

**LVWGA GUIDELINES: INTER-CLUB REPRESENTATIVE
CTLG – CTLG REPRESENTATIVE
ALL OTHER EVENTS – INTER-CLUB REPRESENTATIVE**

By-Laws: The Inter-Club Representative shall be responsible for inviting other Golf Clubs to play with the LVWGA. The Inter-Club Representative will coordinate with the Play Day Chairwoman to ensure that players are properly signed up and that no conflicts exist. The Inter-Club Representative is responsible for dissemination of information regarding any inter-club play.

Responsibilities:

1. The Inter-Club Representative shall attend General meetings and be prepared to report on any activity occurring within her area of responsibility. If unable to attend the meeting, the Inter-Club Representative will inform the President prior to the meeting. Her assistant (or the President) will give the report at the General meeting.
2. In January, verify with LVWGA Treasurer that all inter-club associations' annual dues are paid. Throughout the year, keep LVWGA members updated on inter-club events.
3. The Inter-Club Representative or her assistant shall represent the LVWGA organization at all inter-club meetings.
4. The Inter-Club Representative shall keep the LVWGA informed of Inter-Club information and by sending out announcements to all LVWGA members.
5. The Inter-Club Representative shall send Guidelines and Schedules to the Webmaster and post the Schedules on the LVWGA Bulletin Board.
6. In January, the Inter-Club Representative shall set up a date with the Squaw Valley ladies for our annual challenge. The Squaw Valley Challenge is held annually (usually in Spring) and rotates between the Lago Vista and Glen Rose Golf Courses. Once a date has been selected, inform members of the details of the event. When the Challenge is to be held at the Lago Vista Golf course, the Inter-Club Representative will coordinate with the LVGC Golf Manager regarding fees, scheduling, and pairings as well as determining if there is any lunch special that might be arranged for that day. When the tournament is held in Glen Rose, arrangements need to be made for spending the night. Members may sign up online or by contacting the Inter-Club Representative via email, text, or phone. Ask the Webmaster Chairwoman to post the announcement the website as well. Names and handicap indexes need to be exchanged with the Glen Rose Representative two or three days prior to the tournament.
7. The Inter-Club Representative, with the approval of the President and Play Day Chairwoman, will invite other WGA golf clubs and extend an invitation to join the LVWGA for play on a regularly scheduled play day. Coordinate with the LVGC Golf Manager regarding fees as well as determining if there is any lunch special that might be arranged for that day. Coordinate pairings with the Play Day Chairwoman. Send an invitation to the selected group's WGA Representative as well as sending an email. Make sure to include date and time of play, game choice, cost, deadline for signing up, with each player's name and handicap index (recommend one week prior to play). Additionally, inform them of the fee we contribute for competing and for low putts. Once a date has been selected, inform

LVWGA members of the details of the event. On play day, greet members from the invited club and introduce them to the LVWGA members and vice versa.

8. The Inter-Club Representative will send a list of LVWGA winners following play at inter-club play days to the LVWGA members, and a list as well pictures (if available) to the Webmaster Representative.

9. The Inter-Club Representative will inform the LVWGA of invitations received for outside play as well as informing the LVWGA members of various Hill Country Area play days and dates of functions of area golf associations. All communication will be sent out directly from the Inter Club Representative to LVWGA members.

10. 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.

Rev.: October 2023