

Women's Club Captain

Last updated May 2021

(Reports to the Players Committee)

The Women's Club Captain is elected at the Annual General meeting by Women Full members and the Women Life members. The appointment shall be for one year commencing on the day immediately following the Annual General meeting.

Club Captain Role Description

1. Is a member of the Board
2. Is a member of the Players Committee
3. Chairing match, sub-committees approved by the Players Committee
4. Works in Close liaison with the Administration Manager, Men's and Deputy Club Captain, Women's Deputy, Junior convenor and the Saturday Women's convenor
5. Report to the Players Committee on activities of the Saturday Women's Convenor
6. Supplying yearly budgets (excluding charity and September tournaments) to the Players Committee for approval. To liaise with the Financial Director for information.
7. To Appoint Team Captains for Pennant teams
8. To assist with appointment of Pennant team and travel arrangements if required
9. Formalise the Women's section program with his deputy and match sub committee to be formalised at the Players committee
10. To arrange monthly meetings with his sub committee to manage the forth coming events
11. To control all WGC pennant team uniform
12. To collate results for the Administration staff
13. In conjunction with the Rules Convener, decide on whether placing should be on for their events.
14. To help acquire sponsorship for Ladies club day prizes. Where the Manager acquires a sponsor for the season, the contract arrangement is set up by the Manager, but the Club Captain maintains regular communication with and prize acquisition with the Sponsor.

BUDGET INFO

The Costs the Ladies section needs to cover each year are:

All non sponsored daily prizes,	EOY and Trophy Prizes (\$2.5K
update the Ladies honours boards,	Ladies trophy engraving,
all costs associated with Ladies Pennants	All balls for matches, prizes etc,
any costs for incentive hole prizes (if not sponsored)	all raffle purchases,
any drink shouted to the club day sponsor.	Any Hole In One Trophies
Any costs associated with representing the club.	HIO prizes to non-members

All of these costs usually come out about \$8k per annum.

Xmas Cheer days – savings through the year can be banked into a Xmas fund which can all be used at EOY. This is separate to the Ladies section costs above. Roughly \$800-\$1000.

To fundraise for all costs above you need to make incomes on club days through:

Match Fees = 25% of what players pay.

Raffle income: Budget for making 100% mark-up on raffle purchases spent.

All of these incomes usually come out at \$10k per annum. A \$2k surplus is budgeted for 31 August every year.

Tournament Days: Club takes 25% of income as part of Tournament Trading Nett, these Tournaments are not in the Men's or Ladies Section. All Tournaments excluding Hirepool/September have a budgeted surplus, check with the Manager on the surplus for each event to achieve. There are approx 6 of these events pa run by the Men and Ladies Committee together.

DRAFT