

ARFAX Roles and Responsibilities Handbook Chair

Overall Responsibilities

- The ARFAX Executive Committee is comprised of the Officers, Delegates and Alternates, Standing Committee Chairs – as a Standing Committee Chair, the Handbook Chair is a member of the Executive Committee.
- Attend all Executive Committee meetings
- The Chair’s job is to update everything in the previous year’s Handbook, get the book printed and distribute the books to the delegates at the March Executive Committee meeting.
- We have used Allegra Printing (formerly Signature Printing owned by ARFAX member Vivian Watkins) for years. Their price is reasonable and they have always done a good job for us.
- In the past, we have typed updates into a word version of the previous year’s book. The printer no longer wants to do the book that way. The word version has always been difficult to work with for the Handbook Chair and the printer. Now, Allegra’s graphics person wants to just type in all our changes. We have two options.
 - Type a list of every change to be made in the book and submit that to the printer. That would be a very long list and would involve a great deal of explanatory information.
 - Type changes into the Handbook word document, but mark every change in yellow.
- 2023 will be a test year to determine which option, or perhaps a combination of the two, will work best. References below to entering material will assume I am using the second option listed above.

Month-By-Month Activities

November

- Attend the November Executive Committee Meeting and Annual Meeting

December

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January

- Attend January Executive Committee Meeting

- Early in the month, contact John Flynn at Allegra (703-444-5555 - john@allegradulles.com) to arrange to have the book printed and set up a schedule. Give John the date the book must be ready (2-3 days before the March meeting) and agree on the date copy for the book will be emailed to Allegra (about 18 days before the March meeting). Ask to have Scott Warren do the graphics. (scott@allegradulles.com)
- Tell John the number of books you will need, the number of pages and tabs, and the cover color you want. Ask John for a price estimate. These numbers will probably have to be adjusted when the book goes to Allegra, but the estimate gives the ARFAX Treasurer a place to start in doing her budget. Ask for a pdf and a word version of the previous year's book if you do not already have them. The word document they send you will have been exported from the final pdf.
- Send the estimate to the Treasurer before the January Executive Committee Meeting.
- Gather information needed to update the book.
 - The **ARFAX Secretary** will provide the information for the following pages (in order as they appear in the book): Cup Tournament Sponsors, Executive Board, Delegates, Alternates, Standing Committee Chairs, Special Tournament Chairs, Meetings Schedule, Head Professionals of Member Clubs, Changes in Club's Slopes/Ratings, Rules. (Ask her for this material by the end of January.)
 - The **Cup Tournaments Chair** will provide the updated material on the 3 Cup Tournaments pages in the Tournaments tab and any necessary changes in the Cup Play rules. Note: Near the bottom of the first Cups page, there is a reference to the Cup section of the Rules Tab. Be sure the pages listed correspond to the proper pages in the Rules Tab.
 - The **Team Match Play Chair** will provide all the material in the Team Matches tab. She may also want to make some changes in the Team Play Rules. This must be coordinated with the Secretary as changes are voted on by the Executive Committee. (This material should be available in January.) Ask the Team Chair to send you all the information she sends to the captains, so you will know about date, time and rule changes.
 - The **Rules and Handicap Chair** will provide changes to the Overall Rules and review the Cup Play Rules and the Team Play rules for consistency with rules changes voted on by the Executive Committee.
 - The **ARFAX Vice President** will provide changes to the Tournament Rotation Schedule at the end of the Tournaments Tab. (Ask for it by the February meeting.)
 - The **Handbook Chair** will gather the following information: The page numbers on the inside front cover (will be determined working with Allegra during the set up process), the updated "Year" on page 1/History of ARFAX, a new Past President, if necessary, the Special Tournaments Schedule (Send each tournament chair a copy of the previous year's page for her event and ask her to update it – ask for it by the February Meeting), and ARFAX Club Directions. We no longer include written directions for the clubs, since people use GPS instead of the book. Send each delegate the club address and phone number from the previous year and confirm that the information is still correct, get any different address that might

- be needed for GPS purposes (Belmont), and ask for any special instructions that need to be included (Fort Belvoir).
- The **Membership Chair** will provide the information for the members listed in the Roster Tab. Send her a copy of a few pages of the list submitted the previous year so she will know which columns of her data base to include and in which order (Team Column, Name (last first) Telephone, e-mail address.) The list should be double spaced. We prefer cell phone numbers on the roster pages in case we have to contact people enroute to a tournament. Since there will be changes and additions up to the last minute, plan on updating the roster pages as close as possible to the date the book goes to the printer. Ask the Membership Chair to submit her list a day or two after the February Meeting. She can keep sending additions and changes to the Handbook Chair until March 5. The Handbook Chair can make changes while proofing the printer's galleys.
 - **Begin entering changes**
 - Begin entering updated material into the Word document. It's good to start by changing the year on the front cover and going through the document and entering the current year in place of the previous year on just about every page. Working with this document is tricky. It is not possible to cut and paste in most places, except in the Rules section. There will be places where you cannot get material to go where you want it. Before submitting the document to Allegra, you will make a list explaining problem areas that the graphics person must fix. Rest assured that the graphics guy can fix anything! I have found it helpful to make an extra copy of the Word document to use for practice and in order to see how things might fit or look.

February

- Attend February Executive Committee Meeting.
- Continue entering information. Pay attention at meetings and read minutes as the various chairs may forget to tell you about changes. There are apt to be changes in the Team section. Update as much of the document as possible by the February meeting so you can concentrate on the roster pages after that meeting.
- Roster Changes: Compare the Membership Chair's list with the material in the previous year's handbook. (I always print out the previous year's pdf as the print will be bigger and easier to read, but you can work right from the Handbook.) Circle everything on the Membership Chair's list that is a change from the old book. Note new members and indicate names to be deleted. Those are the changes you will make to the rosters.
- Proofreading is vital, both before you submit the document to Allegra and when Allegra submits proofs to you.
- Be sure you, the Treasurer and the Membership Chair agree on the number of members so you will order the correct number of books.
- At the agreed upon date at the end of February, email the updated Handbook document with a list of problems the graphics person must fix to John Flynn and to the graphics person (Scott). The cover email should tell Allegra the number of books to print and

give the address to which they should send the bill. (Give him the Handbook Chair's name at the Address of the ARFAX Treasurer.)

- After 2 or 3 days, Scott will send you a proof. Plan to go over it right away and submit a list of necessary corrections. Scott will send you another proof. Review it. Keep repeating this process until you are ready to sign off on the book. It will only take a day or two. Be sure to check that the page numbers on the inside cover (table of contents) are correct and that the Tabs are in the right places.

March

- Attend March Executive Committee Meeting.
- The Handbook should be ready 2 or 3 days prior to the March meeting. Pick it up at Allegra.
- Provide an electronic copy of the Handbook to the Website Chair for posting information on the website.
- Purchase 7.5 x 9.5 shopping bags (Target is a good source) – one bag for each club except 1) use a box for Army Navy and 2) get 2 bags for Springfield.
- Prepare the books for distribution to the delegates at the meeting. (See the distribution list.) Basically, each club gets one book for each paying member, one for each active honorary members (most honorary members do not get books) and one book for the Pro Shop (Army Navy gets 2 Pro Shop books). Attach a list to each club's bag telling the delegate the breakdown of the books. The Secretary will need books for the 3 or 4 sponsors who are not ARFAX members. The President gets 2 books (helpful for her to have an extra).
- Give a brief report at the March meeting when the books are distributed (number of books distributed, total cost and price per book). You will submit a full report after the September meeting when the board decides whether or not to produce a Handbook the following year.
- Extra books should be kept for distribution to people who join ARFAX after the book goes to press. The membership chair is supposed to do that, but since the previous chair wintered in Florida and I had the books, I took on that task the last few years. Work it out with the Membership Chair. You can either give the book to someone from the new member's club at team matches or tournaments or mail the book directly to the new member. The Post Office told me I could send them Book Rate (about \$2.50), but you cannot include a note or anything else in the envelope with the book.
- Toward the end of the month, check with the ARFAX Treasurer to be sure she has received the bill from Allegra and ask her to let you know when she has paid it. Allegra will email you a copy of the final bill, too.

April-August

- If membership increases more than expected during the summer and the supply of books for new members runs out, check with delegates to see if they have any extra books. Some members do not take Handbooks

September

- Attend September Executive Committee Meeting and ask for a vote on producing the Handbook for the next year.
- After the September meeting, submit a Handbook Chair's Report to the ARFAX Secretary. Include the decision about producing the next year's book.

October

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