

AAWGA GUIDELINES FOR CLUB REPRESENTATIVES

- I. Membership Responsibilities
 - A. Promote interest and participation in the AAWGA among your club's membership.
 - B. Collect annual club dues (\$10) from your WGA club treasurer and submit to the AAWGA Treasurer by March 1. Exception: At Large does not pay club dues but does pay increased individual dues.
 - C. Collect the annual individual dues (\$9.00 plus hole-in-one \$1) from your members. Exception: The At Large rep collects dues of \$10.00 plus-in-one \$1 from At Large members.
 1. Create a list of your members with their full name and phone numbers.
 2. Send the member list and the checks to the Treasurer by March 1.
 - a. Checks for dues is preferred for easier bookkeeping for the treasurer. Cash is not preferred.
 3. Additional names and dues may be submitted throughout the years.
 - D. Post a copy of the AAWGA Play Day dates on your WGA bulletin board and/or website or email your members the copy.
- II. Monthly responsibilities for Play Days
 - A. Email the specific information to your members for the current month's event, as soon as you receive it from the host rep. You may also post a sign-up sheet if that works better for your club.
 - B. Collect the names of your members that enter and their checks. Checks must be payable to AAWGA for the amount of the entry fee.
 - C. Create a list of your members that are entering the Play Day.
 - D. Check their Handicap Index 2 weeks prior to the play day (around the date of the deadline to enter). Add the Handicap Index to the list of your members playing.
 1. DO NOT convert HI to the course handicap. The course will do that.
 - E. Email your list to the host rep by the designated deadline (usually two weeks prior to the deadline).
 7. Do not submit names if you don't have a check in hand for the entry fee.
 - F. Cancellations
 1. The deadline to cancel with full refund will be on the Play Day informational sheet sent by the host rep.
 2. Late cancellations may result in the forfeit of entry fees.
 3. The host rep will work with the host club pro to determine whether a refund will be made. Some clubs do not charge for rounds of players that have emergency situations.
 - G. One-two weeks before the Play Day
 1. Mail your entrant's name list with the checks to the treasurer.
 - H. Day of the event, have your players check in at the registration desk.
 - I. Tournament Score Posting
 1. After the scores have been posted, record the 2 low gross and 2 low net scores from your club for the Inter-Club Competition (ICC).
 - a. You will list the player's name and their score for each score reported.

- b. You may choose to wait for the host rep to email pictures of the scoreboards to determine your ICC scores
 - c. There is a form Inter-Club Competition Worksheet that may be used but is not required to be used. You can email the information.
7. Submit your 2 low gross and 2 low net scores from your club to the Inter-Club Competition Representative via email, including each player's name and score.

III. Responsibilities for Hosting a Monthly Play Day

A. Month prior to the Play Day

- 1. Get the raffle tickets and any other equipment from the host rep of the previous month.
- 2. Work with your club pro to determine what golf fees will be charged for the play day.
 - a. Make sure that your club's entry fee must include tax that will be charge by the club.
- 3. Email details about the play to the Club Reps 4 weeks in advance of the play day (as soon as possible), including the deadline for entry and the last day of full refund for cancellation.
 - a. Deadline to enter is usually 2 weeks before the play day.
 - b. Cancellation with full refund is usually 1 week before the play day.
 - c. Emergency cases may be refunded after that IF the club doesn't charge AAWGA for the entry fee.
- 4. Enlist volunteers from your WGA to help with the registration desk and selling raffle tickets. At least 3 people will be needed.

B. 2 Weeks prior to the Play Day

- 1. Collect names and handicap indices from the reps.
- 2. Ask club pro to flight players according to handicap with 12-16 players in each flight. Flights will be determined after handicap index is converted to the course handicap. Note: Max handicap is 36
 - a. It is the responsibility of the host rep to ensure that the most current handicap index is used for all entrants.
 - b. The host rep should advise the club pro that they are not to change any handicaps at the direction of a player.
 - c. If a player has a question regarding the validity of their handicap it should be brought to the attention of their club rep. The club rep will review the concern with the host rep to determine if any action is needed.
- 3. Ask club pro to create scoreboards for all flights.
- 4. Work with the club pro to determine pairings and starting holes for shotgun start.
- 5. Print Play Day Rules, scorecards, and name for carts. Flight and course handicap should be on each scorecard for each player.

C. Morning of Play Day

- 1. Set up registration table.
- 2. Check in individual entrants.

3. Sell raffle tickets. 50/50 pot tickets are \$1 or 6 for \$5. Rounds of golf tickets are \$5 each.
 4. Collect checks with lists from each rep.
 5. Submit checks and player rosters to the Treasurer, along with the cash from raffles.
 6. Before players leave to begin play, have a drawing for the 50/50 pot and a 2nd drawing for the rounds of golf.
- D. After Play Day
1. Collect scorecards and work with club pro to audit for accuracy.
 2. Sort cards by flight and arrange in scoreboard order.
 3. Post scores on the scoreboards.
 4. Break any ties when determining the flight winners.
 - a. The winner of a tie will be determined by comparing the back nine total.
 - b. If that doesn't break the tie, scores on holes in handicap order beginning with the #1 handicap hole will be used until a winner is determined.
 5. Review any potential disqualifications with the club pro, AAWGA President and AAWGA Vice President.
 6. Format is individual stroke play with prizes awarded in each flight in the following manner. The Vice President will enter the winners in a spreadsheet for payout at the final event.

a. First Gross and First Net	\$6
b. Second Gross and Second Net	\$4
c. Third Gross and Third Net	\$2
 7. Take pictures of each flight after marked with the winners.
 - a. Email all flights pictures to the reps, to the Vice President, and to the Website Coordinator.

IV. Responsibilities for hosting an AAWGA Tournament

- A. Every several years, clubs host AAWGA's annual 2 day eclectic tournament in March or its 2 day Championship in September.
- B. Host clubs are assigned on a rotating basis.
- C. The Vice President has the responsibility to assign a Tournament Chair for these events, which is typically the host club rep. Guidelines for hosting these tournaments are in separate documents.