

Home Match Captain

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| 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 whether there are any dietary requirements | |
| One week before the match | |
| 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

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| 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 | |
| Confirm whether you will be changing after the match | |
| After the match | |
| Send a 'thank you' email to the opposing match captain | |

Home and Away Match Captains

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| As soon as possible 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 • Ask for payment by bank transfer to SLPCS account • Reminder to wear SLPCS uniform and to bring a change of clothes if required • Ask for confirmation of handicap index and any dietary requirements • Ask them to reply to your email | |
| Once you have confirmed handicaps (England Golf website or MyEG) | |
| 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 | |
| Check WHS Index by club and player using England Golf or MyEG. Calculate course handicap and playing handicap for each player | |
| Arrive in good time | |
| Greet your players | |
| The two captains should sit down together to complete the cards The format is 4BBB. For each player, get the course handicap from the appropriate table. Use the course handicaps to work out the shots. The lowest handicap plays off zero, the remaining players receive 90% of the difference in course handicap. | |
| 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. | |
| 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 | |