

ROLE AND TASKS OF CAPTAINS



**GOLF
QUÉBEC**

2021



INTRODUCTION

This document is a reference document for all golf club captains. It provides a guideline for the role and tasks of the Captain. Each club's needs are different, so it is normal for the tasks to vary. The information below is not intended to be exhaustive and suggests a set of processes to support our member clubs.

- Captain Nomination Process.
Each golf club should be represented by at least one captain, ideally a male and a female captain.
 - For most clubs, there are two ways to proceed:
 - 1- The management nominates its male and female captains.
 - 2- The management or the captain's committee or the social committee organizes an election of the members to elect a captain.
- The two captains become the representatives of the members and the golf club for both men and women and form a partnership.
- Both captains work closely with the club's management (owner, executive director, professional, club president, superintendent, or other staff members).
- The captains are the representatives of the golf club to the regional association, Golf Québec and Golf Canada. Therefore, they must be present at the various meetings (one in the spring and one in the fall).

CAPTAINS' COMMITTEE

- While it is not mandatory, it is strongly recommended that the two captains form a group referred to as the "Captains' Committee". The goal is to have volunteers with whom the captains can share files to have support when organizing activities.
This committee could be composed as follows:
 - Two persons responsible for the handicap (who will be trained and certified);
 - One or two bylaw officers (also trained and certified);
 - A junior development officer (to assist the teacher or the club professional);
 - A communications officer;
 - You may nominate a treasurer as needed.
- The captains' committee (if there is no treasurer) shall maintain the financial statements of the activities in cooperation with the golf club management.
- Promote the Golf Québec and Golf Canada's membership to members.



Differentiate between the Captains' Committee and the Social Committee

Captains' Committee	Social Committee
In charge of the golf activities: <ul style="list-style-type: none"> • Rules, handicap, course set-up. • Organization of tournaments, interclubs, making teams, playing formats. 	Organization of evening events, dinners, dances, brunches, everything that is over and above golf activities.
In some golf clubs, the Social Committee is also organized by captains with multiple tasks.	

PLANNING

- Prepare and lead the Captains' Committee meetings at the beginning and end of the year.
- Plan a meeting in the spring and fall with the regional association, Golf Québec and Golf Canada.
- Define the schedule of the club's activities:
 - Information meeting at the beginning of the season (brunch, 5 to 7, BBQ or other);
 - Opening tournament;
 - Interclubs' qualification;
 - Interclubs' competition;
 - Club's championship;
 - Closing tournament.

Activity Ideas:

- Training for members (rules, handicap, etc.);
- Parent-child tournament;
- Mixed tournament;
- Calcutta;
- Leagues;
- Invitational Tournament;
- End of the year event.

Note: It is important to avoid planning activities that interfere with events in the area.



COMMUNICATION

- Inform the members and golfers of his club on the activities of the Captains' Committee as well as the regional, provincial, and national competitions.
- Promote the Golf Québec and Golf Canada's membership and the services offered (Golf Canada app, incident protection, handicap, belairdirect insurance, etc.).
- Assist members in the use of services (Golf Canada app, handicap, competition registration, etc.).
- Ensure that the voice of the members is heard by the various bodies of the organization.
- Establish and maintain a link to spread information with all members of the club (social media, e-Golf Québec, members' newspaper, e-mails, etc.).
- Communicate with league officials and emphasize the handicap index.
- Respond to all requests for information from members regarding the various regulations, decisions or situations that have arisen during certain games.
- Contact new members to welcome them and provide them with information about club activities.



TRAINING

- World Handicap System (2 people per club).
- Level 1 Rules of Golf (2 people per club).
- Administrator of the Golf Canada Score Centre.
- Junior Development Representative (annual meeting).

COURSE SET-UP AND RULES

- Responsible for the course set-up and local field rules.
- Ensure the application of the rules of golf.
- Knowledge of regulations and rule book.
- The Captains' Committee is the reference point for members and non-members on all matters regarding the rules and the World Handicap System as it relates to the calculation of the handicap index.

Ask an Expert Golf Canada

To contact Golf Canada for a ruling during a competition please call Akash Patel, Manager of Rules and Competitions at 647-233-2930.



ORGANIZATION

- Organize and supervise the tournaments in collaboration with the other members of the committee, the captains are responsible for all the tournaments and activities of the golf club.
 - Establish a calendar of activities in collaboration with the club's management;
 - Inform of event dates;
 - Establish an operation and method of enrollment;
 - Organize departures and make teams if needed;
 - Validate member handicap factors for tournaments using the Golf Canada Score Centre;
 - Inform participants of teeing times;
 - Prepare the day's rule sheet and team scorecards;
 - Organize contests on the course;
 - Receive cards, sort if needed;
 - Make the prize presentation at the end of the tournament;
 - Communicate results and feedback after activities.

RECOGNITION OF CAPTAINS BY GOLF QUÉBEC

- Golf Québec provides an identification card to **volunteers** who are involved in their club's activities (captains, president).
- It is at the club's discretion to thank its captains.

Procedure to receive this card

- The Golf Canada Score Centre administrator at each golf club must update the golf club's contact list by May 1 or June 15 of each year. It is important to click on the "Check All" button at the top right of the Score Centre contact section.

Procedure to follow when visiting a club of which you are not a member

- 1) Please contact the professional, executive director or operations manager a minimum of 4 days in advance. Avoid showing up the same day asking to honour the volunteer ID card.
- 2) The club is not obligated to grant you a playing time. Avoid asking to play during the busiest time of the day.
- 3) After the game, meet with, or call or write to, the officials to thank them for letting you play on their field.

Note: Volunteers who overuse the ID card will have it removed.



APPENDIX

- Training on the rules: <https://www.golfquebec.org/en/pages.asp?id=8>
- Training on the World Handicap System (WHS): <https://www.golfquebec.org/en/pages.asp?id=352>
- Everyone benefits!: https://d34oo5x54o72bd.cloudfront.net/app/uploads/2021/04/2021-Everyone-Benefits_QC_En.pdf
- Golf Canada Score Centre: Gladys Iodio services@golfquebec.org
- Junior program support: Patrice Clément pclement@golfquebec.org
- Rules support: <https://www.golfcanada.ca/ask-an-expert/>

CONTACT US

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