

**DELAWARE WOMEN'S GOLF ASSOCIATION**  
7234 Lancaster Pike Suite 302-B  
Hockessin, De. 19707

01/13/09

**AGREEMENT**

This document constitutes an agreement between the Delaware Women's Golf Association ("DWGA") and the Delaware State Golf Association ("DSGA").

The DWGA Executive Board has agreed to join in an agreement with DSGA whereby DSGA shall provide services to DWGA previously performed by their Operations Manager. These services shall include but not be limited to the following:

**General**

- The DWGA Executive Board will advise on how their program will be executed and establish policy for their organization. This includes:
  - Establish fee structure for member clubs, players and tournaments.
  - Determine eligibility requirements for members and member clubs.
  - Define tournament formats and schedule
- The DSGA will manage the day-to-day operations for DWGA tournament and player/member management, based on policies established by the DWGA Executive Board.
- The DSGA will implement and manage the DWGA tournament program and player databases using already established "best practices".

**Database Management**

- The DSGA will maintain the DWGA databases for members and delegates.
- The DSGA already maintains an extensive member club database, which includes the following information. This information will be distributed to the DWGA.
  - Club address and billing address
  - Club Contacts (Phone, fax and e-mail)
    1. Golf Professional
    2. Assistants
    3. General / Club Manager
    4. Golf course superintendent
    5. Club officers (President, Golf Committee, Handicap Chair, Delegate)

**Tournament Management**

- Work with the DWGA Tournament Chair to acquire tournament sites.
- Receive player entries and enter players into tournaments.
- Deposit entry fees and player member dues into the DWGA account and provide detailed deposit report to DWGA treasurer.

- Export players for each tournament into the GolfNet tournament management system.
- Assign pairings and starting time / hole assignments as required.
- Publish starting times and pairings on website and to players via e-mail.
- On tournament day:
  - Provide tournament documentation
    - Notice to competitors / Local Rules
    - Scorecards with pace of play
    - Scoreboards
    - Starters sheets and pace of play for official / volunteers
  - Coordinate with officials in charge
  - Player registration
  - Scoring in GolfNet TMS
  - Send results to News Journal and other media outlets as needed.
- Publish results on website.

**Publicity / Marketing / Communication**

- Prepare and publish annual member Playbook.
- ~~Prepare and publish spring newsletter with committee chair.~~
- Works with Board to obtain more clubs and individual memberships.
  - List of Women with handicap at each club.
  - Recruit from Executive Women's Golf Association (EWGA)
- Leverage current DSGA relationship with media.
- Maintain website.

**Other**

- Attends seminars when appropriate and as approved by the Executive Board in advance.
- Provide Office space and records storage
- Attend IAGA

**Member services already provided by DSGA**

- Handicapping
  - Seminars and Licensing
  - GolfNet tournament management system support for DE member clubs.
- Course Rating
  - Coordination of Men's and Women's rating system.

**Compensation**

Previously a handicap fee of \$2000 was paid to the DWGA by the DSGA, this fee will be eliminated and part of the overall compensation.

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DWGA agrees to pay an additional annual fee of \$8000 DSGA \$2000.00 quarterly for services. In addition direct costs for the following: (paid on monthly basis)

- Designated telephone landline.
- Office and Tournament supplies
- Printing and postage fees (Surveys, handbooks, newsletter, etc.)
- Monthly cell phone charges
- Any other charges occurring in the normal course of business.

Additionally, DWGA shall provide:

- Mileage and overnight allowance where appropriate for the designated employee who oversees tournaments and their set-up.
- An allowance for designated employee to attend seminars when appropriate and as approved by the Executive Board in advance.

DWGA shall provide both a desktop and lap top computer to be used for DWGA records, which shall be housed in the office of DSGA and used by the designated employee.

This agreement shall be effective December 1, ~~2007~~2008 to November 30, 2008~~9~~ and shall be reviewed from time to time, but may be terminated by either party with a sixty (60) day notice, at which time all data basis and other pertinent information will be returned to the DWGA President or her designee.

**DELAWARE WOMEN'S GOLF ASSOCIATION**

**By: Linda Outlaw, President**

**Dated:** \_\_\_\_\_

**DELAWARE STATE GOLF ASSOCIATION**

**By: Bill Barrow, ~~Director of Operations~~**

**Dated:** \_\_\_\_\_

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