League Board Positions and Responsibilities

Each of WGA's five leagues has a President, Secretary, and Treasurer, as well as Membership, Tournament, Handicap, Scheduling, and Social Directors. Some leagues have combined the responsibilities of more than one director into a single position.

Below are the typical job responsibilities for these eight Board positions.

President

- Attends the WGA Calendar Meeting (typically in November) to determine dates for specific league events.
- Schedules and sets the agenda for Board of Directors meetings.
- Consults with officers and directors regarding their agenda items.
- Presides at all meetings of the Board of Directors and league membership.
- Ensures that league information on the WGA website is accurate and timely, including the event calendar.
- Appoints committees as necessary and serves as an ex-officio member of all league committees.
- Appoints the Chairs of the Audit and Nominating Committees.
- Attends WGA Board meetings and reports back to the Board of Directors and league membership.

Secretary

- Presides in the absence of the President.
- Keeps minutes of the league's Board of Directors meetings and membership meetings.
- Is responsible for all league correspondence assigned to her.

Treasurer

- Prepares a line-item budget for review and approval by the Board of Directors.
- Works closely with the WGA Treasurer to ensure that all league funds are properly accounted for.
- Reports monthly to the Board of Directors on league receipts and disbursements.
- Spends league funds only as authorized by the Board of the Directors.
- Works with the Tournament and Handicap Directors to facilitate payout for seasonal prizes.
- Provides the Audit Committee with documents needed to perform the annual audit.

Membership Director

- Welcomes new members to the league and provides an overview of how the league operates.
- Provides the written New Member document (see **link**) and answers questions.
- Assists with registration-related questions.
- Pairs each new member with an experienced member (mentor) to provide guidance as to what is expected of a member and help familiarize her with the course.
- Notifies the Scheduling Director of mentor pairings so tee times can be arranged accordingly.

Social Director

- Schedules league luncheons.
- Creates and sends luncheon invitations to members and tracks RSVPs and payments.
- Coordinates menu selection, attendance, and payment with the restaurant.

Scheduling Director

- In preparation for the season, does the following:
    - Secures a list of league members including email addresses, handicaps, and phone numbers.
    - Requests a calendar of events from the Tournament Director.
- Surveys members to determine availability to play each week.
- Creates threesomes or foursomes for each week and assigns tee times while considering the following:
    - Pairing designated mentors with new members for the first 2-3 weeks of play
    - The type of scheduled event for each week (individual or team event)
    - Tournament play (Match Play or Low Net)
    - Scheduled Board meeting requires that Board members tee off first
- Addresses members' requests for specific tee times when possible and appropriate, while allowing a variety of tee times for all members.
- Sends the final tee time sheet each week to the membership and the WGC staff.
- Strives to have members play with a variety of players throughout the season, and uses a pairings spreadsheet to help achieve this goal.
- Click **HERE** for detailed instructions to execute these tasks.

What follows presents the steps to be followed in fulfilling the responsibilities of the Tournament and Handicap Directors. Some leagues maintain two separate positions for the purpose of carrying out these tasks; others combine the two jobs into a single position. Because the two jobs are so intertwined, the members in them should work together closely to ensure that they are both working from the same data set and to clarify the division of responsibilities.

Tournament Director

General

- With the President and Social Director, compiles dates for league board meetings, luncheons, and changeover meetings in preparation for the WGA Calendar Meeting, typically held in November.
- Creates the weekly schedule of competitive events (see **link**) for posting to the WGA website.
- Orders 18-Hole league scorecards as needed (Mon-Blue, Tues-Pink, Thurs-Yellow) from MidCentral Printing, John Korzak, 847-251-4040, 1211 Wilmette Ave., Wilmette.
- Emails membership with introductory description of what is expected, including:
    - Two scorecards for each group should be kept, signed, and attested to.

- How to turn in scorecards (drop box/ email).
- Each member must post hole-by-hole scores on the CDGA website by end of day of play. If not, that score will not be eligible for the weekly prizes and will not count toward seasonal prizes.

- Assigns six league days as Low Net Challenge Days, tracks the scores, and calculates the winner.
- Receives handicap divisions each month from the Handicap Director and shares these with the membership by email and posting on the locker room bulletin board.
- Together with the President and Handicap Director (the ad hoc Golf Committee), and in consultation with WGC staff, determines if play should be canceled due to weather and notifies membership accordingly.

Weekly Duties

- Provides the starter with necessary materials for each event, including:
  - Event instructions for golfers.
  - Signs for each division for longest drive, closest to the pin, etc.
  - Props for special events such as plant the flag, pink ball, golf bingo, etc.
- The evening of league play, send a reminder to post scores to the CDGA website.
- Double checks all scorecards against the CDGA Hole-by-Hole Excel report (see **link** for instructions on how to download the Hole-by-Hole report from CDGA). Scorecards serve as the official record of play.
- Determines weekly event winners, first and second place by division; low putts by division; and birdies/ chip-ins across the field. (see **link** for video demonstrating how to make report, and **link** for HBH-Weekly Event Template to use.)
- Provides final hole-by-hole report, including putts and weekly event winners, to the Handicap Director.
- Track Weekly Event Winnings for season end points; and if applicable to league, track Attendance / Participation Points (see **link** for spreadsheet template to use).
- Emails weekly results a day or two after day of play.

League Tournaments

- It's important to encourage participation in these tournaments. Some suggested wording for announcing sign-up can be found at this **link**.
- It's also important to know the WGA's general rules for tournament play and specific rules for match play and low net tournaments. Click **here** to read these sections on our website's League Rules page. (Scroll about midway down the League Rules page to find these sections.)
- Match Play Tournament
  - Sends membership notice with match play dates and rules of play. Click **here** for a description of match play, and **here** for instructions on creating brackets for match play.
  - Manages sign-ups and creates draws for appropriate number of divisions.
  - Sends membership the draw and deadlines for each round to be completed.
  - Notifies Scheduling Director of Round One matches to be scheduled.
  - Works with golf club to create dotted scorecards for Matches.

    - Tracks scores, notifies players of ongoing matches and deadlines for completion until a winner is determined.
- Low Net Tournament
    - Sends membership notice of tournament dates (54 holes) and rules of play.
    - Manages sign-ups and coordinates with Scheduling Director as to order of for each round.
    - Coordinates with Scheduling Director to group players with others in their flight for the first round. The groupings and order of tee times can be random.
    - Tracks scores and notifies participants of scores and standings after each round.
    - Coordinates with Scheduling Director to group players in subsequent rounds based on the standings within flights. Leaders should be scheduled last.
    - Ensures that at least 36 holes are completed for sanctioned tournament.
- Determines the Low Net Challenge Winner across the league based on the lowest net score for four of the six designated Low Net Challenge days. Click on these links for a **spreadsheet template** and **instructions** on its use, to determine the low net challenge winner.
- Presents awards for tournament winners at the final awards luncheon.

Handicap Director

General

- Determines divisions using first-of-the-month handicaps from the WGA website (as uploaded from the CDGA) and sends this information to the Tournament Director.
- Works closely with the Tournament Director to obtain weekly Hole-by-hole and putts reports.
- Distributes Birdie, Low Putt and Chip-in prizes at membership meetings.

Weekly/Monthly Duties

- Creates individual spreadsheet for each player. Click on these links for the **spreadsheet template**, **instructions** on its use, and a **video** describing this process.
- Enters HBH scores and total putts into the seasonal spreadsheet by month.
- Sorts monthly tabs by player and updates individual records.

Season-End Duties

- Computes seasonal prize winners for each division using a player's best eight rounds. (Low Gross, Low Net, Low Putts, and Ringers).
- Determines the Most Improved Player using the CDGA recommended method of computing change in handicap formula (Starting Handicap Index +12 / Ending Handicap +12) computed from May 1 to the last day of league play, excluding the Closing Shamble.