



BRITISH
COLUMBIA GOLF

ZONE 4 CAPTAIN'S CALENDAR OF DUTIES



JANUARY	FEBRUARY	MARCH
<input type="checkbox"/> Confirm Tournament & Event Dates <input type="checkbox"/> Ensure copy of Captain's Manual available for Committee (available on Zone 4 Women's website– http://bcgazone4.org/women/docs/captain/captains_manual.pdf	<input type="checkbox"/> Confirm Interclub dates. <input type="checkbox"/> Prepare posters for distribution of Tournaments/Field Days/ Charity events, if applicable.	Attend Spring Captain's Meeting (check Zone Fixture list for date:) <input type="checkbox"/> Order and/or pick up pins from Treasurer at Meeting. <input type="checkbox"/> Post BC Pin Round sign-up sheet and collect fees. <input type="checkbox"/> Prepare for Spring Opening
APRIL	MAY	JUNE
<input type="checkbox"/> Record British Columbia Golf & Golf Canada Pin Rounds. <input type="checkbox"/> Post info received at Spring Captains' Meeting (Entry forms for Zone Championships, etc.). <input type="checkbox"/> Prepare for Ladies; Opening Day	<input type="checkbox"/> Record British Columbia Golf & Golf Canada Pin Rounds <input type="checkbox"/> Schedule BEAT THE CHAMP competition 1 st week of June. \$1 per person, per entry <input type="checkbox"/> Schedule Dorothy Olive Franklin \$2 per person <input type="checkbox"/> Encourage members to sign up for Zone Championships <input type="checkbox"/> Zone levies to be paid to the Zone. DEADLINE MAY 15	<input type="checkbox"/> Record British Columbia Golf & Golf Canada Pin Rounds
JULY	AUGUST	SEPTEMBER
DOROTHY OLIVE FRANKLIN <input type="checkbox"/> Determine low net differential and submit results, fees and winner's attested score to Zone. DEADLINE JULY 31 BC PIN ROUND COMPETITION <input type="checkbox"/> Entry fees to Zone. DEADLINE JULY 31 BEAT THE CHAMP <input type="checkbox"/> Forward 40% of monies collected to the Zone. DEADLINE JULY 31	<input type="checkbox"/> Record British Columbia Golf & Golf Canada Pin Rounds	<input type="checkbox"/> Record British Columbia Golf & Golf Canada Pin Rounds Competition to be completed. DEADLINE SEPT 15 BC PIN ROUNDS <input type="checkbox"/> Submit results with attested scorecard to Zone. DEADLINE IMMEDIATELY after close of competition
OCTOBER	NOVEMBER	DECEMBER
<input type="checkbox"/> Attend Zone Annual General Meeting. Encourage members to attend. <input type="checkbox"/> Order/pick up British Columbia Golf/Golf Canada pins from Treasurer at AGM.	<input type="checkbox"/> Submit names, phone numbers, and email addresses of all Executive to Zone Secretary. <input type="checkbox"/> Include names and email addresses for Management and Professional Staff of Club.	Happy Holidays