



## GUIDELINES FOR GROUP TEAM CAPTAIN MEETINGS

WSCGA recommends the following guidelines for the Group Team Captain Meetings:

1. The **Coordinating Captain** is the Captain from the first team listed in each Group on the Pairings list. That Captain is responsible for contacting the other Captains in her Group to make arrangements for scheduling play dates. She's also responsible for returning the completed **Group Primary Play Schedule** to the WSCGA office by **March 5, 2012**.
2. WSCGA will provide Team Captain contact information to all Coordinating Captains. A Coordinating Captain can also obtain the names and contact information for opposing Team Captains by contacting her club's WSCGA Liaison or the WSCGA office. All WSCGA Liaisons have access to the online Club Information Sheets, which list Club Officers, including Team Captains and Co-Captains.
3. Whenever possible, **conduct the Group meeting in person**.
4. If conducting a meeting in person is not feasible, the second option is to meet by teleconference. A free teleconferencing number can be obtained by going to: <http://www.freeconference.com/>
5. Do **NOT** attempt to schedule play dates by email. Not only is this method confusing, it also doesn't allow for fairness in the procedure.
6. If a Captain cannot attend an in-person meeting or teleconference due to scheduling conflicts, she **must** appoint someone from her club / team as her proxy. Ideally, that person is the Co-Captain but can be anyone of the Captain's choosing.
7. **BE FAIR**. Whether meeting in person or by phone, take turns scheduling dates. All Captains must be given an equal opportunity.
8. In addition to scheduling play dates, it's recommended that all items on the Group Team Captain's Meeting "Suggested Agenda" be addressed. Once your team has made arrangements in regard to these items (i.e. costs, lunch, etc.) **please honor your commitments throughout the team play season!**
9. Anyone experiencing an issue during or after the Team Captain's Group Meeting is encouraged to report details to the WSCGA office. Follow-up will be done by the Team Committee.