

## **Scoring Committee Chairperson Summary of Duties**

Recruit 7 to 9 members. Ideally 2 to 4 should have served on Committee the preceding year.

Find volunteers within the committee to fill following positions: 1 to Co-chair, 1 to do work schedule, calendar, prepare the scoring schedule, select games for next two months, and create weekly sign-up sheets and 2 to maintain points' spreadsheets.

Create weekly Excel spreadsheets for recording weekly scoring results. Email to member scheduled to score.

Train Committee members in the scoring procedures. Note: this is done along with one of the returning Committee members. For the first few months, the Chairperson or one of the returning members scores each time.

Maintain flash drive with all scoring results. Review the results. Prepare the Winners Report which is filed with all scoring documents. Send the Winners Report to the LGA Reporter and post a copy in the ladies locker room. Notify the Ringers and Birdie/Chip-in Chairpersons of any withdrawals, disqualifications or infractions. Notify members who were disqualified or had an infraction explaining the reason. Caution members who failed to BOTH initial by their name on sign-in sheet and circle their handicap. These responsibilities are shared with the Committee Co-chair.

If there are temporary greens or a hole is temporally closed, determine the impact on the day's game, adjust scoring procedures as needed and notify the Ringers Chairpersons which holes were affected.

A Committee member(s) selects the game and runs the March, May, July and September, and November shotgun tournaments in conjunction with the Pro Shop. These duties include creating a flyer (with date, time, game, lunch menu and price), send electronic copy to the LGA Reporter and post hardcopy in the ladies locker room. Send email to Pro Shop with information needed to create Event sign up on ForeTees, deliver game instructions for Pro Shop to create cart sheets, and give Pro Shop requirements for game (any special set up needed). The Social Committee sends us the lunch menu and price in advance, handles Mulligan sales, and all activities at the lunch.

Along with the Co-chair, serve as liaison with the Pro Shop as needed for weekly and special tournaments.

Along with the Co-chair, serve on the LGA Board.