OPENING DUTIES:

Openers are the **first tee time group**.

1) Take out the Binder, Score cards, Pace of Play cards, and plastic box from the bottom drawer of the desk and place all items on the table.
2) Take out laptop from the bottom drawer and plug it in the outlet by the table.
3) Get a copy of the Tee Sheet from Greendale staff and place it on the table.

CLOSER's DUTIES:

1) Collect scorecards and ensure that all are correctly dated and signed. Correct or fill in the date if it is wrong or missing. Separate the official scorecards from backup scorecards. The backup cards are only needed if there is a discrepancy.
2) Check each card for signatures. If a signature is missing, only the golfer whose signature is missing will be disqualified and there is no need to check their scores on the scorecard or in Leaderboard. If one signature is missing on the official scorecard of a twosome, both golfers will be disqualified because the official card must have the signature of the golfer who entered the score and the signature of the golfer who attested the score.
3) If a golfer signs the card but adds a note concerning a rules question, check the card and submit the score but contact the Rules Chair concerning the note.
4) Closer must use her own phone for closing in Leaderboard if the laptop is not in use. If the laptop in the desk drawer is used for closing, you will need to sign in Leaderboard with your personal password. Click on "admin" and then on "Tournament" to go to the current week's tournament. Using "data view" you will be able to see the hole-by-hole scores.
5) Check the front and back nine-hole totals, putt totals and the final totals for each player so that the totals match from scorecards to Leaderboard.   Check hole by hole scores and putts only on a select few players from scorecards with those in Leaderboard. If totals or any check of hole-by-hole scores in Leaderboard are the same as the scores on the cards, click the "Card Checked" box. On occasion, hit the refresh button on the top right of the screen to bring players up who just finished entering their scores. Before leaving "Data view" make sure that all "Card Checked" boxes have been checked. Players who signed up but did not play will be marked "No Card".
6) If there are no disqualifications, close out the day in Leaderboard by returning to "Admin" then "Tournament" then clicking "Calc Results" on the Current Tournament line. It is the 3rd icon from the left.
7) Take a photo of the starter's record of tee times and pace of play and send to Kathi Pierce at 703-623-1901.
8) Make sure that all the pace of play cards has been returned. Check the carts if any are missing.
10) Store the laptop, Official and Back-up cards, unused scorecards, 16 pace of play cards and plastic box in the bottom desk drawer.

To turn off laptop, log off from Leaderboard under Admin. Click Window box at lower left corner. Click far left power icon. Click "shut down" power icon.