



CHICAGO WOMEN'S DISTRICT GOLF ASSOCIATION

FOUR-BALL MATCH PLAY TEAM CAPTAIN'S RESPONSIBILITIES

Team Captains are responsible for assisting the CWDGA Sectional Team Chairs in securing play dates at their home courses and for coordinating preparations for Four-Ball Match Play when hosting a team match event.

General Duties, Prior Year

- Be familiar with the Instructions Governing Four-Ball Match Play found in the *CWDGA Handbook for Members* and on the website at www.cwdga.org, including Handicap Index minimums. Pay particular attention to the rules regarding use of substitutes and the number of times players must play in order to qualify for prizes.
- Following the final Handicap Index revision date, determine team members and substitutes for the following year and submit these to the CWDGA Team Match Chair by the designated date (announced at the Fall Annual Meeting).
- Upon notification by the Team Match Chair on how many teams you will have for the following year, you should:
 - Remind team members and substitutes that they must post winter scores.
 - Notify team members and the Golf Chair of the following year's Four-Ball Match Play dates so that calendars can be set accordingly.
- CWDGA suggests that whenever possible Team Captains have, and use, email. This facilitates communication between the Team Match Chair, Sectional Team and Handicap Chairs, and the teams.

Spring Duties

- Confirm your team members and substitutes. If changes have occurred, notify the CWDGA Team Match Chair by the designated date.
- Confirm that all team members and substitutes know the schedule for Four-Ball Match Play in your section.
- Monitor team players, including substitutes, to be sure that at a minimum the **last** twenty of their scores (either played over the winter or from the previous active season) are entered into the CDGA handicap system before the last handicap change before the first team match.
- Attend CWDGA Spring Meeting or send a representative.
- Make sure that your club has paid its annual CWDGA membership dues and other fees for your team to participate.
- **Attend the Team Captain's Meeting for your section or send a representative.** If hosting team play, bring copies of directions to your club.
- Distribute all handouts intended for team members (bag tags, *CWDGA Handbook for Members*, etc.)
- If it is your team's turn to host Four-Ball Match Play, assist the CWDGA Sectional Team Chair in scheduling your club for a Four-Ball Match Play event the following year. Approximately every other year your club will be asked to host a CWDGA event.

Responsibilities for Those Hosting Four-Ball Match Play in the Current Year

- If asked to do so, work with the Sectional Team Chair to arrange meals, volunteers and other details at your club.
- You will receive a copy of a letter from the Sectional Team Chair about one month in advance that will be helpful to the host club.

Before Each Four-Ball Match Play Event

- Notify the Sectional Handicap Chair of any substitutes, providing name, Handicap Index, and club number by the time designated by the Sectional Handicap Chair.
- Remember there will be a \$5.00 fee for each substitute.
- Be sure that all substitutes have received a copy of the *CWDGA Handbook for Members*.
- Complete a day of play roster and collect fees for the substitutes.

Day of Play

- Submit a day of play roster and substitute fees at least one-half hour before matches begin. [Some sections require that these fees be attached to the day of play roster. Abide by the rules in your section.]

Following Each Four-Ball Match Play Event

- Return completed scorecard to the scorer's table **before** going to the locker room or parking lot.
- All scorecards must have both the **team** and **individual adjusted** scores. Individual adjusted scores will be posted by the Sectional Handicap Chair. (*Individual scores will not be posted as "T" scores.*)
- CWDGA encourages team captains to write thank-you notes to the host club.

Attend the CWDGA Fall Annual Meeting or send a substitute.

- If possible, have next year's Team Captain attend the Fall Annual Meeting in order to get acclimated to the CWDGA. Prizes will be distributed to divisional winners in each section.