West Point Golf Club
Roles & Responsibilities
"Vice-Captain, Scoring"

1. Attend the WPGC Board meetings;

2. Recruit and train 5 or 6 volunteers to help run the Captain's Table and to enter the players weekly scores on the club computer

3. Each week, check which of these volunteers are playing, and available for the Table (early, mid, late). Submit 3 names to the Vice-Captain Draw by the Saturday morning for placement in the following Thursday's Draw and inform all the volunteers and club captain;

4. On Wednesday evening, print off the 'Team Pairing Sheet' (foursomes and start times, etc) and also print a blank Scoring Sheet for that week (the Macro is saved on the Club Computer for each of the 3 courses). Put these together on the clipboard as working copies for the Table;

5. On game day, check that the Timing clock has been set up before each round. At McCleery we use the McCleery Weekend Men's Club clock, and only have to put it out each week. At Langara, we set up our own clock, and at Fraserview, we set up our clock for the 1st game there and leave it plugged in for the duration – only checking that it is put out each week. Leave the 'Captain's box', containing the clipboard and computer, with the Pro Shop;

6. Once the early volunteer (Scorer) has finished his round, he should obtain the 'Captain's box' from the Pro Shop, and set up the table and the computer for the collection of scores and finishing times. Note that at Langara, we have to set up the Table early to accommodate the Time Clock;

7. Before entering each foursome's scores from the score cards, the Scorer needs to check with the 'Team Pairing Sheet' that the tees played are as stated (change if necessary), and also record the finishing time, so that the play time and gap time can be calculated;

8. Once all scores have been entered from the scorecards submitted by the foursome captains (with players' names, tees played, gross scores by hole, and punched finishing times), again check the 'Team Pairing Sheet' against the score cards for tees played. A final check is to compare the 'Team Pairing Sheet' in the computer to the working copy at the Table (errors do occur). When confirmed that the tees played are correct in the computer, fill out the Score Sheet hard copy with the day's results for low Gross for Flight A, low Net and Par Points for the 3 flights,

KPs, Honey Pot, and lastly the Monthly Medal by updating the 3 low Net scores for the month.

9. For Tournaments, assist the Tournament coordinator with the scoring, and with aggregate totals on 2- or 3-day events. Also assist the coordinators with the collection of cheques and the distribution of winnings for Away games and other events;

10. At the end of each golf day, dismantle the 'Table' and take the 'Captain's box' and computer home - not forgetting to take the Time clock when playing at Langara.

11. At home (or can be done at course), fill out the 'Score Sheet' on the computer, save in 'Word', and email to our website Guru's, club Captain and President. If a tournament, confirm the winners with the coordinators and web site Guru's.

12. Publish the day's results to the 'Players Portal', send scores to the Players' handicaps and then finalize the day's results.

13. Send a report to 'Pace of Play' coordinator (Past President), listing 1st and last play times and foursomes with a gap time of 15 mins or over.

14. Keep all score cards and KP winner sheets and wrap them together with the 'Team Pairing Sheet' hardcopy which shows the day's teams, tees played and gap times etc. (the cards may be needed for future reference but can be discarded at the end of the season).

15. Report any abnormalities or problems to the club captain. If problems with the program results etc, contact our computer programming expert (at present, Nick Atkinson).

16. Repeat 3 to 15 for the following week.

17. It is the responsibility of the Vice-Captain Scoring for the safekeeping and maintenance of the club computers.

We hope to have a working manual of our Golf Software program (Tournament Manager) in place to help with the duties of the Vice-Captain Scoring. This will include the checks required each week on opening the tournament setup and how to make changes regarding cancellations, new players, balancing flights by index's, adding 'ghost players', obtaining results, etc. etc.
The different tournament requirements and results formats are set up in conjunction with our computer programming expert and the Vice-Captain Draw. It is not the Tables responsibility to score away games although the coordinators may ask for help.