

TCCC Captains Duties

After the first TCCC meeting (early Feb):

Send email to all lady members with summary of tournament and invite them to join.

Include dates of tournaments, locations, cost, and team uniform requirements.

Prepare a spreadsheet for sign-ups – post on email and in ladies locker room. Include above information.

Include awards day sign-up.

After March 1st.

Get handicap list from lowest to highest from pro shop

Call any low handicappers who have not already signed up to get them to enroll.

Prepare roster with 8 players and at least 4 subs per match.

Send in awards day check and player list.

Calculate the individual sharing for the \$70 you paid for the entry fee . I allocate per match for roster – subs do not pay (e.g, \$8.75pp if they play all 5 matches).

Discuss player costs with pro shop and dining , I got the golf fees first, then allocated \$2pp for tips, allowing remaining monies for food.

Plan menu with dining in April.

Confirm events issues with pro shop prior to matches - cart help, rangers (need 1 to 2 women from club to assist), coffee, shotgun holes, etc.

Prior to match:

Confirm that players are still able to play.

Send match roster with opponents to team, include indices so they know who they are playing.

Get rangers enlisted.

Send any last minute changes to opponents, club .

Send player list to guard gate, if needed.

Send player list to pro shop for scorecards.

Match day:

Coordinate with pro shop on scorecards., cart guys, coffee, rangers, etc. If you are host club.

Collect fees from players. Give check to club for total amount.

Collect scorecards and submit scores to Results for posting.

Pay Pro shop , dining and cart staff - if hosting.

After matches:

Send team the results. Include cumulative scores.

Renegotiate next year's dates when needed.