

LADY PUTTERS (LP) HANDICAP CHAIRPERSON PROCEDURE

- Each week collect the daily money awards sheets and scorecards from the handicap envelopes in the daily folders on the wall in the storage area by noon on Fridays. 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.
- 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 31st to retain current handicaps. The Membership chairperson will send the daily co-directors a list of current putters and a list of members who did not renew their membership. All ladies who did not renew will be deleted from the active list. As members renew after May 31st they are added back on the list without handicaps.