

## **Position Description for LMGA Team Captains (TCs)**

Team captains are required for - Deer Creek, Marshwood, Oakridge & Palmetto,

Term - normally 2 years

Responsibilities-

### 1. BA Cup Events

- Prior to BA Cup day - assist in balancing the teams...it's the TC's responsibility to help close the gap in numbers between their team and the team they are playing. This requires TCs to reach out to individuals (with appropriate skill levels) within their teams who have not signed up for a BA Cup match and try to get them to play. Keeping the numbers in "overflow" to a minimum avoids those players getting disappointed that they don't have a head to head game.
- On BA Cup Day
  - i. Meet early with the Golf Chair to resolve any last minute cancellations or additions & get direction of game day information
  - ii. Hand out scorecards & provide game day information to each of their players
  - iii. Host game day team meetings - once we get back to Shotgun starts
- Develop one or two backups for the role. So when necessary they can step in for specific BA Cup events or, longer term, take over as TC. Ideally, candidates should play on a regular basis with LMGA and want to help out.
- Send welcoming email to new team members (after Eddie Ambrose introduction). This explain the essential aspects of BA Cup activities - set up a few minutes to meet and talk through the BA Cup process prior to first game.

### 2. Support for regular LMGA events

- Provide help and assistance to the Golf Chair as needed, i.e. handing out score cards, marking up the results board, running skins games etc etc
- Promote charity events that LMGA agrees to participate in

### 3. Board meeting attendance

- Regular board meeting attendance is expected
- Provide input to the board based on player feedback they've picked up from their team or other members
- Help communicate new board initiatives through word of mouth or "team based" email

## **Additional Info for LMGA Team Captains Including Technical Notes (TCs)**

LMGA Captains Position Description (or just some info to use in our zoom meeting 12/9/20)

Bob Hainly

- Captains are the direct link between LMGA and the members – the face of the board for your team
- Conduit for info for your team

- Stay connected – get to know your folks
- Intake process for new members
  - TLC tells new members, others' urge folks to join
  - Signup online triggers the process
  - Eddie Ambrose is membership chair
  - Roger Bellanger does one manual step, then automatic emails go to folks who have done an online signup
  - Bellanger also keeps the master list that goes to the club in November to be included on December bill (\$50 annual membership)
  - Member logs in for the first time, then signs up for meetings, etc.
- Then goes to Hainly and others who
  - Assign every guy to one or another team
  - Ideally keep the teams balances
  - In the past we had some great players, but if they didn't play, the team was handicapped
  - Bob also sets that team in the system – from there it's all automatic for the captains
  - Ambrose meets the person for first time, gives them a package, team hat, hearty welcome, etc.
  - Eddie informs captain via email cc **and then captain sends them an email** – good idea to give them your contact info, send a digital photo, etc. so they know you...

#### Ed O'Donnell's words of wisdom

- Thursday responsibilities
- Pre-COVID -the Captains responsibilities were mostly tied into the BA cup. We would arrive about 1/2 hour prior to shotgun start to help John with final adjustments then distribute cards. Once a new member was assigned to a team the Captain would send him an email welcoming him to the team and providing a brief explanation of the BA cup, team hats, skins, etc.
- Post-COVID - same as above only Captains would arrive at course for BA cup matches around 7:30 and distribute cards until last tee time.

#### Bellucci's words of wisdom

- Use that draft email or delete it!
  - Every time you look at a previously sent email, and click "reuse" a new draft email is created that is a clone of the old one. You need to follow through and finish that draft email (in one or more sessions - coming back to it each time with "continue"), OR you need to delete it if you don't intend to use it.
- Don't send too many emails!
  - Since players get at least 2 emails per week (the weekly game from me and one from tee times) and everyone gets at least 1 email a month (the schedule of games/activities, etc.) Captains should limit their group emails to 1 or 2 per month specific to the BA Cup unless requested to do otherwise by the President.

#### Techie stuff demonstration:

- How to send a team email
  - Easiest way is to reuse an earlier email
  - Go to CiviCRM then Mailings/Scheduled and Sent

- Find the email that's closest to what you want to say, then over at the right click "re-use"
- Modify the email as needed
  - Change the Email name
  - Might not need to change the email subject
  - Check that it's going to your team, not some other team
  - Send a draft to yourself, then when satisfied (right then, or later when you come back to your draft)
  - Click Next, then check "send immediately" and click submit mailing
- How to get a report on a sent email
  - Go to CiviCRM then Mailings/Scheduled and Sent
  - Find the email, then over to the right click Report