

SWGGA Par 3 League Director Responsibilities

Throughout the Year:

- Serve as Point of Contact for Par 3 Rules, Information and Questions
- Attend all Board Meetings and review meeting minutes for accuracy.
- Gain a thorough understanding of the SWGA “Constitution” and “Standing Rules”.
- Consult with other Board Members for questions/information within their area of expertise

Before League Play Begins:

- Acquire match tracking method and/or files from previous Par 3 Director or **Webmaster**.
- Review and make appropriate updates to **Par 3 Information and Rules** document. Significant changes to the rules must be approved by the SWGA Board.
- Review the **Par 3 sign-up sheet** and update as needed.
- Provide copies of all updated documents to the WebMaster.
- Participate in Membership Drive events, providing copies of all Par 3 forms/information sheets
- Attend **Registration and Informational Membership Meeting** and give overview of Par 3 League, providing copies of all Par 3 forms/information sheets
- Establish roster and match schedule, assigning individuals to teams as applicable
- Update and distribute to all members and Webmaster
 - Information sheet
 - League Rules
 - Team Roster
 - Season Schedule
 - Handicaps (Handicap Director creates/Par 3 Director distributes)

After League Play Begins:

- Upon receipt of scorecards
 - Record win/loss
 - Record notables
 - Maintain record of individuals’ scores. Note: max score that can be recorded for any hole is 10. This is similar to, but less complex, than the GHIN ESC (Equitable Stroke Control) process.
- Send scores to Handicap Director periodically (at least every 3 weeks or as agreed upon with Handicap Director)
- Query Los Altos golf officials regularly regarding dates that course is unavailable for play and send this information to league members
- Periodically, distribute win/loss records and notables to League members and Webmaster

After League Play Ends:

- Determine recipients for End-of-Year Awards.
- Work with the **Treasurer and the President** for types of prizes and number of prizes.
- Purchase participation awards (if funds allow) and other awards as directed by Board.
- Present awards at **End-of-Year Membership Meeting/Banquet**
- Retain all league records through the **End-of-Year Membership Meeting/Banquet**.