

# West Point Golf Club

## Roles & Responsibilities

### Captain

1. Develop and manage an annual schedule of Competitions, Tournaments and Matches (when these latter are planned);
2. Identify coordinators for all competitions, tournaments and matches, and oversee the Club Match Play Championship;
3. Sort regular foursomes, for those who require this, and identify and instruct foursome captains;
4. Oversee the completion of the annual Pocket Reference, particularly the calendar and rules for the Competitions, Tournaments and Matches;
5. Oversee the organization of all competitions and tournaments, including rules and conditions of play;
6. Provide guidance to members on any issues related to golf, golf etiquette and golf rules;
7. Maintain regular contact with the Handicap Adviser to the Board, and follow up with members where handicap issues become serious;
8. Ensure directly or through delegation that:
  - A complete record of all competitions and tournaments, including scores, winners and prizes, is maintained;
  - A complete record of all disbursements associated with the above activities, is maintained, for payment by the Treasurer;
  - All Trophies and Plaques are available, correctly engraved, at the AGM;
9. Submit a report at each Board meeting;
10. Prepare an article / report for the Divot Dust;
11. Present all Tournament and Weekly competition prizes & trophies at the AGM;

October, 2017