



Outside Services Opening System



Without the proper open, there is no excellent golf. So when you are called upon to be the opener for our golf course you have been chosen for an extremely important task. Please make sure that you follow these processes as they are outlined in this systems manual. If you find ways to do it better, or find that there are things that need to be done but aren't in here, PLEASE let us know! We can only make (Lonely Pine) Golf Club better with your help.

The positions accountable for these tasks are:

Guest Service Supervisor
Outside Guest Services
First Tee Host

Equipment needed:

Opening Clipboard(s)
First Tee Host Opening checklist
Opening checklist
Radio
Calendar of Cart Rotation
Information about Daily Events

Cleaning Gloves

5 Water Jugs

Soap for Ball Washer

Sand

Seed

1. Arrive at your scheduled time and pick up your checklist clipboards in the Golf Shop.

a) The clipboards for the opening, closing, and the starting shifts will be located behind the Golf Shop counter (in the Cart Barn). Pick the checklists up at the beginning of your shifts, even if you are not the opener.

2. Bring all the charged carts up in the correct order and make sure they are fully stocked.

a) To help assure the correct rotation of our golf cart fleet, follow the Calendar of Cart Rotation at the bottom of the opening checklist. The group of carts indicated in each day of the month need to be the first used for that day.

b) All golf carts must be free from any debris or trash

c) Make sure that each golf cart has 7 tees, 1 scorecard, 2 full sand bottles, and a pencil.

3. Ask the Golf Shop personnel about any special events and/or tournaments we're having today. You'll need to set-up accordingly.

a) If we don't have any tournaments for the day, set up the carts on the west side of the Golf Shop, in a straight line, no closer the three feet apart to allow enough room for our guests to move in-between them with their golf bags.