

Updated: 3-3-2025

# COYOTE RUN WOMEN'S GOLF ASSOCIATION

## Voting Board Members

- ☐ Elected
  - ☐ President
  - ☐ Vice President
  - ☐ Secretary
  - ☐ Treasurer
- ☐ Appointed
  - ☐ Tournament/League Play Chair
  - ☐ Handicap Chair
  - ☐ Rules Chair
  - ☐ Social Chair
  - ☐ Advertising
- ☐ Past President

## Chairs/Committees

- ☐ AGA State Representative
- ☐ CAGD Central Arizona District Representative
- ☐ Communications
- ☐ Team Play
- ☐ New Members
- ☐ Web Page
- ☐ Ringer-Birdies-Chip-Ins
- ☐ Friendship
- ☐ Hole-In-One

## Special Events

- ☐ Welcome Back Party
- ☐ Christmas Gala
- ☐ Invitational Chicks with Sticks Tournament
- ☐ Battle of the Sexes – Memorial Tournament (Hosted by the Men's Club)
- ☐ Executive Fun Day/ End of Year Awards Party

### **President (Votes only if a tie)**

- ☐ Chairman of the Board. Does not vote, except in case of a tie.
- ☐ Attend and facilitate all meetings.
- ☐ Enforce CRWGA bylaws.
- ☐ Ensure the objectives of the mission statement are carried out.
- ☐ Coordinate with Pro Shop.
- ☐ Member on all committees, except the nominating committee.
- ☐ Direct all activities of club.
- ☐ Appoint chairmen and committees as she, or the Board deem necessary.
- ☐ In the event of vacancy on the Board, the President shall ask the board to vote to appoint a member for the unexpired term.
- ☐ Communicate to CRWGA members detailing and/or outlining events, etc.
- ☐ Attend regular LW Golf Advisory Meetings. If unable to attend, appoint substitute.
- ☐ Chair monthly general membership meetings.
- ☐ Facilitate annual budget preparation.
- ☐ Guide and support other board members/committee chairs on their job duties as required.
- ☐ Follow up on comments/complaints and coordinate resolution.
- ☐ Motivate board members and encourage fresh ideas.
- ☐ Announce winners of CRWGA tournaments/events at event and by email, web, etc.
  - o President's Cup: Plaque
  - o Club Championship: Flowers, Trophy, Plaque, Sweeps Certificate

### **Vice – President (Voting Member)**

- ☐ Assistant to President.
- ☐ Presides at meetings during President's absence.
- ☐ Assumes Presidents office in case of vacancy.
- ☐ Book and Confirm Rooms/Facilities/Equipment with Rec Office
  - o *Rooms are booked in November of current year for entire **next** year/season*
  - o Monthly Membership Meetings
  - o Welcome Back (Pizza Party)
  - o Christmas Gala-coordinate with Men's Club-they book room
  - o Invitational
  - o CRWGA Tournaments/Socials
  - o Team Play
  - o Battle of the Sexes/Memorial Tournament (consult men's club for date)
  - o End of Season Awards-Fun Day

- ☐ Attend meetings.
  - o Board
  - o Monthly Membership
- ☐ Gift to President at Last Brown Bag meeting \$75.00 – gift of her choice.
- ☐ Other duties as assigned by President
  - o Serve on Member-Member and Invitational Committee as liaison to the board
  - o Plaques/Trophies
  - o Bulletin Board
  - o Assist with Advertising Committee
  - o Collect Funds and Organize presentation for Pro Shop Christmas gift

<b>Secretary (Voting Member)</b>
----------------------------------

- ☐ Record minutes for both the Membership and Executive meetings and keep a copy in a binder/notebook.
- ☐ Provide copies (via email) of the minutes to the CRWGA president.
- ☐ Once approved by the president, post a copy of the Membership meeting minutes (including attachments) on the golfer's bulletin board. The president will send a copy to the Communications chairperson for distribution by email to the members and to the Web page coordinator to post under the Ladies' Golf tab –[www.coyoterunwomen.azgolf.org](http://www.coyoterunwomen.azgolf.org)
- ☐ Prepare notification letter to financial institution used by CRWGA, regarding change of officers in March. (See sample in Secretary's Notebook). Attach a copy of the CRWGA membership meeting minutes that records the installation of new officers and provide the letter and attachment to current Treasurer for further handling.
- ☐ Write Monthly article for Leisure World News.
  - o Consult the president/executive board for article content ideas.
  - o Article to be submitted as a Microsoft Word file and is limited to 700 words. (on occasion can be larger); one to several pictures may accompany (typically 4-5 max). Photos must be jpeg format and should be submitted via separate email, not included within text of article. Coordinate with the CRWGA photographer for pictures to be used. If possible, person featured in photo(s) should be contacted to preview to make sure they approve for use.
  - o Once written and approved by the president, submission should be emailed to [news@lwca.com](mailto:news@lwca.com). The article is due no later than the 10th of the month at 3:00 p.m. for the next month's edition. The deadline **can** be extended by a few days to allow capture of happenings occurring around the submission date, but LW News coordinator **must** be contacted first and agree to the extension.
  - o Keep a copy of the article submitted in secretary's binder/notebook

DUTIES OF  
SECRETARY-CRWGA

### **Treasurer (Voting Member)**

- ☐ 2-year term.
- ☐ Receives all money for the club.
- ☐ Makes disbursements upon the direction of the Board.
- ☐ Prepares the annual budget.
- ☐ Acts as an advisor to the new Treasurer following completion of her term.
- ☐ Deposits monies received and pays bills for CRWGA and its various reserve accounts.
- ☐ Work with Pro Shop regarding weekly play and tournament sweeps payouts.
- ☐ Prepare a funds report (credits, debits, reserves) for each board meeting.
- ☐ Inform membership regarding CRWGA funds status.
- ☐ Work with president and board to develop a yearly budget.
- ☐ Assure checking account signature card is up to date for the current President, Vice President and Treasurer. The CRWGA Secretary will provide notification letter of change of officers and a copy of meeting minutes that record the installation of new officers which the bank requires for any updates to the CRWGA signature card.
- ☐ Prepare financial statement for Christmas Party, MM Tournament, and Invitational Tournament.
- ☐ Prepare End of Year Ringer Report
  - o End of season, get USGA handicap Report Index (April Report) from Tournament Chair. Report run in Golf Genius and can be emailed.
  - o Develop report with final ringer scores and index for each player. Decide how many flights to use. Usually 6-7 flights.
  - o Approximately 1/3 of players are paid some sweeps.
  - o Pay Overall Winner \$15. Remove Overall Winner from their flight. Then pay 4 places per flight. 1<sup>st</sup> place receives \$10, 2<sup>nd</sup> receives \$8.50, 3<sup>rd</sup> receives \$7, 4<sup>th</sup> receives \$5.50. All ties are paid the same.
  - o Forward report to Ringers/Birdies/Chip In Chair

### **Tournament/League Play Chair (Voting Member)**

- ☐ Coordinate weekly League Play events
  - o Select League Play weekly games that will integrate all skill levels, with an emphasis on both postable scores for individuals and playing as a team in foursomes. To ensure integration among members, most League Play events are to be random or ABCD pairings unless a tournament event (Eclectic, President's Cup, Club Champion which will be flighted).
  - o Clarify with Pro Shop that day's play instructions are clear. Provide game instructions to be passed out with scorecards.
  - o Post sign-up sheets for League Play one week prior to play date.
  - o Enter members playing in Golf Genius by Monday of each week and run pairings. Advise Pro Shop when pairings are completed.

- Enter scores in Golf Genius for each playing member upon completion of game to determine winners. Post scores, via Golf Genius, to GHIN. All Tournament scores are posted as C(competition) scores. Advise Pro Shop when complete.
- Prepare the schedule of weekly events. Work with the Voting Board. The entire year should be scheduled by September 1<sup>st</sup>. Send schedule to Web Page Chair.
  - League (Tuesday) Play of the Day
  - Member Meeting dates
  - Tournament Events
  - **AGA** State Medallion days(2 of 4 days should be tournament events)
  - **CAGD** Blind Draw (5 events per season with one in November, January, February, March and April)
  - Team Play when Coyote Run hosts
  - Parties & Gatherings
- Coordinate major tournaments.
  - Eclectic, President's Cup/Club Championship. (Descriptions follow)
  - All tournaments are flighted.
  - Work in conjunction with Pro Shop to announce results.
  - Work in conjunction with the Social Chair who plans the after-tournament celebrations.

## **CRWGA TOURNAMENTS**

### **Eclectic Tournament**

Held in November/December. A flighted event. Two day cumulative gross score event, recording the best of the two days' score on each of the 18 holes. The second day's play is an attempt to improve one's first day score on each hole. The best score of the two of each hole then becomes the score used for that hole for the cumulative tournament score. (example: hole 1 was a 7 the 1<sup>st</sup> week, and the second week it was a 5. The 5 is score used for that hole). This event is followed on the second day by a social (organized by social chair) consisting of snacks and liquid refreshments.

### **Member/Member**

- Held in January. A flighted 2-day event. A team consists of two members with established handicaps and no restriction to handicap spread between the team. Flights will be determined in consultation with the handicap chair based on game formats and participation. A committee will be established to determine the format of the tournament and theme. The committee should establish their own food and beverage volunteers rather than utilize the Social Committee. The "last call" policy on the complimentary alcoholic beverages should be implemented at

least 15 minutes prior to room reserved end time for event. No stocks of beverages are to be taken outside of the Pima room. The two person format should be a postable score on at least one of the two days. The formats must have the same equitable factor for the entire field. This is a competition, not a fun day event so no “silly” formatted event is allowed. The handicap chair should be consulted on the formats for each day. An additional entry fee may be required for this event in order to produce an event with tee prizes, hole prizes, and quality meals as determined by the committee.

**President’s Cup (played in conjunction with Club Championship-beginning 2025)**

Held in March. A flighted event. 2-day low net total. Must play both days to be eligible to win. The President’s Cup champion is the player with the lowest two rounds based on low net scores. There is an overall winner of the President's Cup and winners in each flight. The winner of the tournament cannot also be the winner of her flight. Therefore, the runner up in the affected flight is the winner of that flight. The overall winner is presented a plaque at the celebration party. A dinner (arranged by Social Chair) follows the second day of play. There is a nominal fee to attend the dinner, if necessary.

**Club Championship (played in conjunction with President’s Cup-beginning 2025)**

Held in March. A flighted event. 2-day low gross total. Must play both days to be eligible to win. The Club champion is the player with the lowest gross total for the two rounds, played from the Green Tees. There is a Club Champion and winners in each flight. The Club Champion cannot also be the winner in her flight. Therefore, the runner up in the affected flight is the winner of that flight. Ties will be broken by a sudden death playoff. The Club Champion is presented a trophy, plaque, pro shop credit and flowers (by the president). A dinner (arranged by Social Chair) follows the second day of play. There is a nominal fee to attend the dinner, if necessary.

<b>Handicap Chair (Voting Member)</b>
---------------------------------------

- Maintain USGA License for CRWGA by being certified as Handicap Chair.
  - Each new person must be certified. Attend training (call AGA for place & time) and pass the test or take online test offered from USGA. License lasts a predetermined number of years.
  - Keep current on new or revised handicap rules. Log on to USGA in October/November. Post changes on bulletin board and announce at Member meetings.
- Work with pro shop regarding handicap issues.
  - Make sure pro shop is posting current list of members’ handicap index in a visible area.
  - Chair the Handicap Committee – consisting of Handicap Chairman, Head Golf Pro and CRWGA President—to solve handicap issues or consult AGA.

- Help new members (if a player does not have an established USGA handicap) get a temporary handicap which is based on five or more scores played on Coyote Run
- Make sure scores are posted by Tournament Chair as C (Competition) scores
- Educate and encourage members to adjust scores and post all scores, no matter where played.
- Attend Board & Member Meetings
  - Member Meeting Presentations
    - 1<sup>st</sup> Meeting – give brief overview of handicap system and how you and Pro Shop can assist.
    - Prepare handout on how and why to post scores. Have copies available and post on bulletin board.
- March - Determine **Most Improved Golfer**. (Calendar is Nov to March for Most Improved)
- The Treasurer gives the Pro Shop \$25 and the Pro Shop prints a sweeps gift certificate in that amount made out to the individual.
- Final Fun Day/Awards Meeting (last Tuesday in March) – Announce Most Improved Golfer Award.
- Other Meetings - Make short presentation of any problems that need to be addressed, emphasize the importance of posting every score, etc.

#### Rules Chair (Voting Member)

- ☐ Works directly with pro shop staff for rules to present at Member Meetings.
  - Ideally pro shop staff will attend meetings and speak to the rule.
- ☐ Informs members regarding all the general, local and club rules pertaining to play.
- ☐ Works directly with Head Golf Pro to ensure accurate resolution of all questions arising in tournament play.
- ☐ Ensures records of local rules are currently maintained and posted, including any special rulings.
- ☐ Encourages etiquette and kindness when members speak to other members regarding rules during CRWGA play.

#### Social Chair (Voting Member)

- ☐ Social Chair (and co-chairs) must have “Maricopa Food Handler’s License”. CRWGA will pay fees for certification. Test available online.
- ☐ Social activities are largely funded by 50/50 raffles. Individual “meal” events may require a participant fee to cover costs.
- ☐ Communicate with treasurer to ensure there is adequate funding for events.
- ☐ Coordinate food and beverages for CRWGA tournaments
  - o Shop. Stock. Set Up. Clean Up. Use committees as needed.
  - o Implement **last call** on liquor policy at least 15 minutes prior to room reserved end time.
  - o CRWGA storage locker is located off the Pima Room at Rec 2.

- Provide Snacks and beverages: **Eclectic Tournament, President's Cup/Club Championship (1<sup>st</sup> day)**
- Organize food for **Eclectic (2<sup>nd</sup> day), Pres. Cup/Club Championship(2<sup>nd</sup> day)**
  - Set menu. **If using a caterer, get caterer early.**
  - Check if room/space is reserved (Pima or outdoor Pavilion) with VP and room set up
  - Budget is set by Board
  - Work with Tournament/League Chair to post sign- up sheet for attendance and payment (if charging extra for meal)
- Coordinate solely and/or support other CRWGA event organizers, such as:
  - Welcome Back Party
  - Member-Member – stock the locker with beer, wine, pop, etc.
  - Invitational – Vicki Johnson takes inventory of beer, wine, pop and replaces usage OR exchanged \$\$ in budget
  - Fun Day Awards

#### **Past President (Voting Member)**

- Appoint **Nominating Committee** for next year's officers.
  - Chairman for the nominating committee (or appoint a chair)
  - Selects 4 members (one from each flight). Done in January.
  - Committee announced at February Member meeting.
  - Slate of officers posted at least 2 weeks prior to the March Business Meeting.
    - Additional nominations may be made from the floor at the last business meeting, provided said person agrees to serve if elected.
- Remind VP to get gift for outgoing President (March) 75.00 value.

#### **AGA Rep and Membership Chairperson**

- When directed by the president, make available CRWGA membership application for the coming golf season, which is November-April.
- Set up the annual online application on the AGA website including any optional fees for collection. Coordinate amounts with President, Treasure, hole-in-one and CAGD rep as required.
- Maintain and distribute a membership roster and periodically update it as new members join or leave
- Keep an accurate count of membership, and handicap only players, for CRWGA and AGA.
- **AGA (Arizona Golf Association) State Representative** shall receive all communications from the AGA and be responsible for the distribution of such information to the membership.



- Attend one regional meeting each calendar year to gain insight and information on the AGA. This meeting may be in person or web based. She is responsible for distribution of such information to her membership.
- Represent her club in all matters pertaining to its membership to the AGA, except those issues concerning handicaps and billings.
- Post all pertinent information received from the AGA office on the club bulletin board.
- Know the information in the AGA Directory and be able to answer fellow members' questions.
- Be familiar with the AGA website and remind club members to use the website to obtain information about the AGA and its activities.
- Conduct the **State Medallion Tournament** for her club, reporting the results to her club and the AGA office. The medallion and instructions, along with a recommended procedure and computer for tracking and reporting the results of the event, will be provided on line each year. The AGA Representative shall inform the winners of her State Medallion tournament of their eligibility to compete in the AGA State Medallion Club Team Tournament.
- **State Medallion Tournament:**
  - Two club members qualify for State Medallion Tournament based on 2 best rounds of the 4 Medallion play days per season.
  - Two (2) best gross and two (2) best net 18-hole rounds out of a designated four (4) rounds; players need not play all four rounds. At least 2 rounds will be posted as "C" scores.
  - To record State Medallion Scores on the Website. Get play day cards from Pro-Shop.
  - Determine Low Net and Low Gross (down 3 places each)
  - Send for Medallions – Forms are available on the website.
  - Register the participants by deadline determined by AGA (usually November) to play in January.

- **End of CRWGA season:** communicate changes of key AGA contacts via their current communication method.

### **Central District Golf District Representative (CAGD)**

The **Central Arizona Golf District (CAGD)** is an organization of women's golf clubs in Central Arizona that CRWGA is a member of. CAGD supports 4 charities that directly benefit girls' and young women's golf. CAGD sponsors five or six tournaments a year at various local and private golf courses. It also conducts 5 Blind Draw competitions a year between members of the Central District. These intra-District Blind Draws at Coyote Run are planned throughout the season and are played as part of regular CRWGA Tuesday play at Coyote Run.

- Membership in CAGD is optional for CRWGA members. \$13.00. This provides entry into the 5 Blind Draws (November, January, February, March and April); an opportunity to play in CAGD tournaments throughout the year; and supports CAGD's 4 charities.
- CRWGA members still have the option to join CAGD after they have submitted their initial application. Collect dues for individual membership and give them to our CRWGA treasurer.
- Mostly CAGD Blind Draw play days are scheduled the first Tuesday of the month. Some are aligned with AGA Medallion Days.
- Once Tuesday play results are determined via Golf Genius, the results go to CAGD representative (from the Tournament/League Chair), then on to AGA State Medallion representative (past president).
- At CRWGA Member meetings, announce Blind Draw winners and upcoming CAGD sponsored tournaments.
- Additional information about Central Arizona Golf District, as well as procedures for running the Blind Draw, can be found on the CAGD website [CAGDgolf.org](http://CAGDgolf.org)

### **Communications**

- ☐ Pass on any golf information to the membership via email as requested by the president.
- ☐ All outgoing messages are approved first by the President. All messages are golf orientated only.
- ☐ AGA Membership, CRWGA Membership and Communications chairs work together to ensure that contact information (roster) is current.

### **Advertiser Chair (Voting Member)**

- ☐ Responsible for ensuring all phases of coordination of the advertiser program with past, current and prospective advertisers and the subcommittees for CRWGA is completed.
- ☐ Obtain approval from the president/board before sending out any correspondence using CRWGA golfer letterhead.
- ☐ Clear prospective advertisers for the CRWGA to avoid businesses being contacted more than once.
- ☐ Provide prospective advertiser letters and forms to the membership.
- ☐ Once advertisers are obtained, clarify the format for advertiser's sign with the advertiser.
- ☐ Give their yearly advertiser checks to the Treasurer of CRWGA.
- ☐ Meet with the sign company preparing the advertisers' signs and obtain proofs.
- ☐ Provide each advertiser with a copy of their proof for final approval.
- ☐ Give final approval of all signs to the sign company.
- ☐ Order new advertiser signs and replacement signs when they become damaged or disfigured.
- ☐ Submit sign production bills to the Treasurer.
- ☐ Send or email thank you notes to each advertiser upon initial confirmation.

- ☐ At the end of the season (March), send another thank you along with the thank you gift and simultaneously ask for a re-commitment for the following year. (E.g., Comp tickets for rounds of golf at either Leisure World Golf Courses per the discretion of the Pro Shop.)
- ☐ Oversee the following subcommittees:
  1. **SIGN DISTRIBUTION AND PICK-UP ON THE COURSE.** This sub-committee will distribute and pick up the signs on the course on all designated tournament and play days. This committee shall be directed to place one type of sign only on each tee. E.g., do not have two golf cart companies on the same tee box. If there is damage to a sign, this committee shall be responsible for reporting such to the Chairperson
  2. **THANK YOU NOTES:** This sub-committee shall be responsible for printing the thank you notes and addressing the envelopes to all the advertisers.
  3. **FOLLOW-UP:** This sub-committee shall be responsible for making sure the advertiser is contacted in the event the sponsor does not submit the form to re-up for the following year. This may be by personal follow-up or having the original member who obtained the advertiser follow-up.

### **Team Play**

- ☐ Attend League organizational meeting in the fall and closing session at the end of the competitive season.
- ☐ Recruit and retain team players from CRWGA general membership.
- ☐ Familiarize team players with rules of Four-Ball Match play, as well as any rules specific to League.
- ☐ Provide an 8-person team for each match of the season.
- ☐ Coordinate transportation to matches.
- ☐ Inform players regarding each match: cost of greens fees; transportation; starting times; local rules; other special circumstances.
- ☐ Submit accurate USGA and course converted handicaps to captain and co-captain of host team; captain and co-captain of opponents; league coordinator.
- ☐ Collect greens fees from players and give to match host.
- ☐ Prepare scorecards prior to each match; post scores after each match.
- ☐ Report results of matches to entire team.
- ☐ Host a yearly match at Coyote Run at Leisure World.
- ☐ Organize an end of the season celebration.

- ☐ Work with CRWGA treasurer to fairly distribute funds remaining in the team account to players at the end of the season.

### **CRWGA New Member Chair**

- ☐ Contact each new member to welcome them to the league.
- ☐ Assign each new member a mentor (if wanted) who can answer any questions about CRWGA.
- ☐ Conduct a new member question and answer session (in the Golfers' Lounge, Café or home, etc.) to explain how CRWGA operates.
- ☐ Highlight and explain:
  - o Weekly sign up for League Play
  - o CAGD (Central Arizona Golf District)
  - o Hole-in One Club
  - o CRWGA Team Play
  - o Monthly Member Meetings
  - o Communication-Email and Bulletin Board Room
- ☐ Provide a link to the CRWGA Web Page which will be their source for the following:
  - o Presidential Welcome Letter
  - o Executive Board and Committee Chairs with Member/Meeting Dates
  - o Tuesday Play Schedule
  - o CRWGA By-laws
  - o Standing Rules
  - o Policy and Procedure for Placing a Player on Conditional Status
  - o Tournament Descriptions
  - o Special Event Descriptions
  - o Equitable Stroke Control
  - o Penalties and Procedure bag tag, etc.
  - o Ways to be Involved - Interest Inventory

### **Web Page**

- Update and maintain CRWGA's Golf Website
- Delete and Add
  - Mission Statement
  - Information and Downloads
  - Monthly Schedule of Play and Events
  - Results of Tournaments
  - Photographs
  - Announcements

## **Ringer-Birdies-Chip-Ins**

### **Ringers:**

- ☐ At the end of each month, post report on board in Team room. Request report from League Play Chairman. Report run in Golf Genius and can be emailed.
- ☐ Request Final Ringer Report from Treasurer. Support Treasurer, as needed, with report development.
  - ☐ Announce winners at first meeting in November.
  - ☐ Post on bulletin board. Copy to Pro Shop to put in individual sweeps account.

### **Birdies:**

- ☐ Keep a birdie form on the bulletin board each month.
- ☐ Each week post birdie report on bulletin board. Request report from League Play Chairman. Report run in Golf Genius and can be emailed.
- ☐ Announce Monthly Birdies at Member Meeting.
- ☐ Announce Year-end winners at first meeting in November. Put all names of players who got birdies during the past golf season into a drawing. Draw 10 names and each will receive \$5 in their sweeps.
- ☐ Put copy on bulletin board and copy to Pro Shop to put in individual sweeps account.

### **Chip-Ins**

- ☐ Responsible for keeping a record of all chip-ins for Tuesday Lady's Day play.
- ☐ Golf Genius does not keep track of chip-ins
- ☐ Each month post a "Chip-In" signup sheet on the bulletin board.
- ☐ At the end of the month remove the list and keep track of all chip-ins
- ☐ Summarize and announce Monthly Chip-Ins at Member meeting.
- ☐ Announce Year-end winners at first meeting in November. At the end of the season, summarize the chip-ins. Draw 10 names and each will receive \$5 in their sweeps.
- ☐ Put copy on bulletin board and copy to Pro Shop to put in individual sweeps account.

End of season in April notify Treasurer of total fees to be paid out for ringers, birdies and chip-ins at November meeting.

## **Friendship**

- ☐ Send greeting cards (get well, condolence, etc.) to members who have suffered an injury, serious illness or death in the family.
- ☐ Cards and stamps are provided by the Coyote Run Women's Club. *Information regarding who to send cards to is dependent on membership involvement.*
- ☐ Communicates with president of all correspondence.

## **Hole-In-One**

- ☐ Whenever there is a Hole-in-One on Coyote Run any day with at least one witness and all 18 holes completed, the recipient is entitled to an amount equal to the # of members in the club (\$1.00 is paid to the winner from each person participating).
- ☐ Collect money from those participating and maintain a current list of those paid which should be posted on the bulletin board and given to the Treasurer.
- ☐ All money collected will be held by the Treasurer in a reserve account entitled Hole-in-One.
- ☐ Notify all of the following entities with this information: Date of the hole-in-one, Golfer's Name (spelled), City golfer resides in, Course Name, Hole #, Yardage, and Club used.
  - o AGA via email to AGA.org
  - o Arizona Republic by phone at 602-444-4737.
  - o Coyote Run Pro Shop
- ☐ If feasible the money and certificate will be presented to the recipient at the next Monthly Member Meeting.
- ☐ Revise the Hole-in-One Club list to reflect \$1 less for each member.
- ☐ Notify anyone who is at \$1 or \$2 so they can add money to total \$5. (Sometimes a couple of Holes-in-One are made within several days of each other so it's best not to run short).

### **Welcome Back Party**

#### **Welcome Back Pizza Party**

- ☐ November kick-off gathering for the new golf season
- ☐ Traditionally it is a Pizza Party (consider using sponsor restaurant).
- ☐ 2<sup>nd</sup> Play Day in November.
- ☐ Make sure sign-up sheet is on the board by first week of play.
- ☐ Decide on cost of food, beverage etc.
- ☐ Collect monies in advance (IF there is a charge)
- ☐ Decide what kind and amount of food to order. Give delivery time.
- ☐ Recruit people to help set up before and clean up.

### **Executive Fun Day/Awards Presentations**

Held in the Spring. Format planned by the executive board.

- ☐ Awards and recognitions
- ☐ Check that event space is reserved.
- ☐ Funded by the club
- ☐ Post Sign-Up Sheet
  - o Include golf/party columns
- ☐ Format for golf is committee decision/responsibility
  - o Provide detailed explanations for how the game is played
  - o Focus is **definitely on 'fun'**

- ☐ Prizes are generally awarded after play at party
- ☐ Food is generally casual and handled by the Social Committee
- ☐ Coordinate with Social Committee prior to planning menu, purchasing refreshments, etc. One of the last events of the season; therefore, try to use up all the ‘stuff’ in the CRWGA locker.

### **Christmas Gala Chair**

- ☐ Holiday get-together with the Men’s Club, hosted by CRWGA, to be held in December on a non-league play day.
- ☐ Ensure room has been pre-booked by the Men’s Club.
- ☐ Detailed ‘how to’ in the file cabinet in the Board Room off the Golfer’s Lounge.
- ☐ Ensure date is passed onto Tuesday Chair for addition to the schedule.
- ☐ Music is pre-booked every year
  - o Live band
  - o Confirm date with band.
- ☐ Book caterer
  - o Sit down, fully served meal.
  - o Caterer must be booked ASAP!
- ☐ Arrange linens
  - o Paul McCoy Linens has been good in the past
- ☐ Room Placement Arrangement
  - o Contact Rec Office
  - o Arrange ice, water, glasses, mix, microphone, tables required, etc.
  - o Decorate
  - o Submit final report to President and Treasurer

### **Invitational-Chicks with Sticks Chair/Co-Chair**

- ☐ A one-day self-supporting tournament hosted by CRWGA in February, designed to showcase Coyote Run.
- ☐ Date and room are booked in advance. See President and Vice President.
- ☐ Theme is “Chicks with Sticks” (with a yearly ‘twist’) with gifts and decorations to match.
- ☐ Organize and follow up on all details for a golf tournament for 100+/- golfers.
- ☐ Refer to previous years’ records for budget and committee responsibilities and history.
- ☐ The priority for participation is as follows: a) CRWGA Members and their invited guests, b) Member and Assigned Guest (outside participants who sign up as an individual will be paired with a Member), c) Guest– Guest, d) Member – Member.  
The tournament committee chairs, in consultation with the board, will determine:
  - 1) How/When CRWGA members will sign up to play
  - 2) How to pair CRWGA members with individual outside guests.
- ☐ Includes registration, lunch, “snacks” and drinks as well as a catered after play meal.

The tournament should provide their own food and beverage volunteers separate from the Social Committee. Said committee is to implement “last call” policy on complimentary beverages a minimum of 15 minutes prior to room reserved end time for event.

### Specifics

- Find a theme: preferably in spring/early summer.
- Select a committee EARLY ((late Spring before people leave for the summer).
- Select volunteers to serve as food and beverage committee
- Select tee prize and hole prizes.
- November-Early December—meet with entire committee and review job descriptions and discuss any problems.
- No later than November, meet with caterer and select menu for lunch and dinner.
- November meet with communications so by early December communication starts—send out brochures and applications to pro shops and ladies’ club presidents and post on LW golf website.
- Decide on a Hole-in-One prize which is a golf cart (optional).
- Decide on raffle table items and send thank you notes to donors.
- Work with treasurer or designated volunteer. She will receive the applications and send out acceptance emails
- Ask committee members to write a report and keep receipts/records of their expenses
- January—Confirm room (previously booked the season before) with recreation department; give details about room set up.
- Work with Tournament/League Chair (or designee) to do the pairings. Work with Treasurer and Pro Shop to figure out payouts.
- Early February—meet again with entire committee.
- Tournament Day—registration starts at 10:00.
- Agenda for after tournament—all place winners in each flight announced before dinner is served. Pro shop stays open late so winners can spend winnings.
- All committee members stay and help with clean up.
- Prepare follow-up report and submit to President.
- For continuity and mentoring, consider co-chair position or role on the committee for at least 2 years or more.

### **Battle of the Sexes – Memorial Tournament Combined Event**

- ☐ Starting in 2018-2019 season the men will coordinate these combined events every year. (In exchange, the women will plan the Annual Joint Christmas Gala annually.)
- ☐ Vice President co-ordinates the date of this event with the Men’s Club to ensure date selected is acceptable.
- ☐ Battle of the Sexes: friendly competition between the Men’s and Women’s golf clubs of Coyote Run for “BRAGGING RIGHTS” (plaque but no trophy) and a dinner following.
- ☐ Combined with the Memorial Tournament to acknowledge members who have died.