



IVANHOE LADIES' GOLF CLUB

ROLE OF CAPTAIN

GENERAL:

- Be a member of the club committee and assist with activities and events
- Be a member of the match committee, which meets (briefly) only as is necessary
- Assist with looking after and mentoring new members
- Play with as many members as possible throughout the year
- Keep your ears to the ground and help with troubleshooting if necessary

SPECIFIC:

- Email all members a day or two prior to each competition with details of competition and timesheet attached
- Print scorecards for members not using MiScore prior to commencement of competition, or for all players if MiScore not used for the daily competition (e.g. fun day)
- Write details of the day's competition on the whiteboard and any other messages applicable on the day
- Check scorecards using the MiClub system and manually scan scorecards for those not using MiScore
- Organize the weekly prizes and prize cards to be presented at the conclusion of the weekly competition

- Provide a competition registration form for the forthcoming months, and forms for VGL and external VGL affiliated club events, and Riverview Challenge
- Write a monthly report regarding events that have taken place, and where applicable a match committee report. These reports are sent out to committee members a couple of days prior to the committee meeting.
- Organize the engraving of the annual trophies to be awarded on Presentation Day and purchase of prizes and vouchers
- Assist with preparing the Syllabus for the forthcoming year to ensure it is available for set up on the MiClub system and sent to the printers in time