

# Club and Captain Responsibilities

UPDATED APRIL 10, 2025

## 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 10 to 15 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. The choice of refreshments are at the discretion of the club.  
(**Note:** As a gesture of appreciation, all players are expected to contribute \$10 to help subsidize the cost of light refreshments. Captains will collect the fee and present it to the host captain at the Captains Meeting)
- Ensures all host club players are informed of the Hospitality Fee and reminds the Captain to collect the fee prior to the match.
- Provides the local rules to be used keeping in mind that the policy of QKIM is to "Play the ball as it lies".
- In the unlikely 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 submits the Team Roster Form to the Convenor no later than 5 pm, two days prior to the match.
- Ensures all players are informed of the Hospitality Fee and reminds the Captain to collect the fee prior to the match.
- Ensures team players respect the **QKIM Code of Conduct** and **Dress Code**.
- Ensures that their team players respect the Host Clubs rules and policies.
- Notifies the QKIM Convenor in the event, that the Team must withdraw in advance of the day of competition.

### TEAM CAPTAINS:

- Submits the Team Roster Form (with current Golf Canada HCP factors) no later than 5 pm, two days prior to the match.
- Collects the \$10 hospitality fee from each player and hands it to the host captain at the Captains Meeting.
- Arrives at the Captains Meeting 45 minutes before the first tee time.
- Ensures team players respect the **QKIM Code of Conduct** and **Dress Code**.
- Ensures team players respect the Host Clubs rules and policies.