

## **ARFAX Roles and Responsibilities Cup and Prize Chair**

### **Overall Responsibilities**

- The ARFAX Executive Committee is composed 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.
- Maintain inventory of all ARFAX trophies.
- Maintain a historical list of all ARFAX Trophy winners.

### **Month-By-Month Activities**

#### **November**

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

#### **January**

- Attend January Executive Committee Meeting with a prepared progress 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.
- Meet with the 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.
- Send Planning Guidelines for Cup Tournaments to each host club.

## **April-May**

- Contact Cup Hosts to clarify any questions/concerns.

## **June**

- Work with the Cup Host and Cup Tournament Committee to conduct the June Cup Tournament.
- Send after action reports to the Vice President and Treasurer.
- Email engraving instructions to trophy winners.

## **July**

- Work with the Cup Host and Cup Tournament Committee to conduct the July Cup Tournament.
- Send after action reports to the Vice President and Treasurer.
- Email engraving instructions to trophy winners.

## **August**

- Work with the Cup Host and Cup Tournament Committee to conduct the August Cup Tournament.
- Send after action reports to the Vice President and Treasurer.
- Email engraving instructions to trophy winners.

## **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 a final report to the Vice President.