

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 #19).

Responsibilities:

1. The play day chairwoman will attend all board 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 playday chairwoman will be involved in the scheduling of the play dates and tee times for the following year (as well as the president, president-nominee, and the tournament chairwoman) in coordination with the LVMGA, 9-hole LVWGA, and the pro shop staff.
 - 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 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 webmaster for posting on the website.
3. Obtain handicap sheets from the Pro-shop on the 1st and 15th of each month. LVWGA permits a maximum of 40 strokes.
4. The play day chairwoman (or her assistant in charge) shall send out an email in a timely manner via the Communications Representative stating: a)the time

and date of play, b) the game being played, c) who is in charge, d) and to sign up on the LVWGA website (lvwga.com) or to contact the person in charge of the play day via email, text, or phone call and **to sign up by noon Tuesday prior to play.**

5. Coordinate with pro shop to obtain appropriate number of tee times needed. Verify on a weekly basis. Cancel any un-needed tee times by close of business on Tuesday.
6. Cancel play day with the pro shop as soon as possible (e.g., inclement weather, insufficient number of players).
7. Based on the number of players for that day, 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. Where specified in the game description, some games have to be played in their own flight; some can have varied handicaps in the same group.
8. Players are required to **check in and pay at least 20 minutes** prior to tee time to be able to compete for prizes.
 - a) Collect \$4.00 for play if participating in competitive play.
 - b) Collect \$0.25 each for putts and chip-ins for those wanting to participate in these games.
 - c) Give pro shop a list of players before play.
9. The ball will be played down (i.e., where it lies) on all play days unless the play day chairwoman or her assistant in charge determines that course conditions for that particular day warrants 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 playday chairwoman (or her assistant in charge) for play day competition and by the tournament chairperson for tournament competition. In case of ties, all ties will be paid and the number of places paid will be reduced as needed. First low gross and first low net will always receive equal prizes. (LVWGA Standing Rule #10.)

11. At the end of play, using the published payout sheets, the play day chairwoman or her assistant in charge 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 assistant in charge. LVWGA Standing Rule #10.
13. Turn in score cards to the special games/hole in one representative (who after completing her responsibilities), will turn the scorecards into the pro shop for GHIN posting or return to members to post their own scores.
14. Upon completion of play the play day chairwoman or her assistant in charge 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 award. The most improved player will be determined by percentages based on handicaps (maximum of 40 allowed) beginning January 1st and ending December 1st. The GHIN system is able to figure this result. Contact the pro shop for assistance with this. **Only Members that have played a minimum of 15 LVWGA playdays are eligible.** This award will be presented at the president's day luncheon. (Refer to LVWGA Standing Rule #19).
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 playday chairwoman will work closely with her appointed assistants throughout the year to ensure continuity of all play days and adherence to all LVWGA Standing and Local rules.
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.

(Document rev. 4/2021)