Mass Golf Men's Team Matches – Captain's Checklist

BEFORE SEASON BEGINS

- Communicate Member Club responsibilities (refer to page 5 of the Captain's Manual) to your host Club. **You must obtain authorization from a representative of your host club BEFORE registering a team.**

- Complete team registration and payment online.

  - If you are requesting to be assigned with specific teams in the same region (by mutual consent with the other teams), also complete the Region Request Form as part of the registration process.
  - You can view all registered assigned and unassigned teams in the Region Assignments listed in the Golf Genius Portal.

- Attend an educational webinar on April 16th or 18th.

- Communicate with your host Club to establish 3 date and time options to present to captains in your region.

  - Communicate with your fellow region team captains to:
    - Confirm host month and match date for your Club.
      Reminder: teams may switch hosting duties/timeframes by mutual consent and are required to confirm any modified host month schedules to Mass Golf no later than **_May 8_**
    - Coordinate any logistical and/or post-round social plans for each match.

- Input team roster and match dates in Golf Genius by respective deadline for each match (refer to page 2 of the Captain's Manual).

BEFORE EVERY MATCH

- Reminder - All players for a match must be on the active GHIN® roster of the Club they are representing a minimum of 1 week prior to the match date.

- Reminder – *Captains only have access to edit tee sets, tee times, and reports for their own match.* If Team A is playing Team B on a matchday, the Team A Captain does not have the ability to make changes for the Team C vs. Team D match. The Team C or Team D Captain must make the necessary changes in their own match.

- Confirm tee times with staff, team and opposing captains. If re-scheduled, [edit the date in Golf Genius.](#)

- [Import players to team roster in Golf Genius.](#)
  - Players must be on the team roster **at least 7 days prior to the match date** in order for handicaps to update correctly.

- [Set pairings for each match in Golf Genius](#) and confirm players are in the correct low-to-high handicap order.
  - Pairings must be finalized at least **48 hours prior but no more than 7 days prior** to each match.

- [Ensure tees for the matches have been set correctly in Golf Genius](#), according to tee guidelines established by Mass Golf.

- Manage team roster substitutions for each match in Golf Genius and communicate any changes with regional captains.

- Communicate all host club match information to their team and other captains in the region, including cart fees, cart policies, hospitality offerings, and pace of play expectations/requirements.

- Coordinate all activities – golf, social, or otherwise – with the host staff and discuss any Local Rules.

DAY OF MATCH

- For host Captains – discuss course set-up (ask questions: are there any temporary changes, unmarked areas, etc.) with host club staff, and communicate Local Rules to ALL players (i.e., play the ball down or preferred lies, tees, Ground Under Repair, Drop Zones, etc.)

- Remind players to keep GROSS hole-by hole scores in the Golf Genius App.

- Ensure players maintain pace of play per the Captain's Manual.

AFTER EACH MATCH

- Verify that all GROSS hole-by-hole scores have been entered in the Golf Genius app.