

## STARTER DUTIES (2022)

- Starter 1 performs check-in duties
- Starter 2 takes in the side pot money

Both Starter 1 and 2 will be scheduled in the last few tee times if playing that week. Close down of starter's tables is approximately 8:30 or 20 minutes before the last tee time (whichever is later).

### **STARTER 1**

1. Before you arrive, print a copy of the Player Tee Times (on website – all 3 PAGES). Check with the pro-shop for last minute cancellations.
2. Arrive around 6:50 am and open Sign-in table at 7:00 am.
3. Get Game Packet (in white, plastic pouch labeled Lori's Folder) from drawer in women's lounge (or, Lori Van Hove will leave it on the starter's table when she arrives at 7am.)

Should include:

- a. Game Scorecards (Tournament/Handicap)
  - b. Game of the Day Sheet – (Explanation sheet)
  - c. Recording Summary Sheet for Chip-ins and Birdies
  - d. Handicap Sheets (extras for tables)
  - e. Side Pot Check-In Sheet
4. On the Tee Sheet –
    - a. Place a 'check' beside the player's 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. If cancellations occur, try to amiably move players to fill the gaps. Where necessary balance the tee-times so you do not have a single or two-some going out by themselves. A limited amount of 3-somes are okay.

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

- 5. Remind the last group (if not you) to bring in the closest to the pin signs on #14 and #18.**

### **STARTER 2**

1. Before arriving, print out the current week's tee sheet (page 1 only) from the website.
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.

3. Collect the side pot money (\$5.00 per player) and check off player's names on the side pot sheet. When closing up, please total the number of participants and dollars collected and fill-in at the bottom of the sheet (making sure they match).
4. Place the side pot check sheet, pink pouch with side pot money and previous winner's envelopes (that were not collected) into Cindy's Folder. **Starter 2 is responsible for storing and handing this back to the Cindy Schumacher. Please do not put money in the cabinet in the bathroom.**

### STARTERS CLOSE OUT

1. You may close out the starter's tables 20-30 minutes prior to last tee time (usually around 9:00 am). It is not necessary to wait for every player to check in prior to closing out the starter's desk. If you have players who 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 side pots. Report delinquent players to the Tournament Chair.
2. Place the **future** week tee sign ups in the pink pouch labeled **SJHWGA Tee Times**, located in the top left drawer of the cabinet in women's lounge.
3. Place the **final check-in sheet** in one of the plastic boxes (for tournament/handicap scorecards) before you put them out on the table. This helps Robin/Letty know if they are missing any scorecards.
4. Pull the recording summary sheet (birdies and chip-ins) and place on the high-top table by the window along with the plastic boxes from the cabinet (labeled-tournament and handicap).
5. Place handicap sheets, pencils and misc. left papers in the white pouch (labeled Lori's folder) and place in top left drawer in the cabinet in the women's lounge.

Resources:Website for Tee-Sheet: <http://www.sjhwga.com/member-info> (click on tee times)

Packets: Lori Van Hove (562-889-1501)

Scheduler: Cheryl Graber (949-636-4637)

Side Pot Committee: Cindy Schumacher 310-0914

Tournament Chair: Robin Fong (949-433-3265)

Christian @ Pro shop: (949-493-1167, ext 1)