

## **TO NEW MEMBERS OF THE DWGA EXECUTIVE BOARD**

1. The purpose of the DWGA is to promote golf and to give us all the opportunity to compete. Many women have served on this Board before us and many will do so after us. We are here because we feel we can and should contribute our share.
2. Attendance at all Executive Board and general meetings.  

Scheduled Executive Board meetings as needed.  
Two scheduled general meetings – Spring and Fall.
3. Acquaint yourself with the Bylaws and the Manual (blue book). In particular, know the background of the tournament we are working on.
4. Attend workdays usually held before the tournament or at the convenience of the chairperson. At these meetings the mechanics of tournament preparation are finished; tournament sheets, score cards, rules of the day, etc.
5. You may enter tournaments with these qualifications.  

Be prepared to work either before or after playing.
6. Please do not discuss DWGA business outside of the Board.
7. Any rulings you are asked to give by a competitor must be a Committee decision. In any event always check out the decision with the USGA Rule Book.
8. In general, we would like to count on your contribution of time for a three-year period and, sometimes, four years.
9. You are responsible for purchasing a white or cream colored shirt, khaki shorts or slacks if you are running the tournament. A navy blue blazer, khaki slacks and a white shirt is to be worn at our annual meetings.

**DWGA**  
**DUTIES OF THE EXECUTIVE BOARD MEMBERS**

**The President shall:**

- A. Assume overall responsibility of the DWGA.
- B. Preside at all meetings of the DWGA and its Executive committee.
- C. Appoint all committee chairpersons.
- D. Oversee the Play Book work done by the Operations Manager.
- E. Be a signatory on DWGA bank accounts.
- F. Be an ex-officio member of all committees.
- G. Remain on the Committee as an advisor the following year.

**The Tournament Chairperson shall:**

- A. Work with Operations Manager on all tournaments and Board members that are assigned to each tournament.
- B. Announce the schedule of tournaments.
- C. Submit information to Playbook chairman; review and proof read Playbook.
- D. Set up dates and sites of tournaments for the following year; announce schedule at Fall Meeting.
- E. Be prepared to report on results of tournaments at Fall Meeting.

**The Treasurer shall:**

- A. Obtain signature-transfer forms from the bank for President, Treasurer and Vice President or Secretary to sign (checks must be signed by two of the above).
- B. Collect, deposit and disburse all monies under the direction of the Executive Committee.
- C. Have updated statement prepared for all meetings.
- D. Have checkbook at all tournaments.

- E. Keep records of all financial transactions.

**The Playbook (Operations Manager) shall:**

- A. The Operations Manager will work on the Playbook with the help of the President who will oversee the project.
- B. Collect and assemble all information for the Playbook and Poster and review with President and Tournament Chairperson.
- C. Be responsible for content, review, proof reading and printing of Playbook and Poster.
- D. Have President and Tournament Chairperson review and proofread draft of Playbook.
- E. Submit material to printer.
- F. Correct draft and order books from printer.
- G. Pick up Playbooks and prepare for distribution.

**The Prize Chairpersons shall:**

- A. Be responsible for prizes for the Amateur, Senior and Junior Championship.
- B. Purchase prizes and gifts as required.
- C. Prepare prize table and be responsible for the safety of displayed prizes.
- D. Secure permanent trophies; clean and have engraved for presentation to winners. Have recipients sign Responsibility Form.
- E. Prepare report for Fall Meeting.

**The Secretary shall:**

- A. Serve notice of all meetings except Spring and Fall, which are the duties of the Operations Manager.
- B. She shall take minutes at the Executive Board Meetings and the Spring and Fall Meetings, plus take a roll call at each meeting.

- C. Be responsible for sending all correspondence as directed by the President or Committee Chairpersons and those listed under Duties of Secretary.
- D. Update Tournament Site Summary and Manuals each year and distribute to Executive Board members. Collect manuals from all retiring Board members.
- E. Keep sufficient copies of forms to be used throughout the year.
- F. Make a list of all secretarial expenses and submit to treasurer along with receipts.
- G. Send copies of all correspondences mailed out to President.

**Operations Manager shall mail Agenda and Minutes 30 days before the Spring and Fall Meetings to the DWGA Delegates.**

**The Handicap Chair and Publicity Chair shall be the Operations Manager Responsibility.**

**The Immediate Past President shall:**

Serve, ex-officio, as a member of the Executive Committee with full voting privileges.

## GUIDELINES FOR OPERATIONS MANAGER

1. Contact the club and obtain the following information forward information to the chair persons of the day:
  - Number of carts available;
  - How long the first tee will be available;
  - If a short gun start, how many players the course can handle;
  - Determine maximum number of players, if there will be a limitation;
  - Agree on a Course Review Day, and the number of Board members allowed to play.
  - Price of cart (per person);
  - If practice range will be available, and cost (if any);
  - Metal spike/soft spike policy;
  - Cart policy for the day (90 degrees, path only, scatter, etc.)
  - Food facilities – cash and/or charge policy.
  
2. Use “Tournament Checklist”: form in Tournament Folder.
  
3. Operations Manager will:
  - Receive entries;
  - Prepare pairings/flight sheet and starter’s sheet
  - Prepare scorecards unless host club willing
  - Prepare score sheets unless host club willing
  - Fax starter’s sheet to all clubs
  
3. Course Review Day/Work Day
  - The Operations Manager and Tournament chair (plus others as requested by the Operations Manager and agreed to by the Host Club Pro), will inspect the course on this day. The date is usually within a week of the event.
  - You may want to contact the Delegate, and have her join the group for the review.
  - While playing/reviewing the course, make note and discuss with the Pro:
    1. Areas under repair and proper markings – either line or stakes;
    2. Two tee markers on each tee;
    3. Necessity of forecaddies/spotters and cost, if any;
    4. Placement of tee markers and pins, keeping in mind that if the tournament is more than one day, tee markers should be moved back each day and pin placements be made more difficult.
    5. Request a cart be reserved for the official committee on tournament day;
    6. Placement of registration table, starter’s table, scoring area (table, chairs).
    7. Make sure that it’s easy to follow the course, hole to hole. If not, arrange for directional signs.