

WOMEN'S NEW JERSEY GOLF ASSOCIATION

TEAM CAPTAIN'S DUTY SHEET

Team matches between the Women's New Jersey Golf Association (WNJGA) and the Women's Westchester Fairfield County Golf Association (WWFCGA) are held annually, usually in late September or early October. **Each team consists of 11 players, playing individual matches. Play is in twosomes and each match is contested without handicaps.** Each hole is worth one point (1 point for a win, 0 for a loss and ½ a point for a tie) for a total of 198 points. It is customary that the Presidents of each organization, or another member of the Board, play a friendly match following the 11 individual matches with the President a total of 12 tee times needed.

Westchester hosts the match in the even years. This coincides with the WNJGA's captain's first year. The Team Captain's responsibilities for these years are:

1. Selecting the team: **About 6 weeks before the match reaches out to the lowest handicap indexed members for their availability.** It is recommended that the member has participated in at least 2 WNJGA events in the current year
2. If you haven't heard from the Westchester captain, you should reach out to confirm the . ***Line up one or two alternates to hold the date open in case there are any last-minute cancellations. The order of play is up to the captain, with the exception of the first match, which is traditionally the current year's Champion, who plays the WWFCGA's champion.*** Match and obtain any information she may have.
3. After assembling the team, send an e-mail thanking them for agreeing to play and for the alternates leaving their calendar open. This would also be a good time to give them any specifics you have about the day, including the team uniform.
4. A week or two before the match, e-mail the team members and alternates to reconfirm their availability. Details should be reiterated including, cart/caddie fees, start time, team uniform, etc.
5. **Secure favors** for all WNJGA team members. Consult with the Treasurer to determine the allowable amount.
6. Be prepared to say a few words at lunch, thanking the WWFCGA's captain and host club. If possible give WWFCGA the date and course for the following year.
7. Send a thank you note or e-mail to the Westchester Team Captain.

The WNJGA hosts the match in odd years. In addition to 1, 3, 4, and 5 above:

PRIOR TO THE MATCH

1. Contact the hostess 6 weeks prior to the match to work out the details for the day. This includes:
 - a. Start time
 - b. Cart/caddie fees
 - c. Breakfast/lunch details. The hostess should work with club to come up with continental breakfast and lunch. **The WNJGA pays for all meals for the day. Consult with the treasurer for the budget.**

- d. Ask the hostess to provide **names of key staff members and Board members** at host club. Also, ask who the thank you letter should be addressed to.
 - e. Ask the hostess **who should be tipped (caddie master, locker room attendant, etc.)**. Consult with Treasurer for the budget.
 - f. Inquire about the dress code and local rules.
2. After the Hostess confirms everything, contact WWFCGA's captain to confirm the match and provide her with any details you have obtained.
 3. **Make at least 3 scoresheets** to bring to the Match. One for each captain and one to be displayed for scoring as matches are completed.

Day of Match

For away Matches, only 1, 2, 5 and 6 apply.

1. If WNJGA is the reigning champion, **bring the Trophy**.
2. Post the line-up. It is a good idea to do this after the whole team is on-site.
3. Take care of tipping the staff. Use WNJGA note cards to write a brief thank you with the tip.
4. Obtain a bill for breakfast/lunch to forward to the Treasurer for payment to Host Club.
5. After the scoring is complete, *you will need to say a few words. First, thank the Host Club for their hospitality and then award the trophy to the winning team.*
6. **Get a team picture.** E-mail the VP of Tournaments and the Website Chair the picture and a results blast to go the membership and be posted on the website.
7. Update the yearly results sheet.
8. Ask the secretary to write a thank you letter to the host club. She should forward to you for your records. Provide her with names and any pertinent information about the day.

After the Match

1. If necessary, update the Captain's Duty Sheet and file. Give one copy to the President and Secretary.
2. Write a report to read at the Annual Meeting. A copy should be given to the Secretary.
3. If **WNJGA won the Match, give the trophy to the Prize Chair for engraving.**