

# COORDINATOR GUIDELINES\*

## CONTACT COURSES

1. Try to get courses north, south, east and west (if possible).
2. See Course Master Sheet (Dropbox) previous rates we paid, contact person, etc.
3. Preferred tee times are 9-10 am. Alternate Saturdays and Sundays (check previous month's schedule when possible).
4. See if the pro will include range balls -- and CTP prizes would be a plus!
5. Request Shotgun start for large turnouts.
6. When courses are established, send email to all with schedule, showing course, date, rate, 1<sup>st</sup> tee time, whether range balls are included, etc.

## WEEKLY PLAYERS' SHEET

1. Mae will be happy to show you how the Weekly Players' (Dropbox) sheet works and will update on the 1<sup>st</sup> and 15<sup>th</sup> of each month (when handicaps change).
2. On Sunday before the next outing, send the first notice, with details of the outing, to everyone. (Email addresses are on the CFGC roster.)
3. When players ask to be signed up, respond to let them know you received their request.
4. Send final notice on Wednesday, with list of those signed up to be sure you haven't forgotten anyone.
5. Use Weekly Players' sheet to keep track of who wants to play and to set up pairings.
6. Create pairings and send to everyone by Friday. Pairings and tee times should reflect diversity for all players (i.e., being in first/last groups, giving everyone opportunity to play with everyone.) Please refer to the CFGC Pairings sheet (Dropbox).
7. **Also, email a copy of the weekly pairings to the pro shop by their deadline.**

## GOLF DAY

1. Determine necessity of special playing conditions (i.e., rollover, lift-clean-place) with course pro - and announce to all prior to play.

Mae will give the monthly coordinator access to her Dropbox. If anyone doesn't feel comfortable using the Weekly Players Sheet, please let Mae know.

**\*The Guidelines are suggestions for establishing consistency and to assist in planning our outings.**