

ARFAX Roles and Responsibilities Team Chair

Overall Responsibilities

- The ARFAX Executive Committee is comprised of the Officers, Delegates and Alternates, Standing Committee Chairs – as a Standing Committee Chair, the Team Chair is a member of the Executive Committee.
- Attend all Executive Committee meetings
- Be familiar with the Team Play Rules for team matches.
- Review and propose policy and rule changes, as needed
- Submit required information to the Handbook Chair
- Report directly to the Vice President
- Review and understand how to use Golf Genius
- Responsible for setting up a method of team play and schedule for the current season
- Set up match play in Golf Genius, unless done by Website Chair
- Responsible for all team records, trophies and all things pertaining to team play.

Month-By-Month Activities

November

- Attend the November Executive Committee Meeting and Annual Meeting
- Be certain that Form A, ARFAX Team Match Form, is passed to delegates. Stress that the information is important and should be returned by the requested due date. Remind delegates that team members are to be placed on teams based on their November 15 handicap index. They are to be listed in ascending order and, of course, meet the criteria to be a member of ARFAX. Clubs may field 6-lady and/or 4-lady teams.
- If a club fields more than one team, the delegate should indicate on the form the club's preference regarding hosting two (or more) divisions at the same time.

December

- After completed forms have been returned, establish divisions and develop calendar with dates for matches and rain dates. Avoid scheduling matches on Good Friday and try to avoid conflicts with VSGA, if possible. If preferred, you may form a committee to develop the schedule.
- Place teams in divisions according to aggregate totals. The number of divisions is based on the total number of teams. Six-lady teams are divided into divisions as equally as possible (i.e., 21 teams into 3 divisions). The maximum number of teams in a division is 7. If there is an uneven number of teams for each division, the extra team(s) go into the divisions with the lower aggregate total(s). A 4-lady team division must have a

minimum of 4 teams. If there 3 teams, then 1 6-lady team will be converted to a 4-lady team. This should be a team from a club with more than 1 team fielded. That club should not have a team converted 2 years in a row.

- Adjustments are made, if necessary, so that no club has more than one team in a division. If there is an even number of teams in a division, one team will not host matches. The decision on which team this will be should be based on how submitted dates work in making the schedule, the number of teams each club is fielding and the history of which clubs have had the hosting bye in the past seasons. A team that has a hosting bye will not play any other club when they are hosting. No other team should play a host club more than once during the season.
- Once the schedule is complete, share with the delegates so that unused dates can be returned to the clubs

January

- Attend January Executive Committee Meeting
- Provide delegates with necessary documents (master list of teams/divisions, team captains, schedule and calendar). Answer relevant questions. Inform delegates that team captains will be invited to attend a meeting of team captains in March. Stress that the captains need to attend or send someone to represent them.
- Provide the Handbook Chair and Website Chair with division schedules and rain dates, team captains by division and team members of each club.
- Inform delegates that division assignments are permanent. If team members have to be replaced, they will have to live with the divisions established maximum handicap index.
- Remind delegates that players are required to play 50 % of her team's matches (rounded DOWN). Examples: Should the team be in a division where the team plays 7 matches, a team member must play at least 3 times. If in a division where the team plays six matches, participation in 3 is required
- Provide information to the Handbook Chair and Website Chair for all the Handbook material in the Team Matches tab, including any changes in the Team Play Rules.

February

- Attend February Executive Committee Meeting and address any pertinent action items
- Provide relevant documents to delegates (ARFAX Team Play Rules, Duties of Team Captains, Duties of Host Team Captains, Team Match Scoring Information, and any other revised forms).
- Ask the Secretary to send an invitation to the team captains to attend a meeting before the March Executive Committee meeting. Ask her to also include a reminder about the meeting when she sends the agenda for the March meeting to the delegates.

March

- Attend March Executive Committee Meeting and address any pertinent action items

- Meet with Team Captains. Provide them with Team Rules and Regulations, Duties of Team Captains, Duties of Host Team Captains and appropriate team information (captains, team lists, schedule). Discuss team play rules and procedures. If changes in USGA golf rules occur, discuss. Ask Rules and Handicap Chair to assist if clarification is needed.
- Make any necessary announcements at the Executive Committee meeting. Discuss importance of the Team Captains working with Host Captains at matches.

April-May

- Set up Team match play in Golf Genius, unless done by the Website Chair.
- Keep records of results of each match (provided by host team captain). Maintain a log on the Master List of how often each team member has a substitute.
- The final hosting club should let the ARFAX Treasurer know the first and 2nd place winners of each division that played at their club.
- The team captains of the first and second place team should let the Treasurer know how their club wants the prizes delivered.
- The final hosting club should ensure final results of the season for each division are reported to the Washington Post after the last match.
- Arrange with previous year's winner to return the trophy so it is at the host club on the final day of team play. Arrange with the host club delegates and captains for presentation of the trophy on the final day of team play. Ask the host team captain to see that photographs are taken for the Historian. Notify the Treasurer of division winners so she can arrange distribution of certificates with delegates.

June-July

- If deemed necessary, establish an ad hoc committee to make recommendations for changes in Team Play governing team match play. Provide Executive Board with a copy of the report to review. The Board may then present the suggested changes to the Executive Committee for consideration. Suggest these be transmitted by the Secretary to the delegates when sending the agenda for the next meeting.

August

- As necessary.

September

- Attend September Executive Committee Meeting.
- Present Team Chair's Report at September meeting.

October

- Attend President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President.
- Meet with Vice President, who provides oversight of Team Play, and discuss/edit/revise Form A, Team Match Form. The form asks for names and handicap indices of team members and proposed dates to host matches. It is distributed to delegates at the final meeting of the year or prior to that by email. The form asks that it be returned to the Team Chair by November 30.
- Provide the President with names of team match winners to be included in the program at the November Executive Committee meeting.
- Contact the Vice President prior to the final meeting of the year to remind her to bring the President's medal for presentation (if the President is completing her term).