



**2009 EWGA Championship  
EWGA Semi-Final Site Administrator  
Position Description**

- Position Title:** EWGA Semi-Final Site Administrator (SFSA)
- Works With:** EWGA Championship Committee Members assigned to the Semi-Final to be the Semi-Final Championship Director and Assistant
- Reports to:** The EWGA Championship Committee Members directing the Semi-Final Championship
- Term of Office:** Ends following Championship Finals in September 2009.

**General Qualifications for the EWGA Semi-final Site Administrators**

- Willingness to serve and be a productive Team member of the EWGA Championship.
- Willingness to fully support the rules, regulations and guidelines of the EWGA Championship and positively represent the EWGA Championship Committee to Chapters and members in the District.
- Be organized, dependable and meet deadlines
- Computer literate in Excel and Word and have email access
- Ability to positively handle relations with the EWGA Championship competitors, the host venue of the Semi-Final Championship, the EWGA Championship Committee and USGA or State Golf Association Rules officials
- Basic knowledge of the USGA Rules of Golf and some experience in golf event administration (this could be at EWGA Chapter golf events)
- Willing to learn about golf tournament administration
- Willing to not compete at the 2009 EWGA Semi-Final Championship level
- **Time Commitment & Travel:** Visit to Semi-Final Championship venue, travel to event; 4-5 days total. General duties 4-6 hours per month starting in May/June/July; June/July/August: 15-20 hours plus Friday and Saturday of the Semi-Final Championship.
- Willing to incur some personal expenses which may include a site visit to Host Venue prior to the Semi-Final Championship.

**General Duties for the Position of EWGA Semi-final Site Administrators**

- Under the guidance and direction of the EWGA Semi-Final Championship Director, assist in the preparation of the EWGA Semi-Final Championship. This would include working with the host venue, assuring that all arrangements of the Semi-Final Championship are in place, recruiting volunteers to cover key positions like rules officials (1 or 2), registration & handicap verification (2), starters (1 or 2), scorers (2-4), and possibly spotters. Some of these positions may be combined; i.e. volunteers serving to register competitors may also serve as spotter or scorers.
- Semi-Final Site Administrators are to assist with awards distribution at the luncheon following play.
- Work with the EWGA Semi-Final Championship Committee to review, verify and complete the Semi-Final Championship final results spreadsheet following the competition.
- Identify and review, with the EWGA Championship Committee member assigned to the Semi-Final, critical Championship issues that emerge within the District.
- As an official representative of the EWGA, the SFSA behaves in a manner that is in keeping with the integrity of the EWGA Championship

**Benefits for SFSA's**

- Opportunity to be an integral part of the largest women's amateur competition in the country
- EWGA Championship logo golf shirt
- American Express Gift Card
- Experience with golf tournament administration
- Networking with fellow EWGA members and leaders within the Semi-Final District