SADDLEBROOKE
WOMEN'S GOLF ASSOCIATION-18

JOB DESCRIPTION: TUESDAY PLAY DAY (TPD) CHAIR

REQUIREMENTS:
- Access to a computer
- Able to use a spreadsheet program (e.g., Excel, Numbers)

TIME REQUIREMENTS:
- Approximately 4 hours per week

EDUCATION / TRANSITION REQUIREMENTS:
- Must have adequate computer skills in order to learn software for setting up TPD weekly games (currently Golf Genius).
- Should have good communication skills for drafting email messages to keep members up to date on weekly games, winners, payouts and the like.

JOB DUTIES & TIME REQUIREMENTS:
1. Enlist members to serve on the TPD Committee to:
   a. Create and maintain membership in Skins division, set up monthly Skins game in Golf Genius (GG), use GG to determine gross and net winners, figure payout amounts for both kinds of Skins, and provide spreadsheet to Pro Shop with names of participants that played and payout amounts.
2. Create Sweeps budget based on historical data for the SBWGA-18 Treasurer.
3. Maintain Sweeps Financial spreadsheet.
4. Work with the Pro Shop to:
   a. Get Chelsea list of weekly sign-ups.
   b. Determine courses to be played and tee times.
5. Send out information about the weekly game to SBWGA-18 members.
6. Send Webmaster TPD Sweeps results for posting on the SBWGA-18 website, send email with results to members and post same on the SBWGA-18 bulletin board.
7. Maintain list of Eclectic participants including new members and those who join during "open season".

8. Set up multi-round tournament in GG for Eclectic.
9. Create State Medallion tournament in GG (January-April) and report results to AGA Representative.
10. Create Southern District WGA division in GG and send results of Del Sud and Telegraph tournaments to the league SDWGA representative.
11. Select hole to be used for Closest to the Pin and notify Pro Shop accordingly.
12. Revise weekly scorecards to include game instructions, date and game name, Closest to the Pin hole from scorecards saved in our GG Library.
13. Coordinate TPD Games with Special Events Chair and Technical Committee.
14. Send SBWGA-18 Treasurer weekly Sweeps results.
15. Send the Webmaster any updates to the league's Calendar of Events.
16. Send Members overseeing Chip Ins weekly list as indicated on the paper scorecards.
17. Work with the SBWGA-18 Vice President, Lady Niners representatives and Head Golf Pro to establish the calendar for the following year.
    a. Try to coordinate dates for Quail Classic, Member-Member and SaddleBrooke Women's Classic with MountainView/Preserve and SaddleBrooke Ranch to avoid conflicts.
    b. Try to use same course for all four (4) State Medallion qualifier rounds.
18. Maintain open line of communication with SBWGA-18 President.
19. Attend monthly SBWGA-18 Board meetings.

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