

## **West Seattle Women's Golf Club City / State Representative Duties**

### **Background:**

As a Washington State Public Golf Course, the West Seattle Women's Golf Club may pay to join two separate organizations for the opportunity to participate in their sponsored tournaments.

The two organizations are:

- Greater Seattle Women's Public Golf Association (GSWPGA) [www.gswpga.com](http://www.gswpga.com).
- Washington State Women's Public Link Association (WSWPLA) [www.wswpla.com](http://www.wswpla.com).

The GSWPGA holds tournaments in the Seattle area while the WSWPLA has tournaments State-wide. The GSWPGA and WSWPLA provides an information packet for city/state representatives at an annual meeting each year before the season starts. The packet includes a detailed list of duties.

### **Duties of the City/State Representative:**

- Representing West Seattle Women's Golf Club (WSWGC) at the annual meeting.
- Coordinating with West Seattle Treasurer to pay any dues required to join those organizations. (Collection of dues is usually at the annual meeting.)
- Communicating the tournament schedules and any related information to WSWG members in a timely manner.
- Educating and encouraging WSWG members about the tournament opportunities.
- Managing the tournament entries and winnings payouts:
- Collect entry fees from individual entrants.
- Submit individual entry fees to WSWG Treasurer. The Treasurer will deposit those checks into our club's account and cut one check for the tournament.
- Complete the entry form for WSWG and submit it along with the entry fees by established deadlines.
- Relay further communications about individual tournaments to the players (tee times, specific rules, score cards, and information on winners).
- Coordinate with Treasurer and West Seattle Pro Shop to have any winnings posted as credit to the correct players account.
- Prepare and deliver any required gift basket with funds or donations provided by the WSWG.
- Currently, GSWPGA requires that two baskets be donated. One at the Annual Awards banquet and one at the President's Cup Tournament.
- In the event that the WSWG is hosting an event, the City/State representative will assist the Tournament Chair as needed.