ARFAX Roles and Responsibilities

Host Team Captains

Overall Responsibilities

Work with your ARFAX Delegate to coordinate hosting responsibilities, i.e.:
- Clear Date & Rain Date w/ Pro Shop and Food Mgr.
- Plan Menu for lunch
- Request Microphone & Podium in lunch area
- Line up Volunteers: Delegate
  - Spotters where required
  - Pace of Play Monitor(s) for each division being hosted
  - Check-in & Registration persons
  - Scorers
- Finances:
  - Find out total cost of cart fees & lunch for charge back purposes. If Ft. Belvoir is playing, find out acceptable methods of payment.

ONE TO TWO WEEKS BEFORE MATCH

- Email division team captains requesting completed ARFAX Line-up Form. This info is due to you 5 days prior to the match. Provide any info they require.
- Include cost for cart fees and lunch. Provide acceptable methods of payment for Ft. Belvoir teams (check, cash, credit card).
- Remind team captains that players are responsible for their own breakfast, beverage and snack items.
- Coordinate with the Division Captain for any questions, issues or concerns.

AFTER LINEUPS ARE RECEIVED

- Provide dining room manager the number staying for lunch
- Provide the Pro Shop with the names, GHIN numbers and brackets for each team, **in case there is a problem with Golf Genius.**
- Ask the Pro Shop to prepare the scorecards (in duplicate) as set up in Golf Genius. If there is a problem with Golf Genius, scorecards should be set up for four-ball match play. Each card should show:
  - The date of the Team Match
  - Club Name
  - Players' handicap for the course (not the index)

- o The handicap index used to determine the course handicap should be the player's index from 5 days before the match, capped at the division's maximum.
  - o Players receive strokes off the low ball of the foursome.
  - o Indicate the color of the tees being used. (Division 5 teams should play from the most forward tees available when approved by the Host Team's pro shop).
- Arrange for the Pro Shop to prepare cart signs and provide local rules on each cart.
- Verify accuracy of the information on the scorecards, (**especially** the course handicap for any player whose handicap index is capped) and include Club names and Division number on each card**.**

DAY OF MATCH

- Make sure the registration area is set up.
- Go over final pairings w/ pro shop if last minute subs are used.
- Review guidelines with Pace of Play monitor(s) for monitoring pace of play. See Rules of Golf for 2025 ARFAX Team Matches.
- Have pro announce any special areas on the course i.e. drop zones etc. that the players should be aware of and remind players to note start and finish times on their scorecards.
- During announcements, remind players we use the 18-point system of scoring.
- During announcements, remind players how to determine their most likely score when they pick up during play of the hole.

  - o 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:

  - o If the ball lies on the putting green, and is less than 5 feet from the hole – Add 1 additional stroke.
  - o 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.
  - o 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.

- When a player does not play a hole, they enter x for the hole in Golf Genius.

- During announcements, remind players to verify scores entered in golf genius are correct before submitting their scorecards.
- Assign someone to collect scorecards and ask golfers to return all cards signed and attested immediately upon completion of play.
- Have a designated person from the Pro Shop lead the players to their starting holes.

- If there is not a map on the scorecard and the course is not well marked, please mark with signs, chalk on the cart path, or any other way that directs players to the correct hole location.

AFTER COMPLETION OF PLAY

- Have volunteers' gather scorecards from players before they take their clubs to their cars.

- Verify scorecards with Golf Genius, tally the scores and announce the points & standings.

- Complete a Host Team Report (Form L) and provide a copy to each Team Captain.

- E-mail a copy of the same report to the Team Chair, the Division Captain & all others listed on the bottom of the form. Pay particular attention to the names of substitutes (please include first and last names) and the players for whom they are substituting. This information is essential for verifying that team members play in at least fifty (50) percent of the matches.

GOLF DETAILS & SCORECARD INFO FOR PRO SHOP

Check with pro shop that they have received Golf Genius access to the match play round 5 days prior to Matches. – Team chair will communicate with pro shop.

PRO SHOP SCORECARD INFORMATION
1. Stroke off the low ball of the foursome using 100 % of handicap
2. Maximum Division indexes for 2025:
    a. Division 1 (23.9)
    b. Division 2 (26.5)
    c. Division 3 (30.4)
    d. Division 4 (34.3)
    e. Division 5 (34.3)
3. Scorecards should provide each player's course handicap (not their handicap index).
4. Use index from 5 days before the matches.
5. Have Division 5 teams tee off from the most forward rated tee.
6. Set up the brackets in order of play of the match, example:
    a. Mt. Vernon vs. Evergreen, Bracket #1, leads off.
    b. Mt. Vernon vs. Evergreen, Bracket #2, follows.
    c. Mt. Vernon vs. Evergreen, Bracket #3, follows next.

7. Repeat with remaining competing teams in the Division.
8. If the host team plays, their brackets should lead the groups.
9. If two divisions play the same day, the divisions go in numerical order, i.e. if Divisions 2 and 3 are competing, all Division 2 teams should be in the lineup before any Division 3 teams.
   Division 5 shall use the most forward rated tees when possible. All other Division teams shall use the tees normally used for ARFAX events.

ARFAX TEAM MATCH SCORING

The winner for each division 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.
- Verify the scores on the scorecard match the scores entered into Golf Genius. Correct Golf Genius scores if necessary.
- Be sure to sign and attest each scorecard.
- Turn in both cards IMMEDIATELY upon completion of play.
- Scores will be posted by Golf Genius
- Rounds are posted as competition scores.