

LADY PUTTERS (LP) DAILY DIRECTOR CHECK LIST

Tasks
1. Open the storage room and unlock the file cabinet
2. Remove your daily tote from the storage room
3. Place alphabet letter holders on the long table
4. Place holder for blue personal scorecards and membership applications on the long table
5. Place putters merchandise next to the appropriate alpha letter holder on the long check-in table according to the putter's last name
6. Remove setup bucket with flags poles and tote with arrows (located in the bottom drawer of the file cabinet) from the storage room and place in the pavilion for the setup team
7. Place the AED machine in holder on the wall
8. Place the first aid kit on the first short table prior to putting
9. Give the payout volunteers their pink payout tags
10. Give check-in volunteers their check-in sheets, check-in daily tally sheet, and member credit book receipts
11. Once check-in is closed, make sure that the check-in volunteers and the scorecard volunteer agree on the number of players. Collect the check-in chair tally sheet and all the check-in sheets. Place the check-in sheets in the top drawer of the black file cabinet. Place the check-in chair tally sheet, any membership applications, and checks in the blue bank bag and place the blue bank bag in the top drawer of the black file cabinet.
12. While announcements are being made:
a) Collect merchandise and put back in daily tote
b) Collect the alphabet holders and put them back in same tote you retrieved them from in the storage room
c) Collect the holder for the blue personal scorecards and membership applications and put it back in the storage room
d) Remove the red, blue, and green bins (there are two sets) from the storage room and place one red and one blue bin on each of the two small tables; both green bins can be placed on the long table. Place the payout paperwork and red pencils (from your daily tote) in the red bins.
e) Close the storage room door while putting
13. After putting is complete:
a) Once all putters have submitted their scorecards take the scorecards from the red bin and give them to the bird award volunteer. Give the money award volunteer the scorecards from the blue and green bins.
b) Return the red, blue and greens bins to the storage room
c) Return the red pencils and pink payout volunteer tags to your daily tote
d) Return your daily tote to the storage room
e) Place the AED machine and first aid kit on top of the black file cabinet
f) Remove the check-in sheets, and blue bank bag from the black file cabinet
g) LOCK THE BLACK FILE CABINET!
h) Close the storage room door

	14) Take only the check-in sheets to the Pro Shop after play is concluded
	15) After putting is concluded drop off the blue bank bag with the Check-in Tally Sheet, any merchandise requests or member applications to the Treasurer house and place in her vacation mailbox
	16) You will receive an email from the treasurer if there are any members that did not have enough money on their credit book to play that week.
	17) Contact those putters, via email, to advise them that they did not have enough funds and tell them that they need to go to the Pro Shop and place money on their credit book or on their Grand Credits before their next putting session and bring that receipt with them to their next putting session. CC treasurer on any emails.
	18) If there are guests putting:
	a) Give the guest putter an orange apron from the top drawer of the black file cabinet
	b) Return the apron to the top drawer of the file cabinet after the session is over
	c) LOCK THE BLACK FILE CABINET!
	<p>19) If your putting session is cancelled for any reason, along with notifying your daily members you must also notify by email, the following people. LP executive board members (which includes the president, vice president, secretary, and treasurer), the handicap chair, and the money awards chair. Please call the Cimarron Pro Shop at 623-975-5654. When notifying the Cimarron Pro Shop advise them no check-in sheets will be brought to the pro shop that day.</p> <ul style="list-style-type: none"> ○ Janet Stephens - enzoponzi@hotmail.com ○ Judy Pratt - judypratt1@cox.net ○ Deborah Campbell - deborah19842@gmail.com ○ Sandy Gialinas - miltandsandy@gmail.com ○ Maryanne Billeri - mbilleri@cox.net ○ Susan Jones - susieron08@gmail.com
	<p>20) If an accident occurs where medical assistance is needed, call 911. The address is 17100 W. Clearview Blvd, putting green, south of the building. Then call the association patrol 623-764-0809. Send someone out to the street / parking lot to flag down the emergency vehicles.</p> <p>There is a sign on the inside of the storage room door with these instructions.</p>