

## **West Seattle Women's Golf Club**

### **Weekly Competition Duties**

#### **Background:**

- Let me first say that it is a fair amount of work...and fun. You will receive a notebook with blank forms and a general guide with more details of your duties. Remember, there is always a past Weekly Competition Chair to answer questions or help in anyway.

#### **Duties of the Weekly Competition Chair:**

- Create a season weekly competition schedule.
- Print and post blank sheets for: Birdies, Chip-ins, Eccie sheets, and weekly competition form/sheets.
- Print and post weekly player's handicap sheets.
- Create an example form for each week's competition.
- Write weekly competition on white board.
- Check all weekly competition forms for correct math, correct handicap, signatures, name of competition, etc.
- Determine the amount of payout per tee box, by divisions, based on number of competition sheets turned in.
- Following each week's competition, you will post the results and payouts for each tee box winners. After four weeks, you will total the weekly winners and send the results to the treasurer. Post these payouts on the bulletin board.
- Check Birdie and Chip-in sheets and replace with blank ones as they fill up. Keep all these sheets and the weekly competition forms/sheets for end of year awards.
- **END OF GOLF SEASON DUTIES:** Prepare a list of all golfers with their total number of birdies and chip-ins.
- Total Eccie sheets. Determine total number of winners/payouts based on: divisions (determined by handicap), the number of Eccie sheets completed and amount of money you are given for end of year awards.
- Divide all weekly competition sheets into 3 or 4 divisions by tee box and determine low gross and low net winners. Payout is determined by end of season money.