

Harbor Club Starter/Ranger Responsibilities

We answer to the Pro Shop, but we represent Harbor Club and our Neighbors.

Benefits

- Free Cart/Trail Fee
- On working days:
 - Free Fountain drinks
 - 50% off on food
- Green fees and carts for your 4-some and Spouse/SO 4-some (**except Masters Week**).
- Cost plus 10% on Pro Shop purchases.
- Starter Shirts (2) are provided by the Pro Shop.

Responsibilities

- **Night before, look on the HC Members website for Tee Times:**
 - Outside Groups
 - Slow Playing Groups
- **Arrive 20 minutes before 1st Tee Time:**
 - Park over at Cart Barn
 - Grab any cart
 - Go by the Course Condition sign back of #1 Tee and check message sign and the Sand Bottles
 - Go to Pro Shop and check in
 - Get Clipboard with Tee Sheet and Radio
 - Get about 10-12 Pin Sheets
 - Get about 4-5 Score Cards
 - Get a couple of extra pencils
 - Get 3-4 Towels
 - Get 4 Sand Bottles
 - As you go down the hill to the Driving Range check the Course Condition sign and the Sand Bottles by the #10 Tee
- Go down to the Range and make sure the Range is set up with Balls and Balls on the Putting Green (make sure Newest Balls on putting Green).
 - Also keep up with balls on Range as the day goes on and let the "Outside Staff" know when you need more balls.
- Have golfers ready to go to the 1st tee 5-Minutes before Tee Time. **Not before 1st Tee Time.**
- # Carts allowed for each group; 2=1 Cart, 3=2 Carts, 4=2 Carts, 5=3 Carts.
- Write the Cart #'s on Tee Sheet by each Tee Time.
- Notify all golfers if we are Cart Path Only.
- **Ask outside groups if they have played HC before and if not, take them to the 1st Tee to go over the following:**
 - **Tees? Try to steer them to the forward tees (Green/White/Sr).**
 - Cart Path Rules (Black Posts with White Stripes), CPO.
 - Yardage Markers on Cart Paths, Sprinkler heads and Discs in the fairway,
 - Yardages are to the Middle of the Green and use the Pin Sheet to Plus or Minus to get correct yardage to the pin.
 - Does each cart have a Pin Sheet?
 - Beverage Cart will be going around (Check with Restaurant) or Refreshments at holes #5 and #14 Tee Boxes.
 - If you want to order food at the turn, please call your order in on #8 Tee (706-453-7111).
 - Where the Restrooms are (Holes #1, 5, Clubhouse and #14).
 - Ask where they are from and Thank them for coming.

- **Make a list of Players in the Fowler, Gallois and Folsom groups to take to the Pro Shop after they Tee Off.**
- **2:15 Turn time (USGA suggests 15 minutes per hole).** As you ride the course 15 minutes is an easy way to calculate where a group should be. Ex. Hole 7 walking off Green 1:45.
 - Backside plays longer than front so pay more attention to the back 9.
 - If a group falls behind more than a hole than ask to “Please” pick up the pace. 2nd time warn them if they do not close the gap, they will be asked to skip a hole next time you come by. If they refuse, contact Pro Shop.
 - Keep in mind some play too fast (Fowler Group, Ed Fahey, etc.) so if a group is on time (15 minutes per hole) that is ok.
- If a group is not obeying the Cart path rule do the same as slow play.
- **On MGA Tournament days, make sure the last group starting on Back 9 gets to #1 before you let the 1st tee time go off.**

Outside Tournaments

- **Arrive 2 hours before Start Time**
- Take out Closest to Pin and Long Drive signs. Place on the first cut as you walk onto the green.
- Get the “BUS” out and wipe down
- Get Tee Sheets and Radios from Pro Shop
- One Starter take Players up and down to the Driving Range. One Starter help with shuttling players from the Cart Barn parking lot:
 - **Have all Players back up to their carts 15 minutes before Start Time for announcements**
 - **One Starter park your cart in front of the #1 Team** as announcements are being made and lead them to the split behind the #9 Green. Direct the players on Holes 1 thru 5 to go up the path towards #1. Players on holes 6 thru 9 will go towards #9 Tee.
 - **One Starter park your cart in front of the Pro Shop** and lead Players down the hill towards the Putting green and park your cart on the pine straw to right of cart path heading towards #1 tee.
 - Direct the Players on holes 15-18 towards #18 and the Players 10-14 towards #10.
- After getting Players started check with the Tournament folks and see if they have any food or beverages left over for the Starters
- Go behind the #9 Green near the Restrooms and eat your lunch and make sure Players coming off #9 go to #10
- After eating lunch drive the course and make sure the Players are obeying the Cart Path Rules and taking care of the course.
- **When picking up Hole Signs, CTP and LD signs, on the front go to #8 tee box** and work your way back to #1 picking up #9 as you come off #2 headed to #1. On the **back go to #16 Tee** and work your way back towards #10. After picking up #10 pickup #17-18.
- Make sure all signs, tents and coolers are off the course (we do not pick up Coolers and Tents, just notify Pro Shop)
- **Couples (Wednesdays), make sure course is clear for shotgun start.**

Miscellaneous

- Wave to the Grounds crew to show appreciation for their efforts.
- Pick up trash as you are riding around.
- Check Sand Bottles on holes #1 and #10 during the day.

Scheduling

- You will receive an email requesting dates you will not be able to work.
- Calendar/Daily Schedule will be posted on the MGA website under the “Admin/Rangers” tab.