

STARTER'S DUTIES

- **Arrive at least 40 minutes prior to the first tee time.**
- **Bring a print out of the pairings from home (if you forget, the Pro Shop may have one). The pairings sheet will specify which hole is Closest to the Pin and describe the day's tournament.**
- **From the HLGK Locker get the Closest to the Pin tape, the Closest to the Pin and Chip in boxes, sign up sheets, score card box, two clip boards with Weekly Tournament Score Sheets and Special Shots Sheets, calculator and any money envelopes for members.**
- **Set up the check-in table with the money containers and sign up sheets for Closest to the Pin & Chip Ins.**
- **Put Closest to the Pin name list and a pencil on the CTTP tape and give to the first group that will reach the CTTP hole first (on ordinary days, this will be the first teetime ~ but on shot gun start days, will depend on which hole has been selected). Remind the last group through the hole to bring it in.**
- **Check with the pro shop for any last minute cancellations.**
- **It is up to the starter and not the players to rearrange pairings as needed for cancellations or no shows.**
- **Hand out any money envelopes and birdie pins.**
- **After everyone has checked in ~ or 15 minutes before your own tee time ~ gather the money containers and sign-up sheets and return them to the HLGK locker. Leave the score card box, calculator and clipboards with Weekly Tournament Score Sheets and Specials Shots Sheets on the table.**
- **Players may only sign up for CTTP and chip-ins until money boxes are put away.**