



Golf Operations Opening Procedure

Purpose

To ensure all facilities are opened safely, efficiently, and consistently each morning prior to member and guest arrival.

1. Access Facilities

Enter keypad code.

- Disarm the **Pro Shop**
- Disarm the **Clubhouse**
- Disarm the **Bowls Club**
- Disarm the **Golf Academy**

2. Retrieve Keys

Collect **Key #11** from the Key Box & Open.

- Members' Club Storage
- Undercover Storage Area ("Dungeon")

3. Open Amenities

- Unlock the toilets located in the breezeway.

4. Course Setup

- Collect the **Nearest to Pin markers** from the Pro Shop.
- Place markers at the designated holes as per the daily competition setup sheet.

5. Competition Administration

- Open the day's competition in MiClub.
- Refer to the **Opening a Competition Procedure** document on th for detailed instructions.

6. Cash Handling

- Open the safe.
- Remove the daily float.
- Place float into the appropriate tills.

7. Daily Operations Check

- Review the **Golf Shop Daily Tasks Sheet**.
 - Complete and tick off any remaining opening duties listed.

Final Opening Check

Before opening for members and guests, ensure:

- Pro Shop is unlocked and operational
- Clubhouse is unlocked
- Buggy and club storage areas are open
- Toilets are unlocked and accessible
- Nearest to Pin markers are correctly positioned
- Competition is open in MiClub
- Till floats are in place
- Daily task sheet has been reviewed and completed

Responsibility: Golf Operations Team

Review Date: Annually or as procedures change.