

OVERVIEW OF SERIES CAPTAIN RESPONSIBILITIES

PRE-SEASON PREPARATION:

1. **FAMILIARIZE YOURSELF** with the information provided so you understand your responsibilities.
2. **CONTACT EACH TEAM CAPTAIN** to introduce yourself and include the following information and actions required of them:
 - a. **Complete the *Team Match Club Information* form** found on the WMGA website and have it returned to you **by April 1st**.
 - b. **Work** with the club's Met Rep to arrange the lunch with the Club Manager at a price not to exceed \$35 including tax and tip.
 - c. **Remind** them that the WMGA website is where they can view and download the ***Team Match Schedules, Blank Grid Score Sheet*** or anything else that is needed.

TEAM MATCH SEASON:

1. **PRIOR TO EACH MATCH -**
 - a. **Send** an email to team captains at least **2 days before the match** confirming tee times, club address, club specific information (i.e. caddie, carts fees etc.) and reminder to be onsite 45 minutes before tee time.
 - b. **Be prepared** to contact the team captain on last minute situations such course cancellation due to weather or team notifications of playing short.
2. **DAY OF EACH MATCH -**
 - a. **Arrive 45 minutes prior** to first tee time and be sure to bring the ***Final Team Entry Forms (FTEF)*** also known as the **blue book, Interclub Team Matches section from the *Tournament Schedule Book (TSB), 2023 USGA Rules of Golf*** along with the appropriate score sheets to the match.
 - b. **Check in with Club Staff** - Introduce yourself to the Head Pro, Caddie Manager and Ladies Locker Room Attendant. Let the attendant know you will be tipping her versus the individual players.
 - c. **Post all Signs** - Post all of the signs and signup sheets that are applicable for the day in a prominent location.
 - d. **Score Sheets** - collect and verify the ***Team Match Results Sheets***, insure team captain signatures then scan and email results to District Captain and Interclub Chair by 2:00 pm.
 - e. **Gratuities** - Refer to the ***Tipping Guideline*** and disburse the tips to the appropriate personnel and fill out expense report after each match.
 - f. **Thank You Letters** - Remember to write a thank you letter to the appropriate person(s) within 2-3 days of the match.

DAY OF LAST MATCH/END OF SEASON:

1. **FINAL STANDINGS** - Confirm all scoring and determine final standings.
2. **SERIES PRIZES** - Announce the winning team and present prizes to the winning team during the lunch of the last match.
3. **EXPENSES** - Complete and submit the expense form to the WMGA with appropriate monies or check.
4. **SERIES BAG/Accordian folder** - Return the Series Captain Bag and/or the accordion folder to your District Captain within 2 weeks. If you plan to return as Series Captain next season (we hope you do!) you might be asked to hang onto the bag/folder.

Last but not least...**THANK YOU!**