

## DUTIES OF THE SOUTHERN DISTRICT REPRESENTATIVE

You have been appointed by your Women's Golf Club as their club representative and member of the Southern District Board of Directors. You must be a Southern District member through the club you have been chosen to represent and your handicap must be verifiable through that club. You hold an important position since responsibility for the success of the district events rests largely on your shoulders.

### I. **TERMS OF OFFICE:**

Determined by home club appointment

### II. **MEETINGS:**

- a. Attend the Board of Directors meetings held in conjunction with the Southern District Spring/Summer and Fall Tournaments.
- b. Attend any special meetings of the Board as called by the President or by a majority of the Club Representatives.
- c. If unable to attend a meeting, you or your club president may select a voting alternate to act in your stead.

### III. **DUES:**

- a. Dues are \$10.00 per member per year. Remit \$5.00 per member along with the Roster to the SDWGA Treasurer.
- b. Collect dues in the Fall and remit no later than January<sup>1st</sup>. Renewal forms are on the website.
- c. A member may belong to SDWGA through more than one club. Verification of handicap must be available.
- d. Dues form: mail to SDWGA Treasurer with a check and completed form(s), (keeping a copy for your notebook).
- e. Dues for the new members may be paid at any time during the calendar year (January 1 – December 31), but unless otherwise requested, will be considered as payment for the current year.
- f. Send a check only. PLEASE DO NOT MAIL CASH.
- g. Each club determines how the SDWGA Dues retained by the Club (\$5.00) are allocated between the two local SDWGA Tournaments (the La Conquistadora del Sud and Telegraph). The \$5.00 retained by the club must be used specifically for these two tournaments. If dues are paid after both tournaments have been played, the \$5.00 may be held and added to the prize money for the following year.

### IV. **ELIGIBILITY FOR TOURNAMENTS:**

To be eligible to play in any SDWGA tournament, one must be paid member of SDWGA on the opening day of the tournament, or such date as determined by the Tournament Chair.

### V. **HANDICAP:**

Entrants must have an official World Handicap Index (.i.e., no greater than 54.0). A Playing Course Handicap greater than 36 on the competition course shall be reduced to 36. (Note A handicap must be available for verification through the Arizona Golf Association (AGA).

- VI. **TOURNAMENTS:**
- a. Tournament descriptions and applications for the District-wide partners events will be available approximately eight weeks prior to each event. Please make them available to your members promptly and check the standing rules for further information on eligibility and handicap information.
  - b. Local Tournaments: See Guidelines for the La Conquistadora del Sud and the Telegraph Tournaments (link on SDWGA.com).
- VII. **HOSTING A TOURNAMENT:**
- If a tournament is held at your course, be available to help the Southern District Tournament Chair with arrangements.
- VIII. **DRESS CODE:**
- Inform your members of the Southern District dress code: Soft spiked or tennis shoes and appropriate golf attire – no tank tops, cut-offs, short shorts, bare midriffs or short tennis skirts. Some private clubs may have additional restrictions.
- IX. **CORRESPONDENCE:**
- a. Please answer any correspondence promptly.
  - b. Email a list of new officers and the Southern District Representative, including their email addresses and telephone number, to the SDWGA Secretary. Forms are on the website.
  - c. Correspondence shall be by email whenever possible.
- X. **KEEP COMPLETE RECORDS:**
- a. Membership Lists.
  - b. Southern District Women’s Golf Association By-Laws, Standing Rules, and tournament information.
  - c. Minutes of Southern District meetings.
- XI. **IN THE EVENT YOU ARE UNABLE TO CARRY OUT YOUR DUTIES FOR A PERIOD OF TIME:**
- Due to illness or being out of town, please advise the SDWGA Secretary in advance, preferably by email, giving her the name and telephone number of the designated alternate representative who can receive emails and who will otherwise carry out your duties during your absence or incapacity. It is equally important that you give detailed instructions to your alternate as to what she is expected to do by giving her a copy of these “Duties of the Southern District Representative” and going over them with her.