Captain - Vice Captain (Match) - Role Description  
This is based on what the current role of Vice Captain is, this may be delegated to specific people if needed, e.g. Pennant Co-ordinator

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| Role | Tasks |
| Prior to Regular Event | Liaise with Captain/Club for confirmation of course played for both men and women.  Create timesheet for website.  Open timesheet at specified time approx. 10 days prior to event.  Generate handicaps for all players by:   1. Adding all players into Tier 1 Golflink 2. Printout all handicaps for GDVGA members from within Tier 1 Golflink |
| During Regular Event | Provide handicaps to competitors, either verbally or on scorecards. |
| Post Regular Event | Load all players and scores into Golflink.  Save results into format to enable uploading onto website.  Update Games Played spreadsheet for accurate information to send to pennant contacts for pennant qualification status.  Send Games played spreadsheet after each event in second half of year. |
| Pennant | Co-ordinate with Secretary prior to pennant qualification cutoff date to send financial and game qualification to all club contacts |
| Other Events | Establish Gradings based on current split of member handicaps prior to first round.  Collate all scores for three rounds of club championships and provide Captain with information. |

*June 7, 2025*