

Sea Trail Ladies Golf Association

Procedures for Weekly Tournament Play

These procedures are divided into the following parts:

- Deciding What Games to Play for the Month
- Preparing for the Pairings
- Getting the Pairings Generated and Posted
- Checking Players in on Game Day
- Determining the Winners and Closing out the Game
- Points to Remember

Deciding What Games to Play for the Month

1. Determine which games you intend to play for the month. Twice a month the game is in flights. See the *STLGA Game Information Sheet* for game details. Games may be selected from the following lists:

Individual Games

- Low Gross/Low Net in Flights
- Even Holes Only – ½ Handicap
- Odd Holes Only – ½ Handicap
- Odd Holes Front/Even Holes Back - ½ Handicap
- 9 Blind Holes – ½ Handicap
- Crossover – ½ Handicap
- Par 3's & 5's Only – ½ Handicap
- Par 4's Only – ½ Handicap
- S & T Holes Only – ½ Handicap
- F & T Holes Only – ½ Handicap
- O-N-E-S Holes Only – ½ Handicap
- Even Front, Odd Back – ½ Handicap
- Convert One Worst Hole to Par

Team Games

- Captain's Choice
- Two Best Net Balls of the Foursome
- Stableford
- One Best Net, One Best Gross

2. Email the play dates and games for your month as early as possible to Jo Larson at jolarson28468@yahoo.com for posting on the web calendar. Be sure to indicate which games are in flights.

Preparing for the Pairings

1. Take the sign-up sheet down at **noon on Saturday**.
2. Go to <http://www.mapost.org> and click on Golf. Place your mouse over STLGA and select STLGA Sign-Up Form. In the Name field, type in "Printing List" and click Submit. Print the sign-up page after noon on Saturday.
3. Merge the players' names from the sign-up sheet and the Internet into an alphabetical list of player names for the week. Make 2 copies. Verify that all players are current members of STLGA.

Getting the Pairings Generated and Posted

1. As soon as possible on Saturday or Sunday, give the Jones/Byrd Pro Shop the following:
 - a copy of the alphabetical list of players
 - the week's game (flighted or in flights)
 - the handicap for the game (full or half handicap)The Pro Shop generates the pairings based on the game you have picked and the list of players. **NOTE:** Remember to schedule you and your pairings partner in the weekly line-up in such a way that ensures that at least one of you tees off in the last group for that day.
2. Pick up the pairings sheet from the Pro Shop on Monday. Check to ensure that the same people are not playing with each other week after week. Make needed changes and inform the Pro Shop. If no changes are required, give the Pro Shop the go-ahead to print the score cards.
3. E-mail the tee times and pairings to Jo Larson at jolarson28468@yahoo.com as soon as possible on Monday or at the latest on Tuesday. Use Microsoft Word or Excel and type the tee times and names in a single column.
4. Pick up the completed score cards and pairings sheet from the Pro Shop on Tuesday or Wednesday. You are responsible for any cancellations and re-pairings at this point. **NOTE:** You might want to check the internet sign-up list to see if anyone canceled on the internet instead of calling you or your partner.

5. Make four copies of the pairings sheet and distribute as follows:
 - Post on the STLGA Bulletin Board at the Jones/Byrd Clubhouse
 - Put in the Tournament Chair (deLagarde/Jerome) mailbox on the left side of the STLGA computer
 - Give a copy to the Bag Drop on the day of play
 - Keep a copy for yourself to use on game day

Checking Players in on Game Day

1. Staple envelopes with the previous week's winnings onto that player's score card for distribution on game day.
2. Make out the sign-up sheet for the next week of play and take it with you so that people can sign-up for the following week. After play, post the sheet on the STLGA Bulletin Board.
3. Drop off a copy of the pairings sheet at the Bag Drop. If there have been any updates, give a new copy to the clubhouse check-in desk.
4. Arrive at least one-half hour before the first tee time. As each player arrives, collect the \$2 game fee, check off her name on the pairings sheet, and give her the appropriate score card. You are responsible for juggling pairings if anyone cancels on the day of play.

Determining the Winners and Closing out the Game

1. Collect cards from players and complete the scoring worksheet determining the winner(s) based on the day's game. The amount of prize money for each "place" and the number of "places" to award is up to you and your partner. If you play in flights, award prizes in flights. Otherwise, you can determine the number of winners based on paying 30% of the field and dividing the money appropriately. **NOTE:** Players who withdraw from the tournament on the day of play do not get a refund.
2. Write the winner's name, date, and "place" on a small envelope and insert the appropriate amount of cash winnings. Prize money envelopes are in the STLGA bag. There is also a Slush Fund envelope that can be used if needed.

3. Complete the scoring worksheet and make two copies.
 - a. Place one in the Handicap Chair's (Lynn James) mailbox on the left side of the STLGA computer
 - b. Keep one for the game paperwork (See Step 6)

4. Prepare the Publicity Sheet by printing the full names and scores of winners and their place. **Include all birdies, chip-ins and closest to the pin when appropriate.** Post on the STLGA Bulletin Board. E-mail an Excel or Word version to the following people:
 - Lynn Wiedman at lwiedman@atmc.net
 - Kathy Ivey at kativ323@yahoo.com
 - Linda Perna at bobandlinn@atmc.net
 - Bobbie deLagarde at onthet@atmc.net
 - Mary Alice Jerome at mjerome985@aol.com

5. Prepare an alphabetical list of all of the players who completed 18 holes and email an Excel or Word version to the following people:
 - Meggie McClave at mcclave@atmc.net
 - Bobbie deLagarde at onthet@atmc.net

6. Bundle the following paperwork after the game and place it in your pairings folder:
 - Alphabetical list of player names
 - Sign-up sheets (written and Internet)
 - Scoring worksheets
 - Score cards

7. At the end of the month, place your pairings folder in the Tournament Chair (deLagarde/Jerome) mailbox on the left of the STLGA computer. Be sure to include all of the paperwork for each week's game. Pass the STLGA bag along to the next people doing the pairings.

Points to Remember

- STLGA members may sign-up for golf via the Internet on the Sea Trail Master Association web site or via a paper sign-up sheet. Players have until noon on Saturday to sign up for golf for the following Wednesday.

- If a member arrives after her scheduled tee time and her group has already teed off, **she is not eligible to participate in the game for that day**. She may play a round of golf with a group if there is room for her but she cannot participate in the game. You cannot change this decision.
- Guests may play if there is room but are not eligible for prizes.
- If weather conditions are such that play could be slowed due to very wet fairways, please contact Bobbie deLagarde or Mary Alice Jerome to determine if any “special” rules will be in effect for that day.
- If weather looks threatening on the day of play, discuss the possibility of canceling the tournament with the Pro Shop and reach consensus on the play/no play decision.
- Weekly golf credit for playing is given when:
 - The game is canceled by the Pro Shop and the monthly coordinators for inclement weather and the player did not cancel before the no play decision is made
 - A player participates in a Ladybirds tournament on a Wednesday.
- No weekly golf credit is given when:
 - A player signs-up but does not play
 - **A player withdraws and does not complete 18 holes**
- Printed handicap sheets are placed in the deLagarde/Jerome mailbox at the beginning of the month by Lynn James. Handicaps are also available on-line soon after the first of the month and the 15th of the month. **Important:** You may use the previous month’s handicaps if the first Wednesday falls on the first of the month and the new handicaps are not yet available.
- At the end of the month, please pass the STLGA Bag to the next people doing the pairings.

If you are unable to do the pairings for your specified week and have not found a substitute, please notify Bobbie deLagarde at 579-0897 or Mary Alice Jerome at 579-0257 one week in advance. Please do not hesitate to call us!