

DETAILED SERIES CAPTAIN RESPONSIBILITIES

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.

PRE-SEASON PREPARATION:

1. **FAMILIARIZE YOURSELF** with all the information provided so that you understand your role and responsibilities.
2. **CONTACT EACH TEAM CAPTAIN** to introduce yourself. The contact information for each Team Captain can be found on each of the *Final Team Entry Forms (FTEF)*. State the following is 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 notify the Club Manager of the number of players expected for lunch at the price not to exceed \$35 including tax and tip. Breakfast is optional and should be considered if included in the suggested pricing.
 - c. **Pay** gratuities that are covered by the WMGA. The WMGA contributes \$750, (\$125 per team x 6 teams = \$750) for all club personnel in the five scheduled matches.
 - d. **Remind** them that the WMGA website is where they can view and download *Team Match Schedules, Blank Grid Score Sheet* and anything else that is needed.

TEAM MATCH SEASON:

1. **PRIOR TO EACH MATCH** - Review the Interclub Team Match segment in the *TSB*, which includes all the rules regarding team matches.
 - 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. **Communicate** any last minute situations such as teams playing short or cancellations. 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.
 - i. **Weather Concerns** -- Check the weather forecast and **anticipate** problems. If there is concern, make sure you and hosting Team Captain have the Course Superintendent's contact number to find out if the course will be playable that morning. It is the hosting 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.
 - ii. **Cancelled Match Procedure** -- The hosting 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 Team Captain to leave word with the pro shop that the WMGA Team Matches have been cancelled. In conjunction with the hosting Team Captain, make arrangements for the match to be played on another day – preferably before the next scheduled round.

2. DAY OF EACH MATCH –

- a. **Arrive 45 minutes prior** to the first tee time to check on details. Remember to bring the **Final Team Entry Forms (FTEF)** also known as the **blue book**, **Interclub Team Matches section in the Tournament Schedule Book (TSB)**, and the **2023 USGA Rules of Golf** along with the appropriate scoring 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.
 - i. **Head Pro** – Check on any unique conditions on the course; temporary green, aeration, hole under construction and any local rules which may alter play.
 - ii. **Caddie/Carts** – Share the starting line ups from the posted team participants with the Caddie Manager. 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, it's recommended the Caddie Manager assign caddies in order of play. It is ultimately the Caddie Manager's decision on how caddies are assigned.
- c. **Post All Signs** – Find a prominent place to post the appropriate signs and sign up sheets.
 - i. **WMGA Hard Card** – Standard WMGA Local Rules.
 - ii. **Notice to Players** – Identify tee markers used, temporary greens, caddie fees and additional information. Remember to check with the pro shop regarding the color of the tee markers to be played.
 - iii. **Final Team Entry Forms (FTEF)** - 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.
 - iv. **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.
 - v. **Team Match Results Sheets** - These forms with the dates, host club, and team pairings are in your blue bag binder. 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 **FTEF** provided. They have the opportunity to correct the order before the team tees off to avoid forfeiting points.
 - vi. **WMGA Signs** - Post the appropriate course situation sign(s) that are applicable for the day.
 - vii. **Local Rules** - Post any other local rules that the pro may have provided.
 - viii. **WMGA Tournament Calendar**
- d. **Score Sheets** - Checking scores and keeping records is very important.
 - i. **Check for the correct order of players** for each team 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***.

- ii. **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.
 - iii. **Check for Team Captain signatures** on the ***Team Match Result Sheet*** indicating the team roster, scoring and points are final.
 - iv. **Fill in the *Grid Score Sheet*** for the 6 team standings. Announce the day's results at lunch and thank the host club.
 - v. **Scan/e-mail** a copy of the ***Team Match Results Sheets*** to your District Captain and Team Match Chair **as soon as possible**. This should be done by 2:00 pm day of play. Please send the result to the appropriate District Captain **LI: dcli@wmga.com, NJ: dcnj@wmga.com, WCT: dcwct@wmga.com, and Team Matches Chair: teammatchchair@wmga.com.**
 - vi. **Inform your District Captain 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 and any penalties that need to be levied prior to the next scheduled match.
- e. **Gratuities-** Refer to the ***Tipping Guideline*** in binder and disburse the tips to the appropriate personnel. Remember to note the tips paid out in the expense report after each match.
- i. **Caddie Manager** should receive the \$90 and be informed that this is for his team which could include the starter or assistants.
 - ii. **Ladies Locker Room Attendant** should receive \$60.
- f. **Thank You Letters** - A thank-you letter on WMGA stationery must be written to each host club.
- i. **Sample letters are provided** in your blue bag binder Templates section and are also on the WMGA website.
 - ii. Use the ***Team Match Club Information Form*** to get the names of the Caddie Manager, locker room attendant, etc.
 - iii. The Team Captain can tell you to whom the letter should be addressed to, such as the President or Golf Chairman.
 - iv. **Please mail as soon as possible** after each match.
 - v. Thank-you notes to on-site staff can accompany their gratuity.

DAY OF LAST MATCH / END OF SEASON:

1. **FINAL STANDINGS** - The 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 going into the following year.
 - b. If those two teams continue to be tied, the points of the 5th position players, then the 4th, etc. until the tie is broken.
 - c. In the case of **more than two teams tying**, ties are broken by the Team Match Committee.
2. **SERIES PRIZES** - Awarded at lunch on the last day of matches, encourage the teams to stay for lunch.

- a. The District Captain will give you prizes for the **series winners**. There will be a prize for **each team member competing in two or more matches**. If you need additional prizes, contact your District Captain and return any extras. There is one prize included for Series Captain to thank you for all your efforts.
3. **EXPENSES** – Finalize the expenses that you have been tracking through the matches.
- a. Submit completed expense forms to the WMGA Office and copy the District Captain. Any remaining money needs to be returned to the WMGA either by dropping off the cash at the WMGA office or mailing in a check. Based on the situation of excess money or monies owed please do the following:
 - i. If you have money left over, please send the remaining money to the WMGA.
 - ii. If you have money left over *and you are owed money*, reimburse yourself first for the amount owed to you and send the remaining money to the WMGA.
 - iii. If you are owed money, itemize this on the expense report and mail it to the WMGA office. A reimbursement check will be mailed to you after receipt of the expense report.
4. **SERIES BAG/Accordian Folder** - - Return the Series and/or folder to the District Captain within 2 weeks. If you are planning to stay on as Series Captain next season you might arrange to keep the bag/folder.

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