

DELAWARE WOMEN'S GOLF ASSOCIATION
P. O. Box 521
NEW CASTLE, DE. 19720

AGREEMENT

This document constitutes an agreement between the Delaware Women's Golf Association ("DWGA") and its Operations Manager.

The DWGA Executive Board has agreed to appoint Phyllis Pepper as Operations Manager. The term shall be from December 1, 2004 through November 30, 2005. The job description for the position of Operations Manager is as follows:

General

- Reports directly to the Executive Board*
- Works with the Executive Board and sub-committees;
- Implements Executive Board decisions and policies as requested by the Board.
- Runs the day-to-day operations of the Association.

* **Database Management**

- Maintains databases for:
 - Members and delegates;
 - Clubs;
 - Golf Professionals;
 - Others as needed.

* **Tournament Management**

- Acquires tournament sites;
- Prepares, publishes, and distributes membership information
- Prepares Playbook with President
- Prepares tournament paperwork
- Works with tournament chairpersons
- Manages Team Matches with committee chair
- Coordinates Open Days

* **Publicity/Marketing**

- Prepares/publishes newsletter Spring and Fall.
- Works with local media.
- Maintains web-site.
- Works with Board to obtain more clubs and individual memberships.

* **Other**

- Attends ALL Board meetings.
- Attends tournaments;
- Attends seminars when appropriate and as approved by the Executive Board in advance.
- Other duties as designated by the Board.

The compensation for the Operations Manager is as follows:

December 1, 2004 to November 30, 2005

Base salary: \$6000 (paid in monthly \$500 increments)

Incentive:

\$25 for each new Club joining DWGA.

Other:

Expense reimbursement per approval by Executive Board upon submission of a receipt.

Use of Association equipment (computer hardware/software, telephone, etc.)

This agreement may be terminated by either party with a thirty (30) day notice.

TILLIE MCHUGH, PRESIDENT, DELAWARE WOMEN'S GOLF ASSOCIATION **Date**

PHYLLIS PEPPER

Date

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.