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## *Duties of the WADGA District Representative*

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1. Please post the current WADGA schedule, "Instructions to WADGA members", "WADGA Championship Description" and all of the WADGA tournament sign-up sheets. Give each member a copy of the yearbook, which will be available at the opening day event.
2. Please inform your members of the day of the week that you will remove the sign-up sheet. (Please add this information to #2 on the "Instructions to WADGA members"). Make a copy of the sign-up sheet on your specified day, mark it "copy" and post it. If a member wishes to add, or needs to cancel, they should contact you. However, it is their responsibility to also contact the Host District Representative or the host Pro Shop by noon on Wednesday for a Friday event and by noon two days prior for events held on days other than a Friday if their status changes. Please refer to the standing rules in the yearbook regarding the rules and penalties for late cancellations.
3. For each member who signs up for an event, an index number will be required. The maximum allowable INDEX for each player is 28.0. During the year that the WADGA member has qualified, the maximum allowable index to be used can only be 28.0, no matter how high their index might be. If the indexes have changed that week, the new index should be used.
4. To determine the handicap for each player, check the slope chart. Find the slope number for the host club on the sign-up sheet & locate this number on the top of the slope chart. Look down that column to find the range of handicap index. To the left of the chart is the handicap number that will be used at the host club. This converted handicap must be included on the information sent to the Host District Representative.
5. Please email your player information to the Host District Representative and Tournament Chairwoman so that we receive them no later than 5:00 pm on Tuesday before Friday's event. For events that are held on days other than Friday, this information needs to be emailed by 5:00 pm three days prior to the play day.
6. All participants who sign up for a regular WADGA event will be charged for lunch in their entry fee whether or not they stay. In most cases, "to go" boxes can be requested for those who cannot stay.
7. A quota system is necessary if the field becomes too large for an event. Talk to your members and ask for volunteers to sit out or have a lottery.
8. Following each individual event (and after the last day of Championship) you will pick up the scorecards at lunch. It is your responsibility to take these scorecards and to post the required ESC adjusted scores for each of your club members. Note all WADGA scores will be posted as tournament scores.
9. The local newspapers will receive names of winners for each WADGA event from the WADGA Vice President. You might want to include the names of your winners in a club newsletter.
10. Entries for Championship should be in the hands of the Host District Representative and Tournament Chairwoman no later than one week preceding the first day of play. Daily tee times generally begin at 8:30AM.
11. Clubs will compete for the club team plaque. To qualify for "Team Play", your club will need to have at least four players who played in at least four individual events (including Championship) during the year. The best four net rounds for each player are averaged and added together. The team with the lowest combined total net score for the four players will be awarded an engraved rotating plaque to keep until the next year.
12. President's awards will be awarded to WADGA members who have the lowest combined net scores from 5 individual events (including Championship). The number of awards could vary depending on the number of ties that occur.

*Duties of the WADGA Representative (cont.)*

13. If your club is hosting this year, please read the instructions "How to Host a District Event". For Championship hosting, please read the instructions "How to Host a District Championship".
14. As a voting member, you will attend the Fall Representatives meeting with the WADGA Executive Board. If you cannot attend, please send another WADGA member in your place. Invite your Club Chairwoman to attend the meeting with you. If you will not be continuing as the District Representative, please invite the incoming Representative to attend this meeting. Make sure to report this change of the Representative to the WADGA Tournament Chairwoman at this meeting. Please give her the new Representative address, phone number and email address.
15. Please bring your WADGA District Representative's Folder with you to the fall meeting. The Tournament Chairwoman will add new information for the next season to the folders. Items that should remain in the folder will be outlined inside the folder, and other items should be discarded.
16. You will assist in firming up the schedule of play for the upcoming season at the fall meeting. In order to avoid conflicts you should get approval of your Club Board for three optional days of play. The WADGA President coordinates the schedule. Give a copy of the complete WADGA schedule to your Club Chairwoman (and club manager, if applicable) to be included in your yearbook.
17. You (or your new District Representative, when name is known) will receive a form in the spring from the WADGA Secretary to fill out with pertinent information about you and your club to send back by the deadline indicated.
18. When handicaps are updated in the spring, you should check for women members of your club who would qualify for WADGA with a 28.0 index. Those who qualify should be sent notification of this eligibility. It is your responsibility to collect dues (checks made out to you) from all members for the coming year. You will receive a membership roster to fill out from the WADGA Secretary. Please include full names of members, addresses (with zip codes), and phone numbers with area code for the website. You will also give up to date index numbers for each member. You could ask for email addresses for your use in contacting your club WADGA members. Only the email addresses for the Executive Board and District Representatives will be included in the yearbook. Please indicate new members and changes of addresses or phone numbers in the manner requested on the form. Bring the rosters together with the dues (with one check that you make out to WADGA for the total amount) to the WADGA Secretary AT THE SPRING REPRESENTATIVE MEETING in May.
19. As a voting member, you (or your proxy) will attend the spring meeting of the District Representatives with the WADGA Executive Board in May. Please bring the information (indicated in #18 above) to the meeting, unless you have mailed it. You can invite your ladies association Chairwoman to attend. You will receive your updated WADGA folder. Please carefully read the information, which may change from one year to the other. You will also receive the sign-up sheets for the season. Please post these, as well as the information contained in #1 of these instructions.