



IVANHOE LADIES' GOLF CLUB

ROLE OF VICE-CAPTAIN

GENERAL:

- Learn the ropes and familiarize yourself 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/straightest drive"
- Assist with checking the scorecards using the MiClub system and manually scanning scorecards for those not using MiScore
- Assist with organizing the weekly and annual trophies and their presentation
- Print Competition Results and Handicap Change report
- Send the results of the weekly competitions to the newspaper sports results line at medialityracing.com.au before 6 pm on competition day
- Email all members after the competition with results and any news to keep members notified and interested in our Club
- Update online Syllabus with competition results using link to [ILGC Syllabus](#)
- Update Player Timesheet Rotation spreadsheet and email to the Captain
- Update relevant spreadsheets for the daily competition

Stableford

- Stableford
 - Sylvie Davey
- Pars, Birdies Gobblers

(exclude play off days for Match Play and Medal of Medallists)

Monthly Medal & 1st Nine and Putting

- Monthly Medal and 1st Nine
- Sylvie Davey
- Putting
- Pars, Birdies Gobblers

PAR

- Sylvie Davey
- Pars, Birdies Gobblers

Club Championships

- Sylvie Davey
- Pars, Birdies Gobblers

(exclude 4BBB, Guest Day, Committee Day, Fun Days and all competitions after eclectic close date from trophy tallies)

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 which the Handicapper enters into Golf Link to obtain their handicap. (The new member's Golf Link membership number is then emailed to them).
- Keep a register of all members' Golf Link membership numbers.
- Where a new member has transferred from another Club, update Golf Link via the Member Directory on the MiGolf site.