

GOLF MARSHAL DUTIES

Letter of Instructions – Pre-paid Events

When you first volunteered to be a Marshal at one of our events you received an Introductory Letter of instructions. This letter will give you more detailed instructions for performing your duties as a Marshal for a Pre-Paid Event. On the Morning before the event, please go to the website and print two (2) copies of the current version of the signup sheet. Keep a copy for yourself and deliver a copy to the course attendant at the pro-shop.

1. **CONTACT PERSON:** The only people authorized to make changes on the website signup sheet are **David Platter, Buddy May, and David Green**. The Marshal can make changes at the course to accommodate golfers and fill in groups. Additions should not be a problem since the member can add his own name to the online signup. Deletions and starting time changes must be forwarded to **David Platter, Buddy May, or David Green**.

2. **LIAISON** between the course and our SIR golf group. You should plan to arrive at the golf course approximately 30 minutes before the first tee off time and check in at the pro shop. Give them a copy of the latest Signup Page.

3. **Serving as the Tournament STARTER** involves checking in the players as they arrive at the course by marking them as present on the signup sheet and then making sure the groups get to the First Tee when they are due. As Starter you can move people around to fill open slots, as you feel necessary.

4. The **SCORECARD BOX** is to be given to the first group, who will place it adjacent to the 18th Green (but out of the way of the players) where it can be seen easily. Scorekeepers will deposit their cards in the box after leaving the 18th Green. When you finish playing, collect these scorecards and mail them to Buddy May, the Handicap Chairman, along with the Closest to the Hole list (see below). A postage paid and addressed envelope will be provided for that purpose. Alternatively, please give the scorecards directly to Buddy May if he is still at the course. If he is not present, you may take a picture of each scorecard with your phone and email them to Buddy at fytrpylut@comcast.net or text them to him at 925-872-0135.

5. The Closest-to-the-Hole Box with its Rooster is to be given to the first group with instructions to drop it off at the Par 3 you select for the Closest-to-the-Hole contest. Normally, you should pick the shortest Par 3; however, if in doubt check in the Pro Shop for their suggestion. If you are playing, you will pick it up when you play the hole. Otherwise, have someone in the last group pick it up and bring it in. The list showing who was closest to the hole is to be mailed to Buddy May along with the scorecards as noted above.

6. The CLOSEST-TO-HOLE BOX with ROOSTER FLAG and the SCORECARD BOX must be delivered to the next tournament Marshal before the next tournament date.

7. Again, please accept the GOLF COMMITTEE'S thanks for taking on the responsibilities of MARSHAL. Your efforts contribute to a successful tournament and are very much appreciated.

Letter of Instructions – Boundary Oak (Gold Tees)

When you first volunteered to be a Marshal at one of our events you received an Introductory Letter of instructions. This letter will give you more detailed instructions for performing your duties as a Marshal for an event at Boundary Oak. On the morning of the event, please go to the website and print two (2) copies of the current version of the signup sheet. Keep a copy for yourself and deliver a copy to the course attendant at the pro-shop.

1. **CONTACT PERSON:** The only people authorized to make changes on the website signup sheet are **David Platter, Buddy May, and David Green**. The Marshal can make changes at the course to accommodate golfers and fill in groups. Additions should not be a problem since the member can add his own name to the online signup. Deletions and starting time changes must be forwarded to **David Platter, Buddy May, or David Green**.

2. **LIAISON** between the course and our SIR golf group. You should plan to arrive at the golf course approximately 30 minutes before the first tee off time and check in at the pro shop. Give them a copy of the latest Signup Page.

3. **Serving as the Tournament STARTER** involves checking in the players as they arrive at the course by marking them as present on the signup sheet and then making sure the groups get to the First Tee when they are due. As Starter you can move people around to fill open slots, as you feel necessary.

4. The **SCORECARD BOX** is to be given to the first group, who will place it adjacent to the 18th Green (but out of the way of the players) where it can be seen easily. Scorekeepers will deposit their cards in the box after leaving the 18th Green. When you finish playing, collect these scorecards and mail them to Buddy May, the Handicap Chairman, along with the Closest to the Hole list (see below). A postage paid and addressed envelope will be provided for that purpose. Alternatively, please give the scorecards directly to Buddy May if he is still at the course. If he is not present, you may take a picture of each scorecard with your phone and email them to Buddy at fytrpylut@comcast.net or text them to him at 925-872-0135.

5. The Closest-to-the-Hole Box with its Rooster is to be given to the first group with instructions to drop it off on Hole 2. If you are playing, you will pick it up when you play the hole. Otherwise, have someone in the last group pick it up and bring it in. The list showing who was closest to the hole is to be mailed to Buddy May along with the score cards as noted above.

6. The CLOSEST-TO-HOLE BOX with ROOSTER FLAG and the SCORECARD BOX must be delivered to the next tournament Marshal before the next tournament date.

7. Again, please accept the GOLF COMMITTEE'S thanks for taking on the responsibilities of MARSHAL. Your efforts contribute to a successful tournament and are very much appreciated.