



GULF COAST WOMEN'S GOLF ASSOCIATION DELEGATE DUTIES

(1) Attend all meetings called by the Executive Board (or have alternate delegate attend). You are the liaison between GCWGA and the members of your club. You are responsible for keeping members of both informed of any changes that occur, i.e. rule changes, play day changes or other pertinent information. In an urgent situation, notify members by telephone, otherwise, post information on your club bulletin board.

(2) Support monthly play days as much as possible (even if it may not be a favorite course).

(3) PLAY DAY DUTIES:

a. Post "sign-up" sheet. (Maybe be downloaded www.gcwga.com) Obtain latest handicap index for each player and call/email* the appropriate person. (Who to notify is listed in the GCWGA Directory). Send/call their names in at least 5 working days prior to the play day. If this time limit is insufficient, the host club delegate should notify all other delegates. (* If emailed, **please** get a confirmation).

b. Keep your monthly "sign-up" sheets or a record of who signed up and played. The GCWGA Tournament Chairman may need that information at a later date. Also it helps pinpoint a "no show".

c. "No Shows": The Delegate of the Host Club is responsible for notifying the delegate of each club and the Treasurer if they have a "no show" at their play day. The "no show" member is not allowed to play in the next monthly play day until she has paid the assessed fee of \$10.00 to GCWGA Treasurer.

d. Decide what special events you will have, i.e. closest to pin, chip-in, etc. on your play day. You may spend up to \$30. Keep receipt and you will be reimbursed on your play day.

e. Get together with your Pro and go over "Course Delegate and Host Golf Professional" downloadable at www.gcwga.com

If you have any questions, or are not clear on something, please do not hesitate to call or email me.

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