DETAILED TEAM CAPTAIN RESPONSIBILITIES

This comprehensive guide will help you work with your team and Series Captain. Refer to the ***Tournament Schedule Book (TSB)*** for specific details and …THANK YOU for volunteering.

PRE-SEASON PREPARATION:

1. Your Series Captain will be reaching out and introducing themselves to you most likely by email. They will be requesting the following:
    a. **Complete the *Team Match Club Information* form** found on the WMGA website and have it returned to your Series Captain **by April 1st.** Be sure to provide all requested information, including the Course Superintendent's contact number in case of inclement weather, your club's Cell Phone Policy, dress code and any other special concerns. Reconfirm the first starting time with your Golf Pro, check with your Caddie Manager regarding availability of caddies/carts and in establishing appropriate fees. Please note any pertinent local rules as well as who the thank you letter should be sent to.
    b. **Gratuities** are covered by the WMGA's contribution of $750 for all club personnel in the five scheduled matches. It is not necessary to collect any additional money for gratuities.
    c. **Familiarize** yourself with the **2023 USGA Rules of Golf** and the **Tournament Schedule Book (TSB).** Make certain your team members are familiar with the USGA Rule 3.2 - Match Play and all of the rules pertaining to Team Matches in the Interclub Team Matches section in the TSB.
    d. **Provide** team members with the **Schedule of Matches** and any other pertinent information. Remember that the WMGA website is where you can view and download ***Team Match Schedules, Blank Grid Score Sheets*** 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 your team members **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 to your Series Captain. 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. **Playing Short** - If you cannot field a complete five person team, contact your opponent team captain and Series Captain informing them that your team will be playing short with either two, three or four players.
            (a) **Notification of Playing Short – Rule #14b:** "As a courtesy only, in the event that a team (A) knows prior to the day of the match that they will be unable to field a full team, they may concede the missing player's(s') match(es) by 8 PM the evening prior by contacting the Team Captain of the opposing team (B) with a telephone call or text and a follow-up email copying both the Series Captain and District Captain. A telephone call alone will not suffice as all parties need to be notified in writing (via email), since once a match is conceded, the concession cannot be rescinded. "

            (b) **Penalty for Playing Short – Rule #15**: "A team unable to field any players or only one player for a match will be disqualified from competing during the remainder of the current season and will be placed at the bottom of the last series behind any waiting team from the previous year. The team will forfeit all previously won points and each opposing team in the series will receive fifteen points."

ii. **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. If your course is unplayable on the morning of the match, call your Series Captain immediately and assist in the re-scheduling. However, if your course is playable and caddies are available (but no carts allowed), the matches are to be played. If a player is unable to walk, she will forfeit her 3 points to her opponent, but all other players do not have to move up (stay in the position you were meant to play in for that day).

iii. **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.

1. **DAY OF EACH MATCH –**

   a. **Arrive in plenty of time before your team's first match to take care of any team details.**

   b. **Post team lineup -** carefully list your team in the exact order they are listed on the **Final Team Entry Form** which will be posted. Ensure the players are in the correct order prior to teeing off. You have the opportunity to correct the order before your team tees off to avoid forfeiting points. The penalty for playing out of order is severe! Also each player should list their club account number on the ***Club Account Number Form***. Remember that the information of this form is sensitive, please pass this form around rather than posting it on a board.

   c. **Caddies and Carts -** No one player can bring a caddie or forecaddie unless specifically asked by a host club to do so. The Caddie Manager will assign that caddie. At most clubs a player may use a golf cart; however, if caddies are available, a caddie must also be taken. The player shall be responsible for both cart and caddie expenses. Many clubs waive the cost of the cart if player pays full caddie fee. If a player cannot walk or chooses not to walk when caddies are available and required and carts are not allowed, she must concede her match and forfeit her points.

   d. **Score Sheets -** At the conclusion of the match, indicate on the ***Team Match Results Sheet*** the total points for your team and sign at the bottom. There are 3 points for each match, and 15 points at stake for the two competing teams. Check for the correct total score. Please ask your players to note on the results sheet the actual time their match concludes. Keep a record of the ongoing totals for your Series with the ***Grid Score Sheet*** provided by your Series Captain**.**

   e. **Remind your team to post scores –** all scores from WMGA tournaments including Team Matches must be posted into GHIN. Information on how to post scores for holes not completed or played is available on the WMGA website.

   f. **Pictures** – send any team or action shots from the WMGA Team Matches to the WMGA for posting. Please include the team name, name of players left to right, course played and date. If on Instagram use #wmgateammatches when posting your pictures. Facebook: Like Us, Women's Metropolitan Golf Association and submit your photos by posting them to our page.

Your photo will be approved by the office before appearing on the Women's Metropolitan Golf Association timeline. Twitter: Follow Us, @WomensMetGolf then #wmgateammatches when tweeting. Instagram: Use #wmgateammatches when posting your photo. You can also Like Us on Facebook. Photos can be submitted to photos@wmga.com, please include the following information:

i. Team Name
ii. Name of players from left to right
iii. Course played
iv. Date of Match

g. **Hole In One –** please send a note to office@wmga.com with the following information on the newest member of the WMHA Hole-In-ONE Club:
   i. Player
   ii. Home Club
   iii. Course played at
   iv. Date
   v. Hole Number
   vi. Yardage
   vii. Club Used

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