

This comprehensive guide will help you work with all the Team Captains in your series. The efficiency and good judgment of a Series Captain ensures well-run team matches. Refer to the *Tournament Schedule Book (TSB)* for specific details and ...THANK YOU for volunteering.

1. **CONTACT EACH TEAM CAPTAIN.** In the spring after your Series Captain Meeting, contact each Team Captain to introduce yourself and, to those who are hosting a round of matches, confirm the match arrangements. Contact information can be found at the top of the *Final team Entry Forms (FTEF)*. Emphasize the following:
 - a. **Confirm the date** for matches at her club. Exchange cell phone numbers.
 - b. **Request** that she send you a **\$75 check** (\$3 per player x 5 players x 5 matches) to cover the gratuities for her team. Explain that the WMGA contributes \$325, raising the total pool for gratuities to \$775 (\$75 per team x 6 teams = \$450) for all club personnel in the five scheduled matches.
 - c. **Complete Team Match Club Information Form** found on the website and **return to you ASAP.**
 - Check with Caddie Master regarding caddies/carts and establish fees.
 - Secure Course Superintendent's contact number in the event inclement weather makes the course unplayable on match day.
 - Inform you of any unique conditions on the course: temporary green, hole under construction, etc., which may alter play.
 - Inform you of any local rules, specific dress code and club's cell phone policy
 - d. Remind Team Captains to work with their Met Rep to notify the Club Manager of the number of players expected for lunch and to establish a reasonable price for breakfast/lunch, not to exceed \$30-\$35 including tax.
 - e. Ask Team Captains to go to WMGA website to download **Schedule of Matches, Grid Score Sheets** and **Club Account Number Forms.**

2. **Prior to the Matches** - Review the Interclub Team Match segment in the **TSB**, which includes all the rules regarding team matches. Bring the **TSB** and the **USGA Rules of Golf** book to all matches.
 - a. **Weather Concerns** -- Check the weather forecast and **anticipate** problems. If there is concern, make sure you and host club Team Captain have the Course Superintendent's contact # to find out if the course will be playable that morning. It is the Team Captain's responsibility to inform you of the match status so communication can be made with the other teams before they leave home. The goal is to play whenever possible. Therefore, communicate to the Superintendent that our schedule is a short 2.5 week period and the best option would be to play. If the course is playable and enough caddies/carts are available, the match should be played.
 - b. **Cancelled Match Procedure** -- The Team Captain should call the Series Captain as early as possible so the teams can be notified. The Series Captain then informs the other captains about the cancellation and reminds the hosting Captain to leave word with the pro shop and telephone operator that the WMGA Team Matches have been cancelled. In conjunction with the Team Captain make arrangements for the match to be played on another day – preferably before the next scheduled round.
 - c. Additional information is in the **TSB** under Delay or Cancellation of Play. Remember rescheduling is very difficult, so if there is any way to play a match, please do so.

3. **Day of Each Match** - Refer to ***Procedure for Matches*** on the WMGA online folder. Arrive 45 minutes before the first tee time to check on details. Complete the following:
 - a. **Caddie/Carts** – Share the starting line ups from the posted team participants with the Caddie Master. Caddie and cart fees for the day and other pertinent information are posted on the *Notice to Players*. If there are enough caddies for all players and a player requests a cart too, WMGA rules state the player may have to incur the additional cost of the cart. Some clubs waive cart fees if the player pays the full caddie fee. If there is a shortage of caddies, we recommend the Caddie Master assign caddies in order of play. It is ultimately the Caddie Master's decision on how caddies are assigned.
 - b. **Posting Board** – Find a prominent place to post the appropriate signs & sign-up sheets.
 - **Notice to Players**
 - **Final Team Entry Forms.** It is important that all players have access to team line-ups. Players must play in the order in which they are listed on these forms. A player who plays in any position other than the one for which she is eligible will forfeit three points to the other team. If a player is not listed on the Final Team Entry Form, she is ineligible to play.
 - **Club Account Number Forms.** Each player should list their club account number on this form. After lunch it can be given to the host club's food and beverage staff for chargebacks. Remember that the information on this form is sensitive, please pass this form around rather than posting it on a board.
 - **Team Match Results Sheets.** These forms with the dates, host club, and team pairings are in your blue bag. The team listed on the left is the higher seeded team and has the honor on the first tee. The Team Captain lists her players in the correct order prior to tee off and should double check the order of players with the final rosters provided. They have the opportunity to correct the order before the team tees off to avoid forfeiting points.
 - **Permanent WMGA Signs.** Post the course instructions that are applicable for the day. Remember to check with the pro shop regarding the color of the tee markers to be played. Based on conditions, it will be either *Preferred Lies* or *Play USGA Rules*.
 - **Local Rules.** Post any other local rules that the pro may have provided.
 - c. **Gratuities** - Refer to the ***Tipping Schedule*** for more details. When the matches are over, send your completed expense form to the WMGA office.
 - Caddie master should receive a minimum of \$60. If there is an assistant, the assistant should get \$30. If the round is cancelled, give the caddie master \$25 after players arrive; if match is cancelled mid-round, give the full amount.
 - The Locker Room Attendant should receive a minimum of \$65 if breakfast is included. If she does not do breakfast, the minimum is \$55. Let her know you will be tipping her vs. the individual players. If the match is cancelled while the players are arriving, give her a tip commensurate with how much she had to attend to. If the match is cancelled mid-round, give her the full amount.
4. **Scoring on the Day of the Match:** Checking scores and keeping records is very important.
 - a. Check each team for the correct order of players as listed in the ***Final Team Entry Forms***. If there is a discrepancy, let the Team Captain know immediately. Inform her of any points that might be forfeited. If two players have the same Handicap Index, the players must play in the order as listed on the ***Final Team Entry Forms***.
 - b. Check the addition of the results carefully. There are 3 points for each match, and 15 points at stake for the two competing teams. Check for the correct total score as well as the back nine total score. The back nine score needs to total 1 point.
 - c. Check the Team Captain signatures on the *Team Match Result Sheet* indicating the points are final.
 - d. Fill in the *Grid Score Sheet* for the 6 team standings. Announce the day's results at lunch and thank the host club.
 - e. **As soon as possible** scan/e-mail (or fax) a copy of the ***Team Match Results Sheets*** to your District Captain. This should be done by 2:00 PM day of play.

- f. Let your District Captain know of any issues that may have occurred: teams that played short, players who played out of order, any holes-in-one, any problems or poor etiquette. Any penalties need to be levied prior to the next scheduled match.
5. **Procedure for Final Standings** - Final standings are based on the numerical total for each team. To break a tie between two teams:
 - a. **Tied for a position in the series:** the team winning the most points when those teams played will be placed in the higher position in the series for the following year.
 - b. **Tied when they played:** the total back nine points will determine standing for the next year.
 - c. If those two teams continue to be tied, the back-nine points of the 5th position players, then the 4th, etc. until the tie is broken.
 - d. In the case of more than two teams tying, ties are broken by Competitions Committee.
 - e. The procedure for a first position tie in Series 1 will be an 18-hole playoff on a neutral course. If the teams are tied at the end of 18 holes, a sudden death playoff will take place.
 6. **Series Prizes** – The District Captain will give you prizes for the series winners and they are awarded at lunch on the last day. There will be a prize for each team member competing in two or more matches. If you need additional prizes, contact your District Captain. Return any extras. There is one prize included for Series Captain to thank you for all your efforts.
 7. **Thank-You Letters** - A thank-you letter on WMGA stationery must be written to each host club. Sample letters are provided in your blue bag and are also on the WMGA website. Use the **Team Match Club Information Form** to get the names of the caddie master, locker room attendant, etc. The Team Captain can tell you to whom the letter should be addressed; President/Golf Chairman. Please mail as soon as possible after each match. Thank-you notes to on-site staff can accompany their gratuity.
 8. **After the Conclusion of the Matches:**
 - a. Return Series Captain Bag, including all material to the District Captain within 2 weeks.
 - b. Submit completed expense forms to the WMGA Office and copy the District Captain. If you have money left over and are owed money, you may take this money in payment. Itemize this on the expense report. If there is money owed back, write a check to the WMGA for that amount. A reimbursement check will be mailed after receipt of the expense report.
 - c. Submit a check payable to the WMGA for any monies from the sale of Direction Books.
 - d. Pass on any names of players that you think would be good volunteers for the WMGA.

The Chairman of Interclub Team Matches, the District Captains, and the entire WMGA Board thank you for assuming the responsibilities of a Series Captain. The fun and excitement, the camaraderie, and the matches are all possible due to your efforts.