Division Chair Responsibilities

End of Season and before June 30

1. Work with the General Chair to select one area of functional responsibilities you will oversee.
2. Contact the present Team Captains to verify if they will continue as captain or find a new captain once the General Chair provides an updated Captains' roster. If a new captain is assigned, ask the retiring captain(s) to pass the Team Captain folder on to the new Captain(s). Let the General Chair know if a new captain is named and give her the new captain's contact information (name, email and cell #).
3. Remind the Captain to obtain two unique play dates and 2 unique rain dates from her club, to complete the Course Reservation Contract form found on the website and submit it to the Division Chair and the General Chair by May 31. The date chosen for scheduling may not be changed after October 15.
4. Make sure Captains know, an alternative site must be selected if their course becomes unavailable. Inform the General Chair of any such change, as soon as possible.

April – January Inform General Chair of all Captain changes, and their contact information.

January

1. At the Captain's meeting, deliver the Scoreboard and Notebook to the host Team Captain of the first match. The host Team Captain's Pro should update the Scoreboard after each match, filling in the match date and points earned per team and total points for each team.
2. Answer any questions the Captain's might have.
3. Be sure all the Captain information on the Team Captain Roster is the correct e-mail, phone numbers, etc.
4. Make sure all Team Rosters are sent to the General Chair by the deadline in January.

February-March

1. During the matches, be available to your Team Captains regarding any problems or questions. Report any difficulties to the General Chair.
2. Check each sign-up sheet (sent to you by the Team Captain after each match) to be sure all players played in the correct sequence, as listed on the Team Roster.
3. Instruct last year's winner of the Division to return the plaque to Division Chair or to the board member responsible for plaques as soon as possible after the final match.
4. Obtain number of players who will be attending the Annual Meeting.

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