

WADGA REPRESENTATIVE PRE-SEASON DUTIES

1. **March 31, 2016** – Complete your Club Information form and send it to the Secretary, Janet Kaboth, by April 15, 2016. This form is available to download from our website on the links tab at www.wadga.org. Please be accurate with your club's information, especially the slope rating for the tees which WADGA will play in 2016. The information you provide will be listed in our handbook and on the sign-up sheets. The slope rating is necessary to convert the indexes to the course handicaps.
2. **April 4, 2016** – Ask your pro shop for the April 1st USGA Handicap Index listing, which is the 1st date of eligibility for WADGA. Determine the eligible ladies for WADGA, those with an index of 28.0 or less. You may want to contact any ladies with an index of 28.1 – 28.5 and encouraged them to try to bring their index down to 28.0 if they are interested in WADGA.
3. **April 11, 2016** – Send an invitation letter, along with a copy of the 2016 WADGA Schedule to all eligible ladies. A sample letter is available on the WADGA website. This may be done electronically or USPS. Please put a strong effort into contacting and encouraging eligible members to join. We are counting on your efforts to keep WADGA strong. Let's set a goal for each club to bring on 2 new WADGA members this year ... with the 28.0 index limit this should be doable.
4. **April 25, 2016** – Contact any eligible ladies who have not responded to your invitation letter. At this point, telephone is a more personal and effective method of contact and encouragement. Compile your Membership Roster, which is also available for download from our website, www.wadga.org. Please be accurate with your members' information, what you provide will be listed on our website.
5. **May 6, 2016** – Attend the Spring Meeting at Brookside Country Club at 10:00 AM. If you have not done so already, you may give your completed Membership Roster and one dues check for all your members to Secretary, Janet Kaboth, at this meeting. According to our Standing Rules, you have until the May 1, 2016 deadline to provide this information for members to be listed in the booklet. New members to your club can join WADGA at any time throughout the year. Also at this meeting, you will receive your 2016 Rep Folder and instructions from Tournament Chairwoman, Mary Ann Miano.