

# Club Responsibilities

UPDATED APRIL 1, 2024

## THE HOST CLUB:

- Ensures that time is reserved for the event in the Club Calendar.
- Provides a gap between normal play and the match tournament by closing the 1<sup>st</sup> tee 15 to 20 minutes in advance of the schedule start time.
- Determines tee & pin placements for day of event based on a distance appropriate to the Division and ensuring 6 easy, 6 medium and 6 hard pin positions.
- Provides light refreshments for the players at the end of the match. Drinks are at player's expense. *(Visiting players will contribute \$10 ea to help subsidize the costs. Visiting captains will give their team's contribution to the host captain at the Captains' Meeting).*
- Ensures that its Team Captain emails the Team Roster Form to the Convenor no later than 5 pm, two days prior to the match.
- Ensures that the Team Captain is available for a Captains meeting 45 minutes before the scheduled start time for the event.
- Provides the local rules to be used keeping in mind that the policy of QKIM is to "Play the ball as it lies".
- Ensures that its team players and alternates are available ½ hour before the schedule start time and adhere to the **QKIM Dress Code** document.
- In the absence of a QKIM official, the host club ensures 1) the proper scoring of matches, 2) makes the presentation of the plaque at the end of the match and 3) sends a smartphone photo of the final scoresheet and a photo of the winning team to the QKIM Convenor as soon as the event is completed.

**THE VISITING CLUB:**

- Ensures that its Team Captain emails the Team Roster Form to the Convenor no later than 5 pm, two days prior to the match.
- Ensures that the Team Captain is available for a Captains' Meeting 45 minutes before the scheduled start time for the event.
- Ensures the Team Captain collects \$10 from each player prior to the match to assist the host club with the cost of light refreshments. Visiting captains will give their team's contribution to the host captain at the Captains' Meeting.
- Ensures that their team players and alternates are available ½ hour before the scheduled start time and adhere to **QKIM Dress Code** document.
- Ensures that their team players respect the Host Clubs rules and policies.
- Notifies the QKIM Convenor and the Host Club in the event, that the Team must withdraw in advance of the day of competition.