

2018  
Pairings Volunteer  
and  
Hostess Volunteer  
Handbook

**2018 Pairings Chairs:**

Flights 1 – 4:

Patty Frothingham (pbfroth@gmail.com/912-598-9353)

Nancy Early (nearly148@gmail.com/917-453-8751)

Flights 5 – 8 & Skidaway:

Janet Miller (spatulaj@gmail.com/912-349-5201)

Thank you for volunteering to be a pairings and/or hostess volunteer for the 2018 season. There are two pairing and/or hostess volunteers each month since Flights 1 – 4 and Flights 5 – 8 plus Skidaway are handled separately. If you are not going to be available to perform these duties for a specific week, you need to find a replacement. The schedule listing the other pairings and/or hostess volunteers is included in your bag so contact one of them to be your replacement. **Important:** Please contact Patty Frothingham and copy Nancy Early and Janet Miller if you do replace yourself so the LWGA website can be updated with the contact information regarding cancellations.

The LWGA is a fabulous organization with Tuesday play being the most active component so your generous dedication and support as a pairings and/or hostess volunteer continues to help make it run smoothly.

## **Pairings Volunteer's Responsibilities**

### Thursday & Friday

Contact the other monthly pairings volunteer and arrange a time to meet on Thursday after 11:00 am to pick up your set of reports and scorecards from the table outside Ellen Jacobs' office located in the club offices of The Landings Club. There will be 2 separate sets of reports and scorecards, one set for Flights 1-4 and one set for Flights 5-8 and Skidaway. Please check to make sure that the game and course(s) printed on the reports and scorecards match what is posted on the LWGA tournament website.

The following reports are included:

#### Alphabetic Roster:

- On the top left of this report, write "copy for handicap chair".
- On the top right of this report, write Flights 1 – 4 or Flights 5 – 8 and Skidaway.

#### Starter's Report with club numbers

#### Starter's Report with handicaps:

- Review the Flighting Reports to determine the number of teams in each flight.
- Draw a line between flights and write the flight number next to each section.
- Assign captains by highlighting their name with a yellow highlighter (1<sup>st</sup> week captain = 1<sup>st</sup> name, 2<sup>nd</sup> week captain = 2<sup>nd</sup> name, etc.). **If a blind ends up as captain, drop down to the next name.**
- At the bottom of the report, write:  
"For cancellations, contact (your name, email and phone number)"
- Make a copy and post by noon Friday on the LWGA bulletin board located outside of the Oakridge pro shop.

Flighting Reports:

- These reports are also used as the player's sign-in sheets.

Pre-printed Scorecards

Handicap Roster Report:

- Published on the 1<sup>st</sup> and 15<sup>th</sup> day of each month. Keep for your reference in the pairings bag.

## Saturday - Monday

### **Cancellations:**

- If a player needs to cancel after the pairings are posted and before day of play, she will call you. If a player needs to cancel on the morning of play, she will call her team captain and notify the Pro Shop of the course being played.
- The cancelled player should notify her team captain of this change.
- If the cancelled player is the captain, she should call or email the next player on the list and ask her to be the new captain.
- The new captain should let you plus the other players on her team know of the change.

### **Waitlist:**

- Throughout the weekend, check the LWGA online waitlist report located on LWGA.net under "administration".
- Check the handicap index of each person on the waitlist and convert to the handicap of the course being played that week. This can be done online on LWGA.net under "Golf" then "Handicap Conversion Charts" or by using the Handicap Index Conversion Chart found in the pairings bag.
- If you can place a player from the waitlist into one of the flights either for a cancelled player or a Blind Draw, notify the player via phone and/or email. Please make sure a confirmation is received. You can then notify her other team members that a replacement has been found.

Note: If possible, the added player should be within 1 to 3 strokes of the player she is replacing. If there is an opening on a team that has a greater handicap differential than the player on the waitlist, call the waitlist player and ask if she would be agreeable to play up or down a flight. We would like to add as many players as possible from the waitlist. Breaking up or rearranging existing teams is not recommended unless the team is down to a twosome.

### **Assignment of a Player to replace a Blind Draw:**

- If by Monday evening, there is still a Blind Draw listed, assign a player to replace the Blind Draw.
- The assigned player should be within 1 to 2 strokes of the handicap listed for the Blind Draw.
- There is a list of players who have been used as a Blind Draw in the Volunteers' bag. Please add the name(s) of any assigned players to this list so the same players are not asked.

### **Make any changes to the following reports:**

#### Alphabetic Roster:

- Draw a thin line through the cancelled player's name (do not use white-out because the handicap chair needs to be able to see who did not play) and add new players and their starting hole number to the bottom of this roster.

Starter's Report with club numbers:

- Draw a thin line through the cancelled player's name. Insert the name and club number of the new player.

Starter's Report with handicaps:

- Draw a thin line through the cancelled player's name and insert the name and handicap of the new player.

Flighting Reports:

- Draw a thin line through the cancelled player's name and insert the name and handicap of the new player.
- Insert the name and handicap of the player who has been assigned to be the Blind Draw.

Pre-printed scorecards:

- Use white-out or white-out tape to cross out the cancelled players and write in the names and handicaps of the new players on the scorecards making sure the "dots" are correct.
- If a player is assigned to be the Blind Draw, write the player's name and handicap next to the Blind Draw on the scorecard and make sure the "dots" are correct.

Note: If a large number of players have cancelled or the number of cancellations will result in a change to just one course, please notify the Tournament Chair, Barb Weber, at 912-704-3937. Also notify the Pairings Chairs, Nancy Early, Patty Frothingham and Janet Miller.

**Tuesday Morning:** Arrive at the course 1 hour before the shotgun starting time and give the Hostess Volunteer: scorecards, flighting report, the starter's reports and an alphabetic roster (or you can call the hostess the night before and get the reports to her on Monday evening).

## Pairings Volunteer's Responsibilities - Luncheon Days

The General Meeting Luncheon Co-Chairs, Bobbie Daniel and Annelie Liedtke, will pick up the "Lunch Only" sheets.

Ellen Jacobs will give the General Meeting Luncheon Co-Chairs a copy of the Starter's Report with club numbers and a copy of the Alphabetic Roster before the weekend.

Keep in mind that luncheon tournaments are divided into Flight One and Flight Two and paired ABCD for each course. Two courses are needed on Luncheon Days.

**Very important:** On Monday, notify the General Meeting Luncheon Co-Chairs of any last minute changes (cancellations and/or added players) that you made to the reports.

**Very, very important:** When a player calls to cancel for golf, she must also call the General Meeting Luncheon Co-Chairs and let them know if she will still be attending the luncheon. Members who neglect to cancel their luncheon reservation will be charged for the price of the luncheon.

## Hostess Volunteer's Responsibilities

### Tuesday

Bring the hostess bag to the course at least 1 hour before check-in on Tuesday morning. The hostess bag contains sample scorecards (sheets), stanchions and flight numbers. The Pairings Volunteer will give you the day's scorecards, flighting report (check-in sheet), the starter's reports and an alphabetic roster (either on Monday evening or Tuesday morning).

- Put up the stanchions and flight numbers on the table.
- Place the correct sample scorecard (sheet) for the game of the day in a visible location where the members can check it.
- The pros will place pencils and extra blank scorecards from the pro shop on the tables.
- Ask the club pros if they have received any cancellations from players that morning. If necessary, make the changes on all of the following: scorecards, flighting report (check-in sheet), alphabetic roster and both starter's reports (one with club numbers and one with handicaps).
- Greet new members and help them locate people on their team.
- Encourage the first player checking in from each team to take the scorecard and write "card" after her name on the check-in sheet. She does not need to be the captain and remind her she should create a second card so that each team has a card for each cart.
- If a player has been assigned to be the Blind Draw, she needs to be notified of this at check-in. She will also record her scores on a separate scorecard that you have prepared for her.
- Thirty minutes prior to the shotgun start, look over the check-in sheets and have the club starter page any player who has not checked in.
- If it is necessary to assign a player to be the Blind Draw on the day of play, refer to page 4 of this handbook and follow the same procedure.
- Before you go out to play, give the starter's report with club numbers to the pro shop. The other reports stay on the table for the scorers. Return the stanchions, flight numbers and sample scorecards (sheets) to the hostess bag and take home. If your hostess duties are finished for the month, pass the bag to the next hostess indicated on the schedule found in the bag.

On luncheon days: Be sure to separate the check-in areas for each course to avoid confusion and congestion. Also, be sure to give the alphabetic roster with additions and deletions to the Plantation pro shop desk where handicap chairs, Trish Potts or Mary Beth McGirr, will pick it up.