

## **CLOSEST TO THE PIN COORDINATOR'S RESPONSIBILITIES**

### **December-January:**

In consultation with the Captain, determine the charity to receive accumulated donations collected throughout the year. Past charities designated for CTP donations have been Mustard Seed School, Guide Dogs for the Blind, Make-A-Wish Foundation and the Elk Grove Food Bank.

### **Prior to the day of competition:**

- a. Consult with the Tournament Chair and Pro Shop to determine the appropriate Par 3 hole to be selected for competition. Only Hole #5 or #14 may be used for this contest and should be alternated from month to month if possible.
- b. Ensure that adequate copies of the player registration sheet are available for use.
- c. Assure that adequate copies of the CTP record sheet are available for the green-side clip board.
- d. Ensure that the Pro Shop has properly credited the winners of the prior month's CTP competition.

### **On the day of the competition:**

- a. Ensure that the Pro Shop staff has placed the CTP sign on the appropriate tee box and a measuring tape, pen and clipboard with record sheet at the green.
- b. Ensure that the Pro Shop has the player registration sheet and cash box readily available for player use.

### **Immediately After Competition (During Lunch)**

- a. Collect the funds and green-side record sheet from the Pro Shop
- b. Determine the first, second and third place winners
- c. Announce the winners while the members are still assembled during lunch
- d. Count the money collected
- e. Place cash in a sealed envelope and label with the date, contest and cash amount; give the envelope to the Treasurer for her to deposit into the WGG account. (NOTE: If the Treasurer is not present for the tournament, give the envelope to the VHCC office staff for placement in the VHCC safe then notify the Treasurer via email of the location of the cash envelope.)
- f. Provide the Pro Shop with a copy of the player registration sheet listing all participant names; indicate on the sheet the winners' names and amounts of their individual awards. (The Pro Shop will notify the VHCC office who will then bill WGG for the appropriate Pro Shop credit awarded for the CTP awards.)

### **December:**

- a. Request a check from the Treasurer for the net funds collected during the year (total amount collected minus award payouts)
- b. Deliver or send the check to the designated charity