

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.