



GUIDELINES FOR TEAM CAPTAINS

Captains are expected to attend the spring M-PG meeting generally scheduled in March to meet their division counterparts and to review their responsibilities for (a) preparing their team members for matches; (b) handling match paperwork; and (c) hosting a match.

Preparing members for team matches

- 1) Captains should be familiar with USGA rules and with M-PG rules and policies described in the current Handbook regarding teams, play, scoring, forfeiture, inclement weather and 'pace of play'.
- 2) Early in the season before the start of matches **Captains should review the following with their teams and alternates:**
 - All applicable rules including match play variations and that members should carry a current USGA rulebook
 - Making sure M-PG team members and alternates have posted any away scores from over the winter during Nov 15-March 15. Remember post as you play, even out of town for those states that are considered open during that time. This applies especially to folks who go to Florida, California, Arizona, and the Carolina's for the winter and **even Virginia is open all year.**
 - That M-PG in the interests of players and host clubs is committed to the effective implementation of its pace of play policy. Groups should expect to be (a) provided by the host club with the means to keep check on their pace of play, (b) 'encouraged' to pick up their pace if starting to fall behind by an on course monitor, (c) issued a formal warning, put on the clock, if seriously off the pace and (d) given a penalty if failing to get back on time and/or in position within a specified time. The host club professional will announce prior to the start of the match how and by whom warnings and penalties will be issued. Emphasize that unless one team is clearly at fault both teams will lose the hole thus reducing the point total for the match to 17
 - Ways to speed up play, including tips listed in the handbook and handouts. Particular attention should be given to helping new team members and those who tend to be on the slow side. Team mates should be encouraged in practice rounds to help one another play faster
 - The advertised starting time for a match (or tournament) means the time to be on the T-box ready to hit not driving away from the golf shop! Players will need to be at the match venue and ready to get in their carts some 20 minutes before shotgun time

Doing match paperwork

- 1) Host captains will contact/email you prior to each match to obtain players' names and current indexes. Provide your tentative line-up and inform the host captain, as soon as possible, of any changes that occur. Frequently you will be asked for a lunch count prior to the day of the match.
- 2) Prepare a bracketing slip with players' names and indexes. Indicate if the players are regular team members or alternates. Each flight or bracket must have at least one regular team member.
- 3) The host Pro Shop will prepare the score cards with current indexes. Players get strokes based off the lowest handicap in the foursome. Check to ensure that the score cards are correct. Note that a player may not play to a handicap index higher than the maximum for the division. Players use 100% of their handicap.

At the end of the round, players in each pairing/ bracket will review score with opponents and upon agreement sign the score cards. **All scores must be posted and totaled on the official scorecard including the most likely score, if a player did not hole out.** Time of completion of the round should be noted on the card and recorded

subsequently by the captain. On each Match day, the Captain will collect each bracket's completed score card, add the points and check total for agreement with opposing team captain before turning in the signed bracket sheet to the host captain. Remind team members to post their match rounds as **regular** scores but post the tournaments played as tournament scores (i.e. Sophie and Harry Crowell, Two Lady, etc.). They should also remind their players, **the score from that day should be posted within 24 hours**. If not, Captains are asked to do one of the following: (1) enter the missing score though the MSGA mobile App (msgagolf or msgagolflite) that allows it or (2) enter it on your club's computer or (3) ask your club Pro to do it (you cannot post other member scores on your computer at home). Once the App is downloaded, you can login using your msga.org username and login, now you will be able to post both yours and other members' scores. Within the App you can create a group of friends, this will help make posting all scores easier and faster when entering them and this also allows you to be able to do index verification quickly.

BEING HOST CAPTAIN

Prior to match day

- 1) Prepare with Club Professional to implement M-PG Pace of Play policy, to include:
 - setting the pace of play, usually 4 ½ hours, and determining what means groups will have to check their pace of play, whether by in-cart GPS or some form of time card;
 - establishing how the match will be monitored. M-PG is requiring at a **minimum two on course monitors**, M-PG members, volunteers and/or club staff, throughout the match. Monitors should have a master position/time sheet or access to the Club's GPS;
 - agreeing how and by whom official warnings and penalties if needed will be handled. Some Clubs' Pros will do this, others will not;
 - reviewing points to be covered in Pro's pre-match briefing, pace of play, monitoring, warnings and penalties, local rules, on-course facilities etc.;
 - determining how groups will be led out to their starting holes.
- 2) Recruit and brief non playing M-PG members (or other volunteers) as monitors and spotters.
- 3) Contact Team Captains and ask for their pairings, player names and indexes. If you need catering information, request a lunch count as well.
- 4) Provide pairing information to Pro Shop. Follow the bracketing as received from team captains. The score cards generated should reflect strokes for each golfer based on the player who has the lowest handicap in the foursome. 100% of the current handicap is used for the matches. Coordinate any late changes with the Pro Shop.

On match day

- 1) Assist designated Pro to get players into their carts on time, 15 minutes before shotgun, and briefed as agreed on pace of play provisions, local rules (copy in cart), and restrooms etc.. Ensure volunteers and/or Pro staff are ready to get players out to starting holes for an on-time start.
- 2) Late Arrivals: If neither member of a bracket appears at the starting hole on time, play proceeds and the bracket will forfeit the holes missed. If one member of a bracket is late, her partner may play alone until the partner arrives. The late player may join the bracket at the beginning of any hole.
- 3) Collect all bracket slips from team captains after the match. Check to be sure they are signed and that both teams agree on the results.
- 4) Announce the match results as soon as they are available. Remind players to post their scores as regular scores. Return bracket slips to Team Chair: Jill Weinstein
- 5) Telephone or send results via facsimile to the *Washington Post* 202 334-7350.