



JOB DESCRIPTION	
Job Title:	County Seniors' Captain (aged 50 or over on 1st January of the year of appointment)
Term of Office:	2 Years
Accountable to:	County Vice-Captain
Purpose:	
<ul style="list-style-type: none"> • To captain the county ladies seniors' team • To attend and assist the Competitions Director in running the annual County Seniors' Championships 	
Responsibilities:	
<ul style="list-style-type: none"> • Maintain a list of eligible (over age 50) players and their handicaps; encourage eligible seniors to complete availability forms (from their Club Delegate or from HLG website) • Select teams for Home and Away matches and the Inter-County Team Championships • Find and arrange venues for home matches during your 2 year tenure, ensuring the Fixtures Secretary is kept updated on planned venues/dates • Keep County Captain, Vice-Captain and Media Officer up to date with results and timely news from the Seniors • Send League match results to the League Captain who in turn updates the League Table • Record and keep electronic records of all seniors' match results • Nominate the next County Seniors' Captain • Arrange accommodation and meals for the Inter-County team event, as required • Attend and present reports at HLG Board meetings and the AGM, as required • Liaise with other County Captains regarding fixtures, to avoid match clashes • Attend sub-committee meetings, chaired by County Vice-Captain, to share best practice and to keep abreast of HLG issues and initiatives 	
Additional Notes:	
<ul style="list-style-type: none"> • Catering costs for League matches between Berkshire, Hertfordshire, Buckinghamshire and Oxfordshire are met by HLG; responsibility for being League Captain is rotated. • Accommodation and catering costs for the Inter-County Team Championships are met by HLG; responsibility for organising the event is in rotation between the 10 participating counties (County Secretary holds the rota) • Catering for friendly matches between Surrey, Sussex, Dorset and Guernsey is subsidised by HLG; players currently contribute £6 each • When arranging home matches, contact the Club Secretary /GM to request Courtesy of the course and to confirm administrative details, including catering costs; follow-up by email confirming agreed costs, timings, numbers and catering requirements • Liaise with opposition Captains to agree numbers, match format and other details • Select teams for matches approx. one month prior to match; send timely reminders; and advise players of match venue, timings and administrative details • Collect match fees and settle all catering bills with the host venue, either directly (retaining receipts and claiming reimbursement via the expenses system) or forwarding the details to Finance Director /Assistant for reimbursement • Ensure players are familiar with HLG's travel expenses policy • Contact the hosting club following a Home Fixture and the Opposition Captain after an Away fixture to thank them for their hospitality. 	
Finances/Expenses:	
<ul style="list-style-type: none"> • Account for and claim expenses in accordance with the HLG Expense Policy 	