



## IVANHOE LADIES GOLF CLUB

### ROLE OF VICE CAPTAIN

#### GENERAL

- Learn the ropes and become familiar with the Captain's role.
- Feel free to offer any advice and suggestions to the Captain at any time.
- 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.
- Stand in for the Captain when necessary.
- Keep your ears to the ground and help with troubleshooting if necessary.

#### SPECIFIC

- Assist weekly in the pre and post competition set up and pack up.
- Play in the first group each Medal Day to set up markers and recording sheets for "nearest the pin" and "longest drive".
- Assist with checking the scorecards using the MiClub system and entering scores for those not using MiScore.
- Assist with organizing the weekly and annual trophies and their presentation.
- Assist the Captain in preparation of Weekly Prizes and maintain stocks of prizes.
- Email all members after each competition with results and any news to keep members notified and interested in our Club.

- Send competition results to the newspaper sports results line at [medialityracing.com.au](http://medialityracing.com.au) before 6 pm on competition day.

### **HANDICAPPER DUTIES**

- Check that new applicants have been nominated to the Committee and accepted for membership.
- Check that joining fees have been paid.
- Assist the new member to complete three scorecards of 18 holes or six scorecards of 9 holes.
- Enter scorecards in MiClub via the Member Directory to obtain Golf Link handicap. The new member's Golf Link membership card is automatically sent by mail.
- Where a new member has transferred from another Club, update Golf Link via the Member Directory on the MiClub site.