

SWGA Mentorship Director Responsibilities

Throughout the Year:

- Serve as point of contact for Mentorship, information and questions.
- Attend all Board Meetings and review meeting minutes for accuracy.
- Gain a thorough understanding of the SWGA “Constitution” and “Standing Rules”.

Before League Play Begins:

- Arrange for lessons well in advance of the **Registration and Informational Membership Meeting**.
 - Beginners Lessons
 - Intermediate Lessons
- Participate in Membership Drive events, providing copies of all mentorship forms/information sheets.
- Attend **Registration and Informational Membership Meeting** and give overview of mentorship program, providing copies of all mentorship forms/information sheets. This includes information about lessons.
- Establish roster, assigning individuals as mentors/mentees as applicable.
- Update and distribute to all members and Webmaster.
 - Information sheet
 - Sign-up sheets
 - Mentee/Mentor Roster
 - Flyers for Events
- Arrange clinics and find speakers. Among other topics, clinics may cover any of the following.
 - USGA Rules
 - Greenside etiquette
 - Pace of Play etiquette
 - Putting
 - Chipping
 - Sand shots
 - Score card preparation
 - DVD – etiquette and pace of play

After League Play Begins:

- Contact Mentees and encourage them to get their handicaps established.
- Periodically, distribute tips on etiquette, general rules, etc.
- Track Mentor/Mentee Participation by having them notify the Mentorship Director each time they meet so their participation can be recorded.

After League Play Ends:

- Determine mentorship awards for **End-of-Year Membership Meeting/Banquet**.
- Purchase participation awards and other awards as directed by Board.
- Present awards at **End-of-Year Membership Meeting/Banquet**.