

Wednesday / Saturday Group Coordinator Rules

The Coordinator of the Wednesday/ Saturday Golf Group shall follow the following guidelines as closely as possible to make treatment of all players equal and consistent and to ensure that the group receives tee times that are acceptable to most members. A list of permissible games, a payout chart, and an explanation of the Chelsea System and its' operation are provided in separate documents on our website for use by the Coordinator to manage all weekly games.

Prior to Play Date

- I. Chelsea requests should be submitted 7 days prior to the play date. The player field should come from the monthly signup maintained on the group website. The Coordinator should place himself in the first group so he is available to collect and review scorecards as each group finishes play.
- II. To make a tee time request:
 1. Go to the golf course website.
 2. Enter your user name and password.
 3. Follow the following step when the "Request" screen opens:
 - A. Select "Add a Request"
 - B. Enter the date you are requesting after "Play Date"
 - C. Under "Course Selection" choose one of the following: "Mtn View/Preserve", "Preserve/Mtn View", "Mtn View Only", or "Preserve Only". **"Preserve Only" or "Mtn. View Only" should not be used except in specific circumstances such as after over seed when most players do not want to walk the Preserve or when the same course has been assigned repeatedly.**
 - D. In the next section enter the "Requested Time" and the "Earliest Time". The time requested should range between 7AM and 8:30AM depending on the season and Coordinator preference. The system will not assign a time earlier than the entry for "Earliest Time"
 - E. For the "Preference" section select "Time". Do not select "Course".
 - F. For "Hole Selection" choose "18 Holes"
 - G. For "# of Tee Times" enter the number of groups for which you are requesting tee times.
 - H. For "Break Link" always choose "No". See Section III
 - I. When done click on "Submit". The Chelsea System will automatically generate e-mails to the Coordinator and all players whose names were submitted acknowledging the request and the details of the request. This will be followed up by another e-mail to the same people 5 days before the requested date giving the specifics of the assigned tee time.

J. It is desirable to alternate between courses; however, it is not necessary to alternate from week to week. The Chelsea System will eventually alternate for you and over the long term it will assign your group to each course 50% of the time. If “Course” is more important than time” is used it can result in the actual tee time being significantly later than the requested time and, therefore, should not be used.

- III. Requests for more than 4 groups should not be linked to avoid tee time assignments much past the requested tee time. When there are four or more groups the Coordinator should submit two separate requests (2/2 or 3/2) for the same tee time. Chelsea will typically schedule the last group of the first request and the first group of the second request within less than 20 minutes of each other.
- IV. Individual assignments should be tracked via an Excel spreadsheet or other charting mechanism to ensure the individuals are not paired together more than twice in a single month on either of the play days and to ensure that an individuals’ placement is varied within the field (ie – first, middle, last group) to the extent possible. An Excel spreadsheet sample is contained within the signup spreadsheet.
- V. Game selection should be made from the “drop down” menu on the Excel scorecard application, or Group Rules from the web site. These are the only approved games available.
- VI. Changes to the player signup list can be made only by player contact with the Coordinator. The Coordinator may need to move players to accommodate changes which will result in different pairings than the notification that players will have received from Chelsea. In this case the Coordinator will send an email to the affected players.
- VII. The Coordinator should remove any player who cancels prior to play from the Chelsea request or booking to avoid point assessment for no-show on day of play. This change must be made using the Chelsea system before midnight the day prior to play.
- VIII. Scorecards should be printed no earlier than the day before play to avoid the need to reprint cards due to last minute cancellations. Two cards should be provided each team before they go to the tee on the play day.

Play Date

The Coordinator may cancel play prior to the first scheduled tee time due to inclement weather. Whenever possible cancellation should be made at least one hour ahead of the first tee time and should be communicated e-mail to all players. If the cancellation is made during the last hour it should be communicated via phone to the first person in the group. The Coordinator should ask that person to notify other players in his group. The Coordinator should also cancel all the group’s tee times with the Pro Shop to avoid no-show point assessment.

- I. The Coordinator should arrive at the assigned course in time to distribute cards and ensure that all scheduled players are present. Last minute card changes/team assignments may need to be made in the event of any "last minute" cancellation.
- II. No shows without notification will be required to pay the Coordinator their daily entry fee.
- III. Once play commences the round can be suspended for inclement weather only by the coordinator. The decision should be conveyed to each group in person or by cell phone to one individual in each group. Players deciding to quit unilaterally will owe the Coordinator their daily entry fee.
- IV. Scorecards should be collected from each group as they finish play by the Coordinator. Any card that is not completed correctly should be returned to the respective team for correction. It is the responsibility of each team to ensure that the card submitted is accurate and completed correctly.
- V. The appropriate entry fee should be collected from each player as he comes to the meeting area or the Coordinator may ask the team captain (low handicap in the group) to collect from his team members.
- VI. If a Blind draw is needed the Coordinator will ensure that it is done per the Group Rules document from the website.
- VII. Once the winners have been determined the Coordinator should announce and pay the winners. Any remaining money should go in the kitty envelope.
- VIII. Players should be asked if they have any sign-up changes and the sign-up sheet should be available for them to review. This can help to identify changes in advance prior to requesting the following dates request for a tee time.
- IX. The Coordinator must read and adhere to the Group Rules and Chelsea Protocol Document on the web site.