



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 and chair meetings. Meetings are held (briefly) only as is necessary.
- Be a contact person for new members and assist with looking after and mentoring them.
- Explain the method of receiving a handicap to new members (if they don't already have one).
- Advise new members of the option to play 9 holes.
- Play with as many members as possible throughout the year and encourage improvement in the knowledge of R&A Rules of Golf.
- Take steps to ensure the game is being played in good spirit while maintaining pace of play.
- Keep your ears to the ground and help with troubleshooting if necessary.

SPECIFIC

- Open timesheet for each competition 8 days prior to competition day. Respond to member emails and messages regarding competition bookings.
- Email all members Monday prior to competition day with details of competition and preliminary timesheet attached.
- Email all members Wednesday prior to competition day with details of competition and final timesheet attached.

- Print scorecards for members not using MiScore prior to commencement of competition, or for all players if MiScore is not used for the daily competition (e.g. match play).
- Make available to members on the day of competition any further details. e.g. preferred lies.
- Check scorecards using the MiClub system and enter scores for those not using MiScore.
- Present weekly prizes and prize cards at the conclusion of the weekly competition.
- Upload competition results for handicapping (if applicable), close the competition, print competition results.
- Update competition results spreadsheet and player timesheet rotation spreadsheet.
- 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 week prior to the committee meeting.
- Organize the engraving of the annual trophies to be awarded on Presentation Day, arrange printing of trophy cards and purchase of prizes and vouchers.
- Provide annual membership declaration to VGL by due date.
- Prepare fixture for forthcoming year for approval by committee. Upload fixture prior to season opening.
- Update blue book syllabus for forthcoming year and arrange printing prior to opening day.
- Perform a regular stocktake of vouchers/envelopes, golf balls, glassware and other prizes.
- Perform a regular stocktake of ILGC scorecards, eclectic score sheets and prize cards.