



MONTHLY COORDINATORS

2025-2026 Season

❖	Tuesday morning, a board member will notify pro shop via email with number of groups and will request scorecards and documents be printed for Wednesday's play. All Board members and monthly coordinators are cc'd for informational purposes.	
❖	Arrive by 7:40 am, set up check-in station/table (back patio of Pro Shop).	
❖	Get VELGA 18 file box from clubhouse closet. Ask for scorecards and pairing documents along with Key for lockbox, the buy-in and payout bags are in lockbox.	
❖	Make any member adjustments (add/deletes) to pairing list & scorecards (handicaps are based on website handicap), If blinds are required determine player status (A, B, C, D) that team is missing, write blind on pairing list and place in buy-in bag, board member will complete team score using selected blind. If you are unsure ask a board member to assist with player status.	
❖	Collect and note \$5 buy-in (required) on check-in sheet along with .25 Birdie/Chip-In entry (optional), place buy-in money into buy-in bag, verify your money is correct for number of players and distribute any payout envelopes from prior games to members in attendance.	
❖	Once all members have signed in or it is 8:15am, gather items/paperwork, place in File Box and place file box in clubhouse closet, place buy-in and payout bags back into the lockbox.	
After league play, Get VELGA file box from closet:		
❖	Collect scorecards (2 from each group) and verify cards match total gross scores	
❖	Distribute birdie/chip in money.	
❖	Give scorecards to board member or wrap scorecards in check-in sheet and other paperwork place in file box, if required note selected blind(s) on checkin sheet.	
❖	If you need to find a replacement, please contact the substitutes or a board member	
❖	Inclement weather - Monthly Coordinators will make this call.	
	MONTH	COORDINATORS
	OCTOBER	Fay Shaw Dot Blanchard
	NOVEMBER	Gail Benton Margaret Berg
	DECEMBER	Michelle Tully Donna Sullivan
	JANUARY	Pauline Wellman Cathy Bush
	FEBRUARY	Joyce Shorts Gladys Gillette
	MARCH	Stevie McTaggart Meg Paskins
	APRIL	Nancy Barnett Barbara Sabella
	SUBSTITUTES	Nancy Anderson Chris Udvardi
	SUBSTITUTES	Kathy Broers Janet Samuelson