

TOURNAMENT CO-CHAIRS

Rancho Las Palmas Women's Golf Association



- **Serve on the RLPWGA Executive Board.**
 - Attend Board Meetings and General Meetings *(October-April)*
- **RLPWGA Calendar**
 - Draft and finalize Ladies Club Event Calendar *(April)*
 - Coordinate events with Men's Club representatives (Presidents & Tourney Chairs)
 - Coordinate events with Omni Director of Golf *(April)*
 - Finalize Ladies Day golf events & calendar for October-May *(April)*
 - Submit finalized game & event calendar to Omni Pro Shop for addition to RLPCC Calendar. *(July-August)*
 - Make sure the events are posted correctly on the on-line Omni Events calendar
 - Send Calendar updates to RLPWGA Website Coordinator
- **RLPWGA Major Tournaments (Classic, Presidents Cup, Club Championship)**
 - Plan and operate the three Major Tournaments
 - Review and use provided samples, templates, budgets to guide efforts
 - Plan format, rules, flights, handicaps and payouts
 - Serve on Tournament Rules Committee for major events as needed.
 - Identify host for the post tournament party and awards
 - Collaborate with the Treasurer to secure awards
 - Present the awards to the winners of each Major Tournament
 - Arrange engraving of trophies
- **RLPWGA Member-Guest Tournaments**
 - Assist President in selecting Member-Guest Tournament Chairs
 - Serve on the Member-Guest Committee
 - Provide support and guidance to Member-Guest Chairs
 - Assist the Member Guest Chairs & Committees in planning their events
 - Assist with handicaps, format, flights, payouts, budget, etc.
- **RLPWGA Weekly Games – Thursdays & Saturdays *(October-April)***
 - Provide members with guidelines for registration of events
 - Provide members with updates in game and event schedules
 - Organize information (flights, teams, handicaps, payouts) for Thursday and Saturday Ladies' Play with Ladies' Pro
 - Assist with check-in, review scorecards, and game results on Thursday and Saturday.