

GREENS SETUP CHAIR & DAILY VOLUNTEER PROCEDURE

- Check the putting green and surrounding area before play for any unsafe conditions and report unsafe conditions to the daily co-directors.
- Use the eighteen poles, measuring tape device, markers, and arrows to set up the putting course.
- For each hole place a wooden arrow in a position on the green that denotes the direction of putting. The arrow must be placed to ensure that both left and right-handed putters can place both feet on the green and the golf ball does not roll away from the arrow.
- Place the wooden access arrows showing the appropriate entrance for holes located in the center of the green. At a minimum, three (3) holes must be accessed from the middle of the putting green.
- Measure and record on the setup sheet the distance from the arrow to the numbered pole for each hole.

The setup to use:

One hole – 30 feet	Two holes – 22 feet	Two holes - 17 feet
One hole – 32 feet	Two holes – 20 feet	Two holes – 15 feet
One hole – 27 feet	Two holes – 19 feet	One Hole – 12 feet
Two holes – 25 feet	Two holes – 18 feet	

- If it is **Magic Hole** week, place the Magic Hole cover over the pole that denotes the Magic Hole. The blue and white Magic Hole cover is in the storage building. Indicate the hole number on the greens setup sheet.
- If it is **Big Hole** week, place the green Big Hole marker and the striped stick in the hole that denotes the Big Hole. Indicate the hole number on the greens set up sheet.
- Once the setup is complete give the greens setup sheet to your daily co-directors.
- Return all poles, wooden arrows, Magic Hole cover, Big Hole marker and markers to the appropriate container after play and place them in the storage room