

Sweeps Guidelines

Board Tee Times 7:00 AM Saturday. Board members can only sign themselves up in any tee time. Board members can play together.

Member Tee Times 7:00 AM on Sunday. Usually received 35 - 40 emails. Reason for taking photos (screen shot). Sometimes cc: members respond to email and it alters the time their email came in. Example: original email received at 7:00 AM, someone responds at 9:00 AM moves their email to 9:00 AM.

Tee Times for foursomes start at 8:00 AM

Copy emails at 7:00 AM on Sunday. I leave the top two names of the first sheet at the bottom of the second sheet. Showing the order they came in. If members want to play a foursome before 8:00 AM they must send two separate emails. Sweeps will try to accommodate if possible.

Members can only cancel their tee time regardless of who made the tee time.

Check email daily for requests and cancellations. Prepare tee sheet for Pro Shop by 5:00 PM Friday. Color all open tee times with light green color. See bottom of tee sheet. I try to move members up to prevent outside play. If I move a member up I email them a notice.

Some members cc: all parties and some do not. If the members are not cc: I include them on the reply.

We do not have a waitlist. Members should check website for cancellations and send email. Reason: Very time consuming emailing back and forth and tee time could already be gone. Open tee times are on a first come basis.

Create tee sheets monthly. I put instructions on tee sheets: Example: See page 2

Guests:

Can be invited quarterly.

Members can email the Wednesday before play day.

Members responsibly for guests. Any late cancellations or no shows are \$10 fine. Member responsible to pay fine.

Members can invite 3 guests (must be ladies, as it is ladies day). Must have two members in foursome to qualify for sweeps.

When entering a guest name on tee sheet, example: Debbi Strauss/Guest