

## **Registration**

At most FSGA/USGA events, a registration table is set-up and while it is not mandatory that players check-in, the majority will. The Committee member(s) assigned to this function is normally the first contact a player has with the FSGA at an event. **BE PREPARED** as you are the information center.

## **Equipment**

1. Radio
2. Alpha and pairing sheets
3. Hole Location sheets
4. Notice to Competitors
5. Tee gifts (at some events)
6. Highlighter/Pen/Pencils

## **Procedure**

1. Check off player name on pairing sheet
  - A. Confirm tee time and starting tee with player
  - B. Distribute tee gift if available
  - C. Distribute Notice to Competitors and hole location sheets
  - D. Distribute additional information sheets as needed (Hard card, Pace of Play Policy, etc)
2. Remind players to pay cart fee if applicable (All FSGA/USGA qualifiers)
3. Keep starters informed (i.e. "starter on #1, all players thru the 8:30 time have checked in")
4. Announce via radio when all competitors have checked in
5. Clean-up registration area

## **Information**

Review your Committee packet and discuss with Tournament Chairman basic information that you may be asked about.

1. Location of: practice range and putting green, pro-shop, 1<sup>st</sup> and 10<sup>th</sup> tees, restrooms, snack bar, coffee, etc.
2. Spectator Policy
3. Specific Conditions (One Ball Rule, Cart path only, etc.)