

LAKES WEST WOMEN'S GOLF ASSOCIATION

Policies and Procedures

PLAY OF THE DAY CO-CHAIRS

The Co Chairs of Weekly Competition/POD is appointed by the President and is required to attend all the Board Meetings.

POD Co Chairs are responsible for the development of a POD Committee. Members of the POD Committee will work in pairs for a period of one month to help with the weekly play of the day competition.

The POD Co Chairs are responsible to annually review the information in the Lake West Women's Golf Association Membership Book and revise as necessary.

The yearly schedule of weekly play events is prepared and presented to the Board of Directors for their approval before the end of the preceding year; preferably before November 1st (when the following year's Membership Book goes to print.) POD Co Chairs must coordinate the schedule with the 1st Vice President to verify Tuesday calendar dates which have been submitted to RCSC. The Play of the Day Co Chairs will also determine game format for the three social events: February, March and November Luck of the Draw scrambles. The POD schedule must also be coordinated with the Tournament Chair to collaborate dates with the club's tournaments schedule. (Eclectic, Medallion and Club Championship and Guys and Dolls).

Weekly the POD Co Chairs work with the adjusted flight sheets that have been prepared by the Tee Time Chair. Each week the POD Desk is pre-set by Tee Time Chair with a sample card showing scoring instructions, scorecard basket and next week's sign up sheet. As well as any communications to the League Members.

The exception is that during special events, i.e. shot gun starts, scrambles with lunch and/or meetings to follow, the sign up sheet is posted on a special sheet provided by the Social Committee and posted on the bulletin board. In this case, the pro shop assigns starting holes and adjusts teams, if necessary, with the help of the Tee Time Chair.

Routine for Weekly Competition/Play of the Day Committee Members

The POD Co Chairs or designated POD Committee Members ensures the cash drawer receipt (certs paid in) is collected from the pro shop and can be found taped to the side of the starter's desk. This receipt of certs paid in shows the number of players who checked in and paid \$1. certs fee. This is the number needed to reconcile pay-outs: amount of prize money.

When players check in after golf, they enter their scores on Golf Genius on the desk computer in the Clubhouse and place their completed scorecards in the scorecard basket. Once all players have checked in and entered their scores, the POD scorer will

- 1) Refer to the Pay Out Chart in the Weekly POD Binder to determine the number of places to be awarded according to the number of players in a flight and money breakdown. Lakes West WGA POD pays out all the prize money to 40% of the field (as calculated on the Chart).
- 2) Complete the "Adjust Leaderboard" file in Golf Genius and add in the payout amounts. Once completed, the leaderboard will be exported to Excel.
- 3) Create CSV file from Excel file.
- 4) Complete the balance sheet in the POD Binder: beginning balance, Certs paid in, number of players, number of prizes, amount paid out and remaining balance.
- 5) Email the Certs form and CSV file to 1) RCSC at certs@suncityaz.org; 2) to Lakes /West WGA Webmaster to post on website; 3) to each POD Co Chair. A hole punched hard copy is inserted into the POD Binder with pro shop certs receipt attached.

In the event of a discrepancy of cards in/players in to players paid (certs), the pro shop certs figure is to be used. When determining prize pay-outs, in the event of a tie, ie. a tie for first, add first and second together and divide by two. No winning player is paid less than a dollar, round up to full dollar amount. There is a small balance forward and may be used as necessary. The balance must agree with the final figure.

The scorecards are put in the Handicap Chair's file in the second drawer, black filing cabinet in the computer room at the pro shop. The pre printed flight sheets are hole punched and inserted in the POD Binder. The Tee Time Chair will pickup the sample card along with the next week's sign up sheet.

In the case of rain or other related circumstances, POD Co Chair will check in at the pro shop to gather information about course conditions and provide a report to the Lakes West WGA President. The President makes the determination. Play of the Day may be cancelled but members may play if they wish. In the case of extreme weather or poor course conditions the POD Co Chair is responsible to advise the starter when Lakes West WGA-18 league play is cancelled.

Revised 12/24