

ARFAX Roles and Responsibilities

Team Captains

Overall Responsibilities

It is very important to familiarize yourself with the ARFAX rules & regulations. These can be found in your Handbook and on the ARFAX website online at www.arfaxgolf.org. They have also been emailed to you.

If your Team won in your Division the previous year, make sure to polish the Trophy and return it to the Cup Chair by March 16. You may give it to your club delegate to bring to the March Executive Committee meeting or bring it to the Team Captain meeting.

It is the Team Captain's responsibility to set up the pairings for her Team. Team members are paired into three brackets of two players for 6-women teams and two brackets of two players for 4-women teams for each match play event. When setting up your Teams, keep in mind:

- At least 3 regular team members must play in 6-lady team matches and at least 2 regular team members must play in 4-lady team matches.
- If there are fewer than 6 players (including substitutes), a single team member may carry a bracket.
- ARFAX members may substitute regardless of handicap, but they are limited to the handicap index established for that division*. i.e.: If a player with a 34.3 index subs in Division 1 where the max is 23.9 the player must play to the lower index.

*Max handicap index for each division is available in the Handbook under Team Matches. It is also noted on the match schedule.

PRIOR TO MATCH DAY

- Submit Team Line-Up form to the Team Chair, the Division Captain and the Host Team Captain by email at least 5 days before the scheduled match.
 - Identify Host club, date of match, submitting club and division.
 - By bracket provide Name, GHIN #'s, lunch Y/N for each player
 - Identify substitutes and which team member they are replacing.
- Provide appropriate information to your team
 - Team pairings

- Cost for cart fees and lunch.
Ft. Belvoir Captains pass on acceptable methods of payment (check, cash, credit card) for carts and lunch.
- Remind players that they are responsible for their own breakfast, beverage and snack items.
- Anyone who commits to stay for lunch will be charged. If they then find they cannot stay, they should ask for a “to go” lunch.

DAY/MORNING OF THE MATCH

Captains who will not be available during a match should appoint a team member to perform captain duties.

It is highly recommended that on the morning of a match, the Team Captain or her appointee verify information on the scorecards.

- Verify that Club Name and Division Number are on each scorecard
- Check that the information on the scorecard is accurate (names and handicaps), **especially** the course handicap for any player whose handicap index is capped.
- Verify the number of strokes assigned to each player. Strokes are assigned from the lowest handicap. See example below for one bracket.

Handicap	Strokes
10	0
15	5
16	6
22	12

- Remind players:
 - To note a score for each player for each hole.
 - When not holing out, record the most likely score, to include the number of strokes already taken, any penalty strokes incurred during play of the hole and the number of strokes the player would most likely require to complete the hole from that position in accordance with the following guidelines:
 - If the ball lies on the putting green, and is less than 5 feet from the hole – Add 1 additional stroke.
 - If the ball lies between 5 feet and 20 yards from the hole, add 2 or 3 additional strokes, depending on the position of the ball, the difficulty of the green and the ability of the player.

- If the ball lies more than 20 yards from the hole, add 3 or 4 additional strokes, depending on the position of the ball, the difficulty of the green and the ability of the player.
- If a hole is not played, enter an X in Golf Genius.
- Scores will be posted as competition scores by Golf Genius

ARFAX TEAM MATCH SCORING

The winner for each bracket is based on Low Net points.

- You must enter the time you started and the time you finished on the scorecard.
- Enter the Gross for each player and then decide from there which Net score you will use for each team per hole.
 - 1 point for winning a hole
 - ½ point for a tie
 - 0 for loss of a hole
 - Total 18 points per match.
- Compare scorecards with opponents to ensure correctness of points.
- Ensure there is a score for each player for each hole.
- Be sure to sign and attest each scorecard.
- Verify that the scores entered in golf genius are the same as those on the scorecard. Change the scores in Golf Genius if needed to agree with the paper scorecard.
 - Turn in both cards IMMEDIATELY upon completion of play.
 - Scores will be posted by Golf Genius
 - Rounds are posted as competition scores.