

# Memorandum

**To:** DWGA BOARD MEMBERS

**From:** Tillie McHugh

**Date:** 10/1/05

**Re:** Workshop – October 14<sup>th</sup> at Maple Dale – 10 a.m.

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I am enclosing the USGA letter we received awards us the 2006 computer Assistant Program grant in the amount of \$3000.

Please read it and give me your input on how we can go about hiring someone. Could be from a college or someone knowledgeable about computer programs.

By the way we also got a \$250 grant towards tech week for Phyllis.

This workshop will entail what we have done this past year and how to improve our imagine (which I think has been good), Playbook, tournaments, rating, any forms or policies we have established, etc. Go thru everything I gave out and see if things need to be changed.

Be prepared to stay several hours. I'll try and have an agenda. If anyone has items for the agenda please let me know.

Thanks!



**United States Golf Association**  
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www.usga.org

September 22, 2005

Tillie McHugh  
President  
Delaware Women's Golf Association  
Ten Alexander Court  
Rehoboth Beach, DE 19971

Dear Tillie:

The USGA is pleased to announce that your association has been awarded the 2006 Computer Assistant Program grant in the amount of \$3000.

The purpose of this program is to give your association funding to hire a local computer support person that can assist you with one-on-one training and on-site computer troubleshooting issues for six months. *This is entirely unrelated to the P.J. Boatwright Jr. Intern Program and P.J. Boatwright interns are not eligible to participate as the assistant.*

It is important that you send the name and contact information for your Computer Assistant as soon as you hire; the USGA will be mailing information on the Computer Assistant Program and computer related articles and materials to your Computer Assistant.

Please read the program outline below:

- **Program Timeline:** The USGA will fund your association to hire one assistant for a six-month period, starting February 1, 2006 through July 31, 2006.
- **Payment Schedule:** Your association will be given \$3000 to support the assistant's salary during the six month period.
  - Half of this funding (\$1500) will be mailed to your association in late January. The remaining \$1500 will be paid in April, the half way point, as long as the assistant complies with the program criteria (see Program Criteria, below).
- **Program Criteria:**
  - Your assistant is required to e-mail or fax a weekly report on his or her activities with you and your association to the USGA every Friday, throughout the six-month program. Should the assistant fail to consistently submit weekly reports, the second half of the funding will be forfeited by the association.

- The assistant you hire cannot change during the six-month period. Should the assistant need to resign from the program after February, the second half of the funding will be forfeited by your golf association.
- **Orientation/Training for Assistant:** There is no requirement for your assistant to come to Golf House for training. However your assistant is welcome and encouraged to attend the November 7-10<sup>th</sup> Tech Week. The registration deadline for Tech Week is October 15, 2005. For more information on Tech Week visit our Web site <http://helpdesk.usga.org>.
- **Hiring Guidelines:** You are responsible for hiring and supervising the assistant throughout the duration of the program.
  - Your association may choose to supplement the income provided by the USGA, if you so desire.
  - Since this program's purpose is to bring **added** knowledge to the association, existing paid employees of the association **are not eligible** to participate as an assistant. P.J. Boatwright interns are also not eligible to participate as an assistant.
  - The assistant should possess a well-above average understanding of both hardware and software. Advanced knowledge in these areas is a skill you should be looking for when interviewing candidates.

The benefits to each of the participating golf associations throughout the Computer Assistant Program's eight-year history have been extremely positive. It is within this spirit we hope your association benefits from the 2006 Computer Assistant Program grant.

If you have any questions regarding this program, please call me at (908) 781-5493 or e-mail me at [jcarroll@usga.org](mailto:jcarroll@usga.org).

Sincerely,



Jessica Carroll  
Director, Network and PC Services

**DELAWARE WOMEN'S GOLF ASSOCIATION**  
**Answers to Computer Assistant Program**

**1. What are your association's objective and overall mission?**

- A. To promote interest in amateur golf for women and women junior girls in the State of Delaware and surrounding areas by:
  - 1. Sponsoring a minimum of the Delaware, Junior and Senior Amateur Tournaments.
  - 2. Educating through workshops and seminars.
- B. To promote, inform, and enforce the USGA Rules of Golf and the USGA Handicap System.
- C. To determine and issue course and slope ratings in accordance with USGA Approved procedures.

**2. How would a Computer Assistant (CA) benefit your organization?**

We are trying to rebuild our organization. An Assistant could help rebuild our website and make it member friendly and build the membership base.

**3. Do you have specific projects for a CA? If so, what are they?**

- \*Redesign and build the website to make it interactive for members to sign up for Tournaments and membership.
- \*Build a member data base.
- \*Train our operations manager on all computer systems.
- \*Set up written procedures to follow when initiating systems.
- \*Research current software systems in the market, review and assess DWGA current hardware and software, and determine if what we have is appropriate.
- \*Review systems and procedures for setting up form letters, envelopes, email and directories.
- \*Create custom forms for such items as reports based on tournament play; membership lists by club, age, years as a member; and tournament rotations by club.
- \*Recommend a publishing system for newsletters, flyers, etc.
- \*Set up financial records on the organization's system.

**4. How many hours a week do you expect a CA would work?**

Three or four hours a week, plus attendance at Tech Week.

**5. Will your CA be used to do work at clubs? If so, in what capacity?**

No

**6. Do you use the USGA Help Desk for computer support? If so, in what capacity?**

For handicaps and help to install data programs.

**7. If your association does not have a central office, how will a CA assist the various members of your organization?**

We have a central office.

**8. Do you have a person in mind for the CA position? If no, how would you go about finding an appropriate person?**

There are several local colleges in our area we could contact. Del Tech, Delaware State, University of Delaware, Wilmington.

**9. Why do you feel your association should be awarded a CAP grant?**

As far as I know we have not applied for a grant with the exception this year. We did apply for Tech Week. We are trying to reorganize and revitalize our organization. Specially growing the membership level and increasing participation in events.

**10. Do you have any general comments or information that should be considered?**

Our full time Executive Director resigned and left us in a pickle! Voluntary leadership has been spotty at best over the past several years. During that time, issues to bring the organization up to date were neglected while membership and tournament participation has declined or remained stagnant.

**11. Please attach a formal CAP job description.**

1. Develop website.
2. Review hardware and software. Assess capabilities and make recommendations for needed changes on hardware and software.
3. Set up office with written procedures.
4. Attend Tech Week.
5. Train Operations Manager on all processes and procedures.
6. Review and set up all financial records on a system.

# Internship Opportunity

## WEBSITE & DATABASE DEVELOPMENT

The Delaware State Golf Association and the Delaware Women's Golf Association are looking for a person to fill their Computer Assistant Internship.

**ORGANIZATION PROFILE:** The Delaware State Golf and Delaware Women's Golf Association's work in cooperation with the United States Golf Association and other golf association's to provide handicapping, course rating, slope rating and other services related to Amateur golf in Delaware. They provide an annual schedule of tournaments, which attempt to reach all ages and levels of golfing ability.

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**POSITION DESCRIPTION:** The Computer Assistant Program was designed to help golf associations use technology to streamline office operations, so that more focus could be put on what really matters to the association, promoting the game of golf! The program starts February 1, 2008 and runs for at least a 6 month period. The duties of a Computer Assistant can include computer training, database design, web work, hardware and software trouble-shooting, assisting member clubs, etc. The Computer Assistant **must send weekly reports to the USGA**, which state how many hours and what type of work the CA did that week for the association.

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### REQUIREMENTS:

1. Must be proficient in website design and implementation.
2. Must be able to create secure on-line forms and surveys that are integrated with internal databases.
3. Must have advanced proficiencies with web editing tools such as Dreamweaver, FrontPage, or equivalent.
4. Must be proficient in editing digital images to be used as either web elements or display of digital photographic images as galleries.
5. Must have practical working knowledge of a computing environment with mixed Windows operating systems and basic small office networking.
6. Must be able to work with and provide technical input to third party vendors that provide tournament management systems, online-registration systems and handicap systems.

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**INTERNSHIP PERIOD:** Starting February 1, 2008, continuous for a 6 month period

**LOCATION:** Hockessin, DE

**SALARY:** Part-Time

**APPLICATION DEADLINE:** January 11, 2008

**APPLICATION PROCESS:** Applicants can request information via e-mail or phone. Mail or fax resume and cover letter to the Delaware State Golf Association.

### CONTACT INFORMATION

Delaware State Golf Association

7234 Lancaster Pike, STE 302-B

Hockessin, DE 19707

**Telephone:** (302) 234-3365

**Fax:** (302) 234-3359

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