



Buckinghamshire County Ladies Golf Association

SECOND TEAM CAPTAIN – JOB DESCRIPTION

Responsible to:	County Captain and Executive Committee
Purpose of post:	The purpose of the second team is to provide competitive matchplay golf for single figure handicappers who do not meet the criteria for first team selection. It can be a training ground for up and coming juniors and for more experienced players. The Second Team Captain is responsible for forming a squad, organising matches (including venues, catering etc), team selection and support. The aim is to identify, develop and lead a vibrant second team squad to winning the Midlands South Second team trophy.

Key Tasks and responsibilities:

1. Manage/organise all Bucks activities toward winning the Midlands South 2nd Team Trophy
2. Arrange and play friendly matches as and when the opportunity arises
3. Attend Executive and Delegate meetings whenever possible and Annual General Meeting
4. Report at above meetings on 2nd Team activities – copy of report to be given to the Hon Secretary for inclusion in Minutes. All reports to be circulated electronically prior to meetings to save time and printing.
5. Provide support to the County Captain and promote BCLGA wherever possible.
6. Attend an annual Midland South 2nd Team League Meeting; maintain contact with other 2nd Team captains in the Region; organise the League and 2nd Team Regional Finals Day when it falls to BCLGA turn (once every 6 years).
7. Maintain a list of existing and potential players, including contact details. Note: The list has been compiled from existing contacts but can be added to from information received from clubs of all players with handicaps of 10 and under. A letter requesting information can be sent to handicap secretaries or via Delegates. It is important to be on the look out for potential players, continually reminding delegates and club officials to pass on information.
8. Provide a full and comprehensive handover at the end of tenure.

2nd TEAM CAPTAIN DUTIES

1. **Friendly Matches** - Support the County Captain in organising 3 friendly matches, combined with the juniors and 1st Team, played against Bedfordshire, Middlesex and Hereford & Worcestershire.
2. **2nd Team League** - The 2nd team is part of the Midlands South 2nd team league. The league consists of 2 mini leagues split between the north and south of the region. Bucks will play matches against Berkshire and Oxfordshire. One home and one away, alternating each year. These matches must be organised by the prior November and added to the BCLGA fixtures on the website. League matches consist of 3 foursomes in the morning, 6 singles in afternoon. The team is normally a minimum of 6 players, maximum of 8.
3. **2nd Team Regional Finals Day** - All 6 counties are invited to participate in a Regional Finals Day, playing off for 1st/2nd, 3rd/4th and 5th/6th positions. The 1st/2nd position playoff is between the two winning mini-league counties and is played 3 morning foursomes and 6 afternoon singles. The play off for the 3rd/4th position is between the two runner up teams in the mini -leagues and the play off for the 5th/6th position is between the 3rd placed teams in the mini-leagues. These two play off matches are played as 6 singles timed to finish before the afternoon 1st/2nd place matches, to ensure a good environment for the presentation. Buckinghamshire has to organise/Chair the league and host the Regional Final every six years.
4. Arrange other friendly matches as possible and appropriate to help develop 2nd Team.
5. Identify coaching and practice for 2nd Team Members and potential players as appropriate and agreed with County Captain.
6. Continually look for ways to expand the scope for competitive play for team members, whilst being realistic about time and monetary constraints.

HOME MATCH PROCEDURES

Match Requirements – Match Period (March-end April). Tee off time normally 08.30-09.00 for foursomes and approximately 13.00-13.30 for singles. Refreshments: bacon rolls and coffee on arrival, light hot lunch and afternoon tea.

Identify Possible Venues - Liaise with the County Captain regarding which clubs are hosting major County events in that year and then identify suitable venue(s) for matches using consideration to the geographical location of the opposition.

Send letter/email setting out match requirements and the match period by letter/email to clubs that are possible venues for home matches.

Select and Confirm Match Venue – Send Letter/Email to selected Club reiterating match details.

Write to Ladies' Captain of match venue club advising match details, possible requirement of lady members as caddie and inviting her to come along to be starter, if she wishes.

Opponents - Email the opposition 2nd Team Captains offering date and venue of home

matches. Once agreed, confirm date, time and venue of home matches and cost of refreshments.

Post-Match - After match write to Club Secretary thanking for facilities

Costs Incurred - Obtain all receipts and invoices for costs and pass to the treasurer as soon as possible. Whenever possible ask the clubs to invoice BCLGA directly. Occasionally you may have to pay for match refreshments and claim the cost back.

AWAY MATCH PROCEDURES

Venue - Confirm date and venue and costs when received from opposition.

Post-Match - Write thank you letter following match.

Costs Incurred - Obtain all receipts and invoices for costs and pass to the treasurer as soon as possible. Whenever possible ask the clubs to invoice BCLGA directly. Occasionally you may have to pay for match refreshments and claim the cost back.

The Second Team Captain must:

Read and understand BCLGA Safeguarding Children and Young People Policy and Procedures.

Read and sign BCLGA Code of Conduct for Coaches and Volunteers and agree to always abide by it.

Complete BCLGA Self Disclosure form.

Be computer literate.

Have good organisational skills and be able to communicate effectively with all age groups.

Updated April 2020