ARFAX Roles and Responsibilities

Team Division Captains

Overall Responsibilities

The Division Captain will ensure all team play in the Division proceeds promptly, smoothly and correctly.

Prior to Match

Work with Host Captain and Team Captains to ensure lineups are received by email at least 5 days before the match.

- Input team match pairings into Golf Genius as soon as you have the pairings, but no later than 3 days before a match. For example, if the match is played on a Wednesday, the pairings must be entered into Golf Genius by 8:00 PM on Sunday.
- Once pairings are complete, notify the host captain and the designated professional that pairings are available in Golf Genius. The Hosting Pro Staff will assign starting holes and print cart signs and score cards.

Day of Match

- Receive the Division Team Match Results from Host Team Captain.
- Check the results in Golf Genius and ensure that they agree with the results you receive from the host captain. If there is a discrepancy, check with the host captain to ensure the form is correct. The paper scorecard is the final word for match score. If possible, correct the score in Golf Genius.

Severe Weather

- If there is severe weather on the day of the scheduled match, consult with the Host Team Captain to determine whether the match will be delayed or postponed.

  o If the match is postponed, it will be played on the scheduled rain date.
  o If there is a delay, instruct the Host Team Captain to notify team captains when the matches will begin.
  o If there is an interruption of play after it has begun, follow the instructions in the ARFAX rules for Postponement of Play.

Final Match

- Verify each team member has played the required number of team matches.
- Ensure the Hosting Team Captain has secured an area for the Awards Ceremony.
- Ensure the division trophy is available for presentation and present to the Division Winner. Include instructions for trophy engraving and requesting reimbursement from the Treasurer.
- Take a picture of both the First and Second place teams. Email them to the Team Chair and Webmaster. Include Division number, Club name, names of regular players and substitutes and place won (first or second).