

Roles and Responsibilities of WJGA Directors

Tournament Director and Co-Tournament Director

- Co-ordinate site selection and schedule with the PGA Director and Marketing Director.
- Co-ordinate all events within your own district.
- Schedule and visit the 4 sub-district and district tournament sites in early spring.
- Select committee members and have spring orientation meeting.
- Be an example of CODE OF CONDUCT, including WJGA dress code.
- Supervise WJGA database in computer provided.
- Supervise post tournament publicity.
- Send results to the state office – via email.
- Write “thank-you” letters to each club (5).
- Keep ongoing communications with state office.
- Spread the word about junior golf to your club members and friends.
- Provide and be responsible for volunteers and equipment from your district at the State Championship to support the State Tournament committee where needed.
- Be part of District Team with 3 other District Directors and District Rules Chairman.
- Assist in the vision, direction and goals of WJGA on an annual basis.
- Attend annual meeting.
- Attend the retreat each fall (Leavenworth)
- Attend the State Championship and if possible, assist the tournament committee.

PGA Director

- Secure 4 sub-district 1 day and 1 district 2 day site for your district annually and develop a 5 year rotation plan.
- Act as Rules Official and or Starter at tournaments when possible.
- Act as a liaison with the PGA section for communication and support both ways.
- Assist in the teaching the USGA of rules and golf etiquette.
- Be part of the District Team with the other 3 District Directors and the District Rules Chairman.
- Assist in the vision, direction, and goals of WJGA on an annual basis.
- Attend the annual meeting

Marketing Director

- Support the PGA Director in course acquisition.
- Support the Tournament Director as requested or needed.
- Help promote, and market the WJGA.
- Be a point person for fund raising activities.
- Be a part of District Team with the other 3 District Directors and the District Rules Chairman.
- Assist in the vision, direction and goals of WJGA.
- Attend the annual meeting.

Rules Chairman

- To ensure smooth and continuous play of the game of golf by the USGA Rules of Golf.
- To assist players in playing by the USGA Rules of Golf and to act on violations of the rules of golf and to settle disputes.
- To work with State Rules chairman in securing Officials for the State Tournament.
- To prepare a list of local rules for golf courses being played.
- To keep the District Tournament Committee (Tournament Director, course professional, and the WJGA State Rules chairman) aware of violations or problems that are being monitored from sub-district to district and on to State.
- To seek new potential rules officials.
- To train new rules officials.
- To act on violations of the WJGA Code on Conduct.
- To attend annual WJGA rules clinic and if possible attend USGA/PGA rules workshop.
- To keep the State Tournament Director, the Executive Director and the appropriate District Tournament Director informed of all violations that have occurred or problems that are being monitored.