

## Team Captain Responsibilities

Always confirm receipt of an e-mail from your Division Chairman  
READ AND UNDERSTAND STANDING RULES AND BYLAWS ON THE WEBSITE

### Between April 1 and May 15

1. Choose two play dates and two rain dates for the next year.
2. Complete the Team Captain Information on the Team Registration Form – Course Reservation Contract (on website [www.lowcountryteam.org](http://www.lowcountryteam.org)). Have your club Golf Pro complete the Course Reservation Contract form for the dates, starting times and tournament fee. Email to Laura Collins at [laura4567@yahoo.com](mailto:laura4567@yahoo.com) .
3. The deadline for reservations is May 15 and there may be NO date change after October 15<sup>th</sup>.

### December - January

1. Assemble your team and start filling out the Team Roster.
2. Check on eligible players especially those with dual club memberships.
3. The composition of the team's roster is left up to the individual clubs complying with Standing Rules Section VII.

### January

1. Collect a total sum of \$360 per team. How you apportion this amount among team members is up to you and your team. This amount includes dues of which a portion goes to charity, luncheon costs and \$144 for tipping the bag handlers when you host matches at your club (\$4.00 per player). Retain the tip money and send the remaining \$216 per team by check (payable to Lowcountry Team Play Association) to the Treasurer. Please indicate on your check which team(s) the entry fee covers. Final date for dues payment is the Captain's meeting in January. The Team Dues Form, which includes the treasurer's address, is on the website.
2. Attend the Captain's meeting in January, date on the website home page.

### January 1 - 17

1. Complete the Team Roster form (on website, works best in word), including the handicap indexes in order from low to high. Players with the same index may be listed at your discretion, but they MUST play in that same sequence throughout the season.
2. Use December 15 GHIN index report for recording index.
3. For clubs with one team, you need a minimum of 10 players; for clubs with two or three teams, a minimum of 20 and maximum of 40 players.
4. Email a copy of your roster to your Division Chair, (for two or three teams, send to each Division Chair) and a copy to the General Chair.
5. Include a scanned copy of the December 15 GHIN Handicap Index & Course/Playing Handicap Report obtained from your Pro shop
6. Deadline for team rosters is January 17<sup>th</sup>.

## January – February

1. Schedule a meeting with your team and make them aware of the following
  - a. Standing Rules
  - b. The website - [www.lowcountryteam.org](http://www.lowcountryteam.org)
  - c. Match Play tournament rules and the format for team matches (Standing Rules Section IV)
  - d. Your team's schedule, starting times, sign-in procedures, etc.  
**Players can play a maximum of six matches and must play in handicap order on the Roster.**
  - e. Procedures for rainy days, defaults and lateness, and slow play
  - f. The USGA requirement that individual match play scores must be posted for handicap purposes, taking what you reasonably would have had on holes in which you pick up. LCT requires that these scores be posted as non-tournament scores within one week of the match.
2. Date for the Annual Meeting/Luncheon at the end of the season is posted on the website. Attendance of at least six players is expected from each Club. In March, you will be asked by your Division Chair of the number of players attending the annual meeting/luncheon.

## PRIOR TO YOUR HOME MATCH

1. Recruit the services of your entire team to volunteer for the match. Your team members will serve as rangers for slow play, starters, registration and hospitality.
2. At least two weeks before hosting, email Game Day Details form to General Chair and Division Chair(s). This is an opportunity to communicate specific instructions or information about your club and make any changes to start times if necessary. Example: directions if not obvious, availability of club dining after match, club policy if unique, course name being used if club has more than one course, etc. This will be posted on the website.
3. Discuss the course set-up with your Pro. Any revised slopes/ratings should be included on the scorecard.
  - a. Have Pro create a scorecard noting the times needed to play each hole.
  - b. Provide a local rules sheet including pin placement and location of restrooms.
  - c. Give the Pro the schedule of teams playing so carts can be labeled for the bag handlers. Cart sign should include Club Name, Division number, pairing position. Take care when 2-3 divisions play at a club on the same day
  - d. Provide the Pro with a Cart Fee Payment sheet (website)
  - e. Give Pro tip money for the bag handlers (\$144 per team/\$4.00 tip per bag)
4. Print out a Team Scoring Summary (website) and have it as well as the traveling Notebook available at sign-in.

## **HOME MATCH DAY**

1. Arrive well before the start of play to check on arrangements and to make sure the bag handlers know how to organize the bags. Provide them with a schedule. Your game day details form may have requested teams to send the names of the players in pairing order 1, 2, and 3.
2. Monitor the sign-in process. Check that the Captain has listed legibly the players in their correct position on the Scoring Summary sheet, according to the order of players on the Roster. (website)
3. Make sure there are starters on the tees if there are starting times.
4. Serve as the "Committee" with the host golf pro, for rulings for the match.
5. Monitor slow play, in accordance with Standing Rules Section V. Each host team should have rangers on the course to enforce slow play rules.
6. Scan or take a clear photo of the original team Scoring Summary sheet completed with match scores and cumulative scoring board. Text them to Carol Hammond (843-384-2821), the Division Chair, and the General Chair after the completion of the match. Coordinate with all the team captains if you have more than one division playing. It is optimal to receive copies of all of the team Scoring Summaries and Score Board from one captain that day rather than every team captain.
7. Update the Scoreboard after play is finished and bring it to the next club on the schedule or give it the next host Team Captain.
8. Pass on the Notebook with team rosters to the next host Team Captain.
9. If you have won your division the previous year, arrange with your Division Chair to have the plaque delivered to the board member responsible for plaques as soon as possible after the last match order to have the new winners name engraved by the Annual Meeting.

**INCLEMENT WEATHER** - In the event of an electrical storm or other severe weather, the matches may be delayed or cancelled as determined by the host Pro and their Team Captain. The host Team Captain shall inform participating Team Captains of any schedule changes either the day before or by 7:00 a.m. the morning of the match (Standing Rules Section XI). The host captain must confirm with all other captains of any changes to the schedule. If the match is postponed or cancelled, the Division Chair, General Chair, and board member responsible for scoring must also be notified. We recommend you set up a text and email chain system to communicate with your players any change, delay or cancellation of a match.