

SJHWGA STARTER DUTIES (2024)

Starter 1: Check-in duties

Starter 2: Side Pot money.

Starter 3: Winning \$ envelopes

Starter 4: As needed

**With 3 or 4 Starters or Starter Split Shifts: refer to Monday email for specific instructions.*

NOTE: These are general instructions designed mainly for 2 Starter situations. In cases of 3 or 4 Starters, roles change and instructions in the Monday email take precedence over this document.

Starters will be scheduled in the last few tee times if playing. Close of Starter's Tables: 9:30 or 30 minutes before the last tee time (whichever is later). Please set up 4 tables at check-in for the following:

1. Today's Tee Sheet (for Starter 1 to check-in players)
2. Side Pot check-in (for Starter 2)
3. Today's Tee Sheet & *Game of Day* info (for players to look over if they wish)
4. Starters' Schedule sign-ups (add as needed: H2H, Tournament sign-ups, etc.)

STARTER 1 and STARTER 1A

1. The Tee Sheet will be emailed to everyone on Wednesday afternoon. Print **3** copies: 1 for check-in, 1 for info table, and 1 for Side Pots. When you arrive, check with the pro-shop for last-minute cancellations.

2. Arrive by 6:45 am and open Check-in table at 7:00 am.

3. On the Tee Sheet –

- a. Place a 'check' beside the players' names as they check-in.
- b. Place a 'C' beside the player who receives the game cards.
- c. Cross off names of cancelled players.
- d. Write "no show" next to any names that did not cancel with pro shop and did not show up.
- e. If cancellations occur, try to amiably move players to fill the gaps. Where necessary, balance the tee times to limit singles and twosomes. Golf Genius ID (GGID) remains the same even if players move tee times.

Note: We have a responsibility to the golf course to fill tee times efficiently.

4. Remind the last group (if not you) to bring in **closest to pin** signs on #7, #9, #14 & #18.

STARTER 1B: Arrive by 8:00 am. Follow 3 and 4 above.

STARTER 2

1. Write **SIDE POTS** across the top of the Tee Sheet provided to you by Starter 1.
2. Cindy will bring the large, pink pouch (labeled Cindy's Folder) containing the Side Pot money from previous winners, and the small, pink money pouch. The players' winnings are in envelopes that are in alphabetical order. **Please personally hand out these winnings. Do not leave the money envelopes on the table for players to take. Players may NOT collect for others.**
3. Collect the Side Pot money (\$5.00 per player) and place a 'check' by the players' names on the Side Pots Tee Sheet. **When closing, please total the number of participants and the dollars collected and label the totals at the bottom of the sheet (making sure they match).**
4. Place the Side Pot Tee Sheet, pink pouch with Side Pot money, and previous winner's envelopes (that were not collected) into Cindy's Folder. **Starter 2 (or Starter 4) is responsible for storing and handing this back to Cindy Schumacher. Please do not put money in the cabinet in the lounge.**
5. At Close Out, Take a clear photo of the completed Starter Schedule sign-up sheet and text it to **Karen Jones: 949-813-1339**.

STARTERS CLOSE OUT

1. You may close the Starter's Tables 30 minutes prior to the last tee time (usually around 9:00 - 9:15 am). It is not necessary to wait for every player to check in prior to closing the Starter's Tables. If players have not checked in by that time, they should join their partners who have already checked in. They will not be able to participate in the Side Pots.
2. Place the final Check-in Tee Sheet in the plastic box labeled TOURNAMENT (the other box is labeled HANDICAP). Put both boxes on the high table in front of the ATM machine. The Check-in Tee Sheet helps Letty know if there are missing scorecards and helps the board keep track of "no shows".
3. Put the Chip-In Recording Sheet (found in the Lounge cabinet drawer) on the high table with the 2 plastic boxes labeled TOURNAMENT and HANDICAP.

Resources: GG website: golfgenius.com / GGID: SJHWGA2024 / ("Tee Sheets") – Official Tee Sheet with GGID and Handicap will be emailed every Wednesday.

- **Tournament Chair:** Letty Burks
- **Side Pots:** Cindy Schumacher
- **Starter Scheduler:** Karen Jones
- **Tee Time Scheduler:** Lori Vanhove

Christian St. Pierre @ the Pro Shop