

# OVERVIEW OF SERIES CAPTAIN RESPONSIBILITIES

## PRE-SEASON PREPARATION:

1. **FAMILIARIZE YOURSELF** with the information provided so you are comfortable with it.
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 1<sup>st</sup>**.
  - b. **Work** with the club's Met Rep to arrange the breakfast and lunch with the Club Manager and establish a reasonable price, suggested price not to exceed \$35.
  - c. **Request a \$75 check** for tips to be mailed along with the completed Team Match Club Information Form **by April 1<sup>st</sup>**.
  - d. **Remind** them that the WMGA website is where they can view and download the ***Schedule of Matches, Grid Score Sheets*** or anything else that is needed.

## TEAM MATCH SEASON:

1. **PRIOR TO EACH MATCH -**
  - a. **Send** an email to team captains **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, *Tournament Schedule Book (TSB), 2019 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 Master 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*** found in your binder 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 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 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** - Return the Series Captain Bag and all materials to your District Captain within 2 weeks.

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