



## CHALLENGE CUP 2024 - Captain's Checklist

- Hosting Contracts Signed and Returned (Jan 2024 or earlier)
- Attend the Captains Meeting (Monday, March 4th, 2024 8:30 AM at Bear Lakes G.C.)  
Bring your annual membership fee of \$100 per team per club. Make check payable to "Challenge Cup Scratch Matches"
  - Roster Submission (March 7 – March 10, 2024)
  - Please refer to Roster Process for full details (under Captain's Resource tab)
  - If a new captain/co-captain or new club, then stay after the meeting for additional training.
  - If hosting the first match in your Cup, then take the Scoreboard with you for your Cup
  - Email your golf professional the link for the Golf Professional Guidelines tab on the Challenge Cup website
- Hold a team meeting with your players prior to the first match
  - Review the USGA match play rules, particularly how to request a ruling as described in Disputes or Disagreements in the Challenge Cup Book
  - Review the Standing Rules available in the Challenge Cup Book and Website
  - Review the policies in the Challenge Cup book
- **Advise your players to be at the host club no later than 12:15 pm**
  - Players must be at their carts in the staging area by 12:30 pm (unless a 1:30 shot-gun start is scheduled)
  - Announcements are expected to commence from 12:35 to 12:45 pm
- Prepare your match line-up **at least 3 days prior to each match**
  - Use the Match Play Line-up & Results Form. Do NOT include players' indexes.
  - Submit your lineup to the host club & opposing captain via e-mail. Pro shop emails are in the Book and on the website.
  - For Monday matches, submit by Friday
- On the day of a match – **Prior to the match**

- Submit a check for \$600 to the host captain/club rep for each of your teams at the registration table in/near the cart staging area by 12:30 pm at the latest.
  - **Compare your line-up with the opposing team captain for any changes prior to the announcements (12:15 – 12:45 pm or earlier)**
  - Ensure that all players are listed correctly and are playing in the proper order
- On the day of a match – **After the match**
- Record the final scores on the Match Line-up & Results form for your team match
    - Ensure any rulings have been resolved prior to signing the form
  - Review the results with your opposing team captain and agree on the final points. The total points of the match must equal 72 points. Sign the results form.
  - Submit the signed Results Form to the Golf Professional for posting
  - Collect the scorecards for your team and give them to the Cup Rules Chair of the day
  - Take a picture of the Challenge Cup Scoreboard for your records
  - If hosting the next match, take the Scoreboard with you
  - Verify your match results when they are posted on the website. Contact Debbie O'Brien ([d.obrien77@rogers.com](mailto:d.obrien77@rogers.com), Cell 613-220-7993) ***immediately*** if there are any discrepancies
- **After the Captain's meeting, please obtain a minimum of 3 dates from your club for hosting 2025**