



## CHALLENGE CUP 2024 - Captain Hosting Guidelines

- Give your Golf Professional the "Golf Professional Guidelines." You should be familiar with the Golf Pro Guidelines and should review them with your golf professional. Give him/her the name of the Challenge Cup Rules Chair(s).
  - Ensure your course layout for the day of the matches complies with the course length requirement for the Cup(s) you are hosting and the required number of holes.
    - Refer to your Challenge Cup Book (Page 16)
  - Ensure that players are able to clear club security on the day of the matches.
  - Ensure a registration table is set up in/near the cart staging area for the captains to provide you/your club rep with their check for their team(s).
  - Ensure that an area is available for the players to gather after the matches for food, beverages, and scoring results.
  - Ensure that line-up forms for all teams have been received by your Golf Shop. Line-ups will be emailed to the address that you provided on the Captains Form.
    - Contact captains for any late or missing line-ups.
  - Retain the signed Match Play Line-Up and Results form from your Golf Professional until the final matches are completed.
  - Ensure all scorecards are given to the Cup Rules Chair
  - Procedure to report results.
    - Take a picture of the Scoreboard and ensure it is clear and shows the Cup #
    - When the results are final, text or e-mail the picture of the scoreboard as an attachment to:
      - Debbie O'Brien: d.obrien77@rogers.com Cell: 613-220-7993
      - **Include your name and club name in the text or e-mail**
      - If hosting two cups, both captains must report the results for their Cup
  - Ensure the host captain of the next match takes the completed Scoreboard with her for the next match.
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