

**WASHINGTON STATE WOMEN'S PUBLIC LINKS ASSOCIATION**  
**DUTIES OF A TRUSTEE**

Revised November 2006

1. A Trustee is elected by members of her club and is required to attend all W.S.W.P.L.A. trustee meetings or to appoint a proxy to attend in her place.
2. A Trustee must be knowledgeable about the W.S.W.P.L.A. Constitution, Standing Rules and Tournament Guidelines and
  - a. Inform and instruct her club members regarding same.
  - b. Provide each participant from her club with a copy of the W.S.W.P.L.A. 'Information about Tournaments' sheet.
  - c. Check eligibility of club members entering tournaments and State Championship
  - d. Inform players who have an index of 40 or higher that they must play to a 40 course handicap.
  - e. Inform club members of restrictions regarding golf attire as per W.S.W.P.L.A. Standing Rules.
3. A Trustee is responsible for:
  - a. Posting at her club the season's tournament Sign-up Sheets and all other information received from the W.S.W.P.L.A.
  - b. Completing the Trustee's tournament sign-up sheets and mailing with a check made out to the W.S.W.P.L.A. to the Tournament Director postmarked by the mail-in deadline.
  - c. Notifying the Tournament Director if there are no entries from her club.
4. A Trustee informs club members that:
  - a) All players entering into a W.S.W.P.L.A. tournament should be familiar with the U.S.G.A. Rules of Golf.
  - b) Discuss with her new players/entrants to ensure they are familiar with the basic rules of golf.
  - c) A Rules of Competition sheet is provided at registration of each tournament by the Rules Chairperson.
  - d) Entrants will be placed in flights by the Tournament Director according to their U.S.G.A. ghin handicap which is adjusted to the course handicap. After the draw, Trustees will be notified by the Tournament Director of the tee times and pairings via e-mail. This information will also be available to download from the W.S.W.P.L.A. website [www.wswpla.com](http://www.wswpla.com) each month. Trustee will provide pairing information to her club's entrants by posting at her home course, via email or telephone.
  - e) Tournament results and payouts are available on our website after each tournament.
  - f) Players do not post their own score. It is the responsibility of the Tournament Director to post all adjusted scores directly to ghin at the conclusion of each tournament.
  - g) Winners in each flight will be paid according to a payout schedule.
  - h) It is the responsibility of the Trustee to forward any winnings to her ladies club.
  - i) Each entrant is responsible for her own cart reservations and fees, unless otherwise noted on the entry form.
5. The W.S.W.P.L.A. Annual Membership dues are to be paid prior to the Spring Board Meeting
  - a. An Invoice for the annual dues is sent no later than mid-January to each club Trustee by the Secretary.
  - b. Please complete the details on the invoice and return with a check for the dues to the Treasurer before the specified due date.
6. Provide all W.S.W.P.L.A. literature to the new Trustee at the end of the retiring Trustee's period of service.

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- a. The retiring Trustee has the vote on unfinished business at the annual Fall meeting.
- b. The incoming Trustee is responsible for votes on new business.