

BIRD AWARD VOLUNTEER PROCEDURE

- Collect the scorecards with the holes-in-one (HIO) circled in **red** from the 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 card.
 - 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 card, under the word hole.
 - Circle the hole number that you are starting on.
 - Circle all the hole(s)-in-one.
 - Enter the correct handicap (HDCP) for her or her partner:
 - Current member, handicap from 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 a 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 the putter’s scorecard. Also, cc your Bird Award volunteers and 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) Bird Award Volunteer
- The Bird Award and Money Award volunteers will contact each other to disqualify the card and withhold bird awards and money awards (LG, LN, and Magic Hole).

- Inform the Money Awards Chair, via email, of members who achieved a Magic Hole at that session.
- Manually enter the HIO data on the daily bird award spreadsheet.
- When a member has accumulated five (5) HIOs, throughout the putting season, she qualifies for a small bird regardless of when the HIOs occur (e.g., three (3) in one session, five (5) over many sessions, etc.).
- When a member gets three (3) HIOs during one putting session, she qualifies for a big bird and the three (3) HIOs count towards a small bird.
- Place the bird pins in an envelope or adhere to card stock, with the member's name, date of win and type of bird and present the awards weekly at announcements.
- HIO's left after the putting season has ended, will be carried into the next season if the member's annual dues are paid by May 31st . Bird awards will also be held.