



DUTIES OF CLUB OFFICIALS: CAPTAIN

These notes are primarily to help the Secretary/Manager so that he/she can draw up a list of duties for the Captain at their club. They are guidelines and care should be taken before using any of these suggestions.

(revised June 2011)

The exact role of the Captain will be determined by the type of club not only whether it a members or proprietary but also the type of members and its location. The role at the private members will usually be more demanding as the duties will also invariably include some responsibilities in the actual management of the club. In some cases the Captain will be expected to act as Chairman of the Committee and the Club. Whilst at the proprietary club the duties will usually consist of looking after the golf and social side of the club. At the more famous clubs the role can not only be demanding but may well cost the recipient a considerable sum of money during his year. Therefore no person should undertake this task without finding out what is expected of them and the likely cost. Many clubs today give the Captain some form of financial help which can be a free subscription for the year or perhaps two years and expenses to help him carry out the official functions which are expected of him. The following notes are not intended to be the be all and end all of likely duties but will give you the Secretary/Manager some insight into what the Captain may, or should, do in carrying out his job. It is important you match these suggestions with your club and its traditions.

- ✎ Prior to the AGM and the new captain taking over, make clear the procedure that will be followed at the meeting.
- ✎ Explain fully the financial help if any that the Captain can expect in his year.
- ✎ Make sure that the bar/catering staff are aware of any chits etc., the captain is allowed in his year so as to avoid any embarrassing moments.
- ✎ The Captain will often have a drive in ceremony so make sure everything is arranged for this club tradition.
- ✎ If there is a dinner for the inauguration, or installation, of the Captain make sure you are aware of all the arrangements and order of speeches etc. The seating plan may well revolve around the order of seniority of the Past Captains.
- ✎ If the Captain takes over the Chair at the Board/Committee meetings then you will need to brief him on procedures. The duties of the Club Chairman are fully explained in Library 2068 and should be included in the Captain's brief if he takes the chair.

- ✎ You will need to see that he is aware of his role with regards to sub-committee meetings.
- ✎ The Captain usually sits on the membership committee and this gives him an excellent chance to meet new members.
- ✎ The Captain will normally sit on any discipline committee but it is better if he does not take the chair. Should he be the one making the complaint then he must not sit on the committee.
- ✎ The appointment of Heads of Department and major appointments will usually involve the Captain sitting on this committee.
- ✎ At many clubs the Captain will be expected to write and invite all new members to a round of golf with him. This brings the newcomer quickly into the way of the club and is a first-class way of breaking down barriers. Even if the Captain does not play golf with newcomers it is a good idea for him to send a welcoming letter.
- ✎ At many clubs the Captain will have his own chair and table in the bar and dining room and these should be clearly marked to avoid embarrassment.
- ✎ Often the Captain will have a badge or chain of office which you should advise when to wear.
- ✎ You will need to give the Captain a full breakdown of all the club fixtures for the year and emphasise those in which his attendance is expected. It is particularly important for sections such as the Ladies, Seniors and Juniors for the Captain to know if he is expected to attend their prize giving and annual dinners etc.
- ✎ The social side of the club will depend very much on the type of club but again the Captain must know what is expected of him and what he has to do.
- ✎ Club matches both competitive and friendly are usually a must although in the former unless his golf is of the required standard he will normally attend rather than play.
- ✎ National, County or other major competitions should be in his diary and you as Secretary/Manager must keep him informed of his duties. Often if there is a National or County competition he will be asked to referee the final, so ensure he is able to do this and give him all the help you can. A visit by the County President or Captain would usually require the Captain being there to greet them.
- ✎ You should see that he is kept fully informed of all golfing achievements especially major successes and being picked for the county. Make sure he writes and congratulates players in these instances. If possible try to encourage him to attend county or national meetings when club members are taking part.

- ✚ The club, if it has an annual dinner, will have a set pro-forma. Make sure you see that the Captain is aware of his responsibilities. He may have to invite guests from neighbouring clubs and county officials and any mistakes will reflect on the club and cause him embarrassment.
- ✚ Many clubs have an annual Captain's Charity so you will need to brief him on this well in advance.
- ✚ The Captain's Day Competition will normally be the highlight of his year so you must make sure he is aware of his duties and what is expected. Often these events are jealously guarded by tradition so make certain he does not upset the applecart by changing things.
- ✚ The Captain will normally be expected to liaise with the Captain of the Ladies and often they are expected to play together in mixed competitions etc.
- ✚ You must make sure that all the club staff are aware of who is the Captain. Nothing is more embarrassing than for the Captain to be ignored by the staff because of ignorance of who he is.
- ✚ The tradition at many clubs is that the Captain is offered service in the bar in front of members and visitors and in friendly golf matches they should invite him to play through on the tee unless there is an official starting sheet.
- ✚ It is usual at many clubs for the Captain to have a reserved starting times in club competitions. Make sure you reserve his time and try to encourage him to play with different members rather than his friends.
- ✚ If you have a Captain/Professional challenge make sure the dates and times are agreed with both so as to avoid any slip ups.
- ✚ The Captain will usually have a reserved parking space which is for him only and not his wife, family or friends.
- ✚ You should always make the arrangements and notify other clubs if your captain wishes to play away. Normally he will be offered courtesy of the course and you would do the same for visiting captains.
- ✚ If a visiting captain is playing at your club then you should inform the Captain who may well wish to make his acquaintance.
- ✚ Sometimes societies or visiting parties will invite the Captain as their guest see that he is fully briefed if he has to speak.
- ✚ Make sure he is aware of who to thank at all club functions as nothing upsets a member than to be left out.

- ✉ Always make sure you communicate regularly with the Captain on all items affecting the club so that he is not confronted by irate members on matters he is unaware of.

The above notes are intended to help both the Secretary/Manager and the Captain so that the latter can have a most memorable and enjoyable year.