

ARFAX Roles and Responsibilities

Handbook Chair

Overall Responsibilities

- The ARFAX Executive Committee is composed 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.
- 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.
- Contract with our longtime printer, Allegra Printing (formerly Signature Printing owned by ARFAX member Vivian Watkins). Their price is reasonable, and they have always done a good job for us. They also sponsor one of the Cup Tournaments.
- Updating will be done by typing changes into the previous year's Handbook InDesign Word Document (provided by Allegra) and highlighting EVERY CHANGE IN YELLOW. Material being deleted and not replaced should be designated as a strikeout and highlighted in yellow.

Month-By-Month Activities

November

- Attend the November Executive Committee Meeting and Annual Meeting

December

- Be aware of information distributed about next year's activities.

January

- Attend January Executive Committee Meeting.
- Immediately after the January meeting, call **John Flynn at Allegra -- 703-444-5555** (his email address is **john@allegradulles.com**) to arrange to have the book printed and to 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 – usually a Monday). Ask to have Scott Warren do the graphics. (**scott@allegradulles.com**). After that first call, most communication will be by email.

- Choose a color (use Astrobright Colors) for the Covers with a different color each year. Starting in 2017, the books have been yellow, green, dark pink, light pink, yellow, blue, red, green. Purple and orange are also options.
- Tell John the number of books needed, the number of pages and tabs, and the cover color. Ask John for a price estimate. These numbers will have to be adjusted when the book goes to Allegra, but the estimate gives the ARFAX Treasurer a place to start for her budget. Ask for a word version of the previous year's book if you do not already have it. The word document they send you will have been exported from the final pdf and is the same as the hard copy of the Handbook.
- Send the estimate to the ARFAX Treasurer.
- 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, Code of Conduct. Ask her for this material by the end of January, although she will send you the lists as she gets them.
 - The **Cup Tournaments Chair** will provide the updated material on the 3 Cup Tournaments pages in the Tournaments tab and any necessary changes in 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 Rules Chair and 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. When she submits the schedule of matches, proof the dates against a calendar.
 - 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 setup process). The updated "Year" on page 1/History of ARFAX. A new Past President, if necessary. The Special Tournaments Schedule (As soon as the dates are set, send each special tournament chair a copy of the previous year's page for her event and ask her to update it ASAP. Be sure the Opening and Closing dates for entries agree with the dates on the website.) ARFAX Club Directions, actually just addresses and Pro Shop phone numbers since people now use GPS. Send each delegate the club address with zip code and phone number from the

previous year and confirm that the information is still correct. Ask for any special instructions that need to be included. (Access to Fort Belvoir is complicated and procedures change frequently. Determine with the delegate which address to put in the Handbook.)

- The **Membership Chair** will provide the information for the members listed in the Roster Tab. Tell her which columns of her database to include and in which order (Team Column, Name (last, first) Telephone, Email address.) The list should be double spaced. Cell phone numbers are preferred. Email addresses must be all lower case in the Handbook. 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 by the February Meeting. (She can keep sending additions and changes to the Handbook Chair until early March when the book goes to print. The Handbook Chair can even make changes while proofing the printer's galleys.) Note: Chantilly should be ahead of Country Club of Fairfax on the list, but because people abbreviate the latter as CC Fairfax, those clubs will be in the wrong order on the list you get. The order in which they appear in the Handbook is correct.
- Begin entering changes.
 - Begin entering updated material into the Word document. 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, make a list explaining problem areas that the graphics person (Scott) must fix. Rest assured that the graphics guy can fix anything! Consider making an extra copy of the Word document to use for practice and in order to see how things might fit or look, i.e. the addition of new pages when necessary.
 - Pretty much the only place you have to show strikeouts is in the Roster and Rules sections and when material is being deleted but not replaced. Elsewhere, just replace a name or contact information with the new information but be sure to highlight it in yellow.

February

- Attend the 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 rosters in the previous year's Handbook. You can work directly from the Handbook or print out the pdf roster section to get a bigger print, easier to read version. Circle everything on the Membership Chair's list that is a change from the old book. Note new members, changes in contact information, and indicate names to be deleted. Those are the

changes you will make to the rosters. **For members being deleted, you must show strikeouts. All changes should be highlighted in yellow.**

- 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. Refer to the Handbook Distribution List to determine the number of books to order.
- Final checks before sending the book to the printer. Be sure the number of members on each club roster page matches the number on the Membership Chair's list and that all changes are highlighted in yellow.
- 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 Warren. (You may keep sending names of new people who join Scott up until the book goes to print.) The cover email should tell Allegra the number of books to print, confirm the date the books must be ready, and give the address to which Allegra should email the bill. The bill should go to the ARFAX Treasurer with a copy to the Handbook Chair.
- **Don't plan to leave town from the day you submit the Handbook copy to the day you give the final authorization to print the book – about a week.** You will need to be available for proofing.
- After 2 to 5 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. Also, be sure the rules page reference in the Cup Tournament section is correct.
- Purchase 7.5 x 9.5 shopping bags (Target is a good source – bags are usually on sale in Feb.) – one bag for each club except use a box for the 2 big clubs – Army Navy and Springfield. (In the past, chairs have just put the bags in plastic grocery bags, but I thought the shopping bags looked better. Up to you.)

March

- Attend the March Executive Committee Meeting.
- The Handbook should be ready 2 or 3 days prior to the March meeting. Pick it up at Allegra. There will probably be 3 boxes of books. They fit easily into my small car trunk.
- Prepare the books for distribution to the delegates at the meeting. (See the Handbook Distribution list.) Basically, each club gets one book for each paying member, one for each active honorary member 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. Enclose a list of instructions for how a new member joins ARFAX after the March meeting. The Secretary will need books for the 3 or 4 sponsors who are not ARFAX

members. The President will need an extra book for the Archives. The Handbook Chair gets an extra copy.

- 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 to produce a Handbook the following year.
- Give Extra books to the Membership Chair for distribution to people who join ARFAX after the March meeting. (For people who join between the time the book goes to press and the March meeting, add books to their club bags.) FYI, The Post Office allows Handbooks to be mailed at Book Rate (about \$2.50), but you cannot include a note or anything else in the envelope with the book.
- 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.
- Send a copy of the final Handbook pdf to the ARFAX Website Chair so she can update the website.

April - August

- The membership chair will notify the Handbook Chair when new members join. Helpful to have a feel for growth during the year.
- 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 the September Executive Committee Meeting 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.
- In the event ARFAX ever decides not to print a hard copy of the Handbook, Allegra can create a digital version for distribution to members. It will be cheaper than a hard copy version.

October

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