Team Captain Responsibilities

Always confirm receipt of an e-mail from your Division Chairman.

READ AND UNDERSTAND STANDING RULES AND BYLAWS ON THE WEBSITE (lowcountryteam.org).

Between April 1 and May 15

1. Choose two unique play dates and two unique rain dates for next year.
2. Complete the Team Captain Information on the Team Registration Form –Course Reservation Contract (on website www.lowcountryteam.org). Have your club Golf Pro complete the Course Reservation Contract form for the dates, starting times and tournament fee. Email form to the General Chair and Board Scheduler (TBD).
3. The deadline for reservations is May 15 and there may be NO date change after October 15th.

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 $468 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 $180 for tipping the bag personnel when you host matches at your club ($5.00 per player). Retain the tip money and send the remaining $288 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 on January 15, 2027, details on the website home page.

January 1 - 13

1. Complete the Team Roster form (on website, works best in word), including the handicap indexes in order from low to high. Send Index Report in the pdf format. Players with the same index may be listed at your discretion, but they MUST play in that 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 may be named on the Club roster.
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 in pdf format & Course/Playing Handicap Report obtained from your Pro shop in Low to High Handicap Index Order.
6. Deadline for team rosters is January 13, 2027.

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
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 indicated on your club's 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 and away scores within one week of the match. Players should note tees played at each match.

2. Date for the Annual Meeting/Luncheon at the end of the season is posted on the website.(April 2, 2027) Attendance of at least six players is expected from each Club. In March, you will be asked by your Division Chair for 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. <u>At least two weeks</u> 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 starting times if necessary. Example: address of Golf Shop, 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 including the distance and par for 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 order 1, 2 or 3. Take care when 2-3 divisions play at a club on the same day.
    d. Provide the Pro with a Match Fee Payment sheet (website).
    e. Give Pro or other Staff Personnel tip money for the bag handlers ($180 per team/$5.00 tip per bag). Your club will be in charge of the funds' disbursement protocol.
4. Print out a Team Scoring Summary form (website or in Notebook) and have it as well as the traveling Notebook available at sign-in.
5. It will be your responsibility to acquire the travelling scoreboard and Division Notebooks prior to the start of your match. (Often times if you wait for the prior host to arrive with the Division Notebook(s), you will have teams already waiting to sign in. Get them in advance.

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. Rosters for each club in the division can be found in the traveling Notebook. (Rosters can also be found on the 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 both the front and back of 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 Sue MacCormack (508-878-7277), the Division Chair, and the General Chair, Carol Hammond (843-384-2821) 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 the team Scoring Summaries and Score Boards from ONE captain that day rather than each team captain.**
7. Have your Pro update the Scoreboard after play is finished including Match Date and Host Team at the top of each scoring column.
8. Pass the Notebook with team rosters and Scoreboard to the next host Team Captain. It will be **their responsibility** to arrange a delivery process if they leave the host site prior to these items being ready for transport.
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 (Renee Rezzetano) as soon as possible after the last match so the new winners' name can be engraved by the Annual Meeting.

INCLEMENT WEATHER – Be prepared for inclement weather by reviewing the information noted below and follow the cancellation procedures if a match is cancelled:

Standing Rules, XI., Inclement Weather

A. Matches may be canceled if the course is deemed unplayable by the host club.
B. The host club Captain should notify the following people of a match cancellation – Division Team Captains, the General Chair, the Division Chair, and the board member responsible for scoring as early as possible, either the day before or by 7 a.m. on the morning of play. This notification shall be sent by e-mail or text and must be confirmed by the other Captains. If no confirmation is received within 15 minutes, Host Captain must make phone calls.
C. Team Captains are responsible for notifying their players of cancellations or delays.
D. If there is an electrical storm or other severe weather during play, the matches may be delayed or cancelled, as determined by the Host Team Captain and the Club Pro. If the match is delayed, play must be resumed within 90 minutes, or the match is deemed cancelled.
E. If play is suspended after matches have begun, it shall be resumed from where it was discontinued only if resumption occurs on the same day.
F. If play is suspended after matches have started: only those matches that have been completed shall count. All others shall be played on the same course on the scheduled rain date starting over from the first hole as a new match. Teams do not have to send the same players as in the suspended match, but players who finished their matches may not play again and other players must play in order as listed on the team roster.
G. If the play date and the rain date are both cancelled, opposing teams will halve the points (9-9). Match results will stand for those teams completing their matches on the rain date. Those teams unable to complete their matches on the rain date, will count their scores on the completed holes, and halve the remaining holes.