

# Welcome to the River Ridge Men's Golf Club!

Below you'll find a quick and helpful guide to navigate our tournament process...*beginning to end!*

- 1 Tournament Email Blast is sent out to all club members
- 2 Depending on the day of the tournament, players click on either the Saturday or Sunday tournament link sent in the email blast (make sure to pick the link for the day for which the tournament falls on). Links are also available at the RRMGC website.
- 3 In the email, just type your Name and GHIN number...and say you're in. No need to pay in advance. If you and a partner are in, provide Name and GHIN number for both.
- 4 You'll receive confirmation from tournament director...may take a day or two.
- 5 If the tournament is team play and you are a single, the Tournament Director will attempt to pair you with another single or team if possible. Note: Occasionally there are no other singles or there are an odd number of singles which may preclude pairing. *But give it a shot!*
- 6 Two to three days before tournament the Tournament Director will send out an email with pairings and tee times. This will also be posted in the RRMGC site in case you do not receive the email.
- 7 If for some reason you cannot make it to the tournament it is important that you notify the tournament director ASAP, otherwise you will be charged for the green fees assessed by the course against the club.

***The morning of the tournament*** - Arrive at least *45 minutes* before your tee time. Especially if you are one of the last groups out (our Check-in volunteers have a tee time to make as well).

On arrival;

- First...Check-in with tournament directors and pay your entry fee by check, cash or even script won on any previous tournaments is accepted (no credit cards *and* no ATM on site). Entry fee covers greens fees and tournament prize fund. You will also be given your *tournament scorecard* at that time. Scores must be submitted on this unless otherwise approved by the tournament director.
- Next...Determine if you will be entering skins competition. If so, ask the check-in directors where you can enter (envelopes and drop slot are in the foyer just outside the Pro Shop). Side games participation is with cash only and paid out by cash only.
- Once these are taken care of, if you plan on renting a cart that will be a separate fee and can be taken care of in the pro shop.

- 9 After check-in, make sure to familiarize yourself with the format and rules of the particular competition. For instance, scrambles and shambles generally have a minimum number of drives required for each partner.
- 10 ***Tee Time!*** - Exchange Scorecards with your competitor and enjoy your round!
- 11 Once the round is complete scorecards must be signed by both Marker and Player and turned in to the tournament director collecting scorecards. Make sure to check scores carefully as once turned in they cannot be changed.
- 12 The tournament directors will post scores in GHIN for all postable rounds
- 13 That's it! Scores will be entered and results sent out and posted within a day or two.

*Note:* Tournament winners are paid in script. Script can be used for future RRMGC tournaments or converted to an American Golf gift card. Skins and closes will be paid out by cash only. All are available during check-in at future tournaments.