

Team Captain Responsibilities

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

Before May 31

1. Choose two play dates and two rain dates for the next year. Reservations are considered on a first come first served basis.
2. Complete the Team Captain Information on the Team Registration Form (on website www.lowcountryteam.org). Have your club Golf Pro complete the Course Reservation Contract form for the dates and starting times. Send to your Division Chair and the General Chairman. The cart fee may not include any food costs.
3. The deadline for reservations is May 31 and there may be NO date change after October 15th.

December-January

1. Assemble your team.
2. Check on eligible players especially those with dual memberships.
3. The composition of the team's roster is left up to the individual clubs complying with Standing Rules 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 for six players, 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 by check (payable to Lowcountry Team Matches) to the treasurer. Please indicate on your check which team(s) the entry fee covers. Final date for payment is the Captain's meeting in January. A Team Dues Form, which will include the treasurer's address, will be included in the captain's letter in December.
2. Attend the Captain's meeting in January, date on the website calendar.

January 1-15

- a. Prepare a copy of 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.
- b. Use December 15 index report for the following season.
- c. For clubs with one team, you need a minimum of 10 players; for

clubs with two or three teams, a minimum of 20 players and maximum of 40 players.

d. Email one copy of your roster to your Division Chairman, (for two or three teams, send a copy to each Division Chair) and one copy to the General Chairman.

e. Include a copy of the Official Handicap index Sheet obtained from GHIN or your Pro shop

f. Deadline for team rosters is January 15th.

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 Rule IV)
 - d. Your team's schedule, starting times, sign-in procedures, etc.
Players can play a maximum of six matches.
 - e. Procedures for rainy days, defaults and lateness, and slow play
 - f. The USGA requirement that 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 which is posted on the website. Attendance of at least six players is expected. In March, you will be asked by your Division Chairman of the number of players attending the annual meeting/luncheon.

PRIOR TO YOUR HOME MATCH

1. Recruit the services of your entire team for the match. You and 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. 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, especially in Division I, if the course is lengthened. The revised slope and rating should be included on the scorecard.
 - a. Have the Pro create a scorecard noting the times necessary to play each hole.
 - b. Provide a local rule 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 two divisions play at a club on the same day
- d. Provide the Pro with a Cart Fee Sign-Up sheet (website)
- e. Give the Pro tip money for the bag handlers - \$4.00 tip per bag.

4. Print out a Team Scoring Summary (website) and have it as well as the traveling roster binder 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.
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 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 professional, for rulings for the match.
5. Monitor slow play, in accordance with Standing Rules (V). Each host team should have rangers on the course to enforce slow play rules.
6. Scan or take a clear photo of the 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 Chairman after the completion of the match. Be sure to send the original Scoring Summary sheet as the teams submitted it.
7. Update the Standings Board 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 Binder 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 General Chair as soon as possible after the last match order to have the new winners name engraved by the Annual Meeting.

In the event of an electrical storm or other severe weather, the matches may be delayed or cancelled as determined by the host Team Captain and their Pro. The host Team Captain shall inform participating Team Captains of any schedule changes preferably by 7:15 a.m. the morning of the match. (Standing Rules XI) If the match is postponed, the Division Chair and General Chair must also be notified.