

ARFAX Roles and Responsibilities Cup and Prize Chair

Overall Responsibilities

- The ARFAX Executive Committee is comprised of the Officers, Delegates and Alternates, and Standing Committee Chairs – as a Standing Committee Chair, the Cup and Prize Chair is a member of the Executive Committee.
- Attend all Executive Committee meetings
- Be familiar with the Cup Play Rules for cup tournaments.
- Review and propose policy and rule changes as needed.
- Submit required information to the Handbook Chair.
- Report directly to the Vice President.
- Review and understand how to use Golf Genius
- Run the Cup tournaments coordinating the guidelines, instructions, forms, and use of Golf Genius
- Set up tournament play in Golf Genius for Cup tournaments, unless done by Web Site Chair
- Retain score cards
- Lead Cup and Prize Committee.

Month-By-Month Activities

November

- Attend the November Executive Committee Meeting and Annual Meeting
- Review timetable /due dates with Vice President.

December

- Identify members of the ARFAX Cup and Prize Committee.
- Provide names and emails to the Vice President and Handbook Chair
- Obtain names of Cup hosts including POC (delegates, professional staff) from Vice President.

January

- Attend January Executive Committee Meeting and bring report
- Provide information to the Handbook Chair and Web Site Chair on the three Cup Tournaments pages in the Tournaments tab and any necessary changes in the Cup Play rules.

February

- Attend February Executive Committee Meeting and address any pertinent action items
- Send Planning Guidelines for Cup Tournaments to each host club.
- Meet with Cup and Prize Committee to discuss cup tournament assignments.

March

- Attend March Executive Committee Meeting and address any pertinent action items
- Collect Cup trophies from previous year winners.

April-May

- Contact Cup Hosts to clarify any questions/concerns

June

- Work with Cup Host and Cup Tournament Committee to conduct the June Cup Tournament
- Send post tournament reports to Vice President and Treasurer

July

- Work with Cup Host and Cup Tournament Committee to conduct the July Cup Tournament
- Send post tournament reports to Vice President and Treasurer.

August

- Work with Cup Host and Cup Tournament Committee to conduct the August Cup Tournament
- Send post tournament reports to Vice President and Treasurer.

September

- Attend September Executive Committee Meeting and report on the Cup Tournaments
- Meet with the Committee to discuss Cup Tournament events.
- Identify any suggested changes for presentation to the executive committee.

October

- Attend President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President.

- Prepare and submit final report to the Vice President.