Hi Club Rep

 I am attaching the following for your June 19 State Day:

* Tee Time (also will be used as Pace of Play sheet)
* A blank Closest to the Pin (CTP) sheet
* A blank Summary-Financial Report
* An Example of the financial report filled out correctly
* Scoring instructions for Reps
* Scoring instructions for Liaisons

CHANGES: Changes could be made to the tee sheet prior to Tuesday via calls directly to the pro shop, so be sure to grab the latest version of the sheet from them on Tuesday morning.

REGISTRATION: Please remind the people doing registration that they collect only the $8 fee for the VSWGA, plus $2 for all those taking part in the CTP contest. Players pay the $20 course fee and a cart fee, if applicable, directly in the pro shop.

LOCAL RULES:  Usually the pro shop will provide a local rules handout for the day.  Please be sure to clearly indicate which tees we will be playing from and any other information players will need.

PACE OF PLAY: Instead of the Pace of Play report we had last year, we are using the tee sheet generated by Golf Genius and putting the start/finish info on the far right.  Please be sure to send the Pace of Play report to Nancy Myers [vctil1996@yahoo.com](mailto:vctil1996@yahoo.com) The other reports haven’t really changed from last year. It is a good idea to have two printed copies of the tee sheet; one to keep track of players registering and one to keep track of pace of play.

SCORING: You will be entering scores into Golf Genius.  It is good to have at least two people working on scoring to ensure accuracy. If possible, enter the scores as soon as the group comes in and ask one of the foursome to verify the scores you are entering.   Instructions for how to enter scores into Golf Genius is attached.

REPORTING: After play, fill in the Summary report right away and send it those listed on the document. We need to know the total number of players, that total times $8, the total number of CTP participants, that number times $2, and the final dollar amount that goes to the VSWGA. In addition make sure the CTP winners are filled out at the bottom of the page.

Please send the VSWGA fees to our new VSWGA address:

                            Vermont State Women’s Golf Association

                            P.O. Box 4224

                            Burlington, VT 05406

Let me know if you have any questions beforehand or during scoring. Thanks again for serving as a club rep and helping  to make it a great day!

Jen

802-363-0170