

British Columbia Golf Men's Captains Manual



Revised February, 2024

1. Membership in BC Golf

Membership in the British Columbia Golf Association (BC Golf) shall obligate each Member Club or Group to abide by the Constitution, By-Laws, Rules and Regulations of the Association. Golf Canada required Member Groups have a minimum number of 12 members. Once a club joins BC Golf they will be forwarded a Captain's Manual and the Zones will be advised of their membership. This also ensures the Club's members are properly registered and able to establish a formal handicap.

All Member Club and Groups are members of BC Golf. Most are also members of the Zone.

2. Club Organization

There are a number of functions that need to be addressed within a club relative to the organization of golf play, whether it be a leagues or events, or even casual play. The men's section of the club (all male members) will be an integral part of that. Historically clubs have had:

- Greens Committee (responsible for how the golf course is groomed with input into longer range course planning).
- Match Committee (responsible for executing men's leagues and events and perhaps handicap oversight in cooperation with management).
- Ladies or Women's Committee (responsible for executing all women's golf activity at the club).
- Long Range Course Planning Committee (responsible for planning significant changes to the golf course or how the golf course is played).

In recent years, with clubs moving to a more governance oriented model where members are involved less and management more in executing and managing events, there has been a move towards centralizing responsibility into a Golf Committee. Each club will decide which model best suits their needs. For the purpose of this manual, more detailed information will be provided on the golf committee model.

3. The Golf Committee

Member Clubs or Groups will have their own structure. The Golf Committee may or may not be part of that structure and responsible for the organization of golf for the Club.

The Golf Committee will be comprised of membership representatives who are prepared to work together to cover off the various duties at club, including but not limited to:

- Ensuring that the course is appropriately marked (penalty areas, abnormal grounds, course boundaries). Guidance for these can be found in the Guide to the Rules of Golf, Committee Procedures Section.

- Oversee handicap system for fair competition, monitor accuracy.
- Educate players on golf rules, etiquette, pace of play
- Plan events to foster camaraderie, friendly competition among members
- Develop programs for game improvement and growing the game
- Coordinate with course superintendent - provide feedback on course set up, and ensure he / she is properly informed on specific needs for events.

Positions on Golf Committee May include:

<ul style="list-style-type: none"> ○ CAPTAIN ○ VICE-CAPTAIN 	<ul style="list-style-type: none"> ○ HANDICAP CHAIR ○ RULES CHAIR ○ JUNIOR CHAIR
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Each Member Group would be represented on the Golf Committee. Each committee should have a minimum of 3 members.

It is generally recommended that the individuals who serve on the Golf Committee serve for a two-year term, with half the positions being elected or appointed each year to maintain continuity.

Members of the Golf Committee may be responsible for multiple programs and operations at the club level including but not limited to:

<ul style="list-style-type: none"> - Handicap - Rules - Greens - Junior Program - Regular Events including weekly draws (Men's Night etc..) 	<ul style="list-style-type: none"> - Special Events (Spring Opening, Club Championships etc..) - Major Events (Opens / Invitationals) - Mixed Events - House (Social Events, Clubhouse Liaison)
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4. Men's Committee

The Men's Committee organizes golf for male club members enjoyment, including leagues like Men's Night or Day, Senior's Day, and special camaraderie-building events. Alongside weekly leagues, they plan 3 or 4 annual special events and the Men's Club Championship, often collaborating with golf professionals for expertise.

4.1 Roles Of The Captain – Men's Committee

The purpose of this manual is to provide a guideline to aid the Captain in the planning and operation of the Club's Men's Committee. The Captain is responsible for receiving, replying to

and disseminating Zone, Provincial and National correspondence, and ensuring payment of BC Golf / Golf Canada fees & Zone levies.

4.2 Supporting The Club

The Club Captain's position is often considered to be a prestigious one within Clubs and carries with it significant responsibility to ensure that the year's golf within the club is well organized and enjoyed by the membership. It will be either the Board of Director's or the General Manager's role to assemble the Golf Committee that will assist the Club Captain with his responsibilities and duties. The Club Captain may be involved in multiple facets of golf at the club level.

4.3 Captain Supporting British Columbia Golf

4.3.1 British Columbia Golf Annual General Meeting (AGM)

The AGM occurs in the spring of each year and will generally be a virtual meeting. BC Golf releases a lot of info in advance of the AGM with respect to its finances and programming. The Club Captain should make an effort to read information from both BC Golf and the Zone in order to best answer member questions. Both the Zone and BC Golf generally request clubs to post or circulate provincial or zone events.

In addition to the AGM, BC Golf may offer additional educational programming. The Club Captain may attend either in person or by proxy. Similar opportunities may exist at the Zone level as well.

5. Vice-Captain

Dependent on the sophistication of the Club, the Club Captain may appoint a Vice-Captain. Roles of the Vice-Captain may include:

- Being the understudy to the Captain and performing his duties as designated by the Captain
- Assume the duties of the Captain in his absence

6. Handicap Chair

The Handicap Chair must first obtain education and certification from BC Golf at the Handicap Seminar. You can access the seminar through this link: <https://bit.ly/WHOnlineSeminar>. Once complete, some of their roles include:

- Forming a Handicap Committee under the Golf Committee to educate members and implement the world handicap system
- Monitoring golfers for adherence to handicap rules, utilizing the World Handicap System. In particular ensure that at least random checks are made on the golfers who

are winning prizes to ensure scores are entered into the Golf Canada score-centre

- Working with BC Golf to manage Course and Slope Ratings, and the allocation of handicap strokes (on given holes)

6.1 The Handicap System

The World Handicap System ensures fair competition among players of different abilities. Here is a simplified breakdown:

- Handicap Index: Measures a player's ability and skill level
- Misconception: Handicap isn't just an average score minus par; players should only achieve their handicap about 4 times in 10 rounds
- Understanding: Helping players grasp their handicap index and the system is key to helping them compete effectively
- It is recommended that the club obtain a copy of the current version of the World Handicap System Rules of Handicapping, available from Golf Canada.

6.2 Course and Slope Rating

Rating and Slope determine golf course difficulty and fair handicaps. Here's a simplified breakdown:

- Rating Requirement: Clubs need official ratings from BC Golf to issue "handicap factors"
- Measurement Process: The Handicap System Manual details how measurement determines Rating and Slope, considering factors like hazards, elevation, and roll out.
- Course Rating: Evaluates a course's difficulty for scratch golfers, expressed in strokes
- Difference from Par: Course rating differs from Par, reflecting a course's true difficulty
- Slope Rating: Compares Scratch Golfers to Bogey Golfers, assessing a course's difficulty for non-scratch players.
- Committee Responsibility: Works with the grounds crew / superintendent to decide when to post scores based on course conditions.

6.3 Allocation of Handicap Strokes

Allocating handicap strokes is crucial for fair play in golf. Here's a simplified breakdown:

- Club Responsibility: Each club manages handicap strokes, guided by recommendations from the official rating team. It's crucial to differentiate between stroke allocation and hole difficulty. Allocation isn't determined by how challenging a hole is for most golfers but by where high handicap players need strokes from low handicap players to play evenly. Consequently, the toughest hole may not be rated as the #1 handicap hole, as both low and high handicap golfers might frequently score similarly.
- Understanding Rules: The World Handicap System Rules provide vital guidance on handicap

stroke allocation, essential for Club Captains, Handicap Chairs, and Committees.

- Misconceptions: Many golfers misunderstand handicap stroke allocation, thinking it follows the difficulty order of holes, but its purpose is to equalize players abilities
- Fair Allocation: Handicap strokes aim to equalize players, ensuring a competitive match; players in competitions adjust their handicaps accordingly for fair play.

7. Rules Chair

The Rules Chair has an important job as they ensure members understand golf rules and course setup. Some of the roles of the rules chair may include:

- Scheduling seminars to educate members on the Rules of Golf
- Assisting new members in understanding the Rules
- Responding to member inquires, resolving rule disputes
- Collaborating with the Golf Committee on rules-related matters, including but not limited to developing the club's Local Rules and informing members of any changes to either the Rules of Golf or the Local Rules.
- Make sure the club has the current edition of The Rules of Golf and the Official Guide to the Rules of Golf on hand
- Make sure the club has Rules books on hand. Suggest members download the rules app: <https://bit.ly/rulesofgolfapp>
- Be familiar with the Rules of Amateur Status* – Refer questions to BC Golf / Golf Canada Office

7.1 Amateur Status* and Gambling at The Club Level

Golf distinguishes between amateur and professional players, aiming to preserve the purity of the amateur game. Amateurs must uphold the integrity of the game and avoid actions detrimental to its spirit. Gambling for profit threatens the game's integrity, hence amateur golfs are prohibited from accepting prizes in excess of \$1,000. Cash prizes are contrary to the Rules of Amateur Status for golf competitions. However side games such as skins, deuces, and Hole In Ones are not governed by these rules and distributing cash is permitted.

Informal wagering among golfers is acceptable as long as it involved only the players themselves and enhances enjoyment. Sweepstakes, Auctions/Calcutta's, and Skins are forms of wagering found in clubs, with voluntary participation being key. Mandatory wagering for competition contradicts the rules and may lead to sanctions.

8. Junior Chair

The Junior Chair oversees development and maintenance of the Junior Golf Program. This is essential for the growth of the Club. Some of the Roles of the Junior Chair may include:

- Promote growth of golf through building a strong junior program
- Encourage the golf professional staff to provide junior lessons and events
- Coordinate sub-committee with the Golf Committee, Golf Professional Staff, and volunteers to help manage and coordinate the junior program.
- Help design junior programs for kids from all levels – beginner, intermediate, and advanced players.
- Ensure juniors who may be interested in the competitive stream are aware of what the zone has to offer as well as qualification for the provincial junior championship.

The First Tee British Columbia is also an excellent resource for junior golf. Club Captains can reach out to them or support their program through their website: <https://firstteebc.ca/>.

9. Organizing Golf within a Club

9.1 Understanding Golfers' Needs:

When setting up golf activities in a club, it's important for both the Club Captain and the Golf Committee to review existing programs to ensure they meet the golfers' needs. This means looking at the different groups of players and figuring out what kind of events and services they prefer. For example, some clubs have weekly competitions, while others prefer more relaxed monthly events.

9.2 Identifying Core Groups:

Clubs typically have different groups of golfers, such as men, seniors, and juniors. It's essential to recognize these core groups and tailor programs to meet their specific needs.

Examples of Core Groups:

- Men: This includes weekend players and those who participate in men's nights.
- Senior Men
- Juniors

10. Programming For Core Groups

10.1 Tailoring Events:

Different groups of golfers have varying preferences for events. It's important to offer a variety of competitions to keep things interesting.

10.2 Considering Handicaps:

Events should cater to golfers of all skill levels, from high handicappers to low. Understanding the handicap demographics can help in planning events that are enjoyable for everyone.

10.3 Scheduling / Fixture Card:

The Club Captain should plan the Schedule of Events during the winter months, taking into account other club events, holidays, and provincial golf events. Coordinate with club management regarding course maintenance and clubhouse services.

A schedule of events, known as a Fixture Card, should be distributed to all members early in the season so they can plan their participation accordingly. A sample fixture card can be found on the BC Golf Website under Zone resources: <https://britishcolumbiagolf.org/zones/zone-resources>.

11.New Members

New members will be needed to be added to the Golf Canada Handicap System, whether this task is performed by a club staff member or a member of the committee.

Before adding a member to the roster confirm they have not previously had a membership on the Golf Canada Network rather than creating a duplicate file. If so, a request to transfer the member's file should be forwarded to corrie@britishcolumbiagolf.org to maintain their scoring history using their same login details. If the new member has not previously had a Handicap file, they can be added to the roster.

11.1 New Member Orientation

Conducting a proper orientation will provide an invaluable service to the new member. The Captain, Board, and Club Management may work to ensure that new members are made welcome and aware of policies at the club. Including:

<ul style="list-style-type: none">- Intro to Facilities and Staff- How to Make Tee Times- Dress Code	<ul style="list-style-type: none">- Safety and Course Etiquette- Cart Usage- Pace of Play / General Course Care
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There is an opportunity here for the Club to be an innovative leader and create welcome videos highlighting these topics. These videos can be sent out to members as soon as they join.

12.Tournament Planning & Administration

Responsibility for conducting Tournaments may be decided by a committee of the club or by the Golf Committee, whichever is appropriate. Various tasks may be delegated to a Sub-committee (often called a Match Committee) by the individual responsible for the overall running of the event(s). The following checklist will ensure a successful tournament:

<ul style="list-style-type: none"> - Event Name - Prize Structure - Entry Deadline - Monitor Entries - Scoring Details (where to return card, mobile scoring etc..) - Prize Presentation 	<ul style="list-style-type: none"> - Date of the Event - Entry Fee - Date Event Should First be Publicized (and how) - Create and Post the Draw** - Tie Break Method*** - Event Recap (Financial Etc..) 	<ul style="list-style-type: none"> - Competition Format - How to Enter - Liaise with Management / Pro Shop - Prepare Scorecards - Notice To Players including Pace of Play Guidelines
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The USGA has a great document called “How to Conduct A Competition”. This document may be reviewed by every club captain to gain valuable information. Here is a link to where you can order a copy: <https://bit.ly/CompGuideLines>

12.1 ** Draws

The Captain and Committee should decide the method for making draws for various competitions. Members should be made aware of how draws are made.

Recommendations:

- Random Draw for Weekly Stroke Play
 - o Helps make sure the same players are not always grouped together
- Numerical Draw for Match Play
 - o E.g. With 32 qualifiers, player 1 v 32, 2 v 31 and so on

12.2*** Tie Break Method

Refer to the method as recommended in The Rules of Golf (Committee Procedures, Section 5A(6)): https://www.randa.org/rog/committeeprocedures/5#5a_6

12.3 Digital Tournament Management System

Digital tournament Management Systems are awesome tools and can assist with many elements that go into a competition. They can help with emailing out sign-up sheets, creating a draw, posting general event information and rules, and enabling mobile scoring. Some can even

connect to Score Centre to verify handicaps prior to the event. BC Golf uses Golf Genius for all Provincial Championships / Cloud Events but there are many other great options available.

13. British Columbia Golf Zones

The Zones work tirelessly to provide opportunities for players of all ages and abilities. As a Club Captain, you are encouraged to promote the Zone and their events to your members.

More information on the Zones can be found at this link: <https://britishcolumbiagolf.org/zones>.

To see the British Columbia Golf Zone Boundaries and learn which Zone your club fall in please see Addendum 16 in this Zone Resources link: <https://britishcolumbiagolf.org/zones/zone-resources>.

14. Links To Key Information

There is a wealth of online information available to assist a Club Captain in his role. Here are a few that may be particularly helpful:

- Golf Canada: <https://www.golfcanada.ca/>
- British Columbia Golf: <https://britishcolumbiagolf.org/>
- Rules of Golf (Golf Canada): <https://www.golfcanada.ca/rules-of-golf/>
- Rules of Golf (App Download): <https://bit.ly/RULESAPP>
- First Tee British Columbia: <https://firstteebc.ca/>

15. British Columbia Golf Board and Staff

For a complete and up to date list of the British Columbia Golf Board and Staff please visit the following link: <https://britishcolumbiagolf.org/about/board>

