

SWGA R9H League Director Responsibilities

Throughout the Year:

- Serve as point of contact for Regulation 9 Hole (R9H) rules, info 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 board members & handicap committee for questions/information per area of expertise.

Before League Play Starts:

- Get organized for beginning of season.
 - Acquire match tracking method and/or files from previous R9H Director or **Webmaster**.
 - Review and make appropriate updates to **Regulation 9 Information and Rules** document. Significant changes to the rules must be approved by the SWGA Board.
 - Review the **R9H sign-up sheet** and update as needed.
 - Review the SWGA web site and prepare updates to any documents requiring changes.
 - With Handicap Director, review/update the “Handicap Stroke Difference” & the “Ratings” information. If no changes, update the review date and resubmit to the Webmaster.
 - Send all updated documents to the **Webmaster**.
 - On the SWGA web site’s Tee Times, gain an understanding of the “Modified 4-ball Stroke Play” documentation: http://swga.sandia.gov/Modified_4_ball_stroke_play-1.pdf
 - Decide what handouts will be used and coordinate with other board members to determine what needs to be copied and brought to the Membership Meeting.
- Attend **Registration and Informational Membership Meeting** and give overview of R9H League.
- Prepare the roster and match schedules.
 - Prepare R9H roster. Verify that R9H members have paid the league dues (**substitutes do not pay league dues**).
 - Set up the teams and the match schedule. The number of matches varies from year-to-year, depending on the number of teams. The desired timeframe for each match is at least 10 days.
 - Send schedule to the **Webmaster** and also to league players via email. Include links to significant info on the SWGA web site (rules, scorekeeping, posting score, etc.).

After League Play Starts:

- Collect score cards.
- Maintain win/loss results. Track wins, losses, player participation, pars, birdies, chip-ins, etc.
- Periodically distribute win/loss results & notables to the **Webmaster** and to R9H membership.
- Send Handicap Director a copy of score cards.

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**.