

# TEAM CAPTAIN

- Attend GSWPGA meeting in February for team captains.
  - Obtain match schedule and rules
- Prepare sign-up sheet for each match and post at Maplewood at least two weeks prior. You can post sign-up sheets for all matches at the beginning of the season, if you wish.
  - There is a spot designated for TEAM on the bulletin board.
- Notify the 6 players who will play in each upcoming match, making sure they know the date, place, and time of the match. Confirm team uniform.
  - If six players have not signed up, it is your responsibility to call likely participants and ask them to play.
  - It is MANDATORY to field a complete team of 6 players for each match.
- As a courtesy, contact any member who signed up to play but was not needed. Inform the person that she is not needed to play that match, but encourage future interest.
- Two business days prior to each match, all captains must inform the City Captain of their team line-up for that match, including players' names and handicap indices.
- Go to the matches or send a representative.
  - Prepare the score sheets (provided by City Captain) with names and handicaps of our team's players.
  - The lowest 2 handicaps play in Bracket 1, next 2 lowest play Bracket 2, and the highest 2 play Bracket 3.
  - Remind our players to keep pace and ask them to note their times of tee-off and completion.
- After completion of the 3 matches:
  - Record the points (both net and scratch) for each bracket after play.
  - Sign both copies and obtain the signature of the opposing team's captain.
  - Keep one copy of each score sheet and give one copy to the CITY Captain.
- At the Holiday luncheon, introduce each team member and give a quick report to the membership about the team's season. If there is a reimbursement to team members to defray some expenses, distribute it at the luncheon.
- Attend all meetings of the Maplewood Women's Club Board