

Cat Herder Instructions 11/9/2025

Preparation: (2 weeks before play):

1. Log in to the POA website and find which course the Aces are assigned to and the start times. The schedule is posted 2 weeks in advance.

10 Days in Advance:

2. Send the Database Manager:
 - a. The start time
 - b. Tees
 - c. Rules for the day.

Notes: Tees are Regular, but you can change them on one hole. You will always be in the Last group.

On the 1st day of your month:

3. Get the CTP equipment bag from the ACES ALPHA box. Return the bag when your month is finished.

On the Day of Play:

4. Print out two copies of the tee sheet. The link at the top of the page creates a PDF you can download to your Download Folder.
5. Put a copy of the corrected sheet into the “Non-Post” Binder under the Ace's Tab. Ask the Golf Shop for the non-post book.

i.e., The handicap committee uses this book to verify that a player did not forget to record his score after a round of golf. This is important if you carry a GHIN handicap.
6. At Duffer's Pavilion, collect \$3 from each player and check them in.
7. If you have a no-show resulting in a 2-person team, adjust by taking someone from a four-person team.
8. Give the CTP tapes to the first group.

At The End Of Play:

9. Pick up the CTP tapes after playing that hole.

Pick up the completed scorecards at the Golf Shop.

10. On the website, under Cat Herder Instructions, navigate to the [Payout Calculator](#) and enter the number of players, number of CTP (usually 2), and the number of winners to calculate the payouts. After you complete # 15 below, the tee sheet will also calculate each player's winnings if you look at it after all the scores are entered by the Data manager for that day. i.e. CTPs get $\frac{1}{5}$ of the money collected, rounded

down. The remaining $\frac{4}{5}$ is divided equally between all the winning players, rounding **down**.

11. Hold any extra dollars that are collected until the month is finished. That money is then placed in an envelope for The Commissioner of Complaints/Treasurer and given to him or put in his Alpha box.
12. Those who have been a Cat Herder this year are aware that we have standardized the payout process and have retained any excess funds. Previously, “excess” money was handled in a variety of ways to include adding to the CTP. By retaining the excess, we have been able to cover the cost of our web site license, the CTP devices and associated material and limited support for the Aces and Graces event. It also provided a buffer for the picnic. To codify the process, we are adding the additional duty of “treasurer” to the Commissioner of Complaints. In addition, any money left at the end of November each year in excess of \$100 will be added to our annual collection for the Cart Barn employees.
13. Put each player’s winnings in an envelope with their name and the date on it and deliver it to their alpha boxes.
14. Monday, send your results to Jimmy Johnson (gdadeo@gmail.com). Wednesday, send your results to Richard Greco (rgg123123rgg@gmail.com). Take a good photo of the entire tee sheet with results and CTPs distance filled in and send it to them, or write it out and send it. We want a complete list with any player changes. For example:
 - a. Team 1 at -3 Bob Mackey was CTP at 12’3”
 - b. Team 2 at -0
 - c. Team 3 at -1
 - d. Team 4 at -4 (Daniels was a no-show)
 - e. Team 5 at -1 (replace J. Johnson with Jim Adams)
 - f. We want to know the lineups, and we want every team's score.
15. Include any commentary you want sent out. Try to do all this before the end of the day. We will send it out and fill in the results on the online tee sheet.

Other Things:

16. Poor Weather Rules:

If signups are 9 players or less, we will cancel the Aces Play and let those who want to play meet at the first tee at the starting time and breaking up into groups.

17. Rain Delay rules.

a. If play is halted and the course does not reopen:

- i. All players will have their entry fee of \$3 returned unless there are any CTP winners (all teams having played that hole).
In that case, all players will get \$2 returned.

ii, No team will win (even if some teams finish).

It is important not to continue playing unless the course is reopened.

b. If play is interrupted for any reason, and within 15 minutes, play can continue:

i. Only those groups that finish nine holes and turn in a scorecard will be eligible for the team cash prize.

ii. Any team that does not continue will **not** get their \$3 returned.

iii. CTPs: The players with the closest to the pin recorded on the CTP cards will win the CTP money.

c. If it takes more than 15 minutes for play to continue:

i. Teams that decide not to wait and finish **will have** their entry fees refunded, and their money will not be part of the winner's pool.

ii. CTP: However, if they played the CTP holes, they would get \$2 back. If they did not play the CTP holes, they would get \$3 back.