

# **STANDARD OPERATING PROCEDURE MANUAL FOR THE CSRA WGA**



***Revised: December 2024***



# SOP JOB DESCRIPTIONS FOR THE BOARD OF DIRECTORS



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## **A. PRESIDENT**

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

Specific:

- Preside at board meetings.
- Work with board members to create an agenda for each meeting.
- Preside over 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, Rules, Tournament, and Team Play chairpersons.
- Create a nominating committee at the June meeting to prepare the slate of officers for the coming association season.
- Record important actions from the presiding year and give a copy to the website coordinator (for posting to the website) and the secretary.
- Send a thank-you letter to the host club pro after each month's tournament.
- Coordinate correspondence, with the secretary's assistance, for distribution to CSRA board members and representatives. Representatives will be responsible for further distribution.

## **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 board meetings.
- Monitor the current year's calendar.
- Produce the calendar for the upcoming year.
- 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 Tournament awards luncheon.

## **C. SECRETARY**

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

Specific:

- Attend board meetings.
- Take minutes and distribute a draft to board members. After board member review, finalize the minutes and send a copy to the website coordinator.
- Keep a master roster.
- Add current year's service credits to the master service roster.
- Support the treasurer in enforcing the Retention and Destruction policy.

#### E-Mails:

Notify the membership of deaths in the association. Additionally, send a notice of any death of a former member who was active within the last five years.

#### Miscellaneous:

- Be one of two signatories 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 those to the website coordinator for posting.

### **D. TREASURER**

**General:** The treasurer shall keep the record of all association funds, making deposits and writing checks as necessary. The report to the Board should include all expenses and income and should reconcile with the bank statement and checking account records. In accordance with IRS requirements, the treasurer should annually submit form 990-N.

#### **Specific:**

- Attend board meetings.
- Make all deposits of monies received each month. This includes but is not limited to dues, Memorial Cup funds, and team play yearly dues.
- Pay expenses to people who have submitted proper expense documentation using the online submission form.
- Provide a monthly treasurer's report showing income and disbursements.
- Submit the financial report to the website coordinator for posting to the website.
- Schedule an annual audit of the financial records at the end of the year. The audit is to be conducted by two association members in addition to the treasurer.
- Train the incoming treasurer, when appropriate.
- Oversee the signature cards at Regions Bank, making sure both the secretary and treasurer have account access.
- Electronically file the annual 990-N form with the IRS in accordance with current IRS regulations.
- Be responsible for enforcing the Retention and Destruction policy, with support from the secretary, to ensure the association's compliance with state and federal agencies.

### **E. PAST PRESIDENT**

**General:** The past president shall provide expertise and experience, when needed.

#### **Specific:**

- Attend board meetings.
- Prior to the last meeting, determine the years of service for the current year's board members and provide the board members with a copy for verification.

- Inform the Montenyohl chairperson of any recipients for the 10- and 15-year service awards.
- Purchase a frame and create the appropriate content for the 10-year and/or 15-year service awards, should there be any that year. Give this to the handicap chairperson for presentation at the final awards luncheon.
- Be available for any special assignments not covered by other board members.

## **F. MONTENYOHL TOURNAMENT CHAIRPERSON**

General: The Montenyohl chairperson and other representatives shall manage and coordinate the annual three-day association's fall golf tournament held at three different member courses.

Specific:

- Attend board meetings.
- Establish a Montenyohl tournament schedule, from publicity through final reports.
- Propose the schedule for the tournament, based on the three clubs' availability.
- Establish a committee that includes the tournament chairperson and club representatives from each course to be played.
- Establish a budget for the tournament, including the cost to participate and the pricing for mementoes, prizes, and awards.
- Receive and process all applications from member clubs, including entry fee checks.
- Purchase all prizes and mementos.
- Make all luncheon arrangements.
- Coordinate the final awards program.
- Follow the Montenyohl tournament guide.
- Act as a consultant/advisor for the following year's Montenyohl tournament chairperson.

## **G. HANDICAP CHAIRPERSON**

General: The handicap chairperson is responsible for maintaining the association members' playing records and determining points for the Memorial Cup.

Specific:

Attend board meetings.

### Handicap and Tournament Scores

- Respond to any inquiries regarding association members' handicaps and/or posted scoring rounds.
- As a member of the scoring committee, assist with scoring and play-off decisions at all tournaments and at the Montenyohl tournament.
- After each tournament, assign and record Memorial Cup points for attendance and low gross/net scores earned by all stroke play participants.
- After each tournament, provide updated Memorial Cup points to the website coordinator.

- Receive, verify the accuracy, and store each tournament's recap sheet. This information should be saved on the website, based on the Retention/Destruction policy. No hard copies should be kept, unless the recap sheet is designated as required.
- Provide 100% attendance recognition and Memorial Cup awards for the Montenyohl Tournament awards luncheon.

#### Most Improved Player Award

Determine the most-improved golfer from the association's 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 Tournament' awards luncheon.

### **H. PUBLICITY CHAIRPERSON**

General: The publicity chairperson shall be responsible for photographs at all tournaments or events deemed newsworthy.

Specific:

- Attend board meetings.
- Take photographs of events or engage the appropriate media person to perform these tasks.
- After each tournament, attempt to contact local newspapers for tournament coverage.
- Label and upload event photos to the CSRA website.
- Send an email to association members announcing the results and availability of photos from each event.
- Attempt to coordinate media coverage of the Montenyohl Tournament.

### **I. RULES CHAIRPERSON**

General: The rules chairperson will provide USGA rules information to the association's membership on an on-going basis.

Specific:

- Attend board meetings.
- Review/approve all local rules submitted by each club.
- Be a member of the rules committee at stroke play tournaments, four-ball tournaments, the Lady/Pro, and the Montenyohl tournament.
- Monitor on-course playoffs at the Montenyohl tournament, if needed.
- Submit new/updated rules to the website coordinator, to be posted on the association's website.

## **J. TEAM PLAY CHAIRPERSON**

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

Specific:

- Attend board meetings.
- Attend all team play events.
- Plan the team play match calendar and distribute it to team captains, the CSRA board, and the website coordinator.
- Prepare a budget for the season.
- Provide engraved plaques for the final awards event.
- Assist and deal with issues developing 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, raise the issue to the association's board of directors.
- Present any policy change being considered by the team captains to the Board for approval.
- Make any changes to the team play handbook.
- Recognize that team play is not independent from but is a sub-category of the CSRA WGA. As such, the chairperson is required to report to the Board.
- Hand out and use all current CSRA WGA-approved rules.
- Make sure that all team play events adhere to all USGA rules.
- Have minutes taken during each team play meeting, to be presented to the Board and uploaded to the website for historical purposes.
- Emulate all CSRA WGA processes to the extent possible.

## **K. TOURNAMENT CHAIRPERSON**

General: The tournament chairperson shall coordinate all tournaments.

Specific:

- Attend board meetings.
- Add new players to the Golf Genius roster.
- Email a list of new members and their current handicap index to the handicap chairperson.
- Update the long-range calendar as appropriate, to ensure fairness to all clubs.

### Coordinate All Tournaments

- Make flights, pairings, and scorecards.
- Email cart signs, door signs, an alphabetical list of players, a flight list, and scoreboard to the host club's representative.
- Help with scoring, tie-breaking, and determining winners.
- Post players' scores to GHIN.

### Tournament Guide

- Make changes as necessary to the Tournament Guide.
- Review any changes with the board members.
- Keep the tournament forms updated.
- Send all revised documents to the website coordinator for posting.

## **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 items, including board meeting minutes, rules information, Memorial Cup points, and team play results and standings.
- Post updates as needed to the association's documents, including all policies, guidelines, and forms.
- Keep the home page current with highlights such as tournament winners and the availability of new or revised documents.
- Update the 1 – 2 look-ahead for upcoming events.
- Annually, archive information from the previous season and update the annual list/awards, e.g. current board members, most-improved player, schedule of events, etc.
- Coordinate/report any technical issues or changes with the website hosting service.

## **M. CLUB REPRESENTATIVES**

General: Each representative shall represent her club's members by performing duties within the association.

Specific:

### Monthly

- Attend board meetings or send a substitute.
- Prepare and submit a list of new members, along with a check for dues, and a new-member information sheet. This action should be done via email (electronically) as soon as a new member has joined the CSRA, to ensure eligibility for tournaments and/or events.
- Inform the board of any calendar changes and/or additions, such as dates for member-guest events and invitationals.
- Report any relevant association business to home club members and/or call a meeting to take a vote on any issues called for by the association's board.
- Inform home club members when minutes are posted to the website.
- Post information in the home club's locker room as appropriate. This applies primarily to the Lady/Pro, since Golf Genius is not used for this event. All other tournament information is provided by Golf Genius.
- Collect checks for the tournament entry fee from all members who have signed up to play.



- Submit a tournament entry form containing the names of all women who signed up to play, along with one check for their entry fees. Provide one copy to the host club rep and the tournament chairperson.
- Remind members to be sure they have completed the appropriate number of golf rounds required to be eligible for the Montenyohl tournament.
- Remind members to check the accuracy of the handicap they are given when playing in an event.
- Inform the board, when necessary, that the master membership list has been updated and given to the website coordinator for posting to the website.

#### Yearly

- Coordinate with the club professional to obtain dates for the board meeting and the assigned tournament.
- Submit a complete list of members for the following year to the secretary by January 15.
- Complete any further information as required by the association's secretary.

#### Lady/Pro

- Post the relevant Lady/Pro flyer and sign-up sheet at home club.
- Review the Lady/Pro procedures in the Tournament Guide.
- Submit the 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 chairperson as to duties. In general, they will be the same as hosting a tournament event. See the Tournament Guide for help with this.

#### Hosting a Tournament

The club representative is expected to follow exactly the procedures in the Tournament Guide.

**THE END**