

## HANDICAP CHAIR PROCEDURE

- Each Friday, by noon, collect the daily money awards sheets and scorecards from the blue envelopes on the wall in the storage room. Keep the cards separated by day.
- Use the daily money awards sheets to record all gross scores into the handicap tool. The program will automatically establish the handicaps.
- Handicaps for established players are determined weekly. Handicaps for new players are determined after five (5) non disqualified putting sessions.
- Receive weekly the master membership roster from the Membership Chair and update the tool with new putters and putters who are no longer putting.
- Handicap sheets are updated, printed and displayed on the LP display board by Sunday of each week. These sheets are printed from the program after the scores have been entered and calculated.
- These procedures are completed weekly
- Attend board meetings and when appropriate give a report.
- Membership renewals must be in by May 31<sup>st</sup> to retain current handicaps.
- After the renewal deadline, May 31<sup>st</sup>, remove putters who have not renewed their membership.