

# **THE RED RIVER VALLEY SENIOR MEN'S GOLF ASSOCIATION**

## **OFFICER AND STAFF JOB DESCRIPTIONS (4/17/19)**

**The mission of the Red River Valley Senior Men's Golf Association is to afford 400-plus senior golfers the opportunity to play golf at many of the area's finest golf courses. The goal of the Tour management is to make each event as enjoyable an experience as possible. The management of the Tour consists of the officers, staff and course reps. These men dedicate a great amount of time and effort towards this goal.**

**The following are job descriptions of the people who enable our members to show up at an area golf course at 8:00 AM twice weekly for twenty-six weeks of the year, tee up at 9:00 and enjoy a round of golf. The elected officers are the President, Vice President and Secretary-Treasurer. The staff consists of the Events and Scorecard Printer Manager, Database-Web Site and Operation Manager, Scheduling Coordinator, Score Card Processor, Prize Manager, Membership Manager and Handicap Manager. The main function of the officers and staff is to support the course reps that are in charge of each event.**

**Some of the staff, who have served long and faithfully, are looking forward to stepping down. We are always in need of new people to assume one or more of these positions. If you have an interest in becoming part of the management team please contact one of the officers.**

### **TITLE: PRESIDENT**

**It is the responsibility of the President to manage the operations of the Association.**

- A. Delegate authority to staff members and support them in doing their jobs as efficiently as possible.**

- B. Call, prepare the agenda and preside at staff meetings:**
  - 1. Prior to the start of the playing season.**
  - 2. Prior to course rep meetings.**
  - 3. At the end of the playing season.**
  - 4. Other staff meetings as he deems necessary.**
- C. Call, prepare the agenda and preside at course rep meetings.**
  - 1. A spring meeting early in the playing season.**
  - 2. A summer meeting prior to the annual special meeting.**
  - 3. Other course rep meetings as he deems necessary.**
- D. Call, prepare the agenda and preside at the annual meeting to be held in the spring and mid-August.**
- E. Take questions on rules, policies, and Association operations of importance other than day to day questions to the executive committee, the course reps or the membership for discussion and final decisions.**
- F. Recruits and appoint course reps and staff members.**
- G. Annually appoint a committee to review Association rules and policies and recommend updates and changes.**
- H. Annually appoint a committee to review job descriptions and make appropriate changes.**
- I. Appoint nominating committees to recommend candidates for Association offices.**
- J. Write monthly News Letters and post to the web site as needed.**

## **TITLE: VICE PRESIDENT**

- A. Assist the President as directed by the President:**
  - 1. Preside at meetings in the President's absence.**
  - 2. Assist the president per his direction.**
  - 3. Organize and supervise the annual Association scramble.**
  - 4. Serve as course rep for one year if he has not previously had the experience.**
- B. Attend executive committee, course rep and annual meetings**

**as requested by the President.**

## **TITLE: SECRETARY**

- A. Is responsible to the President.**
- B. Maintain All Organizational Records.**
  - 1. Record minutes of Officers meetings.**
  - 2. Record minutes of course Rep meetings, post on the Tour web site and send copies of course rep meetings to those who were unable to attend.**
  - 3. Record minutes of the annual meeting, special meetings and post on the Association web site.**
  - 4. Prior to the start of the playing season prepare and have wallet schedule cards printed.**
- C. Process Association correspondence by responding to messages received on the web site or other means or direct them to the proper person for a response.**
- D. Keep a computer backup of all important records.**
- E. Attend executive committee, course rep, annual and other meetings as requested by the president.**

## **TITLE: TREASURER**

- A. Is responsible to the President.**
- B. Serve as the Chief Financial Officer of the RRVSMGA.**
- C. Keep financial records for the Tour. Accumulate all Association money, deposit and disperse said money for goods, services and compensations.**
  - 1. Reconcile monthly bank statements.**
  - 2. Keep and file records pertinent to each event.**
  - 3. Collect annual membership dues.**
  - 4. Provide the Database Manager and the Membership Manager with a list of members to be dropped from Tour membership.**

- 5. Annually furnish an auditor with Tour detailed financial records for verification.**
- 6. Prepare a financial statement for the membership at the annual meeting and post the statement on the Association web site.**
- 7. Prepare and send out 1099 forms.**
- 8. Order name tags for new members and requests from other members.**
- 9. Prepare the annual 990N tax return on line no later than 5-15 of the year following the Association calendar year end.**

**D. At the conclusion of each event:**

- 1. Complete the forms pertinent to the event.**
- 2. Deposit all funds.**
- 3. Send the accounting forms and check-in sheet and deposit receipt.**
- 4. Record the 'no-shows' and send them penalty notices.**
- 5. After four weeks send final notice for unpaid no-shows.**
- 6. After six weeks send notice of RRVSMGA membership termination to unpaid no-shows.**
- 7. Collect annual membership dues.**

**E. Attend executive committee, course rep., annual and other meetings as requested by the President.**

## **TITLE: ASSISTANT SECRETARY-TREASURER**

**A. Assist the Secretary-Treasurer.**

**B. Share on and off course duties with the Secretary-Treasurer per his direction.**

**C. Attend golf outings on a schedule predetermined by the Secretary-Treasurer and the Assistant Secretary-Treasurer**

**D. Prior to the playing of each event:**

- 1. Maintain an inventory of RRVSMGA hats and caps and**

- have them for sale at each event.
- 2. Provide wallet schedule cards for distribution to members at each event.
- E. At the conclusion of each event assist the Sec/Treas:
  - 1. Complete the forms pertinent to the event.
  - 2. Deposit all funds.
  - 3. Send the accounting forms and check-in sheet and deposit receipt to the treasurer.
  - 4. Record the 'no-shows' and send them penalty notices.
  - 5. After four weeks send final notice for unpaid no-shows.
  - 6. After six weeks send notice of RRVSMGA membership termination to unpaid no-shows.
  - 7. Collect annual membership dues.
- F. Attend executive committee, course rep and annual meetings as requested by the President.
- G. Provide oversight to the Course Reps at all Events, such as make sure they put out flag events and that the Course reps are doing the duties outlined as Course Reps.

## **TITLE: DATABASE-WEBSITE AND OPERATION MANAGER**

- A. Is responsible to the President
- B. Maintain Member Lists:
  - 1. Add and delete members from Active list.
  - 2. Add and delete members from Wait list.
  - 3. Maintain the medical exemption list.
  - 4. Update the Course Representative list.
  - 5. Update addresses, phone numbers and email addresses and events played by Association members.
  - 6. Upload to our Web Site any additional information under the Communication Option.
  - 7. Monitor the Web site Members Forum Page.
  - 8. Assist in sending out Mass E-mails from our Web Site to our Active and Waitlist Members.

- 9. Assist in updating Member Alerts and Messages on our Web Site.**
- 10. Send updated computer lists and information to appropriate officers and staff members.**
- 11. Train, support and backup all personnel who work with computers and the Web Site.**

**C. General:**

- 1. Monitor the ongoing operation of our Web Site.**
- 2. Prepare pre-season and end-of-the-year reports and forward them to members of the executive committee.**
- 3. Serve as a backup to the Scorecard Processor.**

**D. Attend executive committee, course rep and annual meetings as requested by the President.**

## **TITLE: HANDICAP MANAGER**

**A. Is responsible to the Database-Website Manager.**

**B. Maintain Tour member handicaps:**

- 1. Collect the adjusted scores for each event from the scorecard processor.**
- 2. Post member adjusted scores to the handicap database.**
- 3. Update member handicaps after every five or six events and whenever a member has played five events.**
- 4. Update new members' handicap information if they have a USGA HCP.**

**C. Attend executive committee, course rep and annual meetings as requested by the President.**

## **TITLE: MEMBERSHIP MANAGER**

**A. Is responsible to the Database-Website Manager.**

**B. Assist the Database-Website Manager.**

- 1. Process requests to be put on the Association wait list.**

- 2. Process changes of member information, address, phone number, email, etc.**
  - 3. Process member status changes:**
    - a. Requests for medical leave.**
    - b. Requests to be returned to active status from medical leave.**
    - c. Requests to become an associate member.**
  - 4. Assist with maintenance of the wait list and the active member list.**
  - 5. Assist with miscellaneous duties as directed.**
- C. Contact eligible members at the top of the wait list and invite them to become active members when there are vacancies on the Association.**
- 1. Process new member applications, update contact information, assign player numbers and forward the information to the database manager.**
  - 2. Collect membership dues from new members. Deposit dues if necessary and forward deposit receipt and pertinent information to the treasurer.**
  - 3. Inform new members of their player numbers if needed.**
  - 4. Send instructions for using web site and other pertinent information to new members if needed.**
- D. Attend executive committee, course rep and annual meetings as requested by the President.**

## **TITLE: EVENTS MANAGER**

- A. Is responsible to the President and the Web Site Manager.**
- B. Post the sign-up sheets for the next 10 to 12 events on the web site and process event data.**
- C. Remove the sign-up sheet from the web site, send e-mails and text, process and forward along with other necessary information to the course reps prior to the event.**
- D. Provide event record keeping forms to the course reps.**
- E. Forward pairings to the scorecard manager.**

- F. Collect information pertaining to the number of carts and the price per seat at each golf course and post it on the sign-up sheet.**
- G. Monitor the sign-up sheets and make corrections as necessary.**
- H. Post messages on the web site.**
- I. Mass e-mail short notice changes in the schedule.**
- J. Conduct course rep training sessions.**
- K. Attend executive committee, Course Rep and annual meetings as requested by the President.**

## **TITLE: SCORECARD MANAGER**

- A. Is responsible to the President and the Web Site Manager.**
- B. Prepares event templates for the scorecards for each of the golf courses that we play our events at.**
- C. Upon receiving the sorted Course Rep pairing printer forms from the Event Manager, this person then:**
  - 1. Copies and pastes the foursomes to the templates**
  - 2. Prints the scorecards**
  - 3. In advance of the actual day of the event, make sure that there are extra blank scorecards in the hands of the Course Reps to make changes on.**
  - 4. Makes sure the scorecards get to the Course Reps or to the Prize Manager prior to the event. (The score cards must get to the event no later than 8:00 AM the morning of the event.)**
- D. Attend executive committee, Course Rep and annual meetings as requested by the President.**



## **TITLE: SCHEDULING COORDINATOR**

- A. Is responsible to the President.**
- B. Schedule all Tour golf events:**
  - 1. Prior to November 30 of each year contact the management of each golf course we play and schedule the following year's events.**
    - a. Schedule events for Monday, Tuesday, Wednesday or Thursday.**
    - b. Schedule two events per week.**
    - c. Try to keep at least one day between events.**
  - 2. In January start contacting the courses you have scheduled and confirm the dates that have been scheduled. This should be completed by March 1.**
  - 3. Present the schedule and Calendar to the web site manager for publishing on the web site and printing.**
  - 4. Present contact information for each golf course scheduled to the Web Site Manager.**
  - 5. Present the number of carts available at each course scheduled to the Web Site Manager.**
  - 6. Present the schedule to the Forum newspaper to be included in its weekly schedule of area golf events.**
  - 7. Present the schedule to 740 THE FAN for publication on their web site.**
- C. Maintain records pertinent to future scheduling.**
  - 1. Maintain a notebook with current information on all courses the Association plays or might play.**
  - 2. Accumulate information that will facilitate a schedule that will best serve Association members.**
  - 3. Consider area golf courses not currently being played by the Association for possible future scheduling.**
- D. Reschedule weather related and other canceled events when practical.**
- E. Attend executive committee, course rep and annual meetings as requested by the President.**

## **TITLE: SCORECARD PROCESSOR**

- A. Is responsible to the website Manager.**
- B. Process scorecards after each event.**
- C. After each event:**
  - 1. Collect the scorecards and the names of the winners of the flag games.**
  - 2. Obtain the information on the amount of money designated for prizes.**
  - 3. Review cards and note adjustments to score based on handicap.**
  - 4. Enter the player number, adj. gross score and gross score of each member that played the event into the computer program.**
  - 5. Divide the players into flights and enter the prizes won in each flight.**
  - 6. E-mail the names of flight winners to the Forum for publication in the next day's sports page.**
  - 7. Enter the event results on the redrivergolf.net web site.**
  - 8. E-mail the HCP manager the adjusted score files.**
- D. Attend executive committee, course rep and annual meetings as requested by the president.**

## **TITLE: ASSISTANT SCORECARD PROCESSOR**

- A. Assist the scorecard processor as directed by the scorecard processor.**
- B. Share on and off course duties with the Scorecard Processor.**
- C. Attend Tour events and process scorecards on a schedule determined by the Scorecard Processor and the Assistant Scorecard Processor.**
- D. Attend staff, course rep and annual meetings as requested by the President.**

## **TITLE: PRIZE MANAGER**

- A. Is responsible to the Secretary-Treasurer.**
- B. Collect and distribute prize money.**
  - 1. Pick up prize money from the course Reps after each event.**
  - 2. Prior to the next event print a list of the prize winners.**
  - 3. At each event post the results of the previous event and the unpaid winners.**
  - 4. Distribute prize money prior to each event.**
  - 5. Maintain an updated record of unclaimed prize money.**
- B. Attend executive committee, course rep and annual meetings as requested by the president.**

## **TITLE: COURSE REPS**

- A. Serve as Advisors to the Red River Senior's Men's Golf Association.**
- B. Manage the Assigned Event per the Course Rep and Golf Course Guidelines.**
- C. Attend spring and summer course rep meetings and the annual meeting.**
- D. Course Rep Guidelines:**

### **EARLY IN THE YEAR:**

- 1. Verify the dates of the events scheduled at the course you represent.**
- 2. Find out how many carts will be available and the price per seat at your assigned course. Pass this information on to Scheduling Coordinator.**
- 3. Verify course contact information, Pro, e-mail, etc. forward any changes to the Scheduling Coordinator.**

### **2 TO 3 WEEKS PRIOR TO THE EVENT:**

- 1. Reaffirm number of carts available and the price. Inform the**

**Event Manager of any changes.**

- 2. Discuss with the Course Manager how you want the course set up; flag games, tee and pin placements. Tee placement should be according to the course score cards. Flag games for closest to the pin should not be over 150 yards from the forward tees. Substitute a longest-putt for a closest-to-the-pin if necessary.**
- 3. Verify with the Course Manager that carts will be labeled with names or starting hole number.**
- 4. Explain to the Course Manager that our members pay cart rental fees individually. Make sure you provide him with a copy of the check in sheet or hole assignment sheet for tracking purposes.**
- 5. Talk to the Course Manager about having coffee and rolls in the morning and a lunch when the round is finished.**
- 6. Line up two helpers to register players and collect green**

**This will free the course rep so he can better manage the event.**

**AFTER THE EVENT HAS BEEN PULLED FROM THE WEBSITE (3 DAYS PRIOR THE EVENT):**

- 1. Inform the Event Manager of all additions or deletions to the sign- up sheet. He will indicate if the changes can be incorporated in the hole assignment sheet & scorecards or if the Rep will need to do the changes manually.**
- 2. Furnish the scorecard manager with a scorecard indicating the preferred starting hole assignments.**
- 3. The Event Manager will send the course reps via e-mail the following documents: Hole Assignment Sheet; Sign-Up Sheet; Event Check-In Sheet; Waiting List (*if any*); Calculation of Event Monies and All Player Handicap Listing. Please print sufficient number of copies of each to take to the event.**
- 4. Scorecards will be printed by the Event Manager and delivered to you the morning of the event or given to one of the Course Reps the day before. Extra blank scorecards will also be**

- provided in case they are needed for changes.
5. Talk to the course manager. Remind him about flag games and course set-up.
  6. The starting money will be provided to you.

#### **THE DAY OF THE EVENT:**

1. Arrive at the course about one hour and fifteen minutes prior to the start time. Brief your helpers on their assignments.
2. Post the starting hole assignment sheet. Provide Course Management a copy of the check in sheet (*this will indicate if anyone is bringing their own cart*) and hole assignments to track cart payments.
3. Ask course management if you should get a count of players staying for lunch. Also suggest that they have the lunch menu and cost at the check-in table.
4. Make sure the closest to the pin and long putt signs are out on the course at the correct holes.

#### **20 MINUTES PRIOR TO START:**

1. Check with your helpers for no-shows and prepare a list of those who had notified you prior to the event versus those that did not show up.
2. Make the necessary pairing reassignments.
3. Check to make sure all cart rental fees have been paid.
4. At about fifteen minutes prior to the scheduled start time, make any necessary announcements and pass out the scorecards to the individuals listed first on each scorecard.
5. Prior to starting play, please ensure that the cash receipts are stored in a safe and secure place.

#### **AFTER THE EVENT:**

1. Complete the Calculation of Event Monies form.
2. Distribute the money per instructions noted on the form.

**Communication between Course Reps and golf Course Managers is the key to a well-run event. Course Managers are usually very**

**accommodating to our needs and wishes. Please take the time to tell them that they are appreciated. This would be a good time to provide them with any suggestions for making the Members playing experience better. If they are unwilling to honor any reasonable request please inform one of the Tour Officers.**

## **RVSMGA GOLF COURSE GUIDELINES**

**Communication between golf course management and our course reps is the key to a well-run event. This is a list of things that will help make our day enjoyable. We ask that you honor as many of these requests as possible. If any of these requests are a problem please discuss them with your course rep.**

### **Coffee and Rolls – Lunch:**

- 1. Have coffee and rolls available in the morning.**
- 2. Arrange for a lunch when the round is finished.**
- 3. Inform our course rep if you want a count of players planning to stay for lunch.**
- 4. Place a menu and the price of lunch on the sign-in table.**

### **Course set-up:**

- 1. We prefer that the tees be placed according to the course scorecard using regular and forward tees.**
- 2. We ask that pin placements not be terribly difficult.**

### **Flag games:**

- 1. Two longest-putts.**
- 2. Two closest-to-the-pins.**
- 3. Substitute a longest-putt for a closest-to-the-pin if a par-three is longer than 150 yards from the forward tees.**
- 4. Do not use a par-three for a longest putt.**

### **Golf carts:**

- 1. Keep the course rep informed as to how many carts are available.**
- 2. Place hole numbers on carts as requested by the course rep.**
- 3. Place player names or the number of the starting hole assigned to riding partners from the pairings list on the carts.**
- 4. The Event Manager or Course Rep will furnish the rider and Hole assignment list prior to the event.**
- 5. Collect cart rent**