

NWGA Club Rep Responsibilities

All necessary forms can be found on the NWGA website.
<http://www.nwgaqolf.com/12201/141556.html>

About Your Members

- Beginning each year, see that all members have paid NWGA dues and follow up with any who have not paid. Notify 2nd Vice President if any members are no longer members at your club and/or in your 18-Hole Organization.
- At the beginning of the season, distribute yearbooks to members.
- Throughout the season, post NWGA news and information at your club bulletin board and through emails to make sure your club members are informed regarding the policies and procedures of the NWGA.
- Call or email the Sunshine/Communication Chairperson with any deaths, illnesses or important news of NWGA members at your club so others may be informed.
- Distribute golf balls to play day winners during the year as directed by the 1st Vice President.
- For Reps of clubs hosting tournaments, assist with taking and sending photos of events to the Historian and Website Chairperson for posting. They should be of average resolution to look good on the website.

About New Members

- Use the schedule provided for board meetings. One week before the Winter, Summer and Fall board meetings, you are to submit **NEW MEMBER NOMINATIONS** in writing to the President and Handicap Chair.
- Prospective new members must belong to your club's 18-hole group, have a USGA index of 19.0 or lower, must maintain it for 8 weeks, and have 20 scores posted in a 12- month period. Use the form on the website for new member applications.

About Play days

- Check with your Club Pro regarding starting times and costs for your play day. At least three weeks prior to your Play Day, make sure you have provided the date of play, the fee, how members can pay, the game of the day, and tee time range to Sara Hume at slhume@comcast.net so she can prepare the online sign-

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up Google Doc for your Play Day. Sara will create and send you a link to your Google Doc signup sheet to use in your emails to members.

- About 10 days before your play day, write the email that will be sent to the membership. You will need to include the link that Sara sent you in your email. Write it as if you personally were sending it out. Then send it to Rhonda Manous so that she can send it out on your behalf. Make sure that you include your personal contact information in the email.
- Your email with the link will be sent out at 6:00pm one week prior to your Play Day. (Sara will put the link on our Facebook page.) At some point that night, it will also be on the website under the schedule/results tab. Our members will be able to access the sheet via the link and sign up for the play day. If our members sign up on their computers, the link will open without having to do anything special. If they want to sign up on either their phone or on a tablet, they will have to download the Google doc app. If they don't have the app, they will be able to see the sheet but won't be able to edit it. You too will have to have the Google doc app on your phone or tablet in order to edit the sheet on those devices.
- At this point we are also going to let people sign up one other person. If we figure out that there is abuse with this process, we'll figure out who the offenders are and we will deal with them individually.
- At approximately midday on the day before your Play Day your the Google Doc signup sheet will be closed. If you or your pro shop need it cut off sooner, just let Sara know and we'll take care of that. When the sheet is closed, you will be sent a pdf version of the Sign-up Sheet that you can share with your Pro Shop.
- One thing that would be helpful for both you and Sara is for you to have a Google account. (This is different than having the Google Doc app on your phone and tablet) Since the sign up sheets are a Google Doc, if you have a Google account you will be able to have some capabilities that you won't have if you don't have an account. If you need help with getting a Google account set up, let Sara know and she will walk you through the process. If you have a Google account, she needs to know the email you use to login to that account.
- We are also still going to let people contact you directly to sign up because there may be members out there that are not comfortable with this process. We are going to encourage everyone but there may still be a few that want you to do it for them.
- On the day of your play day, you will still need to put out the sign in sheets for both the A Division and B Division before play begins. Those sheets are found on the website.

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- The results sheet also will need to be completed at the end of play. Result forms can be found in the Forms section of the Club Rep page on the NWGA website. Please use these forms. You'll email that to the Tennessean and to Sara for posting on the website. Send all the sheets to Marty Jordan and Cathy Wedekind.

- **RULES FOR REGULAR PLAY DAYS**

- On the morning of your play day, put out the Sign-In Sheets. There is one for the A flight (index 17.0 or less) and one for the B flight (index 17.1 or more). After play, determine the winners for the day.

- *Individual Events*

There will be 2 flights:

A Flight consists of those players with a USGA index of 17.0 or less.

B Flight consists of those players whose USGA index is 17.1 or greater.

Be sure to mark the scorecard A or B, this may change for some players throughout the season

Four places are designated as winners in each flight - Low Gross, 1st through 3rd in the event. The Low Gross winner is not eligible for an event place.

For weekly events there are no scorecard playoffs. Pay all ties. It does not matter if you had 5 players that recorded the same low gross score. All 5 would be designated as Low Gross. The same holds true for places 1-3.

Each winner will receive a sleeve of balls.

The balls will be distributed by the club rep as provided by the 1st Vice President throughout the season.

- *Team Events*

There are no flights.

2-person team, award 1st – 3rd place

4-person team, award 1st – 3rd place

No scorecard playoffs. All ties are winners, (except opening/closing scrambles).

Each player on a winning team will receive a sleeve of balls.

- Results forms can be found on the Forms page of the Club Rep page on the NWGA website - <http://www.nwgaqolf.com/12201/141556.html> . Fax all RESULTS to the **Tennessean** 615-259-8826 or email to

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tnsports@tennessean.com on sheet provided. Also email all results to **Sara Hume**, website manager, slhume@comcast.net, so that they can be added to the website.

- Send sign in sheets to handicap chairman, **Cathy Wedekind**, by email to Cathy.Wedekind@comcast.net
- Send copies of all sign-in and results sheets to: 1st Vice President - **Marty Jordan 3528 Trimble Court Nashville, TN 37215** or martyslayton@comcast.net.
- Any questions call: **Marty Jordan 615-804-8809**.

Board Meetings

- Try to attend all board meetings. Both reps are welcome, but try to have at least one rep from your club in attendance. Information, discussion, and votes help keep the NWGA moving in a positive direction.

If neither rep can be present, one of you should contact the president for a proxy vote for or against any issues, on behalf of their club. Lastly, Club Reps should keep their co-rep informed about happenings within the organization.