

Birdie/Chip-In Responsibilities

The Birdie/Chip-in Chairman is responsible for maintaining a record of all birdies, chip-ins, eagles, and holes-in-one that occur on play days and other LGA special events, posting the standings periodically, and awarding the prize money at the end of the year.

The duties include:

- Keep a supply of blank Birdie/Chip-in forms in the top drawer of LGA table in the locker room.
- Receive the electronic file documenting results of weekly play or a report from a Tournament which awards birdies/chip-ins. Ensure a record of any birdies, eagles, holes-in-one or chip-ins are recorded in the master record sheet.
- At the end of each month, print out the B/C report for the current month
- Periodically (every 2-3 months), post the monthly report on the LGA bulletin board for everyone to see. It will show totals for the current month and year-to-date totals for all members.
- Keep copies of the B/C monthly reports, Weekly Winners Reports, and all B/C forms that were submitted, in case there is a question or discrepancy.
- At the end of the season, create a spreadsheet for the Treasurer showing the total number of B/C for each person, so that she can allocate the appropriate winnings to each person. Normally the B/C winnings are included in the winnings envelope that the Treasurer creates and distributes.