

Lady Putters (LP) Payout Volunteer Procedures

- After putting is complete the daily payout volunteers will ensure the scorecards are placed in one of three bins:
- Hole-in-one (HIO) card will be placed in a **RED** bin marked **hole-in-one cards** (only one of the putter's cards will be placed in this bin)
- The daily payout volunteer, will circle the HIO/MH in a **RED** pencil, document the number of **HIOs** at the top of the card and circle that number in **RED** pencil
- The second **HIO** card will be placed in a **BLUE** bin marked **2nd hole-in-one cards**
- Cards without **HIO** will be placed in a **GREEN** bin marked **no hole-in-one cards**



Hole-In-One Cards



2nd Hole-In-One Cards



No Hole-In-One Cards

- Daily payout volunteers will enter the HIO on the payout sheets provided by the daily co-director
- Take the scorecards from the HIO **RED** bin and give them to the bird awards volunteer
- Complete the electronic data entry no later than 24 hours after putting
- All other cards from the **BLUE** and **GREEN** bins will go to the money awards chair
- Members who are volunteers for payout may “play through” so they can complete their play and be ready when putting is concluded