

NUMERICA CUP CHAIR INFORMATION SHEET

- Set up new email list for Senior Representatives and forward in PDF format to SAWGA Web Coordinator each spring. Confirm the emails are being received by all.
- Send emails to all Senior Representatives with the information concerning the deadline date for the first event and your contact and mailing information.
- Call or email Senior Representatives for the next course to be played and request a copy of local rules and tees for ladies play day. Host Clubs for Numerica Cup will be responsible for the following arrangements for volunteers: One starter. Two check-in assistants at a table to issue scorecards. Fore caddies if necessary.
- Arrange to have someone hand out scorecards on the morning of the event. She should arrive at least 45 minutes before the first tee time. In the event an alternate is needed to substitute for an absent player, a person knowledgeable in adjusting score cards should be available to explain options to the Team Captain.
 - Lowest handicap will play scratch. All other players' handicaps will be determined by subtracting from scratch player's original handicap. EXAMPLE: If lowest handicap player is a "10", she will play to "0" handicap. Her partner is a "15". She will get strokes on the lowest five handicap holes. Opponents are "17" and "20". They will get strokes on handicaps holes 1 – 7 and 1 – 10. Write in true handicaps on the scorecards.
- Each member Club's Senior Representative shall be responsible for turning into the SAWGA Numerica Cup Chair, by a specified date, the names of the six eligible players from her club plus the names of four alternates. Include the WHS sheet as specified by the SAWGA Numerica Cup Chair. There will be no substitutions after submitting the names of these players and alternates.
- If a member Club misses the deadline for submission of its lineup, the following penalties will be imposed:
 - First Offense: Deduction of 36 points from the Club's season points.
 - Second Offense: Deduction of 72 points from the Club's season points.
 - Third Offense: Deduction of 108 points from the Club's season points.

NOTE: After the penalty is assessed, late lineups will be accepted up to seven days prior to the day of play. If the late lineups are not received seven days prior to the day of play, the Club will forfeit BUT MUST STILL PLAY THE MATCHES. Points earned by the opponent team will be allowed. Clubs refusing to play forfeited matches will be disqualified for the season. In the event of

disqualification of a Club, any points earned by opponents against that Club will be deducted from the season totals so that the overall standings will not be affected by disqualification.

- In the event of a team's disqualification, notify the SAWGA President.
- Call the Pro Shop at the course to be played to find out tee time intervals. Confirm starting time and number of tee times required.
- After receipt of the list of players from each Club, figure handicap conversions for the course and the tee to be played.
- Prepare tournament lineup and email to Senior Representatives and Web Coordinator for posting to the SAWGA website.
- Designated tee times will be given by the SAWGA Numerica Cup Chair to the member Clubs as soon as possible in advance of the date of the event to allow the reps time to notify the players from her Club of their tee times.
- Email a copy of the lineup to the Pro Shop immediately.
- Use Golf Genius Program to prepare score cards. In the event that Golf Genius is not available, cards must be dotted manually. See #5.a.
- Assign Speed Captains (SC) to each group. Designate SC with a sticker attached or highlighted name on her scorecard. Attach time sheet with pace of play on the back to SC's scorecard.
- Keep a record of assigned SC to limit the number of times a player is required to fulfill this position. Numerica Cup does not limit the amount of SC possibilities and the players should recognize the limited situation.
- Deliver lineup, scorecards, SAWGA Hard Cards, Pace of Play Guidelines and instructions to the person handing out scorecards the morning of play. You must have SAWGA Numerica Cup rules available at each event.
- Set pace of play clocks out on the course or instruct a designated volunteer to do it for you.
- After play, collect each team's master cards with points earned and individual scores. Retain the cards.
- Remember to pick up the clocks after the last match or have a designated volunteer do it for you.
- Post each player's adjusted score for GHIN. Only the playoff will be posted as a tournament score.
- Email in PDF format, the results to the Web Coordinator to post on the SAWGA website.
- Email results to all Senior Representatives. Request that they post a copy at their home course.
- After final match of the season, determine who will be in the playoff. Confirm dates and time with the designated golf course. Repeat steps 4 thru 24
- The SAWGA Numerica Cup Chair is responsible for obtaining the awards, engraving and presenting the Numerica Cup Gross and Net Champions at the Awards Luncheon.
 - The following awards will be presented at the SAWGA Awards Luncheon:
 - Numerica Credit Union will present trophies engraved with the names of the winning Clubs.
 - Plaques will be presented to each winning Club with the event, year and name of the Club.
 - There will be one trophy for the Gross Winner and one trophy for the Net Winner.