

## NWGA Club Rep Responsibilities

---

All necessary forms can be found on the NWGA website. [nwgagolf.com](http://nwgagolf.com)

### About Your Members

- Beginning each year, see that all members have paid NWGA dues and follow up with any who have not paid. Notify 2<sup>nd</sup> 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.

## NWGA Club Rep Responsibilities

---

### About Play days

- Check with your Club Pro regarding starting times and costs for your play day. One week prior to your play day, make sure your club's Sign-Up Sheet is at the club of the current play day. If you are not going to be at the play day the week before, send the Sign-Up Sheet to the club rep at that club and ask them to put it out for you. The Sign-Up Sheet needs to be available 30 minutes before the first tee time. At the conclusion of play, have the club rep to get the Sign Up Sheet back to you.
- Reps can email Sign-Up Sheets to the membership on the Monday of their play day week. **NEW-ADD YOUR CLUB'S PLAY DAY FEE TO MONDAY REMINDERS.** Members may contact you for available open spots. Maintain a waiting list if your spots are full. Please make sure that everyone knows if they cannot play, they are to cancel two (2) days prior to the play day, if possible.
- 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.
- **RULES FOR REGULAR PLAY DAYS**
  - *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

Seven places are designated as winners in each flight.  
Low Gross, 1<sup>st</sup> through 3rd in the event.

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.

## NWGA Club Rep Responsibilities

---

The Low Gross winner is not eligible for an event place.  
Each winner will receive a sleeve of balls.  
The balls will be distributed by the club rep as provided by the 1<sup>st</sup> Vice President throughout the season.

- ***Team Events***

There are no flights.

2-person team, award 1<sup>st</sup> – 3<sup>rd</sup> place

4-person team, award 1<sup>st</sup> – 3<sup>rd</sup> place

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

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

Fax all RESULTS to the **Tennessean** 615-259-8826 or email to [tnsports@tennessean.com](mailto:tnsports@tennessean.com) on sheet provided. Also email all results to **Sara Hume**, website manager, [slhume@comcast.net](mailto: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](mailto:Cathy.Wedekind@comcast.net)

Send all sheets to: 1<sup>st</sup> Vice President - **Marty Jordan 3528 Trimble Court Nashville, TN 37215** or [martyslayton@comcast.net](mailto:martyslayton@comcast.net).

Any questions call: **Marty Jordan 615-804-8809**.

- As a courtesy, please email a copy of the winner's sheet to the club rep that is hosting the next play day so that it may be displayed on the registration table.

### 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.