

Responsibilities of League Director

1. **Hold two meetings** for Captains and Co-Captains, one in the Spring and one in the Fall. Advise next year's League Director of the meetings and arrange for her to take notes on the proceedings.

2. **Update documents for the incoming EBTP cycle**

Provide copies to the person in charge of the EBTP website for posting.

These documents include:

- Directory of Captains, Co-Captains, League Director, Future League Director, and other Assistants.
- Country Club contact information
- Annual Team Play Match Schedule
- Team Pairings List
- Conditions of Competition
- Rules of Play & Concerns

RESPONSIBILITIES

- Team Play Players
- Team Play Captains
- Captain's Flight
- Host Club
- League Director (and other assistants, as appropriate)

RELATED DOCUMENTS

- Paperwork Process & Flow
- Marshall Guidelines (Host Club) Time/ Par Sheet
- "BAC" Order of Play Guidelines (Host Club)
- Progression of League Directorship

FORMS

- Line-Up Sheet
- Captain's Scoring Sheet

SAMPLES

- Letter of Invitation (LOI)
- Course Handicap Table & How to Access
- Line Up Sheet - completed
- Scorecard - blank (for Pro Shop)
- Time Par Sheet (Pro Shop prepares for Marshals)
- Bag Tags

LINKS

- Course Handicap Table & instructions
- USGA Rules of Golf
- NCGA/ WGANL Legacy Events

3. **Spring Meeting**

- Schedule meeting preferably in early March. Advise Captains and Co-Captains of date by e-mail message early in the year.
- Send agenda to Captain and Co-Captains at least two weeks ahead of the scheduled meeting.
- Arrange with your own club's staff for lunch; if available, arrange teetimes. Notify Captains of related costs.
- Collect EBTP dues for each club.
- Present and review the updated documents for the incoming EBTP cycle.

- Focus on important items such as Pace of Play, correct filling out of the Team's Line-Up Sheet, training of participating players, etc.
- Provide information on the Fall Meeting date and place.

4. During the Season

- Periodically advise Captains and Co-Captains of issues that might emerge as the EBTP events are held.
- Attend all EBTP events
- The League Director will oversee the accuracy of the **Match Points Scoring Sheet**. After each match, the Host Club Captain will collect and review the Captain's Scoring Sheets. The Host Club Captain will share the team points per flight with the data entry representative/ website administrator who will enter them on the **Match Points Scoring Sheet**. The final results will be posted on the website, Standings section, in a timely manner.

5. End of Season

- At the last EBTP event, collect Championship Trophies from previous year's winners.
- Purchase six plaques and have them engraved with the names of the winners: Low Net for A, B, and C Teams and Low Gross for A, B, and C Teams.
- Review expenses incurred during the year and prepare itemized accounting of what has been spent and collected. Pass remaining funds and accounting to the new incoming League Director.
- In August, ask Captains to submit date preferences by mid to late October with next year's preferred hosting dates and sacred dates.
- Meet with the incoming League Director to go over updating documents and any other relevant matters in preparation for the next EBTP cycle.

6. Fall Meeting

- Notify Captains and Co-Captains at least two weeks in advance reminding them of the date and place of meeting.
- Arrange for lunch; if available, arrange teetimes. Notify Captains of related costs.
- Ask Captains to submit information to update Captains', Co-Captains' and Club's rosters for the upcoming year. Provide copies of the current year's rosters at the meeting to facilitate updating by the Captains in attendance.
- Introduce formally the new EBTP League Director and Assistants as necessary.
- Review the season and lead discussion of suggestions or revisions to current regulations. Make changes as necessary.
- Announce Winners and award trophies accordingly.

By late Fall distribute the following files to the incoming Captains, Co-Captains, new League Director, Assistants and Webmaster.

- New EBTP Match Schedule for the upcoming year
- New Team Pairings List

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