

WGA Championship Chair

The WGA Championship Chair plans, coordinates and oversees all aspects of the WGA Championship, working closely with the committee, WGA Board, Treasurer, Communications Directors, Registrar, and the WGC staff to ensure a successful event that stays within the budget.

- **8 Weeks before the event**

- Obtains reports on the Championship for the last year or two from the WGA President to become familiar with the tournament and chairman's responsibilities.
- Becomes familiar with Championship rules as set out in the WGA Golf Rules and Guidelines on wgawilmette.com.
- In conjunction with the Co-Communications Directors, learns the process for sending emails to the membership and participants.
- Creates and leads a committee of representatives, including at least one person from a 9-hole league and one from an 18-hole league, to oversee preparations for the two-day WGA 18- and 9-hole Championship. The WGA Board may be asked for suggestions for committee members, if needed.
- Reserves The Lawn/Tent for Day 2 of the event and obtains preliminary luncheon options and costs.
- In conjunction with the WGA Treasurer, creates a WGA Championship budget which should include the entry fee and costs for food and prizes. The budget should be presented to the WGA Board at a board meeting or via email to all WGA Board members before the committee begins spending money. It is the Chair's responsibility to ensure that the committee/event stays within budget.

- **6 weeks before the event**

- Creates a buzz about the Championship by decorating the WGA bulletin board, placing Championship signs from the WGA locker for on-site advertising and preparing online promotion.
- All Championship information on the website, including a save-the-date notice, the registration page, and all email content to be sent are the responsibility of the Chair and her Committee. The Chair must take into consideration the purpose of the communication, scheduling details, any graphics, and all content before transmitting the information to the Co-Communications Directors. The Co-Communications Directors are responsible for managing registration parameters on the website, placing content on the website or WGA stationary, and email distribution to members.

- **5 weeks before the event**

- Sends content to the Co-Communications Directors for an email to members announcing that registration will open in a few days and describing the event in enough detail to create interest.

- Communicates with Co-Communications Directors to open registration 4 weeks prior to event. Registration is online at WGAwilmette.com.
 - Sends email to League Presidents asking them to encourage participation by their members.
- **4 weeks before the event**
 - Consults with the WGA Board to discuss pertinent issues and secure guidance on how to proceed.
 - Coordinates with the WGA Registrar to make sure registration is proceeding smoothly, and to address any registration-related issues that may arise.
 - Works with The Lawn regarding menu, tables, set-up.
- **2 weeks before the event**
 - Sends content to the Co-Communications Directors for a second email to be sent to members when registration is close to closing due to timing of the event.
- **Week before the event**
 - Communicates with Co-Communications Directors to close registration.
 - Obtains the list of registrants, sorts by their respective leagues and send the list to each League President for review to ensure that all registrants are qualified per WGA Championship rules. Discuss any exceptions with the committee.
 - A few days prior to the tournament, compiles a list of participants for each competition along with their current handicap as posted on the WGA website and forwards this list to the WGC staff.
 - The number of flights in each competition may be adjusted if the number of competitors is not sufficient for a flight to be competitive. Traditionally there is a Championship Flight, a First Flight and a Second Flight in each competition.
 - Coordinates with WGC staff to determine the flights and draw for each flight for both the 18-hole and 9-hole competitions. Confirms that WGC staff will create pre-printed scorecards for each day of play. Modifications required by the weather should also be made in consultation with WGC staff.
 - Arranges for any traveling awards (i.e., the crystal decanter and bowl) to be returned by last year's winner and available for presentation at the luncheon.
 - Coordinates with the WGA Treasurer to ensure cash prize envelopes are ready for the luncheon. Cash prize amounts are determined by participation in each competition and are awarded in the order of 1st and 2nd place in championship flights, 1st and 2nd place in first flights, 1st and 2nd place in second flight, and low-net across for the field 9-hole and 18-hole competitions.
 - Posts and emails draw sheets to participants.
 - In conjunction with the WGC staff, assigns tee times for Day 1.
 - Makes necessary arrangements/purchases if breakfast items are to be available for one or both days.
 - Finalizes plans with The Lawn regarding food, beverage service, and venue set-up.

- **Day 1 of Championship**
 - Coordinates with WGC staff for check-in, hole assignments and written instructions regarding rules of play.
 - Coordinates with WGC to score Day 1 and determine draw sheets and foursomes for Day 2.
 - Assigns tee times for Day 2 based on Day 1 scores, with highest scores teeing off first.
 - Ensures tee times are emailed by the WGC.

- **Day 2 of Championship**
 - Acts as liaison to The Lawn staff with final arrangements including a microphone.
 - Ensures awards are ready for presentation.
 - Coordinates with WGC staff for scoring, determining winners and timing of presentation of 9-hole and 18-hole awards.
 - Oversees the taking of photographs of the event.

- **After the event**
 - Sends selected photos to the Communication Co-chairs to put on the website.
 - Arranges for awards and club plaques to be engraved.
 - Coordinates with the WGA Treasurer to create the final revenue and expense report.
 - Solicits feedback from attendees: what went well and what could be improved.
 - Presents a final report for the event at the next WGA Board meeting and files a written report with the WGA President to be passed on to the next chair.
 - Posts the 18-hole WGA Champion on the CDGA Administration website.