

TWGA Duties of Representatives

As TWGA Individual Club Representative, you play a vital role in ensuring opportunities for your club members to play competitively with people from other clubs on a variety of courses in the area. Your duties include:

1. Encourage members of your local club to join TWGA and participate in our tournaments. This includes explaining what TWGA is all about, maintaining a membership list of your club members who join TWGA and announcing at your local club opportunities to participate in tournaments.
2. Post the TWGA tournament schedule and entry sheets at your local club. Ensure participants complete their information on the entry form, including GHIN number and whether they will be walking or riding.
3. Encourage new members to review the TWGA By-Laws, Rules of Competition and Supplemental Rules of Golf on our website at TWGA.org, along with USGA.org rules and decisions.
4. Collect tournament fees and submit completed entry form prior to each tournament deadline:
 - a) Write one check for the fees payable to TWGA. Mail the check and a LEGIBLE copy of the entry sheet to the Treasurer.
 - a. By the same deadline, email a list of participants to the Tournament Chair. Include the participant's name, whether walking or riding and the GHIN number of all new members so the Tournament Chair can keep up her master list of all current TWGA members.
 - b. Obtain the Treasurer's and Tournament Chair's personal information (name, phone, email and mailing address) from the annual listing of TWGA Board Members and Club representatives that will be emailed to you.
5. Remind all tournament entrants to arrive at the tournament site at least 30 minutes prior to the posted shotgun start, or their scheduled tee time. Participants need enough time to get registered and get to their hole assignments; and those volunteering to help with registration need enough time to complete their tasks and get to their assigned holes. All tournaments are shotgun starts unless otherwise notified. A tournament tee sheet with tee times, hole assignments and playing partners will be emailed to all participants in advance of each tournament.
6. Coordinate with the Social/Sunshine Chair to bring a raffle item, such as rounds of golf at your local club, to the fall awards luncheon. Let her know 2 weeks in advance of the luncheon if you will bring an item and what it will be.