

**TEAM PLAY CAPTAINS**  
**Job Description**  
**Mid-Pen, Silicon Valley, & Valley Leagues**

Revised 03-27-24

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The Team Play Captains for Mid-Peninsula, Silicon Valley, and Valley Leagues are volunteers from The Villages Women's 18-Hole Golf Association. Each Team Play Captain may assign Co-Captains.

**A. General Responsibilities**

1. The Mid-Peninsula, Silicon Valley, and Valley Team Play Captains have the general responsibilities of coordinating the various activities required to fully comply with the requirements of the applicable organization. Each Captain is responsible for communicating with the applicable Team Play Coordinator, the Team Roster, dates of major Villages tournaments that may be in conflict with other Team Play dates, and a specific Host Play Day date.

**B. Specific Responsibilities**

1. **Attend meeting of all Captains** when notified by the League Coordinator.
  - a. The League Coordinator will provide the Master Calendar Planning Sheet for the following year's match dates.
  - b. The League Coordinator provides each Captain a league Team Play Handbook for the year, which includes handicap limits, team information, scoring, and rules. Each League cost to play varies and may change each year.
  - c. Provide two possible Monday dates for hosting Team Play. Discuss with the Director of Golf to ensure dates are available. Talk to the Director of Golf to make certain the course is in great shape for the selected date. Confirm with Food and Beverage that the date is available.
  - d. Provide dates of The Villages Invitational, Championships and M & M Tournament to prevent scheduling conflicts with Team Play dates.
  - e. The Team Play Captain will provide five (5) Score Cards and a Welcome letter for the Host Day at The Villages to all other Captains at a meeting or on the first Play Day, as requested by the League Coordinator.
2. **Select Team.**
  - a. Post a Team Play Sign-up sheet in the Posting Room no later than February 1<sup>st</sup>. Each player can indicate league preference on the sign-up sheet.

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- b. On or before April 1<sup>st</sup>, the Team assignment will be based on the team preference at sign-up and player's handicap. Each league sets handicap requirements.
- c. After team assignments, send email to all Team Play members with the schedule requesting each players availability. Team Play assignments will be created from that input.
- d. The Team Play Captain is automatically a Team Play Member.
- e. Refer to the SOP's, Item 12, Team Play, for other Team Play requirements.

**3. Select Team Play Shirt.**

- a. The Team Play Captains of Mid-Peninsula, Silicon Valley, and Valley will coordinate the Team Play shirt selection. Should be the same for all teams.
- b. The Villages logo will be placed on the shirt.

**4. Each Team Play Day**

- a. A day or two in advance, initiate the E-Roster Score Sheet and send it to the opposing Team Play Captain. She will then return with her Roster. Or, you may receive the E-Roster, depending on who starts it first. The Score Cards may now be popped. However, **it is best to do this in pencil in case of cancellations on either side.**
- b. Provide a sheet with Team Play member's names and House Numbers to the Host Club at check-in. This is for billing purposes.
- c. When a Club is not part of the billing system, request one check from the Club for the player's fees.
- d. Arrange for drivers and time to meet for departure. Sweeps will be collected in the parking lot.

**5. Host Team Play Day Responsibilities**

- a. **Carts** – Contact the Director of Golf to provide Rental Carts.
- b. **Bag Pick-up** - Identify and contact two to four men to handle Bag Pick-up.

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- c. **Lunch** – Arrange lunch for the players with the restaurant manager. Lunch should be arranged several months in advance. Make certain a microphone will be available.
  - d. **Marshal** – Identify one to two Team Play members to Marshall during the round.
  - e. **Range Balls** – Notify the Head Professional to provide range balls.
  - f. **Cart Signs** – Arrange for the Pro Shop to Print cart signs with Club Name, Team Number, and Hole Assignment.
  - g. **Captain** – Responsible for collecting billing list from each Club.
  - h. **Public Safety** – Send an e-mail to Public Safety to notify them of the Team Play date and time, along with the names of the golf clubs that will be participating in the event.
  - i. **Team** - Provides volunteers to mark tees being used for team play.
  - j. **Pro Shop** – For Silicon Valley League only, request a Closest to the Pin flag, measuring tape, and pencil to be placed by a Team Member or Marshall. Notify the last group to pick up the CTP. A sleeve of balls may be purchased in the Pro Shop for the CTP.
  - k. **Billing Statement** – Prepare statement for the Accounting Office identifying the visiting club members and their member number to be charged for their Team Play at The Villages.
    - 1) Valley League collects checks only from each team and processes them through the 18-hole Women’s Golf accounts.
    - 2) Mid-Pen and Silicon Valley may have clubs that are not part of the billing system and fees should be collected via check from those clubs.
    - 3) The Villages Clubs budget support dollars for the Team Play Host days.

**12. Reports**

- a. Provide the Villages Women’s Treasurer a financial report with receipts for all expenses.
- b. Submit the cash received from visiting clubs to the Treasurer for deposit.

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- c. Identify any out-of-pocket receipts that would require reimbursement.

**C. Additional Responsibilities**

1. Team Play Captains from each League meet to review and make recommendations for changes to this Job Description at the end of the year and submit to the Policies and Procedures Administrator.