

GRSMGA CAPTAIN'S RESPONSIBILITIES

General

- **By December each year, arrange an agreeable date with his Club for the next tournament at his Club.**
- **Complete his Team Report and send it to the Host Captain at least one week prior to each Tournament.**
- **Provide one check to cover known participants from his club.**
- **Ensure all his players are aware of the Association's Dress Code.**

When Host Captain

- **Make sure all Team Reports are given to him on time and he has collected the correct amount from each Team Captain.**
- **Coordinate with the Vice-chairman for help in completing arrangements, including managing expected team shortages and available extra players.**
- **Arrange foursomes (and optionally some threesomes for pace of play) in four flights A, B, C, & D by index (maximum of 30.4) and have score cards on the carts, arranging when possible to have only one player per Club in a foursome. Have each foursome listed on a single score card. A second card should be kept for checking, but only one turned in.**
- **Arrange closest to pin competitions for all par 3's.**
- **Arrange Shotgun starts for 9:00 A.M. during April, September and October and 8:30 or 9:00 other times at the option of the host captain.**
- **Make arrangements for lunch, seating members of foursomes together, the prizes (6 golf balls per par three hole) and The Keg.**
- **Play will normally be from the tees designated as senior tees by the host Club. If these tees result in a course length in excess of 6000 yards, arrange to have the course set up as near 6000 yards as possible. Players who normally play from tees forward of the senior tees at their home club may do so at GRSMGA events with adjusted handicaps.**
- **Place a copy of GRSMGA Host Captain and Host Pro Announcements forms in each golf cart on the day of the tournament.**

- **Make Host Captain Announcements before play begins. (See *Rules of Play* form). Introduce the Club Pro for his comments as to restrictions of play on the course that day.**
- **With the Host Co-Captain, marshal the Tournament (unless the Club Pro provides marshals) for pace of play, questions regarding local rules, etc.**
- **Make sure that there is adequate working area for the Scorers.**
- **After the Scorers have finished tallying the scores, determine the closest to pin and flight winners, fill out the Tournament Winners Report and announce the winners. Closest to pin prizes are two sleeves of balls each. The Treasurer will mail checks for the cash prizes to the Team Captains.**
- **Give the Tournament Winners Report to the Secretary.**
- **Collect the flight sheets and score cards and retain until the end of the season and then discard.**
- **Complete the Host Captain's Tournament Financial Report and send with the receipts and a check for the balance to the Treasurer as soon as possible.**