

CHECK-IN CHAIR PROCEDURE

- The putting season is November through May:
 - November through April check-in is 9:00 am – 9:25 am
 - May check-in is 7:30 am – 7:55 am
- Check-in sheets are provided by the daily co-directors each week.
- Check-in stations are divided with plastic alpha tent cards – A thru L and M thru Z.
- The treasurer will distribute scorecards to the daily co-directors prior to the start of the season.
- **Blue** guest scorecards are the third drawer of the file cabinet.
- Ensure the total number of players checked in agree with the number of scorecards given out.
- Ensure all information on the Check-in sheets and Check-in Chair Tally sheet is complete and give the completed forms to the daily co-directors.