



**ZONE CHAIR'S CHECK LIST**

JANUARY	FEBRUARY	MARCH
<input type="checkbox"/> Confirm Tournament and Event venues	<input type="checkbox"/> Prepare other materials for handouts. (Rosters, Fixture lists, Event forms, Entry forms, etc.) for Spring Captains' Meeting.  <input type="checkbox"/> Download any required documentation from British Columbia Golf website	<input type="checkbox"/> <b>Spring Captains' Meeting</b>  <input type="checkbox"/> <b>BRITISH COLUMBIA GOLF AGM</b>
APRIL	MAY	JUNE
<input type="checkbox"/> Discuss with Junior Chair upcoming Junior Calendar.	<input type="checkbox"/> Plan <b>Amateur/Senior Championships</b> .  <input type="checkbox"/> Email or fax results to British Columbia Golf immediately after completion of championship. This should include the following:  <input type="checkbox"/> <b>Amateur</b> – Team Names and top 10 players including ties (with scores). <input type="checkbox"/> <b>Senior</b> – Team Names and top 10 players including ties (with scores) <input type="checkbox"/> <b>Juniors</b> –Team Names and forward top 10 players including ties (with scores) <input type="checkbox"/> Write letter of congratulations to Team members enclosing cheque for travel assistance if applicable.	
JULY	AUGUST	SEPTEMBER
<input type="checkbox"/> <b>DOROTHY OLIVE FRANKLIN</b> - Receive Monies, entry fees and attested score of winners from Captains. <b>DEADLINE – JUL 31</b>  <input type="checkbox"/> <b>BC PIN ROUND COMPETITION</b> - Receive completed forms & fees from Captains. <b>DEADLINE – JUL 31</b>  <input type="checkbox"/> <b>BEAT THE CHAMP</b> - Monies due from Clubs to Chair <b>DEADLINE JUL 31</b>	<input type="checkbox"/> Submit Zone <b>NET</b> winner's attested score card to British Columbia Golf immediately upon completion of tournament. <b>NOTE: Some Zones NET Tournament maybe played in July. DEADLINE – AUG 15</b>  <input type="checkbox"/> <b>BEAT THE CHAMP</b> – forward Winner's names to British Columbia Golf <b>DEADLINE – AUG 15</b>  <input type="checkbox"/> <b>DOROTHY OLIVE FRANKLIN</b> Determine Zone Low Net differential winner. Submit Zone winner's scorecard and monies to British Columbia Golf. <b>DEADLINE – AUG 15</b>	<input type="checkbox"/> <b>ZONE AGM</b> - Send NOTICE of MEETING and Nominating Notice in accordance with BCGA/Zone By-Law timelines.  <input type="checkbox"/> <b>BC PIN RD COMPETITION</b> Submit Zone winner's scorecard to British Columbia Golf. <b>DEADLINE – SEPT 30</b>
OCTOBER	NOVEMBER	DECEMBER
<b>HOLD ZONE AGM BEFORE OCT 31</b>  <input type="checkbox"/> Submit Minutes of AGM along with Financial Report to British Columbia Golf as soon as possible after meeting.	Yearend Report <b>DEADLINE – NOV 30</b>  <input type="checkbox"/> Submit names of all Executive including Zone Representative(s) to British Columbia Golf in accordance with Elections held at AGM.  <input type="checkbox"/> Submit names of Captains and Club Personnel to British Columbia Golf Turnaround Meeting, if applicable.	<input type="checkbox"/> When known, notify the British Columbia Golf of Zone Fixture List for coming year.  <p style="text-align: center;"><b>Happy Holidays</b></p>