TEMPLATE – TEAM MATCH SCHEDULE
Send Pre-Season – Winter
Fill in info inside < >

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 2026 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.

1. Dates and Schedule - below are the dates for the Team Matches and the Interdistrict Playoff so that you can inform your teams of these dates. You can also access this schedule at www.wmga.com under TEAM MATCHES.

2026 Team Match Dates
Tuesday, April 21
Thursday, April 23
Tuesday, April 28
Thursday, April 30
Tuesday, May 5

Interdistrict Playoff
May 13th at Alpine Country Club (NJ)

2. Start Times - All matches will begin at 8:30 am, 9:05 am and 9:40, unless otherwise noted. 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 to my attention at <address>. I would like to receive them by April 1st.

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 2026 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.

signed by series captain

TEMPLATE – TEAM MATCH INFORMATION
Send 2 days before match
Non-Caddie Golf Course
Fill in info inside < >

Ladies
Thought this information would be helpful before each match.

<First> Match is on <Tuesday April 21> at <golf club> located at <address> with the matches as follows:

8:30 am <team 1> vs <team 2>
9:05 am <team 3> vs <team 4>
9:40 am <team 5> vs <team 6>

Note: <team 1, team 3, team 5> have honors on the first tee.

Proceed to the Pro Shop where sign-up sheets and ladies locker room are located. There are some lockers available in the ladies locker room.

Captains please list your five players in the correct order on the "Team Match Results" form and have each player sign in on the "WMGA Team Matches" form indicating their Club Account Number.

There <are/are not> caddies at <golf club>, each player will be charged <$nn> for caddies, <$nn> for cart fee and <$nn> for food.

<Golf club> <does/does not> have a driving range, practice greens, and/or hitting cages. At this time, all holes and greens <are/are not> open.

Please ensure that your team is there with plenty of time to warm up before their allotted tee time. Any local rules will be explained by the starter and check the board by the first tee for any posted materials including the 2026 WMGA Interclub Team Matches - Notice to Players.

After the match, the lunches will be served at <location> and all players will have a lunch provided for them. I will have the Team Match Results forms with me for the captains to complete for the three matches along with the grid score sheet for current team standings.

Below is the list of the team Captains, please contact me and the appropriate Captain, as soon as possible, if your team is playing short.

<attach list of captains w/names, email and club>

Captains, please remember to sign your Team's Match Results before you leave. Also remind your team to post their scores into the handicap system.

Thanks and looking forward to seeing you on all <Tuesday/Thursday>.

TEMPLATE – TEAM MATCH INFORMATION
Send 2 days before match
Caddie Golf Course
Fill in info inside < >

Ladies
Thought this information would be helpful before each match.

<Fourth> Match is on <date > at <golf club> located at <address> with the matches as follows:

8:30 am <team 1> vs <team 2>
9:05 am <team 3> vs <team 4>
9:40 am <team 5> vs <team 6>

Note: <team 1, team 3, team 5> have honors on the first tee.

Proceed to the Ladies Locker Room lockers have been made available.

The sign-up sheets will be outside the Pro Shop on the board. Captains please list your five players in the correct order on the "Team Match Results" form and have each player sign in on the "WMGA Team Matches" form indicating their Club Account Number. Each player will be charged, via their Club Account Number <$nn> for food.

There are caddies at <golf club> and the fee is <$nn>, which includes the tip. Each player is to pay them directly at the end of their round. It is preferred to use the caddies, but if you must take a cart, the <$nn> cart fee will be waived and you have to pay the caddie fee to the fore caddie.

<Golf club> has a range and practice putting greens and all holes and greens are open. Please ensure that your team is there with plenty of time to warm up before their allotted tee time. Any local rules will be explained by the starter and check the board by the pro shop for any posted materials including the 2026 WMGA Interclub Team Matches - Notice to Players.

After the match, the lunches will be served at <location> and all players will have a lunch provided for them. I will have the Team Match Results forms with me for the captains to complete for the three matches along with the grid score sheet for current team standings.

Below is the list of the Team Captains, please contact me and the appropriate Captain, as soon as possible the night before, if your team is playing short.

<attach list of captains w/names, email and club>

Captains, please remember to sign your Team's Match Results before you leave. Also remind your team to post their scores into the handicap system.

Thanks and looking forward to seeing you on all <Tuesday/Thursday>.