

Maplewood Women's Golf Association

List of Board and Off-Board Chairs	2
CAPTAIN	3
Co-Captain	4
Secretary	5
TREASURER	6
City Representative - Greater Seattle Women's Public Golf Association "GSWPGA"	7
Handicap Chair	9
PAST CAPTAIN	10
Rules Chair	11
TEAM CAPTAIN	12
TOURNAMENT CHAIR	13
Weekly Competition Chair	16
AUDITOR	17
BIRDIES CHAIRPERSON	18
COMMUNICATION CHAIRPERSON	19
DIRECTORY CHAIRPERSON	20
MENTOR DUTIES	21
PARLIMENTARIAN	22
SEASON LONG ECCI CHAIRPERSON	23
SOCIAL CHAIRPERSON	24
SUNSHINE CHAIRPERSON	25
WASHINGTON GOLF REPRESENTATIVE	26
WEBSITE CHAIRPERSON	27

LIST OF BOARD AND OFF-BOARD CHAIRS

Board of Directors

1. *Captain*
2. *Co-Captain*
3. *Secretary*
4. *Treasurer*
5. *City Representative*
6. *Handicap Chair*
7. *Past Captain*
8. *Rules Chair*
9. *State Trustee*
10. *Tournament Chair*
11. *Weekly Competition Chair*
12. *WAGolf/PNGA Representative*

Off-Board Chairs and Other

13. *Auditor*
14. *Birdies*
15. *Communications*
16. *Directory*
17. *Mentor*
18. *Parliamentarian*
19. *Season Long ECCI*
20. *Social*
21. *Sunshine*
22. *Team Captain*
23. *Website*

Duties updated as of August 2025

CAPTAIN

*From By-laws Article III Sec. 1 The Captain shall preside at all meetings, appoint all committee chairpersons, sign all warrants with the treasurer and **take care of all business of the club not assigned to other officers.***

- Function as liaison for the club with the Pro Shop, Course Management, and City staff. Contact them for input for meetings.
- Familiarize yourself with the directory/handbook and the binder of Officer Duties.
- Monitor all board members and committee chairs to make sure duties of offices are being followed.
- Be a signer on bank accounts with the treasurer, and do a monthly check with the treasurer on all transactions.
- Monitor mwgacaptain@gmail.com email account.
- Attend “City” and “State” organization meetings if possible.
- Maintain the Ladies’ Club area of the Pro Shop and check drawer weekly.
- Notify the Sunshine Committee Chair ASAP upon learning about members who might need some “sunshine.”
- Send membership cards and handbooks with “Welcome” letter to all members in April, and then as new members join throughout the summer. (May be delegated to another member).
- Figure Weekly Competition cards. (Instructions described separately.)
- Together with the board, set dates for regular meetings in February and November. Can call special meetings when needed. Arrange for meeting space for meetings.
- After meetings, review/edit the minutes prior to them being sent out to the board and/or membership.
- Verify, order pendants, and present any Hole-in-One awards.
- Appoint nominating committee 30 days prior to the November meeting. Within one week of this appointment, post the names of the nominating committee.
- Recruit a volunteer to work on the annual Honoree award.
- Appoint Auditor to audit the financial accounts after they are closed for the year. (Late November – early January)
- Assist Social Chair with Holiday luncheon as needed. (Captains in the past have sent invitations to past captains and MC’d the event.)

Co-CAPTAIN

From By-laws Article III Sec. 2: Co-captain shall perform the duties of the Captain in her absence. If the office of the Captain should become vacant, the Co-Captain shall become Captain. The Co-Captain shall assume the position of Captain the following year.

Attend all board and general meetings.

Help the Captain in whatever way(s) needed.

SECRETARY

From the handbook By-Laws Article 3 Duties:

“The Secretary shall notify the Regular membership of meetings and keep a record of the minutes of all meetings of MWGA. A copy of all meeting minutes shall be provided to the Board of Directors members and a copy of all General Meeting minutes shall be posted on the bulletin board and sent by email.”

Additional expectations and procedures:

1. Create an email distribution list of all board members.
2. Attend all meetings (board, general, and special) and record the minutes of such meetings.
3. About two weeks prior to general meetings, make a flyer and post in ladies bathroom bulletin boards, and by the weekly signup sheet.
4. At all meetings, provide a sign in sheet for attendees, and keep with the minutes.
5. Decide with the Captain, who will print agendas for the meetings. (Captain writes agendas.)
6. At board and general meetings, make sure previous meeting minutes are sent out via email, and provide several printed copies at the meeting.
7. Ask presenters to email electronic copies of their reports, so they can be attached to the minutes.
8. After meetings, send a draft of the minutes to the captain for corrections.
9. For board and special meetings, after corrections from the captain, email minutes to all board members with a deadline for them to submit their edits. Once finalized, email the minutes to all board members.
10. For general meetings, after corrections from the captain, email minutes to all board members with a deadline for them to submit their edits. Once finalized, email the minutes to the person designated for distributing general membership information.
11. Keep both electronic and paper copies of all minutes.
12. Have fun! You are a voting member of the board, so speak your mind and always keep what is best for the club as priority.

TREASURER

It is the job of the treasurer to maintain the financial records of the club.

This includes:

- Reconciliation of the Monthly Bank Statement
- Maintaining a check register
- Reports, including:
 - Annual P&L Statements
 - Monthly competition payouts
 - Annual Budgets
 - Membership roster
 - Track YTD weekly competition payouts against target and recommend payout adjustment if necessary.
- Collect Dues & make deposits
 - Detail records kept for who has paid.
- Writing checks to:
 - GHIN for memberships
 - Dues for GSWPGA & WSWPLA
 - Other checks for miscellaneous expenses as needed.
 - Monthly check to Maplewood for member winnings from Weekly, Major tournaments, WSWPLA & GSWPGA tournaments to be posted on member books.
 - Ensure all checks have some sort of receipt for validation
- Maintain Member Google Roster:
 - Data includes Name, Address, Phone, email, & GHIN number
 - Updated Roster is provided electronically to the Executive Board and Pro Shop.
 - New Member information is given to Captain and Mentor.
 - Data file (Excel) given to Directory chair for printing of directories.
- Maintain detailed Member winnings for all competitions
 - Required in order to pay the Pro Shop to post on individual books, on a monthly basis.
- File Yearly 990N
- Miscellaneous duties:
 - Provide membership envelopes

Currently, the records are kept using QuickBooks. (2022)

CITY REPRESENTATIVE - GREATER SEATTLE WOMEN'S PUBLIC GOLF ASSOCIATION "GSWPGA"

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.

HANDICAP CHAIR

The responsibilities of the Handicap Chairman are as follows:

- Ensure the current active/inactive status of the membership is accurate and update as necessary
- Add new club members and acquire GHIN numbers
- Send welcome letter via email to all new and transfer members
- Monitor scorecards for new members without handicaps to verify they have three 18-hole rounds (or the equivalent using combined 9-hole rounds) from any course with a USGA Course and Slope rating, to become eligible for weekly competition. Convey that information to the club captain and member
- Assist all club members in posting local and away scores
- Run a weekly Scores Posted Report from the USGA Admin Portal website (<https://ghp.ghin.com>) to verify scores have been posted
- Correct and monitor scores throughout the year including usage of Maximum Score per Hole
- Contact golfers whose scores have not been posted
- Check the Whoops Sheet on the clipboard by the binders each week and make the corrections noted
- Verify tournament scores are posted correctly
- Verify participants of Club Championship have 7 Maplewood rounds from last year's Club Championship to current year's deadline
- Run the USGA's Most Improved report (start date of 4/1 of current year through 10/31) for the Most Improved Golfer of the Year. Give that information to the Captain/Tournament Director along with background of the winner and what her index was at beginning and end of season. Present at the Holiday Awards Luncheon. Winner must have an established handicap for at least one year and 10 Maplewood rounds. Use raw (unreduced) USGA handicap index data for calculating the Most Improved golfer.
- Provide required information to Washington Golf at the beginning of the year (Handicap Chair information, Tournament schedule, By-Laws)

PAST CAPTAIN

Assist the Captain as needed.

Attend all board, Annual and General meetings.

RULES CHAIR

Work with the Golf Course Pro on all the local rules and keep the membership informed on all the USGA Rules. Work with the Golf Pro to interpret and institute any changes to rules sent down from the PNGA, WAGolf, and USGA.

Work with the Rules Committee: consisting of the Golf Pro, Tournament Chair, and Rules Chair for all major tournaments. Provide final authority on all questions and disagreements.

Determine when the Women's Club will use "Summer Rules" and when they will play "Preferred Lies" and post this at the Club, so all members are aware of the change.

Provide a report at the Board Meetings, General Meeting, and the Annual Meeting on any changes to rules or information that has been provided via PNGA/WAGolf that affects rules pertaining to the club's weekly play and tournament play.

TEAM CAPTAIN

- Attend GSWPGA meeting in February for team captains.
 - Obtain match schedule and rules
- Prepare sign-up sheet for each match and post at Maplewood at least two weeks prior. You can post sign-up sheets for all matches at the beginning of the season, if you wish.
 - There is a spot designated for TEAM on the bulletin board.
- Notify the 6 players who will play in each upcoming match, making sure they know the date, place, and time of the match. Confirm team uniform.
 - If six players have not signed up, it is your responsibility to call likely participants and ask them to play.
 - It is MANDATORY to field a complete team of 6 players for each match.
- As a courtesy, contact any member who signed up to play but was not needed. Inform the person that she is not needed to play that match, but encourage future interest.
- Two business days prior to each match, all captains must inform the City Captain of their team line-up for that match, including players' names and handicap indices.
- Go to the matches or send a representative.
 - Prepare the score sheets (provided by City Captain) with names and handicaps of our team's players.
 - The lowest 2 handicaps play in Bracket 1, next 2 lowest play Bracket 2, and the highest 2 play Bracket 3.
 - Remind our players to keep pace and ask them to note their times of tee-off and completion.
- After completion of the 3 matches:
 - Record the points (both net and scratch) for each bracket after play.
 - Sign both copies and obtain the signature of the opposing team's captain.
 - Keep one copy of each score sheet and give one copy to the CITY Captain.

TOURNAMENT CHAIR

- Set up dates for the 5 Major tournaments (3 week Eccie, One day 2 Lady Best Ball, One day 2 Lady Chapman or Scramble, Club Championship and Last Chance). Coordinate dates for the Club Championship with the Head Pro to verify availability of the course for the 2nd day of the Championship and that Tuesday dates do not conflict with aeration. Coordinate dates with the Weekly Chair and make sure all tournament dates and the dates for signup for the tournament are identified and on the calendar.
- Agree on a budget with the treasurer, using the previous year as a guide.
- Three weeks before the tournament, send signup emails through Golf Genius. The email should include the tournament format, deadline date, and prominently display the tournament dates at the top.
- Decide which tournaments will have assigned tee times and which will allow the participants to sign up themselves.
- Reinforce with the pro shop staff that no one is added to the tournament signup sheet after the signup deadline, but refer the person to call the tournament chair for possible signup and playing in the tournament.
- Reserve enough tee times for the tournament by coordinating with the Tuesday Chair for a block of tee times to accommodate the players who signed up for the tournament.
- Verify all eligibility and handicaps for the players signed up to play tournaments. Tournament chairs should be added to the list of people who receive the GHIN report.
- The Club Treasurer can email you a copy of the roster, in EXCEL, including GHIN #'s

The club has the option to manually administer the tournaments or use the Golf Genius program provided by WaGolf.

If not using Golf Genius:

- Prepare scorecards by dotting all score cards for handicap when necessary. Attach a prepared rules sheet (generated in coordination with the Rules Chair) and ask players to double check their dotted card. The Rules sheet will identify the game played, possible payout and how ties will be broken, if required. Instructions to verify the card, have the card signed and attested should also be emphasized. Note: Ties are broken at the option of the

Tournament Chair: a. best score for last 9, then last 6, etc. b. 1st handicap hole for best score, then 2nd, etc., c. other options, ideas from Pro Shop.

- Tournaments lasting more than one week: Prepare a tournament sheet for posting all individuals scores, post each week after play on the easel, keep a cumulative total on the tournament sheet.
- The Pro shop can provide you with a tournament sheet if you don't have copies.
- Announce the winner after posting final scores on the tournament sheet to those players remaining in the lounge.

If using Golf Genius:

- Setup the tournament format in Golf Genius (GG)
- Enter all entrants to Golf Genius
 - Update GHIN handicaps within GG
 - Using GG, place in divisions, assign tee times
 - Print tee sheets and Email to Pro Shop and participants
 - Email scorecards and rules sheet to participants and have them print them. Attach a prepared rules sheet (generated in coordination with the Rules Chair) and ask players to double check their dotted card. The Rules sheet will identify the game played, possible payout and how ties will be broken, if required. Instructions to verify the card, have the card signed and attested should also be emphasized. Note: Ties are broken at the option of the Tournament Chair: a. best score for last 9, then last 6, etc. b. 1st handicap hole for best score, then 2nd, etc., c. other options, ideas from Pro Shop.
 - Provide a few blank scorecards and rules sheets the day of the tournament
 - Enter scores using GG and calculate winners. Calculate \$ winnings (or allow GG to do it.
 - For multi day tournaments, email results after each day.

For both methods:

- Post/e-mail all winners by the following day of the event. Give a copy to the Treasurer so she can pay the Pro Shop. Email a copy to the Webmaster to put on the website.
- Post scores to GHIN. Manually if not using GG. Automatically using GG.

- Purchase Club Championship and Most Improved Trophies, to be presented at the Holiday Luncheon in December.
 - Bancheros's and Dugan's of Kent have been used, however Banchemo's include the engraving in the prices of the trophies. Kusak's has been used and they have our logo, but are more expensive.
 - If a winner chooses not to receive a trophy, allow them to choose to donate an equivalent \$ amount to a charity of their choice or receive the amount on the Pro Shop Books.
- Attend all Board Meetings. The Chairs are asked to give a report, but you may present whatever you think pertinent. (Suggestions for improvement, if any, can be given at the fall meeting).
- Make copies of all winners of the tournaments at year's end, including payouts for presentation at the December luncheon.
 - The treasurer typically has a summary of winnings that is provided at the luncheon.

WEEKLY COMPETITION CHAIR

The Weekly Competition Chair shall be responsible to the captain for planning and conducting all Maplewood women's weekly competitions, including three minor tournaments (Field Day, Beat the Pro, and a Fall competition, usually Tombstone) and Monthly Medal. (Note: Monthly Medal is on hold for 2025.)

She will prepare the annual calendar, in coordination with the Tournament Chair, State and City representatives, and the Pro at Maplewood, and present to the captain for approval ASAP in early spring.

She will assist the Golf Genius person to publicize the competitions on a weekly basis with sign-ups available online and in weekly club newsletters. In addition, she will be in charge of publishing the tee sheet in Golf Genius on Sundays after 12 noon, rearranging players as needed to maximize use of tee times. When possible, also, dropping off a paper copy of the tee sheet to the pro shop on Sunday afternoons.

She will attend all board meetings and general meetings, and present the calendar and end-of-year report to the members.

AUDITOR

Appointed by the Captain, shall audit the financial accounts of the club once a year, and report to the Captain and membership at the annual meeting.

BIRDIES CHAIRPERSON

Update the “Birdie Book” binder at the beginning of the season. Provide blank sheets for members to record their birdies, first birdies, and eagles.

At the end of the season:

- Add up everyone’s birdies.
- Request the season end handicap information from the handicap chair.
- Create four divisions, based on handicap, for those that have participated.
- Four monetary prizes will be awarded, added to the winner’s Pro Shop books. Check the current budget for the amount available for Birdie awards, and notify the treasurer of the names and amount of winnings.
- Birdie pins are awarded to anyone who gets their first birdie at Maplewood as a member of the club. (There is a bag in the locked drawer of birdie pins.)
- Eagle pins are awarded to anyone who gets an Eagle at Maplewood during the season.
- Present awards at the Holiday Luncheon.

COMMUNICATION CHAIRPERSON

The Communication Chair is responsible for providing the members with information, via email, from the Captain, other Chairs, Pro Shop, Restaurant, Course Manager, and anyone else that has information that needs to be passed on to the membership

Information to be disseminated can be received via email or word of mouth from the person wanting to send information.

Typical types of information:

- Announcements from the Captain
- Notices of meetings
- Tournament results
- Pro Shop information – ie sales, etc
- Course information – closures, hours, etc.
- Restaurant information – closures, hours, etc.
- Announcements or information other Chair members want to send to members
- Deadlines for tournaments, including City and State

If in email, most times, the information can just be forwarded to the membership.

Sometimes, it needs to be sent as a new email due to the nature of the email received.

Member email list is available from a shareable Google Document spreadsheet that the Treasurer maintains.

Suggested skills needed:

- Conversion of Word or Spreadsheet documents to .pdf
- Copy and paste of spreadsheet data

Preferred email service:

- Gmail
 - Gmail allows large number of email recipients in one email. Other service providers have limitations, regarding large numbers to be spam and will not send if over the limit.

DIRECTORY CHAIRPERSON

Responsible for updating and publishing the club's Member Directory. Work with Captain and Treasurer for up-to-date information.

Possible Information included in the directory:

- Current By-laws & Constitution
- Club Calendar
 - Major tournaments
 - GSWPGA events
 - WSWPLA events
 - Other optional events, if desired
- Game Definitions
- Current Board Members
- Member Roster
 - Information is received from Treasurer, hopefully in an excel format for easy input to directory
- Handicap Information
- What's New Page
- General Playing and Tournament Rules
- Definitions
- Birthdays
- Local Course Information
- Dates of Interest

Deadline for publishing is end of April.

ImpactEasy.com has been used since 2021.

Directory is currently in a WORD (Pages for Mac users) document format, for print in a "book" format. This makes it easy to edit, update and print.

MENTOR DUTIES

The primary job of the mentor is to assist and educate new members to our club and its procedures.

- Welcome and introduce new members to the club membership and provide information pertaining to the Maplewood Women's Golf Association.
- Play with them, or coordinate with one of the other volunteer mentors to play with them their first few times out.
- Provide them with the Welcome Letter Mentor information sheet.
- There should be at least 4 mentors (maybe one from each division), with the first division mentor as lead.
 - New members may feel most comfortable with someone closer to their own level of play
- Try to sign the Mentor and new members up in the first few tee time slots for the day.
- For new members just starting out, have the Rules chair put together a 15-20 minute rules presentation.
 - USGA has a video presentation that would be perfect for this.
- AFTER the new member has **played a few times**:
 - For new members establishing a handicap:
 - Teach how to post a score in Golf Genius
 - Show them, and explain their purpose/use:
 - Sign ups for weekly tee times thru email invite to Golf Genius
 - City and State tournament books
 - Bulletin Board and where to find information
 - Birdie Book
 - Year Long ECCI Book
 - Where to post weekly comp scorecards
 - How to properly fill out a scorecard
 - A new member may be so overwhelmed and intimidated with all this information they may decide not to play.....we definitely don't want this.
 - Therefore, do not try to show them EVERYTHING the first couple times they play. Let them play and enjoy themselves first.
- Provide reports at the spring and Fall annual meetings.

PARLIMENTARIAN

Appointed by the Captain.

Be familiar with the association's Constitution and By Laws and
Robert's Rules of Order.

Advise the Captain, the membership, and the Board as needed on the proper way to carry on business in a meeting according to *Robert's Rules of Order*.

Assist the Captain in agenda making and running a meeting if needed.

SEASON LONG ECCI CHAIRPERSON

The season long ECCI is an optional competition. Ladies can participate by paying \$5 to the chairperson. Keep the funds until payout in December.

- Update the instruction sheet in the binder pertaining to what days of the week are eligible for participation and other specifics.
- Put an envelope in the front pocket of the binder with instructions.
- Make sure there are sufficient blank pages in the binder.
- Have the binder available every Tuesday for competitors to note their best hole scores each week.
- Check the envelope at the end of each Tuesday's golf so cash is not kept there.
- After final posting date in November, get the final handicap list from the handicap chair, and determine the winners.
- Payout is done at the Holiday Luncheon, announcing winners and their final ECCI scores.
- Keep records bundled for the next Chair.

SOCIAL CHAIRPERSON

Responsible for setting up the Holiday Luncheon held in December.

This is a year-end activity that is meant to bring us all together for a fun gathering and awards ceremony.

As soon as possible begin checking for venue and dates.

If you want some sort of entertainment, start planning.

Most of the work happens starting in October up until the Luncheon.

SUNSHINE CHAIRPERSON

Inform the membership that they should contact you when information is known of a member who has a serious illness, surgery or death in the family, or any other need for "Sunshine."

Inform the Captain of this information.

Send a card, on behalf of the Ladies Club, to those members who could use some encouragement, sympathy, or support.

Check with the Treasurer for amount budgeted for this position.

WASHINGTON GOLF REPRESENTATIVE

Act as a liaison between Club and WaGolf, providing our club with information that has been provided to all WaGolf Reps pertaining to membership, dues, schedules for WaGolf Tournaments and Championship as well as all information provided from the PNGA Association.

Provide input to WaGolf about our club and attend the WaGolf Annual Meeting each year in late October. This is a good opportunity to meet other Washington Club Reps & our WaGolf Staff personnel as well as the Reps from Oregon, Idaho, Montana and Canada.

Provide nominations for the Club Rep, Handicap Chair and Golf Course of the year to be presented at the fall meeting.

WEBSITE CHAIRPERSON

The website for the Maplewood Women's Golf Association is:

www.maplewoodwomensgolf.com

- Maintain the website:
 - Update calendar
 - Update the By-laws and Constitution on the website as needed
 - Maintain list of Board and Off Board positions
 - Maintain all links to other courses, organizations, etc and ensure they are valid links.
 - Update all other information and forms as necessary.