

## League Play Procedures – Effective 10/12/2021

This document for association play was submitted in consideration of the return to shotgun starts effective October 2021, and in conjunction with the continuation of the use of the cashier window for outside check-ins. The emphasis is on the collection of competition fees and changes in internal procedures. A meeting was held on Thursday, September 30, 2021, with all league associations and agreement on the following procedures:

- The collection of competition fees will be cashless and processed at the point of sale by Pro Shop staff. Currency will not be accepted, as well as individual personal checks.
- All competition fees will be charged to each players member account. If players opt out of using the member charges, the \$5 fee may be paid with a credit card, a gift card or from the players credit book balance at the cashier window.
- Players are not permitted to pay competition fees for other players during association play. This is an issue of internal controls over the accuracy and reporting to the associations.
- Annual members will not check-in at the cashier window for shotgun starts. The \$5 competition fee will be charged to each players member account by Pro Shop staff.
- If Annual members opt out of using the payment by member charge, they must present themselves to the cashier window. The \$5 fee may be paid with a credit card, a gift card or from the players credit book balance.
- The Pro Shop will provide each association with a summary total from Northstar of the total competition fees collected. We will also provide an alphabetical listing by the player's last name and the amount collected from each player.
- Payment by Check is still acceptable for the Couples association only for competition fees which collects the fees in advance of the event.

- Payment by check is also acceptable from those associations for tournaments such as Member Guest tournaments, whereas the membership pays fees in advance of the event to the association.
- Staging of shotgun starts (carts and players) will be within the confines of Grill parking lot or Madera clubhouse for special events, requiring use of the ballroom and other areas as needed.
- Option 1) Distribution of score cards may be performed at the Pro Shop patio to facilitate check-ins of non-annuals and play card holders outside the shop at the cashier window. Tables can be set up for the distribution of score cards.
- Option 2) is distribution of the score cards at the cart staging area. Commonly performed by the QC9MGA (Duffers). Option 2 was preferred by all associations.