

# LAKES WEST WOMEN'S GOLF ASSOCIATION

## Policies and Procedures

### PLAY OF THE DAY CHAIRS

**ROLE:** POD is a joint effort of designated members and consists of three components/ roles.

- 1) Format of play for the day is determined: i.e. stroke play, match play, scramble, etc.  
Schedule of POD games are determined a year in advance
- 2) POD is set up in Golf Genius and pairings; flights and tee times are assigned by the Tee Time Chair.
- 3) Chair is responsible for completing the weekly play of the day competition according to designated flights and handicaps and results are posted on Lakes West website. Certs are completed and emailed to RCSC.
- 4) The POD Chair is appointed by the President and is required to attend all the Board Meetings.

**ACCOUNTABILITY:** The POD Chairs is responsible to annually review the policy in the Lake West Women's Golf Association Membership Book and revise as necessary.

### **RESPONSIBILITIES:**

1. The yearly schedule of weekly play events is prepared and presented to the Board of Directors for their approval before the end of the winter season. POD Chair must coordinate the schedule with the 1<sup>st</sup> Vice President to verify Tuesday calendar dates which have been submitted to RCSC. The Play of the Day Chair will also determine game format for the three social events: February, March and November Luck of the Draw Scrambles and explain game to members on the day of event. The POD schedule must also be coordinated with the Tournament Chair to collaborate dates with the club's tournaments schedule. (Eclectic, Medallion and Club Championship and Guys and Dolls).
2. Weekly the POD Chairs work with the adjusted flight sheets that have been prepared by the Tee Time Chair. Each week the POD Desk is pre-set by Tee Time Chair with a checklist of those playing that day, as well as the next week's sign-up sheet. Any communications to the League Members re: upcoming events, etc. are also put on the POD desk.
3. The exception is that during special events, i.e. shot gun starts, scrambles with lunch and/or meetings to follow, the sign-up sheet is posted on a special sheet provided by the Social Committee and posted on the bulletin board. In this case, the pro shop assigns starting holes and adjusts teams, if necessary, with the help of the Tee Time Chair.
4. POD for Events: POD committee should coordinate entering scores at event.
  - Have teams enter scores on computer in Pro Shop if luncheons are at Talisman
  - Have POD team enter scores on a laptop (one can be provided) at luncheon if held elsewhere, i.e. Guys & Dolls at Sundial.

### Routine for Weekly Competition/Play of the Day

The POD Chair Members ensures the cash drawer receipt (certs paid in) is collected from the pro shop and can be found taped to the side of the starter's desk. This receipt of certs paid in shows the number of players who checked in and paid \$1. certs fee. This is the number needed to reconcile pay-outs: amount of prize money.

When players check in after golf, they enter their scores on Golf Genius on the desk computer in the Clubhouse and place their completed scorecards in the scorecard basket. Once all players have checked in and entered their scores, the POD scorer will

- 1) Ensure all scores are entered from the scorecards and the number of players are the same as the certs receipt and number of scorecards.
- 2) Refer to the Pay Out Chart in the Weekly POD Binder to determine the number of places to be awarded according to the number of players in a flight and money breakdown. Players that DNF (Did not Finish) but paid their cert, will be counted into the number of players for the flight they are allocated to. Lakes West WGA POD pays out all the prize money to 40% of the field (as calculated on the Chart).
- 3) Complete the "Adjust Leaderboard" file in Golf Genius and add in the payout amounts. Once completed, the leaderboard will be exported to Excel.
- 4) In Golf Genius, create CSV file from Excel file.
- 5) Complete the balance sheet in the POD Binder: beginning balance, Certs paid in, number of players, number of prizes, amount paid out and remaining balance.
- 6) Email the Certs form and CSV file with the balance sheet information to 1) RCSC at [certs@suncityaz.org](mailto:certs@suncityaz.org): 2) to each POD Co Chair. A copy of the email noting the balance sheet is inserted into the POD Binder with pro shop certs receipt attached.

In the event of a discrepancy of cards in/players in to players paid (certs), the pro shop certs figure is to be used. When determining prize pay-outs, in the event of a tie, ie. a tie for first, add first and second together and divide by two. No winning player is paid less than a dollar, round up to full one dollar amount. There is a small balance forward and may be used as necessary. The balance must agree with the final figure.

The scorecards are kept for a one-week period in case there are questions related to the payouts and then discarded. The Tee Time Chair will pick up the next week's sign-up sheet.

In the case of rain or other related circumstances, POD Chair will check in at the pro shop to gather information about course conditions and provide a report to the Lakes West WGA President. The President makes the determination. Play of the Day may be cancelled but members may play if they wish. In the case of extreme weather or poor course conditions the POD Chair is responsible to advise the starter when Lakes West WGA-18 league play is cancelled by the President.

Please note: With the adoption of Golf Genius, the POD Policy and Procedure is a work in progress as the Board and Chairs refine the POD process.