

Sun City West Shuffleboard Club

Monitor's Check List

- **Unlock equipment and desk.**
- **Make sure mats with carpets are set up.**
- **Make sure scoreboards are set up, (chalk, pencil & towel).**
- **Make sure Vacuums with accessories are out.**
- **Ensure all players sign in and deposit quarters.**
- **Make out score tickets for the courts that are set up.**
- **Make announcements as requested.**
- **Place score tickets in order after play ends.**
- **Have coin spun to determine order of playout.**
- **Pay out quarters according to payout sheet.**
- **Make sure all equipment is returned to cupboards.**
- **Make sure all beads are cleaned up off floor and desk is locked.**