

# STARTER INSTRUCTIONS - 2019

1. **Contact the Scorers of the prior week and get the Division suitcase.**
2. **Prepare before going to course.**
  - a. **Review** the contents of the Division suitcase for sufficient supply of materials (Universal Score Cards, USC) Close-to-Pin cards, holders, etc.). Contact Division VP for supplies as needed.
  - b. **Prepare Four (4) CLOSE-TO-PIN (CTP) holders and cards** for the selected par three greens.
  - c. Suggested CTP holes for each course are also noted in the CTP Sheet in the Division suitcase and in the Member Directory and on the Metro Senior website.
  - d. CTP Holes are confirmed by Division VPs in each weekly email.
  - e. Mark CTP cards for proper holes - FORWARD CTPs on "**BLUE**" cards/markers and BACK CTPs on "**YELLOW**" cards/markers. Colored CTP cards are available in the Division suitcase.
3. **Arrive at the course 60 minutes before the scheduled starting time.**
4. Open Division suitcase and set up Starter table
  - a. Display materials for handicaps, sign-up sheets, prize awards, association correspondence, tee box color form, Birdie Pool sign-up, etc.
5. Start a Player Log sheet with Division, Date, Course and conditions for the day. Blank Player Log sheets in Division suitcase.
6. Provide a **Universal Score Card** for sign up by the members in each tee group.
7. Assign **Scorers** in the first foursome to tee off on the #1 Tee. Reserve #1 Tee-off Sequence number until Scorers are registered.
8. The first 30 minutes to hour of registration is reserved for foursomes as a priority. In the last 30 minutes of registration, threesomes may be allowed, if foursomes cannot be formed.
9. Check the USC for completion with
  - a. Member ID Number
  - b. Member First and Last Names
  - c. Tee Color Letter
10. Write the Tee-off Sequence number on the USC
11. Give Tee-off Sequence number card to tee group.
12. Assign CTP markers and the holders for the Tee-off Sequence numbers
  - a. Group #1 – CTP for Holes 1 – 9; plus Tee-off Number Holder
  - b. Group #2 – CTP for Holes 10 – 18; plus Tee-off Number Holder
13. Request Tee Group to fill in their member IDs on the Player Log Sheet at their Tee-off Sequence Number.
14. Retain the completed USCs and sort by Tee-off Sequence number for the Scorers. Place completed USCs in suitcase for Scorers.
15. Assign the LAST registered groups on the 1<sup>st</sup> and 10<sup>th</sup> tees to pick up the TEE OFF number cards and holders, and CLOSE-TO-THE-PIN tee markers, cards, holders on the last nine of those holes that they play.
16. The **Starters** will be the last group to tee-off.
  - a. **EVERY EFFORT SHOULD BE MADE TO AVOID STARTERS GOING OUT AS A TWOSOME. Ask the last foursome to split up.** A group of 5 must not go out.
  - b. Starters **must** ensure that every member who arrives gets paired up into a 3- or 4-some and gets to participate.
17. Sign up will end **1 ½ hour** after the scheduled starting time.
18. **Leave the Division suitcase with golf course personnel for the Scorers.**