



Subject Line: Welcome to the 2019 Fall Cup Matches

Dear Fall Cup Captains:

On behalf the entire Mass Golf staff, we are excited to provide the following information for the upcoming 2019 Fall Cup season below. Included in this correspondence is the following:

- Fall Cup Landing Page
- Fall Cup Regions Summary
- Fall Cup Match Day Schedule
- Fall Cup Pamphlet – **including important changes for 2019!**
- Golf Genius/Tournament Management and Request for Club Staff Contact Information
- Captain Responsibilities
- Host Captain Responsibilities & Host Club Information Form
- Next Communication

[CLICK HERE](#) to access an online copy of this information

### **FALL CUP LANDING PAGE**

- The Fall Cup landing page can be viewed [CLICK HERE](#) and contains much of the information below. The landing page will also serve as a great resource for additional information between now and the Fall Cup Championship.

### **FALL CUP REGIONS SUMMARY**

- The Fall Cup regions have been published online and updated for your use to include emails for all Captains. To email any Captain, simply click on the name and an email message should open on your device. [CLICK HERE](#) to view the Fall Cup Regions Summary with the email links.

### **FALL CUP MATCH DAY SCHEDULE**

- [CLICK HERE](#) to view to Fall Cup Match Day Schedule.
- **New for 2019! - Please note that there will be no makeup date or rain dates for any of the match days.**

## **FALL CUP PAMPHLET - [CLICK HERE](#)**

- The pamphlet contains a detailed overview of everything from eligibility to format and conditions of competition for match days. We hope all Captains find this a useful resource both in preparation for the season and to help answer many of the most common questions that surface during the season.
- **Please note the Pamphlet includes some important changes for 2019, including how matches are scored. Scoring for Fall Cup matches will now mirror Spring Team Matches. One point for winning a hole and ½ point for tying a hole. A maximum of 18 point may be awarded in each match.**
- The Fall Cup Pamphlet has been posted on the [MassGolf.org](#) on the [Fall Cup Landing page](#). Please familiarize yourself with the policies and procedures of Fall Cup and be sure to share the link to the Pamphlet with your teammates.

## **GOLF GENIUS/TOURNAMENT MANAGEMENT**

- We will continue to use Golf Genius/Tournament Management to manage rosters and collect results for this year's matches. **On or before Wednesday, August 29<sup>th</sup>, you will receive an official "invite" by email to join Golf Genius/Tournament Management as a Captain.** The invitation will also include specific instructions on how to manage the program. For those of you who have not used the program in the past, please know that the system is relatively easy to use and Mass Golf staff is here to help if and as needed along the way.

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## **\*CURRENT ACTION ITEM FOR ALL CAPTAINS\* - REQUEST FOR CLUB STAFF CONTACT INFORMATION**

- In addition to the team Captains, members of your Club's staff can also receive an "invite" to join Golf Genius/Tournament Management to assist in Fall Cup management. This will allow them to update rosters, print pairing sheets, scorecards and cart signs. Most Captains have found that having at least one person from your professional golf shop staff with access to Fall Cup in Golf Genius/Tournament Management is very helpful. Please note that Club staff will access the Fall Cup in Golf Genius/Tournament Management using different credentials than they do for their Club account.

- Please provide the information below for your Club staff contact at your earliest convenience. Please enter the information in the blank boxes below and simply reply to this message or copy and paste to Mark Gagne at [mgagne@massgolf.org](mailto:mgagne@massgolf.org)

| Team Name | Staff Contact First Name | Staff Contact Last Name | Staff Contact Title | Staff Contact Email Address |
|-----------|--------------------------|-------------------------|---------------------|-----------------------------|
|           |                          |                         |                     |                             |

**\*CURRENT ACTION ITEM FOR ALL HOST CAPTAINS\* - REQUEST FOR HOST CLUB INFORMATION FORM**

- Host Captains are required to coordinate the match day arrangements for golf and lunch with their Club staff and should complete and send the “Host Club Information Form” [CLICK HERE FOR FORM](#) to fellow regional Captains and Mass Golf at [mgagne@massgolf.org](mailto:mgagne@massgolf.org) . Please complete the form at your earliest convenience and at least 1 week prior to the match day.

**CAPTAIN’S RESPONSIBILITIES**

We ask that all Captains use the Golf Genius/Tournament Management program to set each week’s team roster. Mass Golf will be responsible for making sure that your Club’s GHIN roster is properly set up in Golf Genius/Tournament Management, but here is a summary of your weekly responsibilities as team Captain:

**1. Set Your Roster**

- Captains are encouraged to use Golf Genius/Tournament Management to set and enter each match day’s team roster. Captains should complete their team roster no later than 48 hours prior to match day and are required to notify the other regional Captains when their match day roster is set. If you are unable to set your roster in Golf Genius/Tournament Management, please submit your roster by email to the other regional Captains and Mass Golf no later than 5 days before the match. Please contact Mark Gagne of Mass Golf at 774-430-9107 or [mgagne@massgolf.org](mailto:mgagne@massgolf.org) for assistance. Rosters may be different for each week, but all regional Captains must be notified promptly of any changes.

**2. Roster Changes**

- Notification of any roster changes must be emailed to the other regional Captains no later than 9pm the night before a match day. Any changes made after this time will require the Captain and player(s) who are part of any roster changes to check in at the host Club site at least 30 minutes before the start of the match day. It is the responsibility of the Captain making any roster changes to ensure that the scorecards are correct and teams are paired in the proper order (by low to high handicap index).

## **HOST CAPTAIN RESPONSIBILITIES**

Here is a general summary of additional key responsibilities for host Captains:

### **1. Print Scorecards & Pairings Sheets (just prior to match day)**

- The Golf Genius/Tournament Management program will be used by host Captains or their Club staff to print pairings sheets, scorecards and cart signs for all match days. It is very easy to print these materials, and we will send detailed instructions to all Captains. Please note the scorecards will only be as accurate as the information contained in Golf Genius/Tournament Management. For this reason, any roster or other changes must be entered into Golf Genius/Tournament Management before scorecards are printed.

### **2. Report Scores (no later than 3:00 p.m. on match day)**

- Host Captains will be responsible for entering all regional match day scoring using Golf Genius/Tournament Management by 3pm of the match day. Host Club staff may provide assistance if needed. Results entered will be immediately visible for all to view via the Golf Genius/Tournament Management portal. If not using Golf Genius/Tournament Management, the host team Captain should e-mail the results to Mark Gagne at [mgagne@massgolf.org](mailto:mgagne@massgolf.org) before 3pm of the match day. In addition, please leave a copy of the results sheet with the host Club golf shop in case for any inquiries they may receive. There is no longer any need to snail mail the results sheet to Mass Golf.

## **NEXT COMMUNICATION**

The next communication that you will receive will be on or before Wednesday, August 28<sup>th</sup> and **will include instructions on how to login and use Golf Genius/Tournament Management**, as well as a "Captain's Match Day Checklist". In the meantime, feel free to contact me with any questions you might have – we are here to help!

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On behalf of Mass Golf, thank you so much for all you do as Captains. Fall Cup Matches would not be possible without your commitment and support!

Best Regards,

Mark



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