

TWGA Rules Chairperson Job Description

This position is appointed by the President. Attendance is suggested for all Association meetings. The Chairman may appoint an assistant.

The Rules Committee shall consist of the Chairman, her assistant chair, and the Tournament Chair.

Duties of the Rules Chairman include monitoring and maintaining local rules governing the TWGA competitions, ensuring the local rules are in compliance with the Rules of Golf, and ruling on all disputes and doubtful points on the rules.

Other duties **could** include:

Notify the host courses prior to each scheduled event and speak with the Professional, planning to visit the course when it isn't busy with play. Request the use of a cart to inspect the course. Make a tee time if you plan to play the course.

Call the Host Club Representative to ask how their club handles situations on the course. This representative may be your best information as to how to set up your tournament rules. She may be able to make the pre-visit with you. Have the Rep send you a copy of any Local rules.

Visit each event course prior to scheduled play, preferably no longer than a week prior to sweeps. If possible, have the Tournament Chair or someone from the rules committee go with you as well as the course rep. Check the course for proper markings of Penalty Areas, boundaries, ground under repair, special situations, and any dropping zones that may be needed. Decide with the Tournament Chair which tees to play and which hole to use for the Casino Hole. Make notes of problem areas and trouble spots on each hole. Decide which local rules you will need to clarify in the "Notice to Players"/ Rules for the day.

Speak with the green keeper or Professional about particular markings or needed stakes to mark the course. The morning of the tournament make a quick run to the problem areas to be sure they are marked properly.

Compose the Notification to Players, and any rules that will come into play for the course that may help the contestants play without doubt as to procedure and without delay. Send a copy to the Tournament Chair for verification. Have the Tournament Chair attach a copy of the Notice to an email with other event information for players to print a copy. Print some copies to have at the event if players didn't print their own. Sometimes the Notice will be printed on the back of the scorecard.

Be available to answer questions and assist with rulings with your committee. It is always good to have an uneven number of members on the committee. If you are not sure of how to rule on a question, you may call USGA, WAgolf or PNGA for help with the rulings. As these numbers can change frequently, get the numbers from the previous Rules Chairman.

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It is good practice to attend various rules seminars so you can answer questions and make rulings with a minimum amount of angst and explain the rulings so players can understand the reasons for any penalties they may incur. Remember the rules are there to help you enjoy the game.

Save all receipts for copying, supplies, carts, any rounds that are not complimentary and track mileage for reimbursement. Submit expenses to the Treasurer using the TWGA Expense Reimbursement Form in a timely manner.

Notify Sunshine representative of any member who is ill so a card can be sent. Include member's address in email.

Review job description once a year and update it if necessary. Submit it to the President, Secretary and Historian.

Perform other duties as required.