

## ATTENDANCE

**UNLESS THE TOURNAMENT ADMINISTRATOR IS OTHERWISE NOTIFIED, IT ASSUMED THAT YOU PLAN TO PLAY IN ALL OF OUR SCHEDULED EVENTS. IT IS YOUR RESPONSIBILITY TO INFORM THE TOURNAMENT ADMINISTRATOR ABOUT ANY CHANGES IN YOUR PLAY SCHEDULE. NOTIFICATION IS TO BE MADE AS OUTLINED BELOW.**

### **Making Changes to Your Play Schedule**

- A. When you have a change in your tournament play status (either you are scheduled to play and you can't or you are not scheduled to play but now you can) you need to make notification via the Change of Attendance Form\* located on our website at [www.sgakc.org](http://www.sgakc.org). The Change of Attendance Form should be submitted **by noon at least two days before the play date**. Since most of the tournaments are scheduled for play on Wednesday, you should send your message **no later than noon on the Monday before**. ***FAILURE TO NOTIFY THE TOURNAMENT ADMINISTRATOR OF CHANGES COULD RESULT IN A \$30.00 NO SHOW FEE!***
- B. If there is a last minute (morning of the tournament) **reason for not playing** you can inform the Tournament Administrator **via the Change of Attendance Form\* on our website [www.sgakc.org](http://www.sgakc.org)**.

- \* **On any page of our website ([www.sgakc.org](http://www.sgakc.org)) click on Change of Attendance in the menu bar. On the Change of Attendance page click on the event for the attendance change. This will open the Change of Attendance Form for the desired event. Complete and submit the form. This will notify the Tournament Administrator of your changes. In addition an automated confirmation will be sent to your email address.**