

## Monthly Chairwoman Instructions

All necessary paperwork is in a folder in the locker designated by month. All other necessary supplies can be found in the locker. (Deck of cards, chip-in and closest-to-the-pin money containers, members envelopes etc.)

### Prior to Play Day

1. Folders containing all necessary forms are kept in the locker and should be picked up prior to the first Thursday of the month by the monthly chairwomen.
2. One of the two chairwomen will be responsible for the signup sheet. This will be decided by the chairwomen for that month. Notify the secretary of the chairwoman who has the signup sheet for that week's tournament. Members will be notified by email via the secretary regarding who to call if cancelling or joining the Thursday tournament.
3. Notify the Pro Shop by phone (949-492-1178 ext. 2) on Tuesday prior to play day of the number of golfers playing and the number of carts that will be needed.
4. Determine foursome groups and starting order using the weekly signup sheet.
5. Complete the Pro Shop Player's List in alphabetical order and turn it in to the Pro Shop on Thursday morning prior to check in.
6. Arrive for check in duties by 7:15 AM.

### Play Day

1. The tournament chairwoman will cancel a tournament, if necessary, who will in turn notify the desk chairwoman responsible for that day's play list.
2. Call the pro shop at the above number to cancel the tournament.
3. Notify the secretary of the cancellation and to inform members via email that play is cancelled for that day.

4. Members should call the golf course to determine if play is cancelled due to rain.
5. Duties at the Check in Table:
  - a. Shuffle the deck of cards and place face down.
  - b. Members choose a card from the deck. The card chosen determines the order of play for the following week.
  - c. Complete the signup sheet for the following week according to the card drawing. The lowest cards picked correspond to #1 on the signup sheet, the next lowest cards #2 and so on. If there are empty lines between names at the end of check-in, move all names up so there are no blank spaces on the signup sheet.
  - d. On play day prior to a board meeting board members names should be filled in in the #1 and #2 spaces on the sign-in sheet.
  - e. Check off a member's name on the current day's sign-in sheet and inform her of her starting hole # and of the other members of her foursome.
  - f. Set out the "Game of the day" card.
  - g. A handicap list should be available to members at the check-in table on play days.
  - h. Set out the envelopes for game of the day money. (\$2.00 per player)
  - i. Set out chip-in and closest-to-the-pin money containers. (\$.25 per player per container)
  - j. Determine hole #s for closest-to-the-pin. One on the front nine, one on the back nine. Have the first group to arrive at the designated holes place the marker and the last group on that hole to return marker to the tournament chairwomen
  - k. Close the desk at 8:00 AM.
  - l. Place all money in the locker and lock.

- m. Players arriving after 8:00 AM will be moved to the bottom of the sign-in sheet for that day and will not be eligible for the game of the day, closest-to-the-pin or chip-in winnings.

#### After Play

1. Collect all scorecards
2. Assure that foursome scorecards agree, are dated, signed and attested to by the two players that kept score for the foursome.
3. A scorecard that is not filled out correctly or undecipherable should be returned to the member who filled it out for corrections.
4. Any member who has a chip-in for the day needs to sign the chip-in sheet.
5. Refer any rule disputes to the Rules Chairperson. If she is not available, refer the dispute to the club President or the pro shop.
6. Calculate winners according to scorecards and handicaps. Flight designation will be provided on the 1<sup>st</sup> of the month by the Handicap Chairwoman.
7. Count all monies collected for the game of the day.
8. Refer to Prize Money Distribution instructions to determine pay outs.
9. Distribute winnings in envelopes marked with each member's name.
10. Place both sets of scorecards in the Handicap Box.
11. Complete the results form and post on the appropriate bulletin board.