

ARFAX Roles and Responsibilities Team Chair

Overall Responsibilities

- The ARFAX Executive Committee (EC) is composed of the Officers, Delegates and Alternates, Standing Committee Chairs – as a Standing Committee Chair, the Team Chair is a member of the Executive Committee.
- Attend all Executive Committee meetings.
- Report directly to the Vice President.
- Responsible for setting up a method of team play and schedule for the current season.
- Responsible for all team records, trophies and all things pertaining to team play.

Month-By-Month Activities

November

- Attend the November Executive Committee Meeting and Annual Meeting.
- Be certain that Form A, ARFAX Team Match Form, is passed to delegates by November 1. Stress that the information is important and should be returned by the requested due date. Remind delegates that team members are to be placed on teams based on their November 15 handicap index. They are to be listed in ascending order and, of course, meet the criteria to be a member of ARFAX (handicap index of 38.0 for new members). Clubs may field 6-lady and/or 4-lady teams.
- If a club fields more than one team, the delegate should indicate on the form the club's preference regarding hosting two (or more) divisions at the same time.

December

- After completed forms have been returned, establish divisions and develop a calendar with dates for matches and rain dates. Avoid scheduling matches on Good Friday and try to avoid conflicts with VSGA, if possible. If preferred, you may form a committee to develop the schedule.
- Place teams in divisions according to aggregate totals. The number of divisions is based on the total number of teams. Six-lady teams are divided into divisions as equally as possible (i.e., 21 teams into 3 divisions). The maximum number of teams in a division is 7. If there is an uneven number of teams for each division, the extra team(s) go into the divisions with the lower aggregate total(s). A 4-lady team division must have a minimum of 4 teams. If there are 3 teams, then 1 6-lady team will be converted to a 4-lady team. This should be a team from a club with more than 1 team fielded. That club should not have a team converted 2 years in a row.

- Adjustments are made, if necessary, so that no club has more than one team in a division. If there is an even number of teams in a division, one team will not host matches. The decision on which team this will be is based on how submitted dates work in making the schedule, the number of teams each club is fielding and the history of which clubs have had the hosting bye in the past seasons. A team that has a hosting bye will not play any other club when they are hosting. No other team should play a host club more than once during the season.
- Once the schedule is complete, share with the delegates so that unused dates can be returned to the clubs.

January

- Attend January Executive Committee Meeting.
- Provide delegates with necessary documents (master list of teams/divisions, team captains, schedule and calendar). Answer relevant questions. Inform delegates that team captains will be invited to attend a meeting of team captains in March. Stress that the captains need to attend or send someone to represent them.
- Provide the Directory Chairman with division schedules and rain dates, team captains by division and team members of each club.
- Inform delegates that division assignments are permanent. If team members must be replaced, they will have to live with the division's established maximum handicap index.
- Remind delegates that players are required to play 50 % of her team's matches (rounded DOWN). Examples: Should the team be in a division where the team plays 7 matches, a team member must play at least 3 times. If in a division where the team plays six matches, participation in 3 is required.

February

- Attend February Executive Committee Meeting and address any pertinent action items.
- Recruit division captains, as needed.
- Provide relevant documents to delegates (ARFAX team rules and Regulations, Duties of Team Captains, Duties of Host Team Captains, Team Match Scoring Information and any other revised forms).
- Ask the Secretary to send an invitation to the team captains to attend a meeting before the March Executive Committee meeting. Ask her to also include a reminder about the meeting when she sends the agenda for the March meeting to the delegates.
- Remind previous year's winners to return the trophy at the Team Captains Meeting or give it to their delegate to return to the Tournament Chair the Executive Committee meeting.

March

- Attend March Executive Committee Meeting and address any pertinent action items.
- Make any necessary announcements at the Executive Committee meeting. Discuss the importance of the delegates working with Host Captains at matches.
- Meet with Division Captains. Provide and review Duties of Division Captains and provide them with instructions on the use of Golf Genius to set up division matches and demonstrate how to do it. Provide them with Team Rules and Regulations, the duties of Host Team Captains and Team Captains, list of team captains, team lists and schedule of matches.
- Meet with Team Captains. Provide them with Team Rules and Regulations, Duties of Team Captains, Duties of Host Team Captains and appropriate team information (captains, team lists, schedule). Discuss team play rules and procedures. If USGA golf rules change, discuss. Ask Golf Rules and Handicap Chair to assist if clarification is needed.

April-May

- Keep records of results of each match (provided by the host team captain). Maintain a log on the Master List of how often each team member has a substitute.
- Ensure final results of the season are reported for each division to the Washington Post after the last match (by the host captain).
- Coordinate with division captains to arrange with the host club delegates and captains for presentation of the trophy on the final day of team play. Coordinate with the division captains to ask the host team captain to see that photographs are taken for the Historian. Notify the treasurer of division winners so she can arrange distribution of certificates with team captains.

June-July

- If deemed necessary, establish an ad hoc committee to make recommendations for changes in standing rules and regulations governing team play. Provide the Executive Board with a copy of the report to review. The Board may then present the suggested changes to the Executive Committee for consideration. Suggest these be transmitted by the Secretary to the delegates when sending the agenda for the next meeting.

August

- No action required.

September

- Attend September Executive Committee Meeting and report on the Team matches
- Present Team Chairman's Report at September meeting.

October

- Attend President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President. Recommend that division captains are invited.
- Meet with the Vice President, who provides oversight of Team Play, and discuss/edit/revise Form A, Team Match Form. The form asks for names and handicap indices of team members and proposed dates to host matches. It is distributed to delegates at the final meeting of the year or prior to that by email. The form asks that it be returned to the Team Chair by November 30.
- Provide the President with names of team match winners to be included in the program at the November meeting.
- Contact the Vice President prior to the final meeting of the year to remind her to bring the President's medal for presentation (if the President is completing her term).