



CHICAGO WOMEN'S DISTRICT GOLF ASSOCIATION

CWDGA FOUR-BALL MATCH PLAY TEAM CAPTAIN'S RESPONSIBILITIES - 2014

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

General Duties, Prior Year

- Read the "Instructions Governing Four-Ball Match Play" found in the *CWDGA Handbook for Members* and on the website: www.cwdga.org.
- Determine team members and substitutes for the following year and submit the team through the CWDGA website by the designated date announced at the Fall Annual Meeting. **All permanent team players must play at least three scheduled Four-Ball Matches for the team to be eligible for prizes.**
- 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 away and 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. The schedule is available on the website.
- CWDGA suggests Team Captains use email for communicating between the Team Match Chair, Sectional Team and Handicap Chairs, and the team members.

Spring Duties

- Confirm your team members and notify the CWDGA Team Match Chair of any 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 the website.
- Monitor team players' and substitutes' scores to assure the winter and away scores are entered into the CDGA handicap system before the April 15th handicap revision. Continue to monitor the team players to assure all away scores are entered into the handicap system before each revision date 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 Captain's Meeting for your section or send a representative.**

- Distribute all handouts intended for team members (bag tags, CWDGA Handbook for Members etc.)
- When 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

- Enter the substitutes for the play date through the CWDGA website by the designated 36 hour deadline. There is a \$5.00 fee for each substitute.
- Review the pairing sheet for the match sent by the Sectional Handicap Chair. Verify the roster and indexes and inform her of any corrections.

Day of Play

- Check in with the Sectional Team and Handicap Chairs and submit substitute fees at least one-half hour before matches begin.

Following Each Four-Ball Match Play Event

- Remind team players to 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 scores will be posted by the Sectional Handicap Chair. (Individual scores will not be posted as "T" scores.) The cumulative team points will be available on the CWDGA website.
- 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.