

JUNIOR REPRESENTATIVE RESPONSIBILITIES (SWEEPS)

Member SAWGA dues are **\$25.00** and Club SAWGA dues are \$25.00. The treasurer of your cub will collect the individual fees and give you a list of players that have joined SAWGA. The treasurer will send in the list of SAWGA members, the total dues collected and the Club dues to the SAWGA treasurer on or before April 15th of the current year. A SAWGA form has been emailed to you and your treasurer. Please make sure that this is the form used.

Have an orderly and timely sign-up process for every Sweeps Event. Check the deadline date posted on the website (Forms/Sweeps Deadline Schedule). Check with the person that prepares your current year club schedule to make sure all dates are correct. Sign up club members well in advance of each deadline date. Check with your treasurer to make sure everyone signed up has paid their SAWGA dues. On, or before the deadline date, (if you miss a deadline date, your players may not be eligible to play) submit the following information:

1. Collect green fees using the Green Fees for SAWGA Events form. All fees are paid directly to you. Checks need to be made out to you.
2. Submit entries using the Sweeps Player List form. Players need to be listed in alphabetical order. Make sure you have filled out the entire form. You may also use the player's list on the website. You do not have to attach a list of player's handicaps.
3. Send a copy of this form and ONE check or VENMO to the treasurer. BOTH need to be sent by the deadline date. If using VENMO – please detail the breakout in the notes section for the treasurer.

Use the handicap date that is listed on your Sweeps handicap deadline schedule sheet. You have to obtain all handicaps on the exact deadline date. Separate sign-up sheets are used for Flights 1-3 and Flights 4-6. The Sweeps entry forms list the name and email where these forms are to be emailed. This has to be emailed/ mailed to the correct chairperson on or before the deadline date.

Fill out the Sweeps Players List Form for ALL players for each Sweeps Event. Forms are available on-line. One sheet for Flights 1-3 and one sheet for Flights 4-6, Senior. Verify each player meets your Club, SAWGA and World Handicap System eligibility guidelines. List players alphabetically. Fill out the entire form. Email this form to the Sweeps chair by the deadline date

Collect all money and write ONE check or use VENMO to the SAWGA treasurer on or before the deadline date. When signing up players for each event, make sure they are aware of the cancellation and refund policy.

- *There are no refunds after the lineup sheets and greens fee check has been finalized.*

Flight Index Divisions are:

Flights 1 - 3	0 to 22.3
Flights 4 - 6	22.4 to 40.0
Senior	Age 70 + Index = 100 or more

If a player has a handicap of 40 or more, when playing in a Sweeps event, they must assume a 40.

Notify your players of their tee times as soon as you receive them from the Sweeps Chairperson. You can also post the line up at your course to make sure each player knows the time they are to play. The line-up is also on the website at sawgagolf.com. Make sure each player is personally notified. Make sure all members are aware of the cancellation and refund policy. There are no refunds after the line-up has been posted and the fees sent to the golf course.

Advise all players:

Of the Pace of Play Policy adopted by SAWGA during each event.

Encourage all members to sign up and pay for skins. Cost is \$5.00 Gross and \$5.00 Net.

That the Sweeps Chairperson will post their scores.

To make arrangements for a cart on the day of play.

That they are to trade cards with another player in their group and keep their score and their own on this card.

A master card is not necessary and is not an official scorecard. Stress the importance of checking both cards carefully for the score hole by hole. Both cards need to be signed by both players. An unsigned card cannot be counted in competition. Each player is to turn in their own verified and signed scorecard to the Sweeps Chair.

- During SAWGA events, no caddies are allowed.

Remind certificate winners that they are to spend their certificates before December 31st of the current year.

This is printed on every certificate.

Encourage players to stay for lunch and support the facilities of the club that is hosting the event

If a Sweeps Event is at your course, you are responsible for:

1. Arrange for one starter and provide a table and two ladies to hand out score cards and collect skins (\$5.00 for low gross and \$5.00 for low net). Cards are to be handed out individually and "No Show" cards must be returned to Sweeps Chairperson.
2. Confirm with Pro Shop which tees will be used.
3. Provide players with local rules or special conditions for play.
4. Provide players with Pace of Play rules.
5. Starter needs to tell all players to trade scorecards with an opponent in their group. At Round end go through each score hole by hole and then sign and attest. Turn in scorecards to the scoring area immediately.
6. Inform your restaurant/snack bar of the date of your event to make luncheon arrangements.
7. Provide a table for the Sweeps Chairperson to collect cards and record scoring and skins winners.
8. You have a vote at the SAWGA meetings.

CHAMPIONSHIP TOURNAMENT IN SEPTEMBER: Your Club is responsible for a sponsor donation of \$100.00. **(A \$200.00 donation is appreciated)**. Send this donation to the SAWGA Treasurer. If you receive extra donations from members or a business, please provide the name and address with the check so a thank you letter can be sent. These names will also be posted on sponsor boards on all three days of the tournament. After the Championship Tournament, please ask your Pro Shop to donate a prize for the raffle at the yearend Awards Banquet.

You will be given player sign up forms for the tournament. Encourage your members to play in this three day event. The entry fee is \$50. Green fees are paid at the respective course on that day of play. These forms are to be mailed directly to the SAWGA Treasurer.

LAURA BOSSART OUTSTANDING CONTRIBUTOR AWARD: Each spring the Sr and Jr Reps from your club will be emailed a ballot from the secretary to nominate a SAWGA member for this annual traveling award. The club nominee's credentials should exhibit outstanding effort, contribution and dedication to promote SAWGA and her home club. Submit one ballot with a brief description of the nominee's role, voluntary service and contributions to enhance the SAWGA organization and her club. Email your ballot to the SAWGA secretary prior to the deadline. She will anonymously present to the committee and they will announce the winner at the year-end Awards Banquet.