



## SOMERSET LADIES PAST CAPTAINS

### Check List for Match Captains

Pre Match Tasks	
	Individual Match Captains appointed at the December SLPC committee meeting
	Opponents Match Coordinator details sent to Match Captains
	Cost of the match confirmed by Match Organiser
	Number of players for each match is usually 16 made up of 8 silver and 8 bronze players with 4 reserves.
	Confirmation email and match selection sent to match captains.
	At least 3 weeks before the match the match captain emails the team players – checking on dietary requirements, upto date handicaps and reminder about SLPC's uniform for the match.
	About 2 weeks prior to the match , contact the opposing team and email her your team list and ask her if possible to complete and return to you.
	If playing a home match, advise the cost of the match and required time of arrival . Include contact numbers for any last minute problems.
	Pair the lowest silver player with the lowest bronze player. Match captains and their partners play first regardless of handicap. Try to balance this pairing.
	If possible home captain to prepare score cards in pencil in advance for both teams
	Enter handicaps on the day, when pairings having been completed acquire spare cards in case of changes
	Home Captain to confirm arrangements with Golf Club secretary at least 7 days prior to the match
	Prepare the Match Day sheet. Try and have more than one copy of this
On the Day	
	Arrive in good time, appoint someone to help you collect the match fees before the match and help with answering questions
	Greet the opposing Captain and her team. Wear your ' Match Captain' badge for identification for both home and away players
	With the opposing Captain, complete the prepared cards the players having verified their handicaps on arrival.
	4BBB is the usual format ,90% of handicap the difference in handicap taken from the lowest handicapper, who plays off scratch.
	Mark the cards with the number of the match 1,2 etc. If the club uses a security number write it on top of the cards.

	When cards are complete, read out the pairings and Match numbers with the opposing Captain and then issue cards by identifying the players around the room. The 4 balls then get together ready to play.
	After the match, record each result on the Match Result Sheet. Inform the Match Organiser and committee members of the result and send the match result to the Match Organiser. For away matches , record the cost of the match and type of refreshments received.
	After the evening meal both Captains generally make speeches. Usually the Home Captain will speak first and she leaves the Away Captain to announce the Result of the Match.
	Please take a team photo to submit with your report so it can go on the website.
	A short report using the report match report proforma should be sent to the Match Organiser.
	A 'thank you letter/email' to be sent to the Managing Secretary of the Somerset Golf Club and a 'thank you letter/email' to the opposing County Past Captain when playing away.

The Match Captain has the responsibility to make decisions relating to any unforeseen situations that may arise.

Thank you  
Gwen  
Match Organiser