



CHICAGO WOMEN'S DISTRICT GOLF ASSOCIATION

FOUR-BALL MATCH PLAY 2026 TEAM CAPTAINS' RESPONSIBILITIES

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

General Duties, Following CWDGA Fall Meeting

- Read the "Instructions Governing Four-Ball Match Play" found in the *CWDGA Handbook for Members* and on our website: www.cwdga.org.
- Determine team members and substitutes for the following year and register the team(s) through our website by the designated deadline announced at the Fall Annual Meeting.
- A Team Captain may request approval from the Team Match Chair for a permanent player who meets all eligibility requirements other than the Handicap Index of 28.0. If approved by the Team Match Chair, this player must play to a maximum 28.0 Handicap Index for the match events.
- Upon notification by the Team Match Chair on how many teams you will have the following year, you should:
 - Remind team members and substitutes that they must post away and winter scores.
 - Notify team members and the Host Club Golf Chairs of the following year's Four-Ball Match Play dates so that calendars can be set accordingly. The schedule is available on the website.
- CWDGA recommends Team Captains use email for communicating among the Team Match Chair, Sectional Team Coordinators, Handicap Chairs, and the team members.

Spring Duties

- Confirm your team members and substitutes. Notify the CWDGA Team Match Chair of any permanent team member changes by the designated Permanent Replacement date.
- Remind all team members and substitutes to access the schedule for Four-Ball Match Play through our website.
- Monitor team players' and substitutes' scores to ensure that winter scores are entered into the USGA handicap system as closely as possible to the date played. Continue to monitor team players and subs to ensure all away scores are entered into the handicap system on the date played during the Team Play season.
- **Attend CWDGA Spring Meeting or send a representative.**
- Confirm your club has paid its annual CWDGA membership dues.
- **Attend the Team Captains' Meeting for your section or send a representative.**

- Distribute all handouts intended for team members.
- When it is your team's turn to host Four-Ball Match Play, assist your CWDGA Sectional Team Coordinator in scheduling your club for a Four-Ball Match Play date the following year. *Approximately every other year your club will be asked to host a CWDGA Match Play date.*

Responsibilities When Hosting Four-Ball Match Play

- Along with your Golf Chairman work with your Sectional Team Coordinator to arrange meals, volunteers, and other details at your club.
- You and your Golf Chairman will receive a letter from the Sectional Team Coordinator about one month in advance that will be helpful to your club.

Before Each Four-Ball Match Play Event

- Submit an email request to the Sectional Handicap Chair for approval of any substitutes with a handicap index over 28.0.
- Enter any other substitute requests prior to the designated 36-hour deadline for each match using the online sub request form on our website.
- **Notify the Sectional Handicap Chair if a player requests a change from caddie to cart or cart to caddie within the 36-hour deadline prior to match.**
- **Review the pairing sheet for the match emailed by the Sectional Handicap Chair. Verify the roster and indexes and inform her of any corrections.**

Day of Play

- Check in with the CWDGA officials at the registration desk at least one-half hour before matches begin.

Following Each Four-Ball Match Play Event

- Instruct your team players to return the official match scorecard to the scorer's table **before** going to the locker room or parking lot.
- The scorecard must have the team match results, signed by both sides.
- The cumulative team points will be posted to the CWDGA website after each match.
- CWDGA encourages team captains to write thank-you notes to the host clubs.

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 and the Four-Ball registration process for the following season.