

CHIP-IN / BIRDIE CHAIR JOB DESCRIPTION

Revised 12-11-19

A. REFERENCES:

SOP's – D. Play

B. GENERAL INFORMATION:

1. The Chip-In / Birdie Book is kept in the "Thursday Play Day" brief case in the Posting Room. The book will be put out on the Posting Room counter by the Thursday Play Director first thing in the morning.
2. A chip-in pot is collected each regular Play Day at sign-in, at .25 per person, on a voluntary basis. (If less than 20 people play, chip-in money can be paid out for a chip-in, refunded to those that played, or given to the Charity fund.

C. CHIP-IN / BIRDIE CHAIR DUTIES

1. Pick up the Chip-In / Birdie Book after play no earlier than 1:15. Cabinet key is in the Pro Shop. Return book to brief case, place in cabinet, and make certain it is locked.
2. Write down names or get a copy of the Chip-in / Birdie pages in the Pro Shop including the Saturday Birdie's listed on the Bulletin Board.
3. Count the total number of quarters and compare to the number of players that have signed up.
4. Divide the money by the number of Chip-In's to determine the value of each Chip-in.
5. Announce the Thursday Chip-In and Birdie recipients and the Saturday Birdie recipients at the luncheon meeting.
6. Winnings not collected on the day won will be forfeited and donated to the charity of the Association
7. Notify the Publicity Chair of the results and she will include them in her Villager article.

D. ADDITIONAL RESPONSIBILITY

1. **Update this Job Description at the end of the year, as required. Give one copy to the Captain with your Final Report and one copy to the Policies and Procedures Administrator for record keeping.**