

## **WESTERN CAROLINAS WOMEN'S GOLF ASSOCIATION REPRESENTATIVE'S RESPONSIBILITIES -- OVERVIEW**

1. Every effort should be made to attend the Winter Meeting (or send a substitute) as well as opening (April) and closing (October) Board Meetings. Update all information/forms in Representative's notebook. Send Information Update form to WCWGA President prior to Winter Meeting if there is a change in your club's info.
2. The representative should determine which of their LGA members will be joining WCWGA and prepare a list of members by March 1<sup>st</sup>. A handicap index of 33.0 or less is required to join WCWGA. The member list should be given to their club to charge member account for the \$30 dues and prepare one check (for the total # of member x \$30) made out to the WCWGA. The check needs to be delivered to the WCWGA treasurer by March 31<sup>st</sup>. Members joining after March can write a personal check to the WCWGA for the dues fees.
3. At the start of the season, post or hand out the General Information sheet from the website. Make sure members know the cancellation policy, withdraw no card rule, full field rules, prize money won is forwarded to their home club, and that if their index goes above 33.0 the handicap strokes received will be still equal to the amount given to a 33.0.
4. Collect registration fees for each tournament. The checks and signup sheet with the GHIN numbers must be sent to the host club in time to be received **10 days** before the tournament. Also, email the sign-up sheet and GHIN numbers to the host rep. If you have cancellations, be sure to notify the host club representative. Unless the cancellation notice is received by noon two business days before the tournament date, you remain liable for and must pay the registration fee. Telephone you cancellation – do NOT write or email since letters may not arrive in time or emails may not be checked in time.
5. As Representative, you are responsible for WCWGA Tournaments scheduled at your home club pursuant to WCWGA published guidelines, including but not limited to the following:
  - a. Coordinate with your club pro the month/date you wish to host and communicate preferred date to WCWGA President by closing day the year prior to hosting.
  - b. Every reasonable effort should be made to schedule your tournament on the 3rd Tuesday.
  - c. Tournaments shall not be scheduled in conflict with WSCGA (September), NCWGA (June) and Women's state tournaments.
6. All WCWGA Representatives comprise the Complaint Committee and should advise the WCWGA President and/or Tournament Chairman of any legitimate complaints.
7. All member clubs must participate in at least 3 tournaments annually to avoid probation.
8. Assure all membership dues are paid.
9. Understand and affect the use of Equitable Stroke Control at your club for all WCWGA players.
10. Serve on the Complaint Committee upon request.
11. Bring to the attention of your Handicap Chairman any discrepancy or concern regarding the handicap of any WCWGA member
12. Make arrangements for review of any handicap put into question by WCWGA.
13. Attend all Directors' Meetings and General Meetings of the Association and update all records and materials provided to you.
14. Pass all materials (updated) to your successor.
15. Keep all WCWGA members of your club abreast of rulings and procedures – especially if there are changes during the year.
16. Know the Standing Rules, Tournament Procedures, and General Information for Players
17. The guidelines for hosting a "full field" tournament are as follows:

1. The Host Club determines the number of players for a "full field".
2. The Host club will accept a predetermined percentage of players who sign up for a tournament based on the total members of each club as compared to the total WCWGA membership for fair and equitable representation of each club.
3. Once membership is known for the year, the 1st Vice President will publish a chart of the clubs with the percentages. These percentages are then applied to the size of the Full Field and the result will be the numbers of players "guaranteed" to play in the event of a Full Field.
4. Each representative must submit their full list of players and to list them on the signup sheet in the order they are to be selected.
5. After the eligible players are determined, the remaining players will be selected, one at a time, alternating clubs by blind draw, for the remaining player spots. The remaining players will go on a wait list.
6. The Host Club representative will inform the other Member Clubs' representative of members who will be playing and who is on the waitlist.
7. Past Presidents of non-member clubs will be ineligible for play when there is a "full field".
8. If there are any cancellations, the Host Club rep will fill the vacancy with a member on the waiting list from the same club. If there is no one on the waiting list from the same club, the Host Club representative may choose by a blind draw a member from another club on the waiting list.

Example: The total Western membership is 120 women but the Host Club defines a full field as only 96 players. Club A has 12 dues paying members which is 10% of the total Western membership. Based on the recommendations Club A is allotted 10% of the full field of 96 which is 9.6 (10) players. In other words, the first 10 members of the 12 who signed up to play from Club A will be entered into the tournament and the remaining players will be put on a wait list.

Updated 5/14/2023