



JOB DESCRIPTION	
Job Title:	County Veterans' Captain (aged 60 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 veterans' team • To attend and assist the Competitions Director in running the annual County Veterans' Championships 	
Responsibilities:	
<ul style="list-style-type: none"> • Maintain an up to date list of eligible (over age 60) players and their handicaps • Encourage veterans to complete availability forms (from their Club Delegate or from the HLG website) • Select teams for Home and Away matches • Find and arrange venues for home matches during your 2 year tenure, ensuring the Fixtures Secretary is kept updated on planned venues/dates • 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 • Keep County Captain, Vice-Captain and Media Officer up to date with results and timely news from the Veterans • Record and keep electronic records of all veterans' match results • Nominate the next County Veterans' Captain • 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"> • Matches between Berkshire, Dorset, Sussex, Somerset and Wiltshire are Home and Away alternate years • There is an annual match against the Isle of Wight Ladies Golf Association (IWLGA) – played on the IoW each year; travel expenses are met by HLG. • Catering for friendly matches between Berkshire, Dorset, Sussex, Somerset and Wiltshire 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 (usually 7 x BB pairings) by mid-April and approx. one month prior to each match, send out timely reminders • Advise players of match venue, timings and administrative details • 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 	