

Greater Seattle Women's Public Golf Association "GSWPGA"

or "City Representative"

In this position you represent our club membership to the GSWPGA

You will keep the club informed of meetings, tournaments and events sponsored by the GSWPGA

There is usually a February meeting where the city tournament chair gives each club representative a notebook containing all the information they will need. Due to COVID, the information packet was provided via email in 2020 and 2021. Included in the packet are: entry forms, a schedule of tournaments with fees, and general information.

There are seven City Tournaments each year. Each has a different competition. File the sign-up sheets in the "City" notebook (stored at the Ladies' Club area) by month.

About two weeks before a tournament deadline send out an email informing everyone. Include the course, competition, fees, times, deadline etc. You are responsible to collect money from all players. I collect in three ways: Leave a check (made out to me) in the front of the City Notebook, send a check to my home, or send the money electronically (I use Zelle). I also post a notice on our bulletin board at Maplewood.

Fill out the entry form for our club as directed. Player names should be in alphabetical order. You will make out one check for all the Maplewood players. Send the form with the check to the tournament chair. Keep a copy for yourself.

The tournament chair will make up "foursomes" based on handicaps and will email the schedule of players and tee times to you. Forward this schedule to all participants.

If a player needs to cancel notify the tournament chair. If possible try to find a substitute player. Fees may be refundable but it's best to find someone else to play.

After a tournament the chair will email the results. Pass this information on to all participants and post on our bulletin board at Maplewood.

If Maplewood is selected to host a tournament you may need to provide assistance with check-in help or course information.

In the past, (pre-COVID) there have been two fund-raising raffles. The City Representative from each club provided a basket with a value of \$50. Our Maplewood budget has provided \$100 for this but we often receive donations from members or the pro shop. If you spend money keep all receipts and turn them into our Maplewood club treasurer.

Submitted by Cathy Bruckner, October 2021