

# AHGG League Check in Duties

The duties to check golfers in include the following:

- As the weekly sweep's starter, print tee sheet and score cards to use for checking in golfers.
- Pick up the white binder and plastic containers for Chip-Ins/KPs located in the drawers to the left as you enter the women's lounge.
- Mark golfers as checked in on the tee sheet and share game of the day with them. Provide main and backup scorecards to players. Weekly - Collect money and mark golfers as paid for Chip-Ins on the tee sheet. This is a \$1 buy in (optional).
- Monthly as designated by the sweeps game, collect money and mark golfers as paid for Closest to the Pin (KPs). This is a \$1 buy in (optional).
- If golfers have cancelled, make adjustments to the tee sheet and scorecards as needed, e.g., do not send out a twosome if you can avoid this. Send threesomes out before foursomes. If several people cancel, notify the Pro Shop as soon as possible if we need less tee times than originally planned.
- On the Monthly KP Game – pick up the KP stand (open the door to the right as you enter the pro shop from the hall) and pick up the stand. Obtain the KP sheet and key to the locked cabinet in the women's lounge area where the measuring tape is located (large bottom cabinets on the far wall as you enter the women's lounge area) from pro shop employees. Return key to pro shop. Write the KP Hole # on the sheet and have the first group of golfers take the KP stand out and measuring tape. Notify the last group of golfers to pick up the KP stand/measuring tape. Have them place the KP sheet in the yellow envelope in the top drawer to the left as you enter the women's lounge. Also, have them return the KP stand, obtain the key from the pro shop and return the measuring tape.
- Leave scorecards on bulletin board if golfers have not checked in unless given to another person in their group.
- Place the Chip-In and/or KP plastic containers with the money back in the drawers.
- Place the completed tee sheets in the white binder (behind these instructions).

Have fun and thank you!