



# Greenore Golf Club

## Principles for Team Captains



February 2020

The purpose of this document is to give every Team Captain and Team member a guideline as to what is expected and required of them while representing the club in club events.

### **Expenses:**

1. The Management Committee have created a '**Teams Claim Form**' that can be got from the office. This claim form must be completed and signed off by the respective Teams Captain only. All receipts for any expenditure must be correlated by the Teams Captain only and given into office for reimbursement. Ad hoc receipts will not be accepted or paid out on. The kitchen staff will only accept requests from Teams Captains or Team Convenor. The following to be completed using this form:
  - a. Tea, sandwiches & meals for HOME Practices & Matches - Team Captain must inform catering staff of requirements in advance & sign for same using Claim Form.
  - b. There is a €12 allowance per person for AWAY practices for team members only. It would be a better arrangement if a team could go to away practices as a whole unit and to gather all receipts.
  - c. Meal allowance for HOME/AWAY matches includes 2 course dinner for players, Team/Club Captains, Vice Captain, President. Team Captain to pay for same by cheque. For Away Team Captains please allow time for arrangement of cheque to be collected from the office (Linda). As some clubs have different polices, the Team Captain should contact the opposing Captain and establish what arrangements they have in place as some clubs wish to pay the full amount in their own club. GGC preferred method is the same. i.e. We prefer to pay for GGC team at home including the opposition team in Greenore on the day. The Opposing teams pay for us and their team AWAY.



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- d. Team Captains can obtain golf balls for team players only from The Teams Convener & Linda in the office. In all instances golf balls must be signed out. Any undistributed surplus golf balls to be returned.
  - e. Team Captains may purchase breakfast for teams with early starts but they must inform the Team Convener in advance.
  - f. There is no mileage allowance for team captains or players.
  - g. No allowances are available for drinks.
2. Any additional expenses to be approved by Hon Treasurer or Teams Convener.

### **Team Selections:**

1. Team Captains to inform players of selection 3-4 days in advance of matches.
2. Players not selected for teams to be phoned or spoken to by Team Captain directly. \*\*Remember all players give up their time to play for the club.
3. All Panel members would be requested to turn up for matches to support the Team irrespective of playing or not home or away.
4. TEAM captains are not eligible to play in practise matches away, except of course they are playing captains.
5. Team Convenor to display on notice board any forthcoming matches for members who might wish to attend or inform the office of such matches, if you wish to send out a general email notice.
6. Team Captains: Please request from Robert Murphy the Golf Net Report which must be printed of for your Selected Team Panels.



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### **Eligibility:**

A player must have returned 4 cards in GUI qualifying competition in the previous year.

### **Tuition:**

Club Professional may be availed of for group team coaching if so desired for 2 sessions per group, 1 hour per session. Please liaise with Robert Giles in advance for same.

### **Dress Code:**

Team Members must wear the club attire on Match days. The club dress code is (Club Colours) Green Jumper & Yellow Polo Shirt. Jeans not allowed. After match meals, smart casual.

### **Etiquette:**

Home & Away matches - Team Captain or the team manager on the day to thank, and if present Club Captain, or the Vice-Captain or President thanking all involved for their efforts.



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### **GUI Guidelines:**

1. Team Captains to exchange Golf Net Reports and Team Sheets for all interclub matches not less than 30 minutes before start of match.
2. Team Captains and Players involved in any competition organised by the GUI or its Provincial Branches are reminded of the importance of Reading the GUI Competition Regulations for Inter Club Events.
3. Please note extensions will not be granted. NO exceptions for any of the Cups & Shields or Leinster Golf Inter Club draws and Junior Golf Competitions.
4. Team Captains, please ensure you advise the office, Robert or Teams Convener of results no later than one working day after competition of matches so the club can inform the Leinster Golf Office of results.
5. Team Convenor to update GGC PRO on all progress of club competitions.

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### **Change Control:**

Version 1, Team Convenor 2020 – Martin McGrath (087 6795336),  
27<sup>th</sup> February 2020.