



## SECTION 1 – BEFORE THE EVENT

- 1.1. A selection meeting will be convened typically in early April. Match Managers will then be informed of their individual match allocations, the players selected for each match and those who registered for those matches but were not selected. The lists will include an email address, telephone number and CDH number for each player if available.
- 1.2. Participating SGC Captains will receive an email for each match they registered for, advising them whether they have been selected or not. Where they have been selected, the email will provide them with contact details for the Match Manager and ask them to confirm their availability at this stage.
- 1.3. If the fixture is a home fixture, the Match Manager should contact the club one month before the event to organise the menu.
- 1.4. Match Managers may have to replace any players who subsequently drop out at any time before sending out match [email](#). Replacements should preferably be drawn from the list of “reserves” who were not selected but made themselves available.

**The Website Manager and Treasurer must be informed of any changes.**

- 1.5. When all the match fees have been received, the treasurer will email the Match Manager confirming receipt. The treasurer will also advise the Match Manager of the arrangements for the fixture (i.e. no payment by SGC, 50/50 or 100% payment and the agreed amount that should be on the invoice). This email will be copied to the Captain of Captains (or Captain of the day in their absence).
- 1.6. The Match Manager should send an [email](#) to all players **21 days** before the match advising them of the timings for the day, confirming any dietary requests, and asking for payment to be made by BACS within 48 hours of receipt of the email.

**The treasurer MUST be copied into the email so they know that it has been sent and can expect BACS payments to arrive for the match.**

*A template is shown at the bottom of this page for this important [email](#) and Match Managers are requested to use it to generate the emails to players. Please try to use the “bcc” box on multiple emails so that we do not expose personal data unnecessarily.*

- 1.7. The Match Manager should also contact their opposite number whose details can be provided by the SGC Secretary or the Fixture Secretary. Final arrangements should be confirmed including any specific dietary requirements, Handicap Indexes, teams/pairings, arrival and match timings and any fixture specific details such as arranging for any trophy to be taken to the match.



- 1.8. The Match Manager must send details of the final team and pairings to the Website Manager so that it can be posted on the website as a news item. Team details should also be copied to the Secretary and Treasurer in order that the accounts and records of team selections can be updated.
- 1.9. Final checks of match fee payments must be made before the date of the match, liaising with the Treasurer, or checking the SGC accounts directly if the Match Manager has on-line access.

**If payments have not been made the Match Manager should be proactive and contact the player direct, asking for payment or arranging for a replacement if non-payment is due to the player not being able to play.**

## SECTION 2 – AT THE EVENT

- 2.1 Scorecards - For home matches, the Match Manager should ensure that scorecards are prepared. Handicap Indexes can be found on the England Golf App. The cards be handed to each of the pairs when the teams are introduced at lunch. A guide is available to help with allocating strokes to be given/received.
- 2.2 Photography and Match Report
  - 2.2.1 The SGC camera is carried by the Captain of Captains and the Match Manager should ensure that photos are taken of each group on the first tee, if necessary, asking one of the players in the final group to complete this task.
  - 2.2.2 Further photos at dinner, including the presentation of any trophies, should be taken by the Match Manager or their nominee.
  - 2.2.3 A proforma for the match report will be provided and the Match Manager is responsible for ensuring that a Somerset player from each fourball enters their result and any meaningful comments describing the match.
  - 2.2.4 The Match Manager should return the camera to the Captain of Captains after removing the memory card and send the card to the Secretary, together with the completed match report, in the SAE which will be provided. The photos and match report are used to generate the website report.
- 2.3 Catering, Match Fees, and Payments
  - 2.3.1 The Match Manager should check with the Secretary for confirmation of payments required to or from the organiser of the opposition and the host Club. Arrangements vary between venues and Counties, such as sharing costs for home and away matches and putting wine on tables, so it is important that the Match Manager understands in advance the specific arrangements for their fixture.



- 2.3.2 For HOME matches the Match Manager should ensure that a pint pot is circulated during the meal for a staff gratuity. They should check the jar at the end to make sure that a reasonable amount had been donated (minimum £1 per head), and if necessary, in consultation with the Captain of Captains add to it. Any additional amount made by the Match Manager can be reimbursed from the treasurer.
- 2.3.3 The Captain of Captains or Match Manager should ensure that an invoice is provided by the host club at the time of payment which should be forwarded to the Treasurer. If an invoice cannot be obtained, host Clubs should be asked to send one to the Treasurer and the Match Manager should, separately, advise the Treasurer of the amount paid. Actual payments to host Clubs should be made by the Captain of Captains, using the SGC debit card.
- 2.3.4 Late replacements who have not paid should be asked for a cash payment on the day or to make a BACS transfer to SGC as soon as possible after the match.

### SECTION 3 – AFTER THE EVENT

As well as sending the Secretary the SAE with the match report and photos, the Match Manager should send the following information to the Treasurer, as soon as possible after the fixture:

Match Date, venue, and opponents or host Club invoice  
Total money collected (if applicable)  
Total money paid out (if applicable)  
Balance paid into bank (if applicable) with reference.

Please retain any receipts until they can be passed to the Treasurer.



## BREAKDOWN OF COSTS FOR SGC FIXTURES AS AT 6/03/2025

County	Home	Away	Comments
Oxfordshire	100%	0	
Cornwall	100%	0	
Hampshire	100%	0	
Surrey	100%	0	Wine to be provided for home match
Wiltshire	100%	0	
Shropshire	100%	0	
Warwickshire	100%	0	
Gloucestershire	100%	0	
Worcestershire	50%	50%	
Dorset	100%	0	
SW Coast	50%	50%	
Wells Captains	NA	50	All games away at Wells
Gwent	50%	50%	
Somerset Ladies	50%	50%	
Sussex	100%	0	Wine to be provided for home match
Devon	100%	0	
SGU	Food only	Food only	

### LIST OF EMAIL ADDRESSES

Secretary – [secretary@somersetgolfcaptains.co.uk](mailto:secretary@somersetgolfcaptains.co.uk)

Treasurer – [treasurer@somersetgolfcaptains.co.uk](mailto:treasurer@somersetgolfcaptains.co.uk)

Web site Administrator – [admin@somersetgolfcaptains.co.uk](mailto:admin@somersetgolfcaptains.co.uk)



## APPENDIX A - 21 DAY TEAM REMINDER & PAYMENT EMAIL TEMPLATE

***Please use the “bcc” box on multiple emails so that we do not expose personal data unnecessarily.***

Fellow Captain

Please find below the details for our forthcoming match with **OPPONENTS**, on **DATE**. The details of the SGC team for the match can be viewed on the website in case you wish to arrange to share transport.

### **Club location & details: for example**

***Clevedon Golf Club, Castle Road, Walton St Mary, Clevedon, North Somerset. BS21 7AA***  
Club Tel: ***01275 874057***  
Pro Shop: ***01275 874704***  
***www.clevedongolfclub.co.uk***

### **Itinerary for the Day: for example**

**1130 – Arrive**  
**1200 – Light early lunch**  
**1300 – 1<sup>st</sup> tee – xxx tee times**  
**17:30/1800 - Dinner**

### **Payment:**

**Within the next 48 hours**, please could you transfer £45 by BACS to “Somerset Golf Captains” Sort Code 30-91-84 – Account Number 00684170. In the “Reference” box, please just quote the fixture e.g. **“Warwickshire” or “4 Counties”**, so that we can track payments – it is not necessary to include your surname as the BACS transfer will show this.

### **IMPORTANT ACTIONS**

Please could I ask you to email me back, confirming:

- You will be playing!
- That you have paid the £40 via BACS
- Whether you require a buggy (I will do my best!)
- Any dietary requirements

Please let me know as soon as possible if you have any questions about the day. In the meantime, I look forward to seeing you at the venue.

Kind regards,