

SMI Match Checklist

For Host Club

Check-in:

- Post the list of team payment amounts at your counter

Monitor Changes on Web Site:

- Correct hole assignments for any changed pairings

Carts:

- Prepare cart signs with two names
- Provide a phone number that will be staffed in case of emergency
- Place printed scorecards on the proper carts
- Provide a microphone and speaker at cart staging area

Scorecards:

- Confirm to SMI's Tournament Setup Specialist
 - Tee Name, course rating, slope rating
 - Recommended doubled up starting holes (tagged in **red** on Scorekeeper's draft)
 - Hole-by-hole yardages, pars, and stroke indexes
- SMI will be using Leaderboard King for live scoring.
- The club will provide a printed scorecard for each group as a backup. One card per foursome is sufficient.

Scoreboard:

- Provide a flat screen HDTV near the scoring tables for use as an electronic scoreboard

Scoring table:

- Provide one 8-foot table with at least three chairs to accommodate a scoring crew. The most desirable location for the HDTV is to the front of the scorer's table where it is visible to the PC operator and isolates scoreboard viewers from traffic along the scoring table

Awards:

- Prepare eight certificates for each of the top three teams--24 certificates in all
- Set the value of the certificates in accordance with the chart provided by SMI

Lunch:

- Provide lunch for all players
- Hold back three lunches for the Scoring Crew working at the scoring table