

LADY PUTTERS (LP) MONEY AWARDS DAILY VOLUNTEER PROCEDURES

- Collect scorecards from Payout volunteers once they have completed the payout process
- 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 (i.e., error in addition, didn't circle starting hole, etc.)
- If a scorecard is disqualified, contact the putter via email with the below verbiage and a picture of 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) 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.
- Add up and document the total number of putters on the last page of the spreadsheet.

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- Double check that all putters are accounted for on 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 Disqualified (DQ'ed) 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