

SJHWGA STARTER 1, 1A AND 1B CHECKLIST

PRIOR TO THURSDAY: Starter 1 and Starter 1A

___ The Tee Sheet will be emailed to you on Wednesday. Make 3 copies: 1 for check-in; 1 for Table 3; 1 for Side Pots. Write, "Side Pots" on the 3rd sheet and give to Starter 2 on Thursday.

___ Print out this Checklist to use on Thursday.

ON THURSDAY:

___ Arrive by 6:45 AM. Check with Pro Shop for last-minute cancelations.

___ Retrieve Starter Packet and table placards from lounge cabinet.

___ Set up 4 tables: 1. Player Check-in/scorecards, 2. Side Pots check-in, 3. Today's Game and Tee Sheet, 4. Future event, H2H, or special tournament sign-ups.

On The Tee Sheet:

STARTER 1B ARRIVES AT 8:00 AM and also follows these directions:

___ Place a 'check' by the players' names as they check in.

___ Place a 'C' by the player who receives the Game Cards.

___ Cross off names of cancelled players.

___ Write "No Show" by players who did not show up and did not cancel in advance.

___ Try to move up players to fill cancelations to limit singles and twosomes. **Golf Genius ID (GGID) remains the same even if players move tee times.**

___ Remind last group (if not you) to bring in CLOSEST TO PIN signs (holes 7, 9, 14, 18)

STARTER CLOSE OUT

___ Close Starter Tables 30 minutes prior to last tee time (usually 9:30-9:40).

___ Place Check-in Tee Sheet in plastic box "Tournament". Place Tournament box on high table in front of the ATM machine along with the Chip-In sheet (found in Starter Packet).

___ Return Starter Packet, placards, etc. to lounge cabinet.

___ Re-arrange tables and chairs.

SJHWGA STARTER 2 CHECKLIST

(\$\$Money Person)

PRIOR TO THURSDAY

(Both documents are attached to the Starter Reminder email sent on Mondays)

___ Print out this Checklist to use on Thursday.

___ Print 2 copies of the *Game of the Week* (GOTW) description: keep 1 copy to answer questions; place 1 copy on Table 3.

ON THURSDAY

___ Arrive by 6:45 AM

___ Retrieve Side Pots check-in sheet from Starter 1

___ Collect Side Pots money (\$5.00/player) and **highlight** on the Side Pots sheet the names of players who paid. Put money in small pink pouch (found in Cindy's larger pink folder).

___ Hand out previous winnings envelopes from Cindy's large pink folder. The envelopes are in alphabetical order. Hand them out individually, do not place them on the table. Players may not pick up envelopes for other players.

STARTER CLOSE OUT

___ Close Starter Tables 30 minutes prior to last tee time (usually 9:30-9:40).

___ Count money received and be sure it matches the number of players checked. Write the number of paid players and the total amount of money collected at the bottom of the Side Pots sheet.

___ Place Side Pots sheet, small pink pouch with money, and any uncollected envelopes in Cindy's large pink folder. **Starter 2 is responsible for storing and returning these items to Cindy Schumacher.** Do not put them back in the lounge cabinet. Connect with Cindy prior to teeing off to arrange handoff.