I would call the common member-guest. I have been fortunate to play in a number of member-guest events throughout the past several years. Most of these events use the following format or a format this is very similar to the sample described here.

> 1 - A club member will invite 1 guest. This guest MUST have a valid USGA handicap index in order to participate in the event. (see separate note regarding handicap index and course handicap)
>
> 2- The member and their guest will be a 2 person team.
>
> 3- The 2 person team will become part of a flight that contains 6 teams.
>
> 4 – Each team will play a round robin where each team will play a 9-hole match against each of the 5 other teams in their flight.
>
> 5 – The play will be some form of a 4 ball. *(Note: A "Four-Ball" is a match in which two players play their better ball against the better ball of two other players.)*
>
> 6 – Each player will receive an allowance that is less than 100% of their full course handicap. (see separate note regarding handicap allowance and team settings)
>
> 7 – The entire course will be used in a shotgun format with each flight alternating between starting on the front 9 and then the back 9 for each 9-hole match.
>
> 8 – The players in the field will play from different tees, but in most cases each flight will be play the same set of tees.
>
> 9 – Teams will score points based on each hole won in each of the 5 matches. Generally the score is 1 point for each hole won and ½ point for each hole that is halved.
>
> 10 – There will be some form of "shootout" at the end of the 5 matches to determine an overall winner. Flight winners will be determined by points scored during the 5 matches.

GENERAL TIPS BEFORE YOU BEGIN

SUBSTITUTE PLAYERS

If you make any changes to players after teams have been created you should use the "Substitute Players" feature of TPP. If you do not use this method you run the risk of getting players and teams on the wrong part of the course making it impossible to correctly use the "Reassign Tees" feature.

HANDICAP INDEX

 It is important to obtain a "handicap index" for each player in the event. Many of the data display features, data sorting features and report features will not work properly if you try to use "course handicap" instead of "handicap index"

USING "18 HOLE COURSE FOR 9 HOLE ROUND

Normally, for a nine-hole round, TPP halves a player's 18-hole Handicap Index, then converts it to a nine-hole Course Handicap. For example, an 18-hole Handicap Index of 25.1 divided by 2 and rounded to the nearest tenth = 12.6. If the Front and Back 9 USGA Slope Rating is 123, the player's nine-hole Course Handicap for either the Front 9 or Back 9 will be 14. The TPP score card and reports will show him as a 14-handicapper, and he will receive a maximum of 14 handicap dots on his scorecard for either nine. Under the **Use 18 CH for 9 Hole Rounds** feature, you may opt instead to keep the player's 18-hole Handicap Index intact.

Dot Full Handicap: In the example above, the TPP score card and reports will show the player/team as a 27-handicapper, and the player/team will receive 27 handicap dots.

Half Dot Full Handicap: Or, under this option, you may choose half-dotting instead, and the player/team will receive 13-1/2 handicap dots on the scorecard for either nine. The handicaps, whether or not you use the setting, are roughly equivalent. The setting serves as an extra option for organizers of Round Robin tournaments, because those rounds frequently alternate between nine-hole sides. To see the effects of your choice, particularly for players/teams with odd-numbered handicaps, proceed to Score cards.

Dot Full Handicap (Round Down): Or, under this option, you may choose drop half instead, and the player/team will receive 13 handicap dots on his scorecard for either nine. To see the effects of your choice, particularly for players with odd-numbered handicaps, proceed to Score cards.

Dot Full Handicap (Round Up): Or, under this option, you may choose add half instead, and the player/team will receive 14 handicap dots on his scorecard for either

nine. To see the effects of your choice, particularly for players with odd-numbered handicaps, proceed to [Score cards](#).

To consider the setting:

1.   Click **Tournament - Edit Tournament**.

▪   To use an 18 Hole Course Handicap for a 9 Hole round:

To leave 18-hole handicap golfers as 18-hole handicap golfers, click a checkmark next to **Use 18 CH for 9 Hole Rounds**. Half-dotting may be selected to equalize the strokes of players with odd-numbered handicaps.

▪   To use a 9 Hole Course Handicap for a 9 Hole round:

Or, to treat 18-hole handicap golfers as nine-hole handicap golfers, click to remove the checkmark next to **Use 18 CH for 9 Hole Rounds**. Players will receive the same number of strokes on either side.

"HANDICAP ALLOWANCES"- TEAM SETTINGS

You won't find the term "Handicap Allowances" in TPP.   Handicap Allowances is a USGA term that refers to Section 9-4 of the USGA Handicap System Manual. The USGA recommends that less than 100% of handicaps are used for team events. The standard team setting for a member guest in a 4 Ball Match Play competition is 90% for each male player. If the event is modified to Chapman or Pinehurst match play: the partner with the lower course handicap gets 60% of course handicap while the higher course handicap partner gets 40%.

When score cards are printed the setting of stoke off the lowest player should be used. The player with the lowest course handicap in the group will play from scratch.

DIFFERENCE IN PARTNERS HANDICAP (8 stroke rule)

Many clubs I talk to running a member-guest using a Four Ball Match Play Format apply an 8 shot limit if a partner has a course more than 8 shots higher than the course handicap of his partner.   This stoke limit is NOT IN ACCORDANCE WITH USGA RECOMMENDATIONS.   The note in section 9-4 says this only applies in four-ball stoke play and the limitation is only 10% of the difference in excess if 8 strokes.

(FROM PAGE 65 of THE USGA HANDICAP MANUAL)

Note: It is recommended that the committee considers it a condition of **four-ball stroke** play competitions that the *Course Handicap* (after allowance) of the members of a side may not differ by more than eight strokes. A side with a large difference has an advantage over a side with a small *Course Handicap* difference. If a difference of more than eight strokes cannot be avoided, it is suggested that an additional 10 percent reduction be applied to the *Course Handicap* of each member of the advantaged side.

AVOID USING

Why you should avoid using Total Team Handicap Percentage to achieve a Handicap Allowance

Many clubs struggle with the use of team settings to create a handicap allowance for events.   One point of confusion is the decision to use a deduction for each player vs. using a Total Team Handicap Percentage.   Some pros quickly get confused and try to select both.   I recommend that they completely ignore the use of the Total Team Handicap feature.

Let's say that I have an event with two player teams. In this event we are going to give each player 50% of his course handicap.   The easy selection is to check the box for Total Team Handicap and use a percentage of 50. The end score card creates total confusion as a result.

When the box for Total Team Handicap is checked, the apply button is selected the screen looks as follows:

Team Settings

Team Group: Teams

Team Options

Apply Stroke Limit: ☐ Strokes: 0 Reduce by Additional %: ☐ %: 10 Apply % Using HI Rank: ☐

Use C.H. to the Tenth (Apply Total Team CH Only): ☐

Course Handicap Percentages

Round		Players (Men)		Total Team CH	
		1	2	Use	Pct.
Round 1		50	50	✔	50

OK   Cancel   Apply

The score card when printed now looks like this

Slope Rating = 138

HOLES	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL	HCP	NET	ESC
Black Tees	406	422	164	408	501	416	203	365	395	3280	430	452	237	388	442	493	151	405	497	3495	6775			
Par	4	4	3	4	5	4	3	4	4	35	4	4	3	4	4	5	3	4	5	36	71			
Handicap	11	3	17	5	9	1	15	13	7		4	6	16	14	2	10	18	12	8					
Black Tees Allen, Bill	•	•		•	•	•		•	•		•	•			•	•		•	•			15/13		
Black Tees Bankovich, Bill	•	•		•	•	•		•	•		•	•			•	•		•	•			10/13		

| Team 1 | | | | | | | | | | | | | | | | | | | | | | 13 | | |

Notice the two players have a total course handicap of 25, and this correctly shows the team handicap of 13.   The confusion is the result of each player seeing the team handicap in the handicap allowance field instead of their own adjusted handicap.

If we choose to deduct 50% for each player as individuals the team settings screen will look like this

The scorecard using 50% for each player will now show a correct course handicap for each player and the team handicap will be the total for the two players. Note in the example that one player has a course handicap of 8 and the other player has a course handicap of 5.

HOLES	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL	HCP	NET	ESC
Black Tees	406	422	164	408	501	416	203	365	395	3280	430	452	237	388	442	493	151	405	497	3495	6775			
Par	4	4	3	4	5	4	3	4	4	35	4	4	3	4	4	5	3	4	5	36	71			
Handicap	11	3	17	5	9	1	15	13	7		4	6	16	14	2	10	18	12	8					
Black Tees Allen, Bill		●		●		●			●		●	●				●			●			15/8		
Black Tees Bankovich, Bill		●		●		●					●					●						10/5		

| Team 1 | | | | | | | | | | | | | | | | | | | | | | 13 | | |

ROUNDING DIFFERENCES WITH THE TWO METHODS

Section 9-4 of the USGA's Handicap Manual shows the method for calculating Handicap Allowances in a Team event. Per section 9-4 Handicap Allowances are calculated as follows:

1- Players must first determine their course handicap for the tee they are playing.
2- Players should apply the handicap allowance (percentage).

Here is an example of a team score card where the handicap allowance was calculated based on 50 percent for each player. Note the Plus 1 adjusted course handicap is added to to the adjusted course handicap of 4 for a team handicap of 3.

HOLES	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL	HCP	NET	ESC
White	393	412	151	382	481	396	183	351	377	3126	405	437	211	371	430	456	142	375	487	3314	6440			
Par	4	4	3	4	5	4	3	4	4	35	4	4	3	4	4	5	3	4	5	36	71			
Handicap	11	3	17	5	9	1	15	13	7		4	6	16	14	2	10	18	12	8					
Dembowiak, Preston																						+3/+1		
Finneran, Chip																						7/4		
Team 7																						3		

Here is the same team where the team handicap allowance is selected rather than a 50% handicap allowance for each player. Notice that this team now has a handicap of 2 instead of 3.   This calculation does not match the example calculations for section 9-4 of the USGA's Handicap Manual.

Slope Rating – 134

HOLES	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL	HCP	NET	ESC
White	393	412	151	382	481	396	183	351	377	3126	405	437	211	371	430	456	142	375	487	3314	6440			
Par	4	4	3	4	5	4	3	4	4	35	4	4	3	4	4	5	3	4	5	36	71			
Handicap	11	3	17	5	9	1	15	13	7		4	6	16	14	2	10	18	12	8					
Dembowiak, Preston																						+3/2		
Finneran, Chip																						7/2		
Team 7																						2		

TPP Online for the same scenario

TPP Online shows a more logical reporting mechanism for strokes, but offers the same problem related to Section 9-4 if you are trying to use Total Team Course Handicap.

Here is the example of a scorecard using Total Team Course Handicap. Notice the adjusted course handicap is now set to 0 for each player instead of showing the adjusted team handicap for the team beside each player.   This seems to make more sense since the team handicap is all that will matter at this point.

HOLES	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL	HCP	NET	ESC
Blue Tees	524	362	405	376	159	357	165	579	418	3345	148	468	402	381	350	477	183	361	415	3185	6530			
Par	5	4	4	4	3	4	3	5	4	36	3	4	4	4	4	5	3	4	4	35	71			
Handicap	13	3	11	5	15	9	17	1	7		18	10	8	4	14	2	16	12	6					
Johnson, Tom																						17/0		
Golfer, Glenn																						17/0		
Team 4	•	•	•	•	•	•	•	•	•			•	•	•	•	•	•	•	•			17		

Let's look at the team handicap allowance using 50% of each player as described in Section 9-4 of the handicap manual. If you have two players with a course handicap of 17 each and you have a 50% team handicap allowance it would seem logical that 17 should be the handicap for the team.

If we calculate each individual course handicap based on rule 9-4 each player is rounded up to 9. (17 /2 = 8.5 which is rounded to 9) It might seem unfair for this team to get 18 shots, but this is what the USGA handicap manual says should happen.

HOLES	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL	HCP	NET	ESC
Blue Tees	524	362	405	376	159	357	165	579	418	3345	148	468	402	381	350	477	183	361	415	3185	6530			
Par	5	4	4	4	3	4	3	5	4	36	3	4	4	4	4	5	3	4	4	35	71			
Handicap	13	3	11	5	15	9	17	1	7		18	10	8	4	14	2	16	12	6					
Johnson, Tom																						17/9		
Golfer, Glenn																						17/9		
Team 4	•	•	•	•	•	•	•	•	•		•	•	•	•	•	•	•	•	•			18		

USING SECTION 3-5 (in your member guest)

The CGA is frequently asked the question "What is Section 3-5?"

Section 3-5 is a term used by TPP as part of the "Net Information" setup of a tournament in TPP. Section 3-5 refers to the USGA's Handicap Manual's section on how to adjust course handicaps when players participate from different tees.

NOTE: See Decision 3-5/2 of the USGA Handicap Manual. This says that you MUST use section 3-5 in a handicap competition if players play from a different set of tees. The committee does not have the authority to waive a rule of golf and failure to use section 3-5 is considered waiving a rule of golf.

Each tee box at a golf course contains a different level of difficulty. A player in an event first must convert his handicap index to a course handicap based on taking their index, multiplying that index times the slope of the tee being played and dividing that number into 113.

For example a 10.1 index player playing the white tees at ONS would have a course handicap of 12.   10.1 x 132/113 = 11.79 which is rounded up to 12.

The same 10.1 index player using the green tees at ONS would have a course handicap of 13.   10.1 x 142/113 = 12.69 which is rounded up to 13.

If 2 players against each other with 1 player playing the white tees and the other player plays the green tees then an adjustment must be made to one of these players to account for the fact that the green tees represents a more difficult golf course. This difference is calculated based on the difference in USGA's course rating for the tee being played.

The Green tees at ONS have a rating of 72.7 and the White tees have a rating of 70.9. There is a difference of 1.8 so you must either add 2 shots to the player on the green tees or subtract to shots from the player on the white tees to make the competition fair. If we subtract from the white tees (this is off the high rating) then the course handicap for each player will be as follows:

Player A – handicap Index 10.1 on Green tees = 13
Player B – handicap Index 10.1 on White tees = 12 – 2 = 10.

This example the player will get 3 less shots for playing the white tees.

WHAT HAPPENS WHEN THERE IS A BIG DIFFERNCE IN TEES PLAYED FOR THE ENTIRE EVENT.

In a typical member guest there is a broad range of player skill levels.   The best players are usually at scratch or better and the highest handicaps are often in the 30 range. At ONS the Black Tees are 75.1 and the Red Tees for men are 65.5   If Players in flight 1 are using the Black tees and players in flight 7 use the red tees then you would see players in flight 7 loosing 10 shots off their normal course handicap.   It is highly unlikely that a red tee player would ever play against a player from the Black tees in your member-guest.

How do we fix this problem?

One way to fix this problem is to run score cards and other reports for each flight separately. You must change the NET INFORMATION page for each flight.   Here is how this will work:

1 – Make sure your 7 flights have already been created and pairings have already been completed.

2 – Go back to TOURNAMENT → EDIT TOURNAMENT → NET INFORMATION

3 – Change SECTION 3-5 from Off High of Low Rating to OFF RATING ON TEE. Then select the most difficult tee being played in Flight 1.

4 - You will then run score cards and reports for Flight 1.

For example let's say that Flight 1 uses the Black tee and Green Tee only.   The players on the Green tee will get a 2 shot reduction.

Now we have moved our way through to Flight 7. Let's say the players in that flight use the white tees and the gold tees only. We go back to Net information and change the OFF RATING ON TEE to White Tees. This will then subtract 3 shots from the Gold Tee players.   This is much better than deducting 7 shots from the Black Tee players.

PLAYING AGAINST PAR IF THE FLIGHT IS MISSING A TEAM

The USGA recommends that 90% of the handicap for each of the 2 players be given if a match is played against par. This is a setting that should be set if a match is played in a flight that is missing one of the 6 teams.

(iv) Four-Ball Match Play vs. Par or Bogey
In four-ball match play vs. *par* or bogey, two play their better ball against *par* or bogey at each hole. The winner is the team who is most successful in the aggregate of holes. After *handicap allowances* are determined, Section 9-3c must be applied in competitions from different tees, or in competitions between men and women from the same tees.

Allowance: Men receive 90 percent of *Course Handicap;* Women receive 95 percent of *Course Handicap.*

Example: On men's side A-B, Player A with a *Course Handicap* of 10 would receive 9 strokes (10 x 90% = 9) and Player B with a *Course Handicap* of 16 would receive 14 strokes (16 x 90% = 14.4, rounded to 14). Strokes are taken as assigned on the players' respective stroke allocation table.

ROUND ROBIN/LEAGUE PLAY DISTRIBUTION MANAGEMENT

The TPP System offers a couple of default options for creating the sequence of matches to be played. The first default pairs team 1vs 2, 3 vs 4, and 5 vs 6 in round 1 and then uses this flow to form rounds 2 thru 5.   A second option begins with 1 vs. 6, 2 vs. 5, and 3 vs. 4 in Round 1.   If you want to use another sequence for the flow of matches you can create your own in this are of the TPP software.

Round Robin / League Play Distribution Management

Name: <Default> 1v2, 3v4, 5v6   Size: 6

Distribution Name	Size
<Default> 1v2, 3v4, 5v6	6
<Default> 1v6, 2v5, 3v4	6
Member Guest Distribution	6
MIT	6
<Default> 1v2, 3v4, 5v6, 7v8	8
<Default> 1v8, 2v7, 3v6, 4v5	8

Round	Match 1		Match 2		Match 3	
1	1	2	3	4	5	6
2	1	3	2	6	4	5
3	1	4	2	5	3	6
4	1	5	2	3	4	6
5	1	6	2	4	3	5

Brief summary of steps needed to run a round robin (member-guest) event in TPP

STEP 1 - GATHER PLAYER INFORMATION

You first need to find out the name of each member who will be playing in the event and information regarding the guest.   Most club pros I talk with say the biggest challenge in a member guest is obtaining and verifying the handicap index of each guest.   The GHIN system should be a huge benefit in this regard.   It you can obtain the GHIN number for the guest it will be easy to get the correct handicap index for that player and to get other information you might need such as their home club name.   If you know the person's last name and GHIN number the TPP system will look up the additional information for you such as current handicap index.

If you know the name of the player and the club the player belongs to you can use your GHIN Handicap Online system to lookup the GHIN number for this player. If the player is a member of a club that is not on the GHIN system you will still need to contact the club pro in order to obtain their handicap index.

STEP 2 - BASIC SETUP

The first step in TPP is to open the program and then go to TOURNAMENT then CREATE NEW TOURNAMENT then complete the basic information about the event along with NET INFORMATION for the event.

STEP 3 – ADD PLAYERS

There are several methods that can be used to get your players into an event in TPP. The document will discuss what I think is the best overall option for entering a combination of 50% members and 50% guests.

STEP 4 - UPDATE HANDICAP INDEXES

Most events use the most recent handicap index for players in an event. If you have a GHIN number for the players in the field you can use this feature to get the most recent handicap index for each player. You also have other options such as using the lowest index for a player during the last year.

STEP 5 – TEAMS

The teams are 2 player teams where the member determines the make up of the team. This section will discuss a couple of ways to make sure the teams are entered with the correct players.

STEP 6 – HANDICAP ALLOWANCES (TEAM SETTINGS)

Handicap Allowances (using less than 100% of a players handicap) are established under Team Settings.

STEP 7– FLIGHTS.

This step assumes that flights will consist of 6 teams each. Flights will be determined by some method of handicap index.

STEP 8 – REASSIGN TEES

Reassign tees will be required by flights if you have some flights starting on the front and others starting on the back during each 9 hole round. This is the step that creates the greatest number of problems with our clubs using the TPP system for the first time. It is a good idea to get each flight on the correct side of the golf course before moving individual players from the blue tees to the white tees.

STEP 9 – CREATE PAIRINGS (ROUND ROBIN MATCHES)

Remember that completion of pairings is the key to completion of any event in TPP. Just remember the program is called Tournament PAIRING Program. In the case of Round Robin the pairing method is to create "Matches and Pairings". Pairings for each of the 5 rounds must be completed at the same time.

STEP 10 – PRINT SCORE CARDS

There are several score cards that can be used for the member guest event. It is also possible to create a custom card for your event. I think a good choice is PAIRING GROUP FOURBALL (GROSS OR NET) ONE TEE.

STEP 11 – PRINT CART SIGNS, SCORE BOARDS AND OTHER REPORTS

Cart signs for the entire event can be printed or for each day or for each round.

Round Robin League Play Pairing Report will give a good summary of the flights and the matches for the member-guest.

STEP 12 – SCORING

Member Guest scoring can be set up in a variety of ways. The system can keep up with and report the team winner in each match, the number of points scored by each team in the match or both. Reports are limited in you might want to create a custom report to meet your expectations.

Details on how to set up the 12 steps in a member-guest using TPP

STEP 1 – PLAYER INFORMATION

The first step in setting up your member guest will be done outside of TPP.

I remember receiving an application in the mail several years ago asking me to complete a detailed report in order to participate in a member-guest in Atlanta.   The form gave me a phone number to call if I had any questions. The first question on the form was to fill in my GHIN number.   I didn't know what a GHIN number was so I called the telephone number on the form.   The club pro took the call and I explained that I didn't have a GHIN number.   The pro was very cautious, but then told me that the member who invited me made a big mistake. I was told that having a GHIN number was a requirement of participation in the event. It took several minutes of discussion before I finally convinced the pro that it was actually possible to have a legitimate USGA handicap index without having a GHIN number.   In his mind the two terms were synonymous. My club pro was required to submit my handicap index in a written letter to the club. In the letter my club pro had to explain why North Carolina was not part of the GHIN system and still offered USGA approved handicaps.   The point is that the club pro in Georgia found it easier and more reliable to get the current handicap index for each participant by simply getting the GHIN number and not just the player's index.

You may or may not go to great lengths to verify handicap indexes for your guests, but having a GHIN number from each guest can make your job a lot easier.   If you get the name and GHIN number from each of your guests TPP can lookup and add the current handicap index for each one.

TPP can use other data that might be useful regarding your guests. I like it when I see the name of the club each player belongs to.   You can use TPP to add information such as

the email address for each of the players.   You could use this information to have TPP email player information such as starting times and starting holes for each match.

STEP 2 – Setup Round Robin Event in TPP

A – Open the TPP program and go to TOURNAMENT → CREATE.

B – After you set the name, gender and score type , event date(s) and other descriptive information GO TO (1) 18 under "Holes" and change this from "18 to "9" because these will be 9 hole matches.   Then Select "Round Robin" under Round Type.

C – You will be given 5 rounds for the event automatically when you select "Round Robin".   You might need to change the date for each round. You need to select the Course to be played. This will be a 9-hole course and default tee.   A good suggestion would be to set Round 1 on the front 9, round 2 on the back 9, round 3 on the front 9 etc. This will help create consistency because you always move half the field to the other 9 each round when you get to reassign tees.   *You will get a an opportunity to change tee boxes and front or back nine for flights or players at a later time using "Reassign Tees"*.

NET INFORMATION

Here you will set Handicap Limits and Section 3-5 if players in the event are playing from different tees.

Section 3-5 refers to the section of the USGA Handicap Manual referring to recommendations how to course handicap adjustments that should be made when players play from different tee boxes.

NOTE: Decision 3-5/2 says that you MUST use section 3-5 if competitors are playing from different tees.   If you ignore this setting you will be waiving the rules of golf.

STEP 3 PLAYERS - Getting players in the event

There are several ways to get players in any event you run using TPP. A member guest event offers several challenges that must be met.   The field consists of ½ members and ½ guests.   A GHIN number or handicap index will required of each of your guests.

I think the easiest way to get your member into an event is to use the sequence of
PLAYERS → OTHER ADD/REMOVE PLAYER OPTIONS → ADD/REMOVE
PLAYERS FROM CLUB LIST.   This setup offers a screen for guest entry. One entry
method would be to add a member via the club list and then use the ADD GUEST feature
to add the guest who will play with the member you just added.

NOTE: If you keep these in exact entry order you
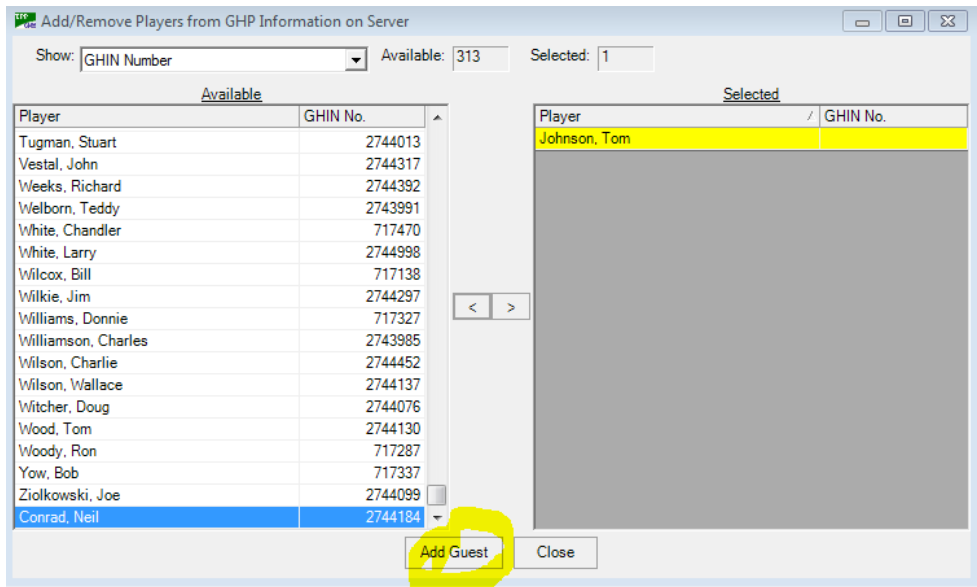
When you get to the Add Guest Screen you will be given a change to add the GHIN
number or handicap index, guest name and other information about the guest that might
be helpful in your event such as the club the guest is a member of and the hometown the
guest is a member of. You might want to add the email address for your guest so you can
send the guest some advanced information such as the starting time for each of the
matches.

*(Please see separate note regarding why you should always use handicap index and not
course handicap when adding a guest)*

STEP 4 UPDATE HANDICAP INDEXES

Updating handicap indexes is a critical step of a successful event. Most clubs use the most recent handicap index for each player in the event. You can also use the index for other dates such as a month ago when member guest applications might have been due or perhaps the lowest index for the player during the past year.

I recently received a call on a Monday wanting to know what went wrong with TPP. The club held an event over the previous weekend and the wrong net winner was declared because he failed to update indexes and did not show the 2 stoke increase in handicap of the person who finished 2nd. It is a great habit to make sure you update indexes before you complete any handicap event in TPP.

To update handicap indexes the players must first be added to the event. Then go to Players → UPDATE HANDIAP INDEXES → VIA INQUIRY (All Golfers). When this option appears the default inquiry method is "GUESTS ONLY" Make sure you change this to "ALL GOLFERS".

STEP 5 TEAMS

Setting up teams is a step in the event setup where there is no margin of error. There is a method where you could have entered both the member and the guest as a team (using rapid team entry), but this method would require you to type in member information in addition to guest information.

If you enter the member first, then the guest in consecutive order each member will be assigned an odd entry number and the guest will automatically be assigned the next even entry number. (ie 1 member 2 guest, 3 member, 4 guest) If this is done correctly you can create teams using "entry number" as the creation method. This method will help you make sure the member is on the same team as his guest. You could also use "manual'" as the creation method. You could also reassign each guest the same entry number as the member to make sure the two players are on the same team. Whatever you do, this needs to double and triple checked because you cannot make a mistake here.

To create teams go to TEAMS → CREATE TEAMS. Make sure you select 2 players per team and then use the correct creation method. Click "Build" to complete the process. You can then go to teams management to look at the teams.

NOTE: When you look at teams in team management make sure each team shows a handicap index for the team. If an "NH" appears it means that one of the players does not have a valid handicap index recorded in TPP.

STEP 6 – TEAM SETTINGS

Team Settings is the area of the program where you set "handicap allowances" for using less than 100% of a player's handicap.

To set these allowances go to TEAMS → TEAM SETTINGS. Here you will be given the change to change the handicap allowance percentage for each player on the team. If you are going to give the better player a different percentage you should check the box "apply % Using HI Rank" in order to ensure the proper allocation is given to each player.

Setting the 8 shot stroke limit percentage deduction is another option that can be found under team settings. The USGA recommends that in four-ball stroke play competitions, if the course handicap of the side differs by more than eight strokes, each is reduced by 10%. This is dome by checking the stroke limit box under team options. *NOTE: Please remember this recommendation is for Four Ball Stoke Play and not for Four Ball Match Play.*

STEP 7 - FLIGHTS

The format for this event assumes that you will have 6 teams in each flight. If you end up with an odd number of teams (anything other than 6, 12, 18,,24, 30, 36, 42, 48, etc) you will need to add a placeholder team(s) to even out the flights. This can be done after initial flights have been created.

Flights should be created with 6 teams per flight. To create flights start with FLIGHTS → CRATE/REMOVE FLIGHTS → make sure you select flights of teams. Then make sure the size of the flight is 6 and you probably want to use handicap index as the creation method.

After you build the flights go to FLIGHTS → MANAGEMENT and view each of the flights that have been built. You can only see 2 flights at a time on the screen. You can use the drop down box under flight number to see the other flights. Here is where you can also name the flights. Most clubs use cute names such as Pinehurst, Marion and Olympic or names such as Jones, Hogan or Palmer.

It is a good idea to check the handicap indexes of the teams and move teams around that don't fully fit the profile of the other players in the flight. You will also need to decide which flights get the placeholder for a match against par if you have an odd number of teams.

STEP 8 – REASSIGN TEES (Getting players on the correct 9 holes)

TPP forces the event to have just one tee as a default for each round of golf. Since the round robin event consists of 9 hole rounds you will forced to set a default for not just the tee box played, but the front 9 or the back 9 as well. (This assumes an 18 hole course. The process is further complicated if you are using more than 18 holes.) In a member-guest you also have the challenge of flights, teams and individual players who might be playing from a different set of tees than the default tees you created.

NOTE: When you use the reassign tees feature it is a good idea to move each flight to the correct 9 hole course first and then go back and change individual players to a different tee box. If you accidentally get a player on a different golf course than the rest of the flight you might be forced to start the entire process over again in order to correct the error.

To reassign teams go to COURSE → REASSIGN TEES. When the reassign screen appears you must select ROUND 1. Reassign tee changes must be done for each of the 5 rounds. These changes MUST be made 1 round at a time. The FIELD setting should be changed to flights. The next step is to highlight the flights that need to be moved to the other side of the golf course. You then highlight the correct tee box and check the proper box for front 9 or back 9. You then hit apply and those flights will be moved to the other 9.

REASSIGN TEE BOXES

It is a good idea to get each flight on the correct side of the course for the 9 hole round before you attempt to move individual players from one tee box to another.   To move a player you need to go to REASSIGN TEES → SELECT PLAYERS in the drop down box for field → select the player → select the tee you want to move the player to → APPLY

PLEASE NOTE THIS ALSO MUST BE DONE 1 ROUND AT A TIME.

STEP 9 - CREATE PAIRINGS (ROUND ROBIN MATCHES)

TPP requires you to set up all 5 rounds at the same time. Before you begin this process you must be sure that you know the estimated starting time for each round and make sure the date is correct for each round to be played.

This process is completed by going to PARINGS → CREATE MATCHES AND PAIRINGS.

This process should be done by pairing flights of teams and then pairing all flights at the same time.   This is done by making sure you use the drop down boxes to select FLIGHT GROUP – FlightsOfTeams → then moving all flights to SELECTED → NEXT

NOTE: PLEASE CHECK THE CREATE MATCHES AND PARIINGS BOX THAT SAYS ROTATE SHOTGUN HOLES TO KEEP A TEAM FROM STARING ON THE SAME HOLE A SECOND TIME DURING THE EVENT.
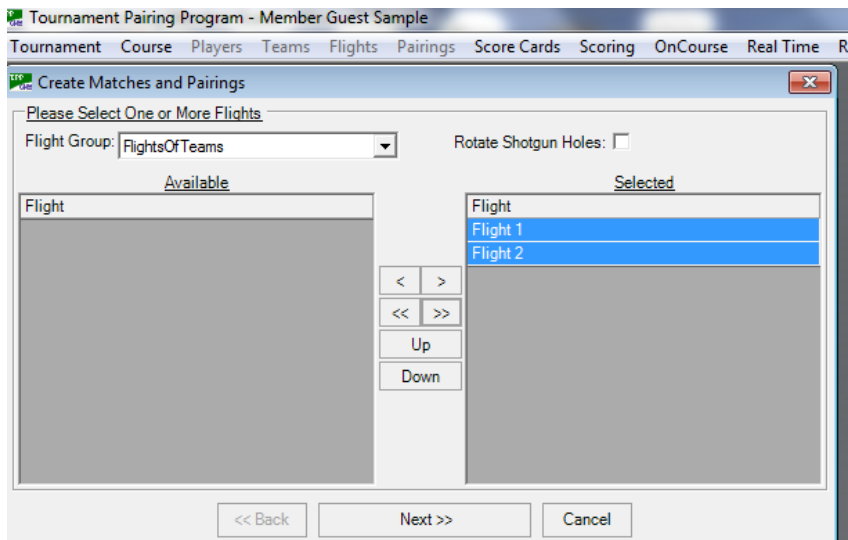
After NEXT you have the option of setting the PAIRING DISTRIBUTION (See note on Distribution Management)
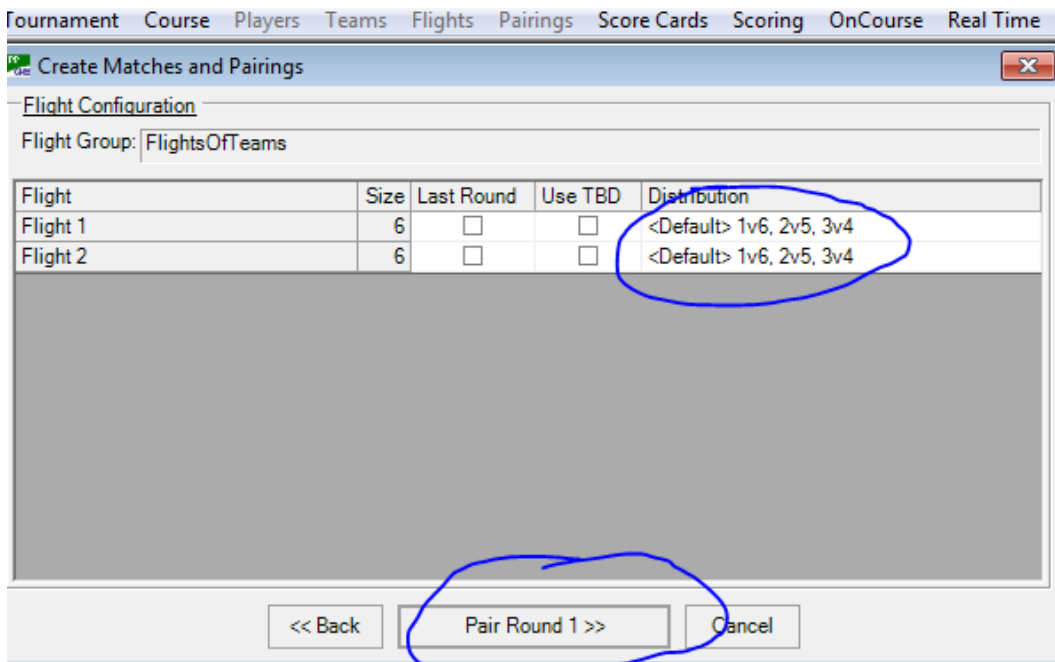
PAIR ALL 5 ROUNDS – The next step will be to pair all 5 rounds.   Make sure the date, time and shotgun format are selected before you complete each round.   As soon as you finish round 1 you will prompted to pair round 2, then 3, then 4, then 5.

WAVE SHOTGUN GROUP ASSIGNMENTS – This screen will appear each time you pair a round.   This screen will tell you how many pairing groups will play on the front 9, how many pairing groups will play on the back 9.   The number of GROUPS must equal CURRENT on each side of the course in order to continue the pairing process.   A -0- means no one starts on that hole, a -1- means one group will start on that hole and a -2- means two groups will start on that hole.

STEP 10 – PRINT SCORE CARDS

Printing scores cards correctly can be very confusing.   There are several details that should be considered before you can print a correct score card. Getting dots for handicap strokes to print correctly is the biggest challenge.

NOTE: You cannot print Score cards if unless each of the first 9 steps are completed.

To print score cards for your member-guest you first select SCORE CARDS → SCORE CARDS.   The following screen will appear. Note the circled settings that must be changed.   1 – A separate score card MUST be printed for each round.   2 – The DOTTING PLAYER Setting should be set for "Dot Off Low Player Team" 3 – The PLAYER CARD setting should be "Pairing Group"   4 – HANDICAP print Option MUST either be **Team (Show Full CH) or Team Hide Full Course-CH).** You might also want to print the tee box played by each player and to shade the starting hole for the round.

SELECT THE CORRECT SCORE CARD

The following card is a custom designed card that is based on a PAIRING GROUP FOURBALL (GROSS OR NET) ONE-TEE. In this card I added a second tee and a club logo.   This card is set to show full team handicap and to dot off low player in the group. The first number in the HCP field shows full handicap for each player and the number for strokes for 18 holes based on the team setting of a 90% handicap allowance.

	Round: 1	Date: 5/17/2013				**Member Guest Sample**							
	Starting Tee: #3A	Starting Time: 8:00 am				**Sedgefield Country Club**							

HOLES	1	2	3	4	5	6	7	8	9	TOTAL	HCP	NET	ESC
Black Tees	406	422	164	408	501	416	203	365	395	3280			
Black Tees	406	422	164	408	501	416	203	365	395	3280			
Par	4	4	3	4	5	4	3	4	4	35			
Handicap	11	3	17	5	9	1	15	13	7				
Black Tees Garfinkle, Adam		•		•		•					5		
Black Tees Gargett, Jim		•		•		•					6/5		
Team Score													
Black Tees Albergotti, Dr J S	•	•		•	•	•	•	•	•		11/10		
Black Tees Allen, Chase											2		
Team Score													

## STEP 11 – PRINT CART SIGNS, SCORE BOARDS AND OTHER REPORTS

CART SIGNS

TPP gives you several options for printing your cart signs.

You can print 1 cart sign for all 5 rounds. This works if you are going to keep the clubs on the same cart overnight and you won't have to worry about adding the sign again the second day.

You can print 1 cart sign for the first day and a second cart sign for the second day. This is done with selecting 3 rounds then 2 rounds on a cart sign.

You can of course print a new cart sign for each round.

To print a MULTIPLE ROUND CART SIGN go to REPORTS → PAIRINGS → CART SIGN (MULTIPLE ROUND) you are then given the option of 2, 3 or 5 rounds per cart sign. You then have a chance to select the rounds that you want to include on the cart sign.
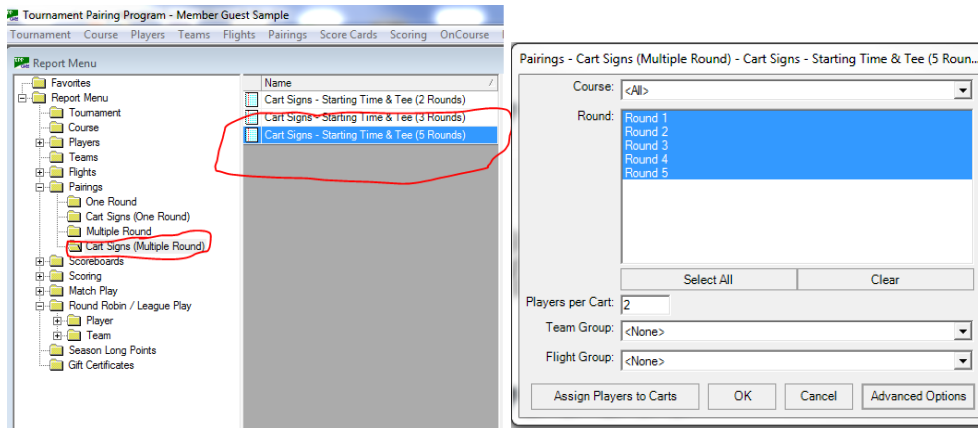
BAG TAGS

Generally the bags of each guest are stored overnight during a member guest. It is a good idea to print bag tags for each of your guests. Bag tags use standard Avery Labels (there are reports for label #5160 and #5161. These labels are found in REPORTS →
PAIRINGS → ONE ROUND

PAIRINGS REPORTS

The best report to use for this event is called the ROUND ROBIN FLIGHT PAIRING SHEET. This will show you each team in the flight, the team handicap index, the players on each team and the index for each player. The report will then show the order of play for each match for the entire event.

To get to this report go to REPORTS → REPORT MENU → ROUND ROBIN/LEAGUE PLAY → TEAM → PAIRINGS/RESULTS → ROUND ROBIN FLIGHT PAIRING SHEET.

SCOREBOARDS

Scoreboards for your event are found using the following sequence. Go to REPORTS →
REPORT MENU → SCOREBOARDS → TEAMS (FLIGHTED). You then need to select a scoreboard that will properly sort each team by their flight.

NOTE: None of the original scoreboards fount in the TPP system will properly sort each team in each flight separately. The Golf Association of the Carolinas staff created some additional scoreboards that will properly sort each team in each flight. These additional scoreboards can be added to your TPP setup by going to REPORTS → IMPORT FROM GHIN SERVER → Select the additional scoreboards form the available menu and click OK.

Getting the right scoreboard for your event will probably take some efforts with the design process. You will begin the process by selecting a scoreboard that most closely fits your needs.   We can help you design a scoreboard that will better fit your event. Attached is a copy of a scoreboard that prints each player's name and their home club. This report gives you six boxes (1 for each match and then 1 for total) The number of boxes, style and layout can be changed to meet your needs.

Member Guest Sample

Flight 2

Tom Johnson, Sedgefield Country Club

Daniel Aceti, Carmel Country Club

Cecil Adams, Sedgefield Country Club

Frank Agatucci, Chapel Hill Country Club

STEP 12 SCORING

The typical member-guest format requires the system to keep up with points won in each match.   In a typical match play event a team earns 1 point for a win, 0 points for a loss and ½ a point for a tie. Most member guest events use a scoring system that uses these same point values for each hole played in the match. These points are then cumulated for an overall score in flight standings.   For example a typical result of a match might be that team 1 earned 6 points in a match against team 2 who therefore earned 3 points.   Another example would be team 3 earned 5.5 points against team 4 who therefore earned 3.5 points.

 To complete the scoring reports you need for use the following steps.   Go to SCORING → ROUND ROBIN/LEAGUE SCORING

You will then get to a scoring screen for each flight and for each round. Make sure you select the correct round and then make sure you UNCHECK the box for "Set Scores Automatically based on Match Results. You will then use the drop down box to select the winner or Halved and then add the number of points earned by each team for that match.

SCORING REPORTS

The TPP scoring system can keep up with team totals and rankings for each flight as the tournament progresses. The sample report shown was created as follows: Go to REPORTS → ROUND ROBIN/LEAGUE PLAY → TEAM → STANDINGS. This report will show wins, losses, winning percentage and total points earned. If the win/loss information is irrelevant then you can use the design tool to delete this information.

Member Guest Sample

Standings prepared on
5/22/2013

Flight 1

Rank	Team Name	Points
1	Bateman, D. / Bateman, R.	15.5
2	Allen, F. / Allison, B.	15.0
3	Albergotti, J. / Allen, C.	13.5
4	Garfinkle, A. / Gargett, J.	13.0
5	Garth, S. / Gennett, S.	12.5
6	Aitchison, P. / Aitken, D.	11.5

Flight 2

Rank	Team Name	Points
1	Johnson, T. / Aceti, D.	17.5
2	Hamilton, S. / Harbison, W.	14.5
3	Allison, J. / Allison, J.	13.5
4	Baker, R. / Bambauer, T.	12.5
5	Allman, K. / Baker, G.	12.0
6	Adams, C. / Agatucci, F.	11.0

OTHER REPORTS

One report that is requested on a regular basis is a HANDICAP BREAKDOWN report. This report is often handed out at Calcutta events prior to the start of the member guest. This report will show the handicap index for each player and for the team and 9 hole course handicap range for various matches that will be played during the event.

To Get the report use the following steps:

REPORTS → REPORT MENU → TEAMS →HANICAP BREAKDOWN

2013 Sedgefield Cup

McConnell Golf

Team 1

		Full	Adjusted
Team Handicap Index: 13.3			
Team Course Handicap: 5 to 7	H.I.	CH	CH
Rob Standen	15.9	8 to 9	8 to 9
Brian Westveer	+2.6	+3 to +2	+3 to +2

Team 2

		Full	Adjusted
Team Handicap Index: 22.6			
Team Course Handicap: 11 to 13	H.I.	CH	CH
Tom Stone	15.0	8 to 9	8 to 9
Glenn Hammer	7.6	3 to 4	3 to 4

Team 3

		Full	Adjusted
Team Handicap Index: 42.4			
Team Course Handicap: 22 to 26	H.I.	CH	CH
Darrell McCall	22.9	12 to 14	12 to 14
Bill Webster	19.5	10 to 12	10 to 12

Team 8

		Full	Adjusted
Team Handicap Index: 22.3			
Team Course Handicap: 11 to 14	H.I.	CH	CH
Steve Sexton	12.8	6 to 8	6 to 8
Neil Kennedy	9.5	5 to 6	5 to 6

Team 9

		Full	Adjusted
Team Handicap Index: 19.0			
Team Course Handicap: 9 to 11	H.I.	CH	CH
David Boyer	8.4	4 to 5	4 to 5
Jim Nunan	10.6	5 to 6	5 to 6

Team 10

		Full	Adjusted
Team Handicap Index: 23.1			
Team Course Handicap: 12 to 14	H.I.	CH	CH
Bill Richardson	17.0	9 to 10	9 to 10
John Richardson	6.1	3 to 4	3 to 4

Team 11

NOTE: Eliminating Course Range

Many pro think that showing a handicap range is very confusing. Because the event is set using 9 hole matches a player might find he has a different course handicap depending or whether or not his is on the front tee or the back tee.