

Village Cup Committee and Volunteer Position Descriptions

President - Overall responsibility for planning, preparing and conducting The Ladies Village Cup Competition

- Chair regular committee meetings
- Coordinate and plan the competition in collaboration with the Village Golf staff
- Assigns Captains to Committee Positions as required, and recruit volunteers when necessary
- Delegate task effectively to subcommittees
- Establish timelines, milestone, and deadline for the planning cycle
- Secure the venue and confirm tournament dates well in advance
- Serve as the primary point of contact for venue and key partners
- Approve expenditures in accordance with the approved budget
- Serve as an authorized signatory on the organization's bank account, along with the Treasurer
- Procure medals for the competition
- Recommends changes to the Captains Committee, as appropriate
- Facilitate communication and coordination between committees
- Ensure accurate meeting minutes are distributed within two weeks of each LVC Committee meeting
- Maintain and oversee the organization's bylaws and governing documents

Vice-President - Backup to the President and responsible

- Assume the duties of the President when the President is unavailable
- Work closely with the President to oversee competition planning activities and ensure alignment with overall goals
- Communicate proposed rule, policy, or competition changes to committee members in advance of the meetings
- Present proposed Competition Committee changes to the captains for review and approval
- Incorporates committee approved changes into the Conditions of Competition
- Chair Competition Committee
- Monitor key timelines, deliverables, and logistics related to Competition tournament

Treasurer - Maintains financial records

- Serve as the designated Responsible Party for the organization's IRS Employer Identification Number (EIN)
 - The organization is recognized by the IRS as a nonprofit entity
 - The EIN is used to establish and maintain the organization's bank account, which is held as a club account
- When Responsible Party changes (e.g., appointment of a new Treasurer), submit IRS Form 8822-b to IRS and coordinate required updates to the bank.
- Develop and maintain the tournament budget, held at Truist Bank in a non-interest-bearing checking account with no monthly fees
- Provide financial guidance on spending limits in accordance with documented approval and reimbursement procedures
- Record, track, and report all income and expenses
- Perform monthly reconciliation of the bank account
- Manage event bank account and related financial records.

- Follow established guidelines for expense approvals and reimbursements
- Process payments and reimbursements in a timely and organized manner
- Serve as an authorized signatory on the bank account, with joint signature authority shared with the President
- Perform monthly reconciliation of bank account
- Present the Treasurer's report, including current balances and projected expense, at each Committee meeting
- Present the status of the Petty Cash fund at each Committee meeting
- Recommend budget allocations for the Pairings Tee-Off Party, prizes, tee gifts, and other tournament expenses based on committee input

Secretary - Maintains meeting records

- Act as the primary contact with Recreation Center administration for party and meeting room reservations; rooms are reserved for the following year on or about October 1
- Develop and prepare meeting agenda and present to President and Vice President for their approval one week prior to meeting date
- Chair the Communications Committee
- Record attendance at all committee meetings
- At meetings, calls for clarification on votes/decisions
- Designate Gatekeeper and Timekeeper at each meeting, when appropriate, per President's instructions
- Request clarification during meetings to ensure motions, votes, and decisions are clearly recorded
- Record accurate meeting minutes within one week of the meeting.
- Distribute draft meeting minutes to President and Vice Present for their approval
- Maintain and organize all league documents in the shared Google Drive, including bylaws, meeting records, and event documentation
- Requests formal approval of meeting minutes at the subsequent meeting
- Maintain and update membership rosters and contact information

Competition Committee

- Coordinates with Villages Golf staff before and during the match competitions
- Meet with golf professionals to review tournament plans, professional staff responsibilities, and other competition details; meetings may include the President, Vice President, and other LVC Committee members, as appropriate
- Determine the tournament format and recommend changes to the Conditions of Competition for approval by the LVC Committee
- Prepare scorecards, rules sheets and other competition materials
- Oversees the scoring area
- Coordinate verification of player handicaps with The Villages Handicap Committee
- Collect and verify scorecards at the conclusion of each round
- Enter, tabulate and verify scores accurately
- Post daily competition results
- Communicate competition-related issues or changes to the golf professional and the LVC Committee
- Recruit and train competition-related volunteers with the assistance of the Volunteer Coordinator who has a non-playing role

Tee-Off Party Committee

- Work with the Recreation Center manager to plan event setup and seating layout.
- Consult with the President and Treasurer regarding budget approval
- Collaborate with President on event format
- Plan and manage the event program, including welcome remarks, rules overview, and announcements.
- Ensure team signs are placed at each table.
- Coordinate audiovisual (A/V) needs
- Arrange for guest speakers, as appropriate
- Plan and manage games, raffles and other program elements for the evening

Communications Committee

- Maintain and prepare communications external to the Committee
- Prepare and send emails in Fall announcing site/dates and Spring announcing registration
- Prepare an information sheet for posting in country
- Maintain Google Drive and manage access for Committee members
- Manages Mailchimp/Bulk Email and Email distribution List
- Manage social media accounts; create engaging content; and develop campaigns to increase audience reach (Golf the Villages site, newspaper, pro shops, website, and Facebook)
- Coordinate all communication before, during, and after golf events, to ensure participants and spectators are well-informed
- Ensure all messaging aligns with the organization's brand and values
- Post tournament information/results on the web site daily
- Ensure The Villages events schedule is correct and in alignment with the tournament activities

Prizes - Tee Gifts Committee

- Propose and procure Tee gifts for participants and volunteers
- Advise Treasurer on costs
- Propose participant gifts and work with the Treasurer to ensure alignment with the approved budget

Pro-Am Committee

- Manages the Pro-Am event
- Determines location in coordination with the Villages Golf Staff
- Conducts lottery for interested players
- Coordinates activities with Pro at the host course and provide relevant information to players

Volunteer Responsibilities

- Registration
 - Greet all golfers in a friendly and professional manner
 - Confirm participant information and registration details
 - Distribute scorecards and any required materials
 - Answer general questions related to the event
 - Provide basic event information, including schedule and logistics
 -
- On course Pace of Play

- Monitor assigned holes or designated sections of the course for pace of play
 - Record group times at designated checkpoints or tee boxes
 - Communicate any delays, slow play or concerns to the Rules Official
 - Politely remind groups of their position on the course and encourage timely faster play
 - Advise players when they are out of position and, if appropriate, instruct them to move to next hole
 - Observe and report for any course bottlenecks, player issues or weather-related concerns
- Starters First Tee Announcer/Starter
 - Greet each group at the tee box and verify player names, tee times and groupings
 - Announce player's name as they prepare to tee off.
 - Ensure groups begin on time that players start on time according to the official tee sheet.
 - Provide a brief overview of the tournament format, special rules, local rules and pace of play expectations
 - Monitor the pace of group starts and alert pace of play volunteers to delays or absences
- Rules Officials
 - Monitor assigned holes or sections of the course to observe player conduct and assist with rulings as needed
 - Respond promptly to player requests for rulings or clarification of the Rules of Golf
 - Interpret and apply USGA Rules of Golf and local rules accurately and consistently
 - Communicate rulings clearly, respectfully, and professionally to players
 - Report any rule infractions, penalties, or incidents to the rules official and/or scoring volunteers
 - Assist with pace-of-play monitoring and player advisement, when appropriate
 - All rulings and decisions escalated to a Rules Official shall be formally recorded each year, including exact details of the situation and the individuals involved, to ensure consistency in future rulings.
- Scoring
 - Verify scorecards at the completion of each round
 - Manage the designated scoring area at the golf course
 - Ensure all players review and verify their scores hole-by-hole
 - Confirm each scorecard is fully completed and signed by both the player and marker
 - Resolve scoring discrepancies or address incomplete cards prior to final submission
 - Submit verified scores to the Scoring Data Entry volunteers
 - Forward entered scorecards to Pros for posting on paper scoreboards
 - Safeguard all scorecards until results are finalized and official
 - Assist with the leaderboard updates, as needed

- Scoring Data Entry
 - Enters hole-by-hole scores into the LVC Scoring System after scorecards have been verified
 - Verify match points in the LVC Scoring System match the points recorded on the signed scorecards
 - Assists with leaderboard updates, as needed