

## Castleberry Monday Golf Scheduling Process

Hello All,

We have been working to streamline the Castleberry Monday golf scheduling task. There are now 37 golfers on the Monday golfing list.

Based on experience to date and your input, the following process has evolved and seems to work well.

Castleberry Circle Monday Golf Scheduling Process:

- The scheduler will maintain a list of golfers who want to play golf every Monday and a list of golfers who only want to play on a week-to-week basis.
- The every-Monday golfers will automatically be scheduled to golf unless the scheduler is notified otherwise via email by 6 PM Tuesday prior to play date.
- The week-to-week golfers must notify the scheduler via email by 6 PM Tuesday prior to play date that they plan to golf.
- A golf request will be submitted to The Villages Tee Time System for the following Monday containing the every-Monday golfers as well as those week-to-week golfers who requested the scheduler to include them.
- An email showing the request will be sent to all golfers scheduled to play the following Monday.
- Friday – after the Tee Time system has been run, the golfers will receive an email from the scheduler showing the golfers and grouping, the course, and the schedule for Monday's play. In each grouping, golfer #1 and golfer # 2 will ride together, and golfer # 3 and golfer # 4 will ride together, etc. If at the last minute, the scheduled golfer is unable to golf and has found a substitute, notify the scheduler so that he can make the change in the Tee Time system. When a player needs to cancel and has not found a sub, the player should notify the scheduler so that he can delete the player's reservation.
- If a player does not have email, that player should identify a sponsor to ensure that communications are relayed to the scheduler.

The golf schedulers will follow the above process going forward.

The schedulers are very interested in receiving your suggestions to improve the above process. For this scheduling period, please send your upgrades to Hal Johnson – [hjison1@centurylink.net](mailto:hjison1@centurylink.net)

Please pass this Castleberry Monday Golf process on to any neighbor you feel would like to join our Castleberry Monday golf event.