

# WG004 - Match Day Organiser 2009



This document details the roles and responsibilities of the Club Captain and the agreed MDO (Match Day Organiser) of each golf day.

## Prior to each golf Day

- Dale Green (supported by Club captain) will draw the match day four-balls.
- Dale Green will keep the playing matrix up to date.
- The Club Captain will check with venue and organise tee times, food and keep website regularly updated.
- The Club Captain will prepare the Captains Combo and other competition format documentation.
- The Club Captain will prepare and bring along any Match day prizes to be awarded.
- In certain circumstances the Club Captain may ask for assistance prior to the day.
- The committee will decide who the MDO for each event is.

## MDO on the Day

- To inform who is the 4-ball skippers and advise them of their roles & responsibilities.
- To organise nearest the pin competition markers before the golf and collect them after.
- To collect the feature fines from the 4-ball skippers. (Hand to club captain)
- Hand out Match Day scorecards
- They should collect all the completed scorecards from 4 ball skippers, making sure they are all scored and signed correctly and they are all there.
- Check individuals are wearing the correct polo shirt colours (White or Black)
- Hand out and collect in any cameras that may be used on the day.
- Assist the club captain in collecting the captain's combination scores.
- Anything else the club captain cannot do.

## Club Captain on the Day

- Will pay the golf club the full amount for that day if not done previous.
- Will collect outstanding match day fees.
- Add all the individuals' scorecards into the society software program.
- Assist the MDO in collecting the captain's combination scores.
- Present match day prizes after the event (MDO may be asked to present)
- Collect all money from the MDO
- Collect all scorecards from MDO.