

GREEN STEWARDS' DUTIES

Green Stewards should:-

- Attend half hour before the start of the session to hand out match cards and collect green fees, recording them on the sheet provided and then leaving them free to play in that session.
- Place collected green fees into the Club safe.
- Lock up at the end of the session.
- Arrange for a deputy to carry out these duties when unable to attend.
- Inform the Senior Green Steward when any difficulty arises or in case of an emergency.
- Be responsible for the smooth running of the session.
- In the event that the Fire Alarm should sound, whether for a real emergency or merely a practice, everyone **MUST** leave the hall by the nearest emergency exit immediately, and it is part of the Green Steward's responsibility to actively encourage all members to adhere to this rule.

NOTE - It will greatly assist the Green Stewards if team captains ensure that their green fees are paid in at least five minutes before the start of the session. In the event that a team captain is late, a team member should undertake to pay in the fees by the time stated above. Thank you.