

CAPTAIN'S CALENDAR OF DUTIES

Outline of responsibilities to facilitate procedures at all levels

JANUARY	FEBRUARY	MARCH
<p>Confirm Tournament and event dates.</p> <p>Ensure copy of Captain's Manual available for Committee (available on British Columbia Golf website under Zones – www.britishcolumbiagolf.org)</p>	<p>Confirm Interclub dates.</p> <p>Prepare posters for distribution of Tournaments/Field Days/ Charity events, if applicable.</p>	<p>Attend Spring Captain's Meeting (check Zone Fixture list for date:)</p> <ul style="list-style-type: none"> • Order and/or pick up pins from Treasurer at Meeting. • Post BC Pin Round sign-up sheet and collect fees. • Prepare for Spring Opening. May invite Zone Chair.
APRIL	MAY	JUNE
<p>Record British Columbia Golf & Golf Canada Pin Rounds.</p> <p>Post info received at Spring Captains' Meeting (Entry forms for Zone Championships, etc.).</p> <p>Prepare for Ladies; Opening Day</p>	<p>Record British Columbia Golf & Golf Canada Pin Rounds</p> <p>Schedule BEAT THE CHAMP competition 1st week of June. \$1 per person, per entry</p> <p>Schedule Dorothy Olive Franklin \$2 per person</p> <p>Encourage members to sign up for Zone Championships</p> <p>Zone levies to be paid to the Zone. DEADLINE MAY 15</p>	<p>Record British Columbia Golf & Golf Canada Pin Rounds</p>
JULY	AUGUST	SEPTEMBER
<p>DOROTHY OLIVE FRANKLIN Determine low net differential and submit results, fees and winner's attested score to Zone. DEADLINE JULY 31</p> <p>BC PIN ROUND COMPETITION Entry fees to Zone. DEADLINE JULY 31</p> <p>BEAT THE CHAMP Forward 40% of monies collected to the Zone. DEADLINE JULY 31</p>	<p>Record British Columbia Golf & Golf Canada Pin Rounds</p>	<p>Record British Columbia Golf & Golf Canada Pin Rounds Competition to be completed. DEADLINE SEPT 15</p> <p>BC PIN ROUNDS Submit results with attested scorecard to Zone . DEADLINE IMMEDIATELY after close of competition</p>
OCTOBER	NOVEMBER	DECEMBER
<p>Attend Zone Annual General Meeting. Encourage members to attend.</p> <p>Order/pick up British Columbia Golf/Golf Canada pins from Treasurer at AGM.</p>	<p>Submit names, phone numbers, and email addresses of all Executive to Zone Secretary.</p> <p>Include names and email addresses for Management and Professional Staff of Club.</p>	<p>Happy Holidays</p>