

LADY PUTTERS (LP) BIRD AWARDS VOLUNTEER PROCEDURES AND DISQUALIFICATIONS

- Collect the scorecards with the holes-in-one (HIO) circled in **red** from the Payout volunteers
- Refer to LP Scorecard Disqualifications rules for information on reasons for a scorecard to be disqualified
- Make a visual check of the scorecards for the following, if the scorecard is not filled out completely, the putter is disqualified
 - Appropriate signature (print or sign) her name next to the word Scorer
 - Correct date
 - Starting hole circled
 - Holes-in-one circled
 - Print or sign her name in the upper right-hand corner of the scorecard
 - Putter's name and her partner's name in the left-hand column of the scorecard
- Add the "OUT" and "IN" scores for the "Total" column, then subtract "HDCP" number from the "Total" column to verify the "Net" score. Scorecards having incorrect numbers in any of the above columns will be 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 of members who get 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 with the member's name, date of win and type of bird in the envelope and present the awards weekly or monthly at announcements
- HIO's left after the putting season has ended, will be carried into the next season if the members' annual dues are paid by May 31st. Birds awards will also be held.
- A supply of large and small birds are stored in plastic containers in the storage room