

SWGA Webmaster Responsibilities

Throughout the Year:

- Serve as point of contact for the SWGA web site and its content.
- Attend all Board Meetings and review meeting minutes for accuracy.
- Post approved Board Meeting minutes.
- Gain an understanding of the SWGA “Constitution” and “Standing Rules”.

Before Tournament and League Play Begins:

- Get permissions to access the Web Server. Contact prior Webmaster about who to contact (which server administrator).
- Update the names & email addresses of the board members.
- Work with Board Members to update the web site with the year’s membership registration forms.
- Post the tournament schedule.
- Study what documentation is on the SWGA web site and assign each document to a board member for annual update and review. Some suggested assignments:
 - **Modified 4 Ball Stroke Play** – Handicap Director and R9H League Director.
 - **Equitable Stroke Control** – Handicap Director
 - **Etiquette and Basic Rules** Situations – Mentorship Director
 - **GHIN Number List** on the Handicaps page - Treasurer.
- If requested, work with the Treasurer to ensure that the email distribution list is updated.

After Tournament and League Play Begins:

- Post updated league standings as requested by league directors.
- Post tournament Information
 - Entry forms in both Word and PDF formats (allow viewing of entry form until after the tournament is played)
 - Tournament results (PDF format)
- Post other updates as needed.

After Tournament and League Play Ends:

- Post info about the **End of Year Membership Meeting/Banquet**.
- Post the final standings for leagues.