

GUEST DAY CHAIR JOB DESCRIPTION

Revised 05-30-26

A. REFERENCES:

1. By-Laws and SOPs for The Villages Women's 18-Hole Golf Association

B. GENERAL RESPONSIBILITIES:

1. Manage and organize all activities related to Guest Days.
2. Be available on Guest Days to answer questions and make decisions or designate someone to act on your behalf.
3. Maintain communication with the Director of Golf / designated Pro Shop Liaison.
 - a. Ensure tournament form is filled out and sent the Pro Shop a minimum week prior to any special play day format, other than stroke play (refer to detailed checklist in Section E).
 - b. Mediate any score card changes with the Pro Shop and player.
4. Maintain communication with Food and Beverage for Guest Day luncheon.
 - a. Work with Food and Beverage on the menu selection.
 - b. Communicate estimated luncheon participant count to Food and Beverage.
5. Review the reports and results generated by the Pro Shop for each Guest Day.
 - a. The Pro Shop will enter the scores into the scoring system and post all scores.
 - b. The Pro Shop will finalize and communicate the results to the Guest Day Chair.
 - c. Finalize and communicate the play results of Guest Day.
 - d. The Guest Day Chair or designee will E-mail results to The Villager for publication (Kory Tran): ktran@the-villages.com .

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6. When balls are used as prizes, check how many sleeves are used and how many are remaining. Ask the Pro Shop to reorder if more are needed for the rest of the season.

C. GENERAL REQUIREMENTS:

1. There are three (3) Guest Days a year: in Spring, a practice round prior to the 18-Hole Women's Invitational, and in the Fall.
2. Requirements for Guests:
 - a. Each Member may only have up to three (3) Guests.
 - b. An official 18-hole handicap is required for all female Guests and GHIN number must be given to Pro Shop.
 - c. Guests may be from inside or outside the Villages, provided they meet the handicap criteria per the 18-Hole Women's SOPs.
 - d. Guests pay the Special Guest fee, as approved by the CBOD. If they wish, they may pay by credit card in the Pro Shop or have it billed to their Country Club account, if we have reciprocal rights.
 - e. **Lunch is mandatory for Members and their Guests. Lunch is optional for all other Members. All lunch charges are billed to the Member (Host).**

D. ADDITIONAL RESPONSIBILITIES

1. At the end of your term, revise and update this Job Description, as needed, and forward to the Captain and to the Policies and Procedures Administrator.

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E. CHECKLIST TIMELINE:

1. Six (6) weeks prior to tournament:

- a. **Verify your budget** for sweeps and special prizes with Tournament Director.
- b. Golf balls are given in each flight as prizes.
- c. Separate Closest to the Pin awards for Guests and Members on Hole #4 and #11.
- d. Places are determined by Guest Day Chair and Tournament Director.
- e. If the selected golf format permits, Guests may participate in the Chip-ins and Birdies program.
- f. **Review SOPs** for Tournaments which can be found in our website.
- g. **Create tournament flyer** and send to Tournament Director for approval.
- h. Determine golf game format.
 - 1) Try to select a team game.
 - a) Format possibilities can be two (2) best balls of foursome, Four (4) person Shamble, Four (4) person Step Aside scramble, or Four (4) person scramble.
 - b) There will be two (2) flights: one (1) Guest-Member flight and one (1) Member-Member flight.
 - c) After tournament flyer approval, send final version to Captain for membership announcement.

2. Four (4) weeks prior fill out tournament sheet:

- a. **Complete, sign and date the "Tournament Set-Up Request Form"** and email to head professional, with an email copy to the Tournament Director.
- b. Pro Shop Staff will retrieve golf balls and announce winners.

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c. Confirm Pro Shop will provide Rules Sheet (if applicable) and popped cards for every team on the day of the tournament.

d. The Pro Shop Staff will create a list of Guests for the Public Safety Gate.

3. Four (4) weeks prior contact the Lunch Chair to determine menu

a. Lunch possibilities could be the standard 5-Choice menu, a 3-Choice menu, or a Salad buffet.

4. Two (2) weeks prior determine additional support staff and recruit personnel where necessary

a. Table decoration plan and execution

b. If required, contact the Cage Assistant for decorating items/supplies.

c. Sign-in table greeting team and instructions

d. Bag Boys for Guest bag drop-off

5. One (1) week prior, contact the following departments with player headcount.

a. **Contact Pro Shop** to confirm how many players have signed up to determine how many places to pay out.

b. **Contact Food and Beverage with a copy to Lunch Chair** on player headcount and final review of the menu.

6. Monday before Guest Day shop for snacks

a. Ensure the snacks from the previous Guest Day are not outdated.

b. Purchase any new snacks as required, retaining all receipts for reimbursement.

7. Morning of Guest Day approximately 75 minutes before tee off

a. **Set-up Sign-in table** with applicable scorecards, golf format instructions, and snacks.

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b. **Deliver table decorations** to be set up in dining room.

8. **POST TOURNAMENT:**

a. **Provide Guest Day tournament results** to the designated monthly article writer for inclusion in the Villager for publication.

b. **Complete Tournament Expense** (include any donated or borrowed items on form) **and Reimbursement Forms** with receipts and submit to Treasurer for prompt reimbursement.

c. **Complete Tournament Summary Form** to identify successful aspects and areas of improvement for future tournaments.

1) **Include in binder:**

a) Tournament Summary, Expenses, and Reimbursement Forms

b) Tournament Flyers and send to webmaster for posting.

c) Print out of flights and winners with payout breakdown for all awards.

d) **Return completed binder to Tournament Director** after the tournament.

d. **Return any borrowed items to the Cage** or contact Cage Assistant for help.

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