

**ZONE 4 CAPTAIN’S CALENDAR OF DUTIES**



Zone Fixture list for date:)

Treasurer at Meeting.

Canada Pin Rounds Competition to be

after close of competition

Revised January 2017

**JANUARY**

**FEBRUARY**

**MARCH**

Confirm Tournament & Event Dates

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>

)

Confirm Interclub dates.

Prepare posters for distribution of Tournaments/Field Days/ Charity events, if applicable.

Attend Spring Captain’s Meeting (check

Order and/or pick up pins from

Post BC Pin Round sign-up sheet and collect fees.

Prepare for Spring Opening

**APRIL**

**MAY**

**JUNE**

Record British Columbia Golf & Golf

Canada Pin Rounds.

Post info received at Spring Captains’ Meeting (Entry forms for Zone Championships, etc.).

Prepare for Ladies; Opening Day

Record British Columbia Golf & Golf

Canada Pin Rounds

Schedule **BEAT THE CHAMP** competition 1st week of June. $1 per person, per entry

Schedule **Dorothy Olive Franklin $2** per person

**Encourage members to sign up for**

**Zone Championships**

**Zone levies to be paid to the Zone. DEADLINE MAY 15**

Record British Columbia Golf & Golf

Canada Pin Rounds

**JULY**

**AUGUST**

**SEPTEMBER**

**DOROTHY OLIVE FRANKLIN**

Determine low net differential and submit results, fees and winner’s attested score to Zone. **DEADLINE JULY 31**

**BC PIN ROUND COMPETITION**

Entry fees to Zone. **DEADLINE JULY 31**

**BEAT THE CHAMP**

Forward 40% of monies collected to the Zone. **DEADLINE JULY 31**

Record British Columbia Golf & Golf

Canada Pin Rounds

Record British Columbia Golf & Golf completed. **DEADLINE SEPT 15**

**BC PIN ROUNDS**

Submit results with attested scorecard to Zone. **DEADLINE IMMEDIATELY**

**OCTOBER**

**NOVEMBER**

**DECEMBER**

Attend Zone Annual General Meeting. Encourage members to attend.

Order/pick up British Columbia Golf/Golf Canada pins from Treasurer at AGM.

Submit names, phone numbers, and email addresses of all Executive to Zone Secretary.

Include names and email addresses for Management and Professional Staff of Club.

**Happy Holidays**