

STARTER DUTIES (2023)

- Starter 1 performs the 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 9:00 or 30 minutes before the last tee time (whichever is later). Please set up 4 tables at check-in for the following:

- Current tee sheet (check-in players)
- Side pot check-in
- Future tee times sign-up sheets
- Today's tee sheet and current handicap

STARTER 1

1. Before you arrive, print **2** copies of the current Player Tee Times and one copy of the Future Tee Times (on website – 4 copies total). 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 Starter's Packet) from drawer in women's lounge.
Includes:
 - a. Game Scorecards (Tournament/Handicap)
 - b. Game of the Day Sheet – (Explanation sheet)
 - c. Recording Sheet for Chip-ins and Birdies
 - d. Handicap Sheet
 - e. Table Placard for Future Tee Time Sign-up Sheets table AND Table Placard for Today's Tee Sheet/Current Handicap table
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 you arrive, print out the current week's tee sheet (page 1 only) from the website. Write **SIDE POTS** across the top.
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. Players may NOT collect for others.**
3. Collect the side pot money (\$5.00 per player) and highlight the player's names on the current tee sheet (that you've labeled Side Pots). **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 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 30 minutes prior to 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 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 top left drawer of the cabinet in women's lounge.
3. ****Place the **final check-in sheet** in the plastic box labeled TOURNAMENT (the other box is labeled HANDICAP) located in lounge in the restroom. The check-in sheet helps Letty know if there are missing 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 labeled TOURNAMENT and HANDICAP.
5. Place handicap sheets, pencils and misc. left papers in Starter's Packet 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: Tracy Kilpatrick
- Tee Time Scheduler: Dina Mauger
- Starter Scheduler: Karen Jones
- Side Pots: Cindy Schumacher
- Tournament Chair: Letty Burks
- Christian St. Pierre @ the Pro shop