

## **Duties of Check In Coordinator**

Andrew Ward/Brian Stefan generates the pairings. You should get the tee sheet from him Tuesday afternoon before Thursday play.

Delete any names of players who contact you via phone/text beforehand to cancel and double check with the pro shop before sitting down at check-in table on Thursday for any more cancellations. Let them know if you have any additions. We have a 9 am shotgun March-December. Check-in starts by 8:30 so I'd try to get to the course by 8:15. There should be a table and a chair or 2 for you but that's why you get there early, just in case. When we're playing a game, the pro shop will also have the "official" scorecards that you'll need to pick up, hopefully with Golf Genius ID codes already on them. If the IDs are missing, you will have to pen them on the scorecards from the tee sheet you received Tuesday. Give scorecards to the captain of the team- first name in each group.

Additions are trickier than deletions. If you get the addition request before Thursday, look at her tee selection (Skidaway, Island, Course) and place her in an appropriate group. If they show up Thursday morning, put them anywhere there's an opening. Scratch the deleted player's name and add her name to the Official scorecard and to the tee sheet.

Last minute additions to team events will not be in Golf Genius or on the tee sheet either. Check her tee choice before placing her in a group. (If a team is all Skidaway players, adding someone playing from another tee box will affect the team handicap, and that's too time consuming to fix.) If there are no openings on an appropriate team, the player cannot participate in the game but will just play golf and post her gross score on GHIN. She does not need to send a photo of her card to the scorer as she was not part of a team.

Sometimes  $\frac{1}{2}$  or  $\frac{3}{4}$  of a team will cancel. If it's an individual event, just move players to make teams of at least 3. Make sure they know their original GGID as they won't be under anyone else's ID. They can enter their gross score on Golf Genius under their appropriate ID.

If it's a team event, try to place the player in an appropriate team according to tee choice and course handicap. They need to know their original GGID and enter their score under that original id. Again, a photo of the newly added team player's scorecard should be sent to the scoring person as soon as possible after the round with a note that says I played with "names team". The scorer needs to know all team info.

After play you'll need to send a photo of the completed check in sheet showing all players and cancellations to Marianne Gardner (415-519-8698 or fastco44@ix.netcom.com) for play day and award points. Easiest to take a photo of the tee sheet showing all additions and deletions or if your phone isn't working, email a list of who played with first and last names. This is critical: please forward this information no later than 2:00 pm on Thursday.