

SCORERS INSTRUCTIONS Checklist - 2019

1. **Arrive at least 30 minutes ahead of the scheduled tournament starting time, register, play in first tee group (#1), and complete round and return to clubhouse immediately.**
2. Set up Scorer Table ASAP on returning to clubhouse
 - a) Retrieve the Division suitcase
 - b) Display materials for handicaps, sign up sheets, prize awards, and association correspondence.
3. Organize today's Universal Score Cards (USC) for incoming tee groups (sorted by Tee-off Sequence number), **use the Player Log Sheet to check off incoming groups.**
4. **Write Scorer Finish Time in ink on USC (upper right corner) and on the Player Log Sheet** when each tee group finishes their round and requests card.
5. Review completed USCs AND Course Score Cards for **completeness and legibility.**
 - a) **Times** - Start Time, Scorer Finish Time
 - b) **Course and Group Identification** – Division No, Date, Tee Sequence Number
 - c) **Member Data** - Tee Colors, ID Number, First and Last Name, Hole Scores and Totals
 - d) **Certification** – Signatures for all members
6. **Insist that Tee Groups correct score cards if illegible or incomplete or any missing signatures.** If missing signature cannot be obtained, accept card without changes.
7. **Scorers are not required to check for correct hole scores or math for totals and must not modify scores or totals.**
8. Ask Tee Group to complete Player Log Sheet with Start Time, Group and Scorer Finish Time.
9. Check Scorer Finish Time difference (Separation Gap) from tee group immediately ahead on the same side (odd numbers and even numbers). If Finish Time Separation Gap is 15 minutes or more **AND** total play time is significantly more than the target 4 ½ hours, ask tee group to write explanation on back of their USC (green card).
10. Sort completed USCs and Course Score Cards in numerical sequence by tee-off number
11. When convenient or at close out, check or complete Player Log Sheet with Scorer Finish Times from USCs.
12. Put Player Log Sheet in specially marked, stamped envelope. Mail in separate, Player Log marked stamped envelope. (DO NOT INCLUDE THE Player Log in the envelope with the USC and CTP cards.)
13. Put USC with all four CLOSE-TO-PIN (CTP) cards into the stamped envelope. As instructed by VP, hold for pickup or put sealed envelope in the mail.
14. Repack Division suitcase
 - a) Put completed, sorted **Course Score Cards in Division Suitcase**
 - b) Repack unused USCs, the tee-off numbers and holders from the 1st and 10th tees, the CTP holders from all four par 3 holes, all displayed materials.
15. Contact Starters for the following week to transfer the Division suitcase to them.
16. For **Hole-in-One or Double Eagle**, notify the Division VP. Phone call, text, or email.