

SHOTGUN START INSTRUCTIONS - 2019

1. **Get the Division Suitcase and prepare a day or two before the outing**
 - a) **Division VP will notify if changes in shotgun start are planned.**
 - b) Review both Starters and Shotgun Start procedures and hole numbering list for the course in Division suitcase and on the Metro Seniors website (and see below).
 - c) Prepare the suggested list of holes assignment. (See procedures below).
 - d) **Prepare Four (4) CLOSE-TO-PIN (CTP) holders and cards** for the selected par three greens.
 - e) 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. CTP Holes are selected by Division VPs and confirmed in each weekly email.
 - f) Put FORWARD CTPs on “**BLUE**” cards/holders and REGULAR CTPs on “**YELLOW**” cards/holders. **Colored CTP cards are available in the Division suitcase.**
2. **Arrive NO LATER THAN ONE hour before planned Start Time**
3. Groups will be assigned ONLY by Hole Number and A or B sequence. **Do not use the plastic Tee-off Sequence numbers. See procedures below for FULL COURSE, PARTIAL COURSE, or ASSIGNED CARTS.**
4. Follow the regular Starter Instructions for registering member groups, check in, and use of the Universal Score Cards (USCs) (See Starters Instructions Check List)
5. Start a Player Log sheet with Division, Date, Course and conditions for the day. Blank Shotgun Start Player Log sheets are located in the Division suitcase.
6. **FULL COURSE PROCEDURE**
 - a) **Fill all holes with foursomes only**, unless the course or assigned holes are not filled.
 - **Assign starting hole No 1A to the Scorers** to finish nearest to the clubhouse.
 - **Assign starting hole No 1B to Starters** to allow time to complete the starting tasks.
 - Assign starting holes as “A” Tee groups first - 2A through 18A one at a time in sequence.
 - b) **After filling 1A – 18A**, the preferred assignment for remaining “B” tee groups is:
 - Spread the groups by alternating Bs on Front and Back nine.
 - Add B groups to holes **following** a Par 3 only after all other Bs on Par 4 and 5 are filled.
 - Fill all Par 5 Bs first
 - Fill all Par 4 Bs next
 - Do not put a B group on a Par 3 hole unless all other holes are filled.
 - c) In the unlikely event that you have more than 36 foursomes, continue to assign the next ones alternating front and back, i.e.: to holes 1C, 10C, 2C, 11C, 3C, 12C, etc, again, skipping the Par 3 holes.
7. **NO PARTIAL COURSE or Reverse Shotgunstarts are scheduled, If course demands leaving open holes, get Division VP or Deputy VP to deal with course.**
8. **COURSE ASSIGNED CARTS PROCEDURE - Links at Dardenne** assigns and numbers carts and lines them up in order for fastest travel to holes. Use Links at Dardenne cart numbering list to assign holes.
 - a) **Fill the A carts 1 through 18 first. Scorers in hole 1A and Starters in hole 1B.**
 - b) **Then fill the B carts**, alternating between Front Nine and Back Nine after As are full.