



GUIDELINES for CLUB REPRESENTATIVES

All WMSGGA club representatives are selected by their home clubs. Their duties include attending the annual meeting, providing information to their club and its members, voicing member opinions and concerns, and helping with WMSGGA tournaments held at their courses.

WMSGGA Club Representative Responsibilities

ATTENDS WMSGGA MEETINGS

- Attends all association meetings. Usually that's only one meeting a year held on the last Tuesday in September.
- Voices the views of her home club members at the annual meeting.
- Recommends to the nominating committee members from her club who may be willing to serve as WMSGGA officers or committee members.

COMMUNICATES WITH HOME CLUB AND ITS MEMBERS

- With the home club...
 - Works with the WMSGGA to collect delinquent club dues. If requested, contacts her club regarding payment of their yearly membership dues.
 - Assists the WMSGGA tournament committee in getting approval to host a tournament at her home club.
 - Informs the club pro, owner, club manager, governing board and/or other appropriate parties at her home club about changes and activities of the WMSGGA (e.g., dues increase, new prize structure, rules for participation)
 - Works closely and cooperatively with her club when it hosts a WMSGGA tournament or function.
- With her home club's members...
 - Keeps members of her home club informed about WMSGGA activities.
 - Posts notices at her home club detailing those activities.
 - Informs members about issues the WMSGGA has under consideration.
 - Solicits input from club members about such issues in order to represent their views at meetings at which decisions are made.
 - Reviews and clarifies WMSGGA rules with members. Makes members aware of eligibility criteria for major tournaments well ahead of deadline dates.

ADVISES CLUB MEMBERS ABOUT WMSGGA MEMBERSHIP

- To join the WMSGGA, a woman must have an established handicap index and belong to a club that's a WMSGGA member.
- Handicap indexes are unlimited. If, however, a player carries a handicap index higher than 36.4, she must compete in WMSGGA-sponsored events with the maximum 36.4 handicap index allowed.
- To participate in WMSGGA events, a player must be a member of the representative's club in good standing.



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PREPARES FOR WMSGGA TOURNAMENT HELD AT HER COURSE

- Works cooperatively with members of the WMSGGA tournament committee and/or administrative assistant.
- Reviews tournament regulations at least three weeks prior to the tournament. The regulations provide the information needed to run a weekly tournament. For special tournaments, like the Senior Championship and the MWA, additional guidelines will be provided.
- Clarifies with the administrative assistant any areas that are not absolutely clear.
- Organizes and runs the WMSGGA tournament scheduled at her home club.
 - Sets up a tournament committee to help her.
 - Communicates with the club pro and/or manager about the upcoming event.
 - Makes necessary preparations for the tournament.
 - Assigns people to welcome and sign in players.
 - Sells tickets for the 50-50 raffle.
 - Arranges for volunteers to serve as spotters – and a ranger – if necessary.

UNDERSTANDS THE ESSENCE OF THE CLUB REPRESENTATIVE'S JOB

- Knows that she is the most important link between the WMSGGA and the members of her club.
- Commits to attending required meetings. But when circumstances make that impossible, she sends a substitute in her place.
- Recognizes that she may attend any executive board meeting to share her ideas and the views of her club members with the board.
- Communicates regularly with her club members. (The WMSGGA recommends use of a dedicated bulletin board for posting materials and creation of an email group for an easy way to contact them.)
- Makes every effort to assure that the WMSGGA tournament and/or event held at her club runs smoothly.