

## GUIDELINES FOR CLUB CHAMPS REPS

The following are intended to help you to carry out your responsibilities as a **CHAMPS REP** for your Golf Club.

- You will receive the initial CHAMPS Schedule from the CALGARY CHAMPS COORDINATOR in late January or early February:
  - Check home games taking maintenance days, tournaments and special events into consideration with your Club's Ladies' calendar.
  - Contact your Head Pro with the schedule of home games to ensure there are no conflicts.
  - Confirm your HOME game schedule dates and tee times with the CLGA CHAMPS COORDINATOR by the end of February
- You will receive the final CHAMPS Schedule with dates and tee times from the CLGA CHAMPS COORDINATOR by the end of March.
- Give your Head Chef a schedule of home games to confirm lunch numbers (8) and time. Meals will be ordered off your menu and paid for by each participant.
- Inform your Ladies Section about the CHAMPS schedule and arrange for four players to attend each Match. Ideally two "A" players and two "B" players will be available but if not, please refer to "Rules & Regulations, CHAMPS".
  - Post CHAMPS Rules and Regulations in your Locker Room and give the players the Guidelines for CHAMPS Players.
- For each match, appoint two players to be the GAME DAY CAPTAINS, one for the A team and one for the B team. The Day Captains should let their CHAMPS representative know the results of the matches, who will phone or email myself with the results from both the A & B Matches. Both A and B scorecards should be returned to your CHAMPS representative and kept in the event of a dispute.
- At least one (1) week prior to each match, the Club CHAMPS Representatives from the two clubs should exchange names, indexes, and telephone numbers of their players. The Rep for the Home Club should give the names and indexes of her players and the visiting players to her Pro-shop a few days prior to the match. The Pro-shop can then have the score cards ready with handicap strokes on the day of the match. The names and telephone numbers will also be useful in case of inclement weather or other unforeseen circumstances. Make sure your "Game Day Captain" has this information for the visiting players.

**The CLGA tracks participation numbers in our events and in order for us to know how many different players from your Club played in CHAMPS this year, please maintain the tracking form found in the link below and return it to me prior to our Fall AGM.**

[https://docs.google.com/spreadsheets/d/1PdXk25FfnAFnJM5lm2wSR\\_g7wXb7LwDIhfHeT8abfs8/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1PdXk25FfnAFnJM5lm2wSR_g7wXb7LwDIhfHeT8abfs8/edit?usp=sharing)

- **E-mail the CLGA CHAMPS Coordinator with match results (points for both A and B matches) as soon as possible after the completion of each match in the following format:**

**Both teams need to e-mail game results, in case of a discrepancy in scores.**

**Date of match:**

**Home (club name) “A” team score:      Away (club name) “A” Team score:  
(total should = 36)**

**Home (club name) “B” team score:      Away (club name) “B” Team score:  
(total should = 36)**

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