

Metro St. Louis Seniors Golf Association

Universal Scorecard and Course Scorecard Completion

The Universal Scorecard is the official scorecard for all scheduled weekly tournaments. Proper registration and completion is required for:

- Score registration
- Flight prizes and standing
- Handicap and flight positioning
- Qualification for the League Championship
- Pace of Play measurement
- Verification of scores for you and your tee group members

* ALL GOLFERS WRITE IN TEE COLOR		METRO ST. LOUIS SENIORS GOLF ASSOCIATION, INC.																						
DIVISION #: _____		DATE: ___ / ___ / ___		COURSE: _____												SCORER'S TIME: _____ : _____								
TEE OFF # _____		TEE OFF TIME: _____ : _____		FINISH TIME: _____ : _____				TOTAL TIME: HOURS: _____ MINUTES: _____																
* PRINT ALL INFORMATION										RECORD ACTUAL SCORES														
* TEE COLOR	NAME	I.D. #	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL	
LAST	FIRST	#																						
SIGNATURES:		1. _____				2. _____								Scorer # _____										
		3. _____				4. _____								Scorer # _____										
*** VERIFY ALL SCORES TO AVOID DISQUALIFICATION ***																								

Blank Universal Scorecard

The Universal Scorecard entries MUST be legible. The USC is a data entry document. We contract for data entry for each score. Sloppy writing, incorrect math, incomplete information takes more time, and is expensive. Tracking down illegible or incorrect names, ID Numbers, or scores is very expensive. We will not pay extra for this effort.

If your name, ID number, Tee Color, or scores are missing, illegible or incorrect, your round may be disqualified. If your score totals are incorrect, your round will be disqualified.

It is most important that you and your tee group check identification (name and ID numbers) and scores with totals and times (Start and Finish) and sign your card. Your signature verifies that you have reviewed all the information and accept the results.

You are also required to complete a Course Scorecard with the same critical information. This is required as a backup if the Universal Scorecards would be lost before data entry.

Your course scorecard must have the same information as the USC with signatures. It is submitted with the Universal Scorecard at the end of each tournament.

We are also asking that members complete the Pace of Play Log for each outing. This will improve our measurement of Pace of Play with faster, more accurate data. It will take less than 1 minute to complete for each tee group. It will be the key tool in fixing slow play problems.

Registration and Scoring Procedure

The STARTERS will issue blank USC to tee groups at the start of every tournament.

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DIVISION #: _____			DATE: ___ / ___ / ___			COURSE: _____										SCORER'S TIME: _____ : _____								
TEE OFF # _____		TEE OFF TIME: _____ : _____		FINISH TIME: _____ : _____			TOTAL TIME: HOURS: _____ MINUTES: _____																	
* PRINT ALL INFORMATION										RECORD ACTUAL SCORES														
* TEE COLOR	NAME		I.D.	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL
	LAST	FIRST	#																					
SIGNATURES: 1. _____ 2. _____ 3. _____ 4. _____																								
																					Scorer # _____			
																					Scorer # _____			
*** VERIFY ALL SCORES TO AVOID DISQUALIFICATION ***																								

Blank Universal Scorecard

Starters will also start a new Pace of Play Log for each outing. (Yellow)

- Division
- Date
- Course Conditions (Temp, Precip, Course note, and Cart Rule)

Pace of Play Log – Split Tee Starts - #1 and #10												
Division		Date		Course					Starters ID #		Scorers ID #	
Temp. F		Precip		Conditions			Course		Carts	90 D	Path Only	
Front 9 #1 Start Tee-off												
#	ID #	ID #	ID #	ID #	Start Time	Finish Time	Scorer Time	COMMENTS				
1					:	:	:					
3					:	:	:					
5					:	:	:					
7					:	:	:					
9					:	:	:					
11					:	:	:					
13					:	:	:					

STARTER Pace of Play Setup

Member Registration - Universal Scorecard

Member Tee Groups will register on the USC with: (Yellow Highlight)

- Division Number
- Date
- Course
- Tee Color, Last Name, First Name, and ID Number for each player

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DIVISION #: _____			DATE: ____ / ____ / ____						COURSE: _____						SCORER'S TIME: ____ : ____								
TEE OFF # ____			TEE OFF TIME: ____ : ____			FINISH TIME: ____ : ____			TOTAL TIME: HOURS: ____ MINUTES: ____														
* PRINT ALL INFORMATION												RECORD ACTUAL SCORES											
* TEE COLOR	NAME		I.D.																				
LAST	FIRST	#	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL
SIGNATURES:		1. _____				2. _____				Scorer # _____													
		3. _____				4. _____				Scorer # _____													
*** VERIFY ALL SCORES TO AVOID DISQUALIFICATION ***																							

USC Member Registration

Starters will:

- Check the USC for the required information (Green Highlights)
- Assign a Tee Sequence Number and write it on the USC (Yellow Highlight)
- Give a Tee Sequence Number card to Tee Group
- Retain the USC for the SCORERS
- Ask the Tee Group to start their line on the Pace of Play Log
 - Member ID Numbers on the proper Tee Sequence Line

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DIVISION #: _____			DATE: ____ / ____ / ____						COURSE: _____						SCORER'S TIME: ____ : ____								
TEE OFF # ____			TEE OFF TIME: ____ : ____			FINISH TIME: ____ : ____			TOTAL TIME: HOURS: ____ MINUTES: ____														
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LAST	FIRST	#	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL
SIGNATURES:		1. _____				2. _____				Scorer # _____													
		3. _____				4. _____				Scorer # _____													
*** VERIFY ALL SCORES TO AVOID DISQUALIFICATION ***																							

Starter Check of USC Registration

Members will register ID Numbers for their Tee Start Number on the Pace of Play Log. (Yellow) The Pace of Play log will be held at the Starter/Scorer table from registration through tournament close out.

Pace of Play Log – Split Tee Starts - #1 and #10										
Division		Date		Course				Starters ID #	Scorers ID #	
Temp, F		Precip	Conditions		Course	Carts	90 D	Path Only		
Front 9										
#1 Start										
Tee-off										
#	ID #	ID #	ID #	ID #	Start Time	Finish Time	Scorer Time	COMMENTS		
1					:	:	:			
3					:	:	:			
5					:	:	:			
7					:	:	:			
9					:	:	:			

Pace of Play Member Registration

USC SCORING AFTER COMPLETING TOURNAMENT ROUND

Each Tee Group will IMMEDIATELY after completing their round:

- Go to SCORERS and request their USC by Tee Sequence Number

SCORERS will:

- Get the proper USC
- Complete SCORER TIME on the card (Blue Highlight)
- Return the card to the Tee Group.

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DIVISION #: _____			DATE: ___ / ___ / ___			COURSE: _____			SCORER'S TIME: _____ :															
TEE OFF # _____		TEE OFF TIME: _____ :		FINISH TIME: _____ :		TOTAL TIME: HOURS: _____ MINUTES: _____																		
* PRINT ALL INFORMATION										RECORD ACTUAL SCORES														
* TEE COLOR	NAME		I.D.	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL
	LAST	FIRST	#																					
SIGNATURES: 1. _____ 2. _____												Scorer # _____												
3. _____ 4. _____												Scorer # _____												
*** VERIFY ALL SCORES TO AVOID DISQUALIFICATION ***																								

SCORER Time on USC

Member Scorecard Completion

The Tee Group must complete the USC and the Course Scorecards: (Yellow Highlights)

- Record their Tee Start Time
 - This is the time when the Tee Group initially takes the Tee Box
 - Similar to reserved tee times for most courses
- Record their Finish Time
 - Usually identical to the Scorer Time
 - Exception – is Scorer Time is missing or incorrect
- Record Hole by Hole scores for each player
- Calculate totals for Front Nine (OUT), Back Nine (IN) and for TOTAL
- Check all information on the USC
- Produce a Course Scorecard with the identical information
- All members sign the USC and Course Scorecards

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TEE OFF # _____		TEE OFF TIME: ____ : ____			FINISH TIME: ____ : ____			TOTAL TIME: HOURS: ____ MINUTES: ____																
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LAST	FIRST	#																						
SIGNATURES:		1. _____				2. _____				Scorer # _____														
		3. _____				4. _____				Scorer # _____														
*** VERIFY ALL SCORES TO AVOID DISQUALIFICATION ***																								

MEMBER USC Completion

If Scorecards are incomplete or illegible, SCORERS will ask Tee Group to correct cards as needed.

Players and Tee Group are solely responsible for:

- Member identification, Last Name, First Name and ID Number
- Hole by Hole Scores, nine hole totals, and final score total
- Start Times and Player Finish Times
- Tee Color for each Player
- Signatures for verification

Data that is incorrect, incomplete, or illegible, including incorrect score totals, may cause player disqualification for the tournament.

Member Directories are available at the Starter/Scorer Table if member ID numbers are needed.

STARTERS and SCORERS ARE NOT REQUIRED TO:

- **Check member name spelling**
- **Check member ID Numbers**
- **Scorecard math for totals**

SCORER Scorecard Checking

When the Tee Group returns to submit completed USC and Course Scorecards, Scorers will request that Tee Group complete the Pace of Play Log for their Tee Group. (Green Highlight).

- Request that Tee Group complete the Pace of Play Log for their round
 - Start Time, Finish Time and Scorer Time

Division		Date		Course			Starters ID #	Scorers ID #
				Conditions				
Temp, F	Precip	Course	Carts	90 D	Path Only			
Front 9								
#1 Start								
Tee-off								
#	ID #	ID #	ID #	ID #	Start Time	Finish Time	Scorer Time	COMMENTS
1					:	:	:	
3					:	:	:	
5					:	:	:	
7					:	:	:	
9					:	:	:	
11					:	:	:	
13					:	:	:	

MEMBER Complete Pace of Play Log

SCORERS will check both the Universal and Course Scorecards for: (Magenta Highlight)

- Information is completed
- Data is legible
- Gap Separation Time from the group immediately ahead
 - If Gap is more that 15 minutes, Tee Group will be asked to record an explanation on the blank side of the USC
- Accept the card by putting their ID Numbers on the card (Yellow Highlight)

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DIVISION #: _____		DATE: ___ / ___ / ___		COURSE: _____														SCORER'S TIME: _____ :						
TEE OFF # _____		TEE OFF TIME: _____ :		FINISH TIME: _____ :		TOTAL TIME: HOURS: _____ MINUTES: _____																		
* PRINT ALL INFORMATION																		RECORD ACTUAL SCORES						
* TEE COLOR	NAME		I.D. #	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL
	LAST	FIRST																						
SIGNATURES:		1. _____		2. _____		3. _____		4. _____																Scorer # _____
																								Scorer # _____
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SCORER CHECK for USC

FINAL NOTES

You completed a great round of golf over the morning. You had fun with friends. It was a beautiful day.

Now finish the tournament properly with accurate, legible scorecards. An incomplete, incorrect, or sloppy scorecard can ruin the feeling. Take as much time on your scorecard as you would caring for your putter.

Tips To Accurate and Quick Scorecards (thanks to Tom King)

- Each foursome / threesome should keep 2 course scorecards, 1 on each cart.
- Get good pencils – and perhaps a couple for each cart. The course and Metro Sr have plenty available. Many errors are caused by writing too faint to read.
- Mark Start Times on both Course Scorecards when the Tee Group takes the tee box (when the first player addresses their ball). Most tee group starts have about 10 minutes separation at tee off, when the group ahead has moved out of range (200 to 250 yards).
- At the end of play, these cards should be exchanged so that the other cart can check a card for legibility and accuracy, for scores, totals, times as well as names and player numbers. **If you can't read a scorecard, we can't either.**
- Any discrepancies should be resolved among the playing group **BEFORE** transferring the information to the “green card”.
- The guy with the best handwriting should record them on the Universal Scorecard (“green card”).
- Have 1 or 2 players make a quick, final check of scorecard scores and totals, to find transposition errors.
- The most legible Course Scorecard checked for completeness, signed, and turned in with the Universal Scorecard.

It may take a couple extra minutes to do it right, but wouldn't you rather spend 5 minutes on your scorecard so the 5 hours you spent on the course is recorded accurately?