

TEMPLATE – TEAM MATCH SCHEDULE

Send Pre-Season – Winter

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Ladies

For those I did not talk live to, let me introduce myself, I'm <name> and will be this year's WMGA Series ,<n> Captain. Welcome to the 2019 WMGA Team Matches to both the new and returning teams. I am very excited for the Team Matches to start as I anxiously await spring to officially come!

While you may be familiar with the pre-season procedures, I want to highlight a few items of importance and request receipt of each team's WMGA Team Match Club Information document and \$75 for gratuities.

1. Dates and Schedule - besides the 5 Team Match dates, below are the additional date for interdistrict challenge match so that you can inform your teams of these potential dates. You can also access this schedule at www.wmga.com under TEAM MATCHES.

2019 Team Match Dates

Thursday, April 25

Tuesday, April 30

Thursday, May 2

Tuesday, May 7

Thursday, May 9

Interdistrict Play-Off

Thursday, May 16

2. Start Times - All matches will begin at 8:30 am, 9:05 am and 9:40 am. Please reiterate to your team to be at the course 45-60 minutes earlier as all individuals must be ready by their tee time. I will coordinate with the Hosting Team Captain prior to the match to review the preparations for your club hosting that day.

3. Team Captain Responsibilities - Ensure that you have reviewed and are familiar with the responsibilities laid out by the WMGA. You can also access this information at www.wmga.com under TEAM MATCHES and then Team Captain Responsibilities. As stated earlier, please complete the WMGA Team Match Club Information document, which I have attached for your convenience, and return with your team's \$75 gratuity check to my attention at <address>. Ideally, I would like to receive them by April 1st or you can deliver them in person at the April WMGA Met Rep meeting if you are attending.

4. Team Captains - Below are the six team captains in this series

<add captains name, email and club>

I look forward to meeting you all very shortly and to a successful 2019 Team Match season. Please do not hesitate to call or email me with any questions and concerns. The best number to reach me is my cell at <(nnn) nnn-nnnn> - you can call or text me.