

## Tournament Sign-up Policy

Every member will be sent an email each week to allow them to enter into the next tournament.

The email will contain:

- The date of the tournament
- The type of game being played that day
- The start time
- Tournament directors name and phone number

Those wishing to sign-up for the tournament can simply reply to the email.

**NOTE:** Those that are not receiving an email each week should contact the Tournament Director by phone to get enrolled in the distribution list.

There will be three emails. The first will announce the tournament and open up sign-ups. The second will be a "Last Call" email with a list of those who have already signed up, and the final email will come out the day before the tournament with the pairings.

Members are required to show up in the Pro Shop to check in no later than 20 minutes prior to the designated starting time. Players deciding to withdraw should notify the Tournament Director by phone or email no later than Monday afternoon, the week of the tournament.

Should a last-minute cancellation be necessitated because of health issues or family emergency, a phone call to the Tournament Director or the Pro Shop the morning of the tournament at least 30 minutes before the start time would allow time for pairings adjustments and/or substitutions to be made.

Players who simply don't show up could be penalized, including (but not limited to) being disallowed from entering future tournaments. Sign-up deadlines for such special events as the Club Championship and President's Cup is the Friday of the week prior to the respective tournament.

The top winners and closest-to-the-pin winners will be posted in an email to all members. Winnings will be paid by the Tournament Director on a weekly basis or on a schedule of his choosing.