

STANDARD OPERATING PROCEDURE MANUAL FOR THE CSRA WGA



Updated: March, 2016



Table of Contents:



I. JOB DESCRIPTIONS FOR BOARD OF DIRECTORS

ELECTED OFFICERS:

A. President.....	3
B. Vice-President	3
C. Secretary.....	3
D. Treasurer	4
E. Past President	5

APPOINTED OFFICERS:

F. Montenyohl Tournament Chairman.....	5
G. Handicap Chairman	6
H. Publicity Chairman.....	7
I. Rules Chairman.....	7
J. Team Play Chairman.....	7
K. Tournament Chairman.....	8
L. Website Coordinator.....	8

M. Club Representatives	9
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I-A. PRESIDENT

General: The President shall preside at meetings and facilitate the handling of issues involving the organization.

Specific:

- Preside at monthly board meetings.
 - Provide an agenda for each meeting.
 - Preside at general membership gatherings and meetings (e.g. the luncheons at the Lady-Pro and Montenyohl tournaments).
 - Make all committee appointments.
 - Call Executive Board meetings as the need may arise.
(The Executive Board shall consist of the elected officers plus the Handicap Chairman, Rules Chairman, Publicity Chairman, Tournament Chairman, Website Coordinator, and Team Play Coordinator.)
 - Create a Nominating Committee at the May meeting to prepare the slate of officers for the coming CSRA season.
 - Record important actions from her presiding year and give to the Website Coordinator for posting to the website.
 - Send a thank-you letter after each month's tournament to the host club's pro.
 - Handle any other necessary correspondence from the organization.
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I-B. VICE PRESIDENT

General: The Vice-President shall preside in the absence of the president and shall preside as president the following year.

Specific:

- Attend monthly board meetings.
 - Monitor the current year's calendar.
 - Produce the calendar for the upcoming year.
 - Annually, update the 15-year master calendar, extending it into the future as necessary. Publish to members in October.
 - Create and update name badges for board members.
 - Personalize a CSRA bag tag for each new member.
 - Chair the nominating committee seeking the subsequent year's officers.
 - Purchase the president's gift (not to exceed \$50) and present it to the outgoing president at the Montenyohl Championship Awards Luncheon.
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I-C. SECRETARY

General: The Secretary shall keep an accurate record of the business and membership of the organization.

Specific:

Board Meetings:

- Attend monthly board meetings.

- Take, type up, and distribute the minutes.
- Keep board members' folders up to date and send monthly information to absent board members.
- Add new members to the master roster, club-specific roster, and e-mail mailing list.

E-Mails:

- Create and send a monthly email with posting of new items on website and member updates.
- Notify the membership of deaths in the organization.
- Monthly, send the Tournament Chairman a list of new members and their GHIN numbers.
- Send the Vice President a list of new members that need bag tags.

Miscellaneous:

- Create a new Representative's folder for any new club joining the CSRA.
- Store the secretarial archives dating back to 1961.
- Create a monthly newsletter.
- Be a signatory on the bank card so that funds are available for deposit/withdrawal by two people.
- Make changes as necessary to the Standard Operating Procedures manual and provide to Website Coordinator for posting.
- At the August meeting, have printed for each club: a membership list, directions for membership list, guidelines for what representatives should bring to the October meeting, and confirmation of club information.

Membership Handbook:

- In October, assemble the updated handbook, make printer-ready pages, and take to the printer.
- Upon receipt of Handbooks, create a mailing label for each member, with her name and club on it, and place on each handbook.
- Organize handbooks by club and distribute to all Board members at the November meeting.

I-D. TREASURER

General: The Treasurer shall keep the record of all association funds, making deposits and writing checks as necessary. She shall also make a monthly report to the Board of all receipts and expenditures. The balance of the monthly report shall equal the checkbook and bank statement. Annually she must Submit form 990-N to IRS.

Specific:

- Attend monthly board meetings.
- Receive and reconcile the bank statement each month.

- Make all deposits of monies received during the month. This includes dues, 50/50 money, Memorial Cup funds, and team play yearly dues.
 - Pay expenses to people who have submitted proper expense documentation.
 - Provide a monthly treasurer's report showing income and disbursements
 - Arrange for an audit of the books in August or September.
 - Train the incoming treasurer, when appropriate.
 - Oversee the signature cards at Regions Bank, making sure at least two Board members have account access.
 - Create an accounting for the previous year of all expenses and receipts.
 - Electronically file the annual 990-N form with the IRS (Annual electronic filing requirement for small exempt organizations). The form can be filed anytime after the end of the tax year (September 30), but must be filed by February 15 of the following year.
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I-E. PAST PRESIDENT

General: The Past President shall provide expertise and experience, when needed.

Specific:

- Attend monthly board meetings.
 - In August, determine the "years of service" for the current year's board members and provide board members with a copy for verification.
 - Add that year's service credits to the master service roster.
 - Inform the Montenyohl Chairman of any recipients for the 10-year and 15-year service awards.
 - Purchase a frame and create appropriate content for the 10-year or 15-year service award, should there be any that year. Give this to the Handicap Chairman for presentation at the final awards luncheon.
 - Be available for any special assignments not covered by other Board members.
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I-F. MONTENYOHL TOURNAMENT CHAIRMAN

General: The Montenyohl Chairman shall manage and coordinate the annual, three day, CSRA WGA fall golf tournament held at three different member courses.

Specific:

- Attend monthly board meetings.
- Establish a schedule from publicity through final reports.
- Establish a committee including the Tournament Chairman and Club Representatives from each course to be played.

- Establish a budget for the tournament including cost to participants and pricing for mementos, prizes and awards.
 - Receive and process all applications from member clubs including checks for entry fees.
 - Purchase all prizes and mementos.
 - Make all luncheon arrangements.
 - Coordinate final awards program.
 - Follow the Montenyohl Tournament Guide.
 - Be the advisor to the following year's Montenyohl Tournament Chairman.
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I-G. HANDICAP CHAIRMAN

General: The Handicap Chairman is responsible for maintaining the CSRA WGA members' playing records and determining points for the Memorial Cup.

Specific:

- Attend monthly board meetings.

Handicap and Tournament Scores

- Keep records of each participant's gross and net scores in stroke play tournaments.
- Respond to any inquiries regarding CSRA WGA members' handicaps and/or posted scoring records.
- Assist with scoring and play-off decisions at monthly tournaments and at the Montenyohl tournament as a member of the Scoring Committee.
- Assign and record Memorial Cup points earned by stroke play participants for attendance and low gross/net scores after each tournament.
- Provide an updated Memorial Cup points to the Website Coordinator after each tournament.
- Receive, verify the accuracy, and store each tournament's recap sheet.
- Provide 100% Attendance Recognition and Memorial Cup awards at the Montenyohl Championship Awards Luncheon.

Most-Improved Player Award

- Determine the most-improved player from the CSRA WGA eligible members, using the USGA-recommended method.

Plaques

- Have the Most-Improved-Golfer plaques engraved.

Hole In One

- Provide a recognition award for each hole-in-one winner and present this award at the Montenyohl Championship Awards Luncheon.

I-H. PUBLICITY CHAIRMAN

General: The Publicity Chairman shall be responsible for photographs and other media coverage at all monthly tournaments and other events deemed newsworthy.

Specific:

- Attend monthly board meetings.
 - Take photographs of events or engage the appropriate media person to perform these tasks.
 - After each tournament, send a copy of the Tournament Results Form to the local newspapers.
 - Label and upload event photos to the CSRA WGA internet based photo album.
 - Send an email to CSRA WGA members announcing the availability of photos and results from events.
 - Write articles and/or coordinate with the media (newspaper, TV, magazine) for major events, e.g. The Montenyohl Championship.
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I-I. RULES CHAIRMAN

General: The Rules Chairman will provide USGA rules information to the CSRA WGA membership on an on-going basis.

Specific:

- Attend monthly board meetings.
 - Be a member of the Rules Committee at stroke play tournaments, four ball tournaments, the Lady-Pro, and the Montenyohl tournament.
 - If needed, at the Montenyohl Championship, monitor on-course playoffs.
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I-J. TEAM PLAY CHAIRMAN

General: The Team Play Chairman shall schedule all team play matches and coordinate and run the team play events for that year.

Specific:

- Attend monthly board meetings.
- Attend all monthly team play events.
- Plan the team play match calendar and distribute it to team captains and Website Coordinator.
- Prepare a budget for the season.
- Provide engraved plaques for final awards event.
- Ensure the pending season's team coordinator is determined no later than July.
- Assist and deal with issues developing monthly at team matches.
- Call and coordinate team captains' meetings, as needed.
- Monitor team procedures and in the event of a conflict between teams, attempt to resolve it. If it cannot be resolved, she shall bring the issue to the CSRA WGA Executive Board of Directors.

- Present to the CSRA WGA Board for approval any policy change being considered by the team captains.
 - Make any changes to the team play handbook.
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I-K. TOURNAMENT CHAIRMAN

General: The Tournament Chairman shall coordinate all tournaments.

Specific:

- Attend monthly board meetings.
- Add new players into the Tournament Pairing Program (TPP).
- Email Handicap Chairman a list of new members and their current handicap index.
- Be responsible for the public address system for all tournaments.

Coordinate all tournaments:

- Make flights, pairings, and scorecards.
- Email cart signs, door signs, alphabetical list of players, flight list, and scoreboard to the host Club Representative.
- Help with scoring, determining winners, and tie breakers.
- Post player scores to GHIN.

Tournament Guide:

- Make changes as necessary to the Tournament Guide.
 - Review these changes with board members.
 - Keep tournament forms updated.
 - Send all revised documents to the Website Coordinator for posting.
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I-L. WEBSITE COORDINATOR

General: The Website Coordinator shall keep the website CSRAWGA.COM up-to-date with information provided by other Board Members.

Specific:

- Attend board meetings.
 - Post monthly items including Board Meeting Minutes, Newsletter, Rule of the News, Memorial Cup Points, Team Play Results and Standings.
 - Post updates as needed to CSRA WGA documents including all policies, guidelines and forms.
 - Keep the Home Page current with highlights, such as tournament winners, or the availability of new/revised documents. Update the 1-2 month look ahead for upcoming events.
 - Annually, archive information from last season and update annual list/awards such as Board Members, most improved player, schedule of events, etc.
 - Coordinate/report any technical issues/changes with website hosting service.
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I-M. CLUB REPRESENTATIVES

General: Each Representative shall represent her club members by performing duties within the CSRA WGA organization

Specific:

Monthly:

- Attend all board meetings or send a substitute in her place.
- Prepare and submit a list of any new members along with a dues check and the new-member information sheet.
- Inform the Board of any calendar changes and/or additions such as dates for member-guest events and invitationals.
- Report any relevant CSRA business to her membership, or call a meeting to take a vote on any issues called for by the CSRA Board of Directors.
- Post a copy of that month's board minutes in a visible place as needed per club.
- Receive and post the sign-up sheet for next month's tournament event.
- Collect checks for the tournament event fees from all members who sign up to play.
- Submit a tournament entry form with a list of all women who signed up to play, along with one check for their entry fees.
- Check the rounds played by each player via the internet to ensure player eligibility for the Montenyohl.

Yearly:

- Coordinate with her club professional the dates for the Board meeting and the assigned tournament.
- Carefully prepare and submit the list of new members for the October meeting.
- Submit a check for those new members' membership fees.
- Complete any further information as required by the CSRA secretary.
- Distribute the handbooks to each CSRA member at her club.

Lady-Pro

- Post the relevant Lady-Pro flyer and sign-up sheet.
- Review the Lady-Pro procedures in the Tournament Guide.
- Submit a tournament entry form with a list of players.
- Pay the entry fee for the team.

Montenyohl Tournament

- If hosting the Montenyohl tournament, consult closely with the Tournament Chairman as to duties. In general, they will be the same as hosting a tournament event. See the Tournament Guide.

Hosting a tournament event:

- The Club Representative is expected to follow exactly the procedures in the Tournament Guide.