

Home Match Captain

Two months before the match	
You should have a copy of the confirmation email from the club Contact the club to confirm arrangements <ul style="list-style-type: none"> • First tee time and number of tees booked • Arrival arrangements – any refreshments? • Meal menu and timing • Cost 	
Make sure to give the club your name and contact details.	
One month before the match	
Contact the opposing match captain by email confirming all the arrangements	
Ask for a copy of her team sheet and whether there are any dietary requirements	
One week before the match	
You should have received a team sheet from the opposing captain along with any dietary requirements. Contact the club confirming dietary requirements for both teams	
One day before the match	
<ul style="list-style-type: none"> • Complete the team pairings sheet leaving the shots given to be completed on the day once handicaps have been confirmed. • Print the match score card labels (labels go in printer face down). 	
Match day	
Go to the pro shop to introduce yourself and collect the cards. Obtain any security codes. <ul style="list-style-type: none"> • Stick the match pairings labels onto the cards leaving the handicaps blank • Do a home and an away set, 8 of each • Mark the cards with any security numbers used by the club 	
Greet the opposing captain and her team.	
After the match	
Send a 'thank you' email to the club	

Away Match Captain

One month before the match	
You should have been contacted by the opposing captain. If not send an email introducing yourself and asking for confirmation of the arrangements.	
One week before the match	
Send the opposing captain a copy of your team sheet and any dietary requirement requests	
After the match	
Send a 'thank you' email to the opposing match captain	

Home and Away Match Captains

As soon as you are appointed match captain contact your opposing captain to introduce yourself	
Keep the team selection sheet up to date as players confirm they are no longer available.	
One month before the match	
Contact your team by email including <ul style="list-style-type: none"> • An up to date copy of the team selection sheet • Your telephone numbers • Confirmation of the cost, arrival time, first tee time, arrival refreshments and meal menu • Reminder to wear SLPCS uniform and to bring a change of clothes • Ask for confirmation of handicap and any dietary requirements • Ask them to reply to your email 	
Once everyone has confirmed their handicaps	
Create the team pairing list <ul style="list-style-type: none"> • The team captains go out first • Try to balance the captains pairing • Pair the lowest silver to the lowest bronze player and so on 	
Match day – before the match	
Arrive in good time	
Appoint an assistant to collect match fees	
Greet your players and confirm their handicaps	
Once all handicaps have been confirmed the two captains should sit down together to complete the cards The format is 4BBB, 90% handicap difference from the lowest player who is off scratch	
Write the handicaps and shots given on the prepared cards	
The two captains read out the pairings and hand out the cards identifying players around the room	
Match day – after the match	
Record each result on the match result sheet. Check with the opposing captain that you are in agreement over the result of the match.	
After the meal both captains make speeches. The home captain goes first and leaves the away captain to announce the result of the match.	
Take a team photo	
After the match	
Fill in the match report proforma including the match result and send it along with your team photo to the match organiser and web site organiser	
Send a copy of the final match sheet to the match organiser	