

LVWGA GUIDELINES: PLAY DAY CHAIRWOMAN

By-Laws:

The Play Day Chairwoman shall be in charge of all official play days. All official play days will follow the same guidelines unless prohibited by the number of players or course conditions. A record shall be maintained for all official play days to determine eligibility of LVWGA tournaments and events. The Play Day Chairwoman shall determine the most improved golfer(s) of the year and present the award at the President's Day luncheon. (Refer to LVWGA Standing Rule #18)

Responsibilities:

1. The Play Day Chairwoman will attend all Board meetings and General meetings, and be able to report on any activity occurring within her area of responsibility. If unable to attend, she will notify the President of her absence and will inform the President of the assistant who will be attending in her absence.
2. The Play Day Chairwoman is responsible for reviewing the games played the previous year, revising the choice of games, making corrections, and determining the particular game to be played for each play day of the year.
 - a) The Play Day Chairwoman will be involved in the scheduling of play dates for the following year (as well as the President, President-nominee, and Tournament Chairperson) in coordination with the LVMGA, 9 hole LVWGA, and Pro-Shop).
 - b) Make a schedule of games to be played throughout the year and the first 2 months of the following year. Keep in mind games what would be best played during the summer or winter given temperature changes and/or course conditions. Aeration schedules should be considered. Complex/complicated games may not be appropriate for hot weather.
 - c) Make a list of the games selected to be played for the year and their corresponding definitions.
 - d) Send the schedule of play days and the list of games and definitions to the Website Chairwoman for posting on the website.
3. Obtain handicap sheets from the Pro-shop each week. LVWGA permits a maximum of 40 strokes.
4. The Play Day Chairwoman (or the person in charge of play day) shall send out an email in a timely manner (e.g., every Monday via the Communications Representative) stating:
 - a) the date and time of play,
 - b) the game being played,
 - c) who is in charge of play day,
 - d) to sign-up on the LVWGA website (lvwga.com) or to contact the person in

charge of play day (and include her contact information), and
e) to sign-up by noon on the Tuesday prior to play.

5. Coordinate with the Pro shop to obtain appropriate number of tee times needed. Verify on a weekly basis. Cancel any extra tee times that will not be used.
6. Cancel play day with the pro-shop as soon as possible (e.g., inclement weather, insufficient number of players).
7. Based on the players for that week, determine pairings and from which hole players will start. Pair higher handicap players 30 and above in a 3-some when possible to even out playing time. Vary pairings week to week so that the same people are not always playing together. Some games have to be played within own flight, some can have varied handicaps in same group.
8. Players are to check in at least 20 minutes prior to tee time.
 - a) Collect \$4.00 for play (if participating in competitive play)
 - b) Collect \$0.25 each for putts and chips, for those wanting to participate in these games.
 - c) Give list of players to pro-shop before play.
9. The ball will be played down (i.e., where it lies) on all play days unless the Play Day Chairwoman (or the person in charge of play day) determines that course conditions for that particular day warrant otherwise (i.e., lift, clean, and place or winter rules). She will announce any changes prior to play.
10. Players shall be divided into Flights according to current handicaps. The flights shall be determined by the Play Day Chairwoman (or the person in charge of play day) for play day competition and by the Tournament Chairwoman for Tournament competition. In case of a tie on play days, all ties will be paid and the number of places payed will be reduced as needed. First low gross and first low net will always receive equal prizes. (LVWGA Standing Rule #7)
11. At the end of play, using the published payout sheets, the Play Day Chairwoman (or the person in charge of play day) will determine the number of places paid. No more than half of the flight will be paid with the exception of ties for last place. (LVWGA Standing Rule #8)
12. All prizes for play days and special events (e.g., Turkey Shoot) shall be paid out by the Play Day Chairwoman (or her designee in her absence). LVWGA Standing Rules #10.
13. Turn in the score cards to the Special Games/Hole-In-One Representative (who after completing her responsibilities, will turn in the scorecards to the pro-shop for GHIN posting).

14. Upon completion of an official play day, the Play Day Chairwoman (or the person in charge of play day) will send out a copy of the play day results to the Communications Representative for her to send out to all LVWGA members.

15. Keep attendance records to determine eligibility for tournaments and Most Improved Player. The Most Improved Player will be determined by percentages based on handicaps (maximum of 40) beginning January 1 and ending December 1. Members that have played a minimum of **20** LVWGA Play Days are eligible. The GHIN system is able to figure this result. Contact the pro-shop with assistance on this. The award will be presented at the President's Day Luncheon.

16. The Play Day Chairwoman will be notified when any member breaks 80, 90, or 100 for the first time on the Lago Vista Golf Course and will present a pin to the player for her achievement at the next General Meeting.

17. The Play Day Chairwoman will work closely with her appointed assistants throughout the year to ensure continuity of all play days.

18. Any changes or questions regarding these Guidelines shall be referred to the President. These Guidelines will be updated on a yearly basis and sent to the President no later than November 1st of each year.

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