

MONEY AWARDS DAILY VOLUNTEER PROCEDURE

- Collect scorecards from Payout volunteers.
- A putter will be disqualified if she does not:
 - Print or sign her name (last name, first name or first name, last name) in the upper right-hand corner of the scorecard.
 - Print or sign her name, next to the word – SCORER.
 - Put the correct date on the scorecard.
 - Print her name and/or her playing partner(s) (last name, first name or first name, last name) in the left-hand column of the scorecard, under the word hole.
 - Circle the hole number that you are starting on.
 - Circle all the hole (s)-in-one (HIO).
 - Enter the correct handicap HDCP for her or her partner:
 - Current member, handicap from the display board
 - New Member (X)
 - Guest (G)
 - If a putter has incorrectly:
 - Added the “OUT” and the “IN” numbers
 - Added the “OUT” and the “IN” totals and put that number in the TOTAL column
 - Subtracted the HDCP number from the TOTAL number and put that number in the NET column
- If the scorecard is disqualified, with a **red** pencil circle the error and document on the scorecard what caused the disqualification (e.g., error in addition, didn't circle starting hole, etc.).
- If a scorecard is disqualified, contact putter via email with the below verbiage and a picture of putter's scorecard. Also cc your daily co-directors.
 - Hi (insert name) This email is to notify you that you have been disqualified this week due to the following error on your scorecard: (insert picture of the disqualified scorecard)

Let me know if you have any questions.

Thank you,

(Insert Name) (insert Day) Money Award Volunteer

- The Money Award and Bird Award volunteers will contact each other to disqualify the scorecard and withhold money awards (LG, LN, and Magic Hole) and bird awards.

- Transfer “Total,” **HDCP**, and Net numbers from verified scorecards onto the Money Awards spreadsheet. If a putter is disqualified enter the letter “D” in the disqualified column next to their name. Note why the putter was disqualified.
- Add up and document the total number of putters on the last page of the spreadsheet.
- Double check that all putters are accounted for on Money Award Spreadsheet
- Determine player(s) with lowest gross and lowest net score in each flight. By printing, add their names to the LG/LN sheets by flight, use the spreadsheet provided to you by your daily co-director, **do not use your own copy or version of the spreadsheet.** LG winner cannot also win LN.
- Put the scorecards and money awards spreadsheets in your daily blue handicap envelope located on the wall in the storage room by noon each Friday of the week of play. Place DQ’d scorecards on top.
- The LG/LN worksheet will be placed in the LG/LN awards envelope on the wall in the storage room **by noon** each Friday of the week of play
- Notify the Handicap and Money Awards chairperson if scorecards and paperwork cannot be completed by the Friday deadline