

RIGG Collector Guidelines

The Collector duties are to simply collect the Green Fees plus \$2 for prizes from each player including quests. The \$2 per player is forwarded to the RIGG Treasurer and the green fees are paid to the pro shop after the last group signs in. In passing the prize money to the treasurer, you have several options. The one most collectors follow is to simply US mail a check to the Treasurer paid to the order of RIGG. Other methods used are to catch the treasurer on the golf course if he is playing that day, and pass the cash to him. A list of names of those that played that day is preferred but not necessary however let the treasurer know the total number of players. Sometimes collectors will leave the cash in a sealed envelope with the pro shop for pick up at the end of that day. You can use any other method to get the prize money to the treasurer, whichever is most convenient for you.

It can get pretty hectic at times while collecting consequently we have two collectors, one collector to handle cash and the other to mark off the schedule as players pay. Players will be asking you questions such as: cost for power cart rental, (players usually pay for their cart in the pro shop although some courses include it in the green fees), cart path rules, is walking permitted, is there a cart key deposit etc.etc. Good idea to know answers before you start collecting.

Determine before starting approximately how much change you may need. Amounts to be collected such as \$46 or \$47 may require that you have a good supply of \$1 and \$5 bills. If you run short the pro shop is always a good source for emergency change.

Bring about three copies of the pairing sheets for that day. Players will want to know their starting times and the group that they follow.

RIGG has a few players that insist on paying by credit card. We have pleaded with these players to pay with cash only. RIGG is not set up to accept Credit Cards so those players must pay their green fees at the pro shop and pay the \$2 (cash) for prizes to the collector. Accounting becomes more involved if this happens. Just be sure you don't pay the pro shop twice for these players.

Get yourself a copy of this year's courses we play and the green fees that were negotiated. Copies are available from most RIGG board members. It is a good idea to confirm the green fees with the pro shop before you start collecting. This will save you and other club officers from having to straighten things out later.

Some courses give back Merchandise Certificates (currently Los Lagos, Pajaro Eagle Ridge, and Laguna Seca). These certificates are also passed to the treasurer and they are distributed back to the members at the end of the year. If the treasurer is playing that day, he usually picks up the certificates.

If the weather looks rainy or very overcast leading to rain, you should call the course to check on the conditions before driving there. Ask them if they think the tournament

should be cancelled. You can also check with the RIGG President for advice. Quite often players will initiate play during questionable weather. To have a valid tournament and thus the awarding of any prizes, greater than 50% of the scheduled players (according to the final e-mail schedule from the designated scheduler) must initiate play. If greater than 50% of scheduled players have initiated play only players completing 18 holes of play are eligible for the flight prizes. All players completing the Closest to Pin (CTP) hole are eligible for that prize (even if they don't complete 18 holes). Anyone who initiates play will get no prize money refund regardless of whether it turns out to be a valid tournament or not. Those not initiating play can claim a refund (if already paid) from the collector on the spot.

When you have finished collecting, pick up the signup sheets for the coming weeks and place them in "the box" for the next tournament.

In the event you will not be able to collect, for some unforeseen reason, notify the collector coordinator far enough in advance so that a replacement can be found.

If you have any questions don't hesitate to ask the RIGG Collector Coordinator, Treasurer or President.

Rev 1... 2012