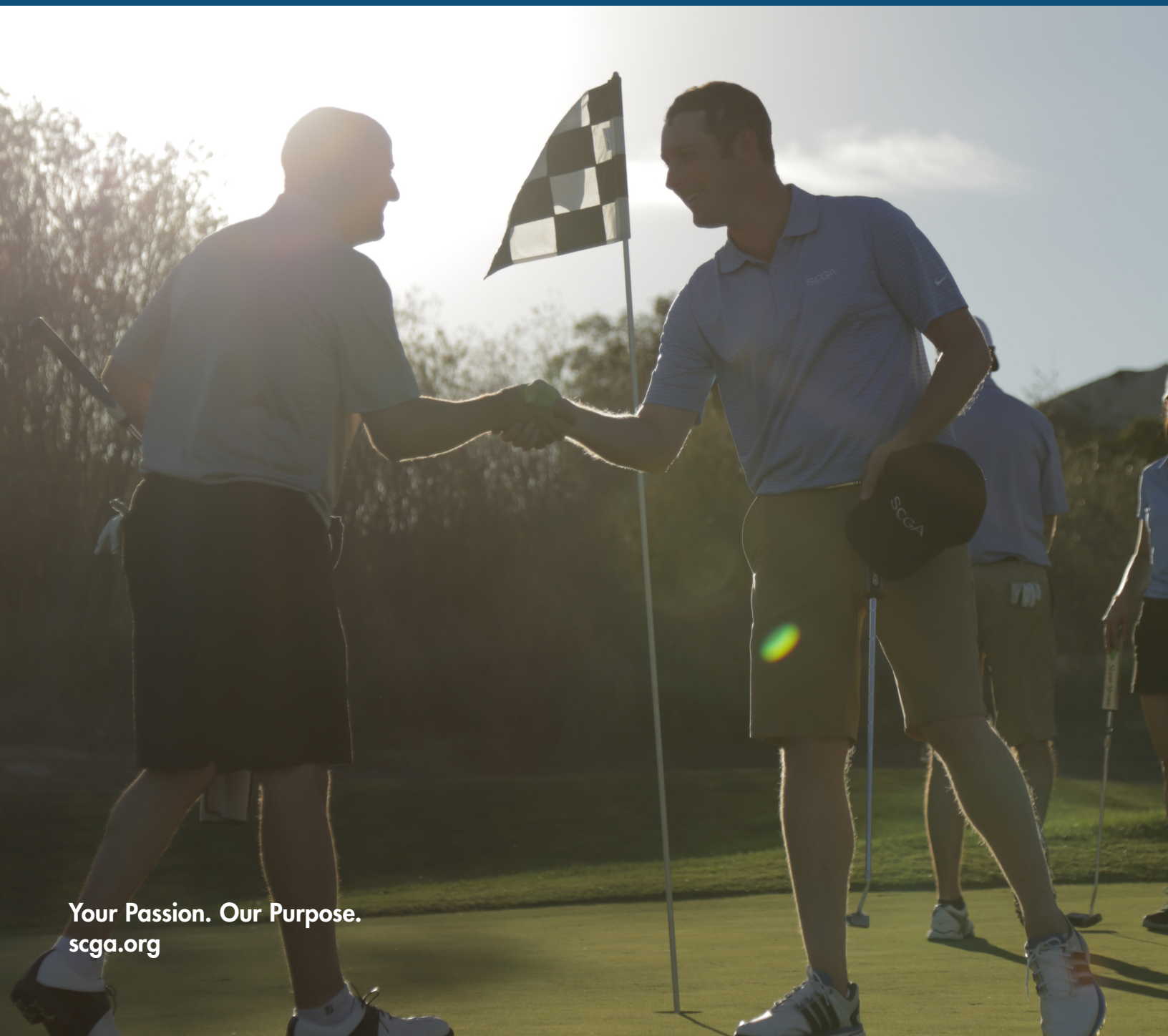


SCGA

2016 SEASON

# TEAM PLAY MANUAL



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## SCGA TEAM PLAY MANUAL

### **1. SPIRIT OF THE GAME**

Unlike many sports, golf is played for the most part without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players and to abide by the Rules. All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be. This is the spirit of the game of golf and SCGA-administered competitions.

#### **A. PLAYER & TEAM CODE OF CONDUCT**

By submitting an entry for any SCGA-administered competition, the teams and its participants understand that their participation is at the sole discretion of the SCGA. A contestant may be removed from any competition at the discretion of the SCGA staff or Rules and Competitions Committee at any time before or during the competition. Incidents of unbecoming conduct or actions deemed to be detrimental to the image of the SCGA or the "Spirit of the Game" are grounds for such removal and suspension from future SCGA-administered competitions. These include, but are not limited to, the following:

- Willful damage of the golf course or golf course property
- Club throwing or unnecessary club tossing
- Offensive or unbecoming language
- Public criticism of golf course or verbal abuse of SCGA staff, officials, volunteers, host club staff or other contestants
- Potential endangerment of others
- Conduct deemed unbecoming
- Failure to post scores for handicapping purposes
- Manipulation of scores posted for handicapping purposes

### **2. ELIGIBILITY**

#### **A. CLUB ELIGIBILITY**

Each club submitting an entry application must be identified as the "club of record" at its facility and must maintain at least one 18-hole (5,000 yards or more in length) golf course. Each club must have a current certified Handicap Chair. Certification can be obtained by completing an SCGA Handicap Certification Class (please visit [scga.org](http://scga.org) for more information). Additionally, all clubs must be in compliance with the USGA License Agreement. Without a certified Handicap Chair and updated license, your club will not be eligible to participate in the 2016 Team Play season.

Clubs are limited to entering one team in Thursday play and one team in Saturday play unless the club maintains two 18-hole courses in which case a club may enter two teams on each day if two 18-hole 5,000 yard courses are maintained. If a club is entering two teams, a separate application must be submitted for each team.

#### **B. PLAYER ELIGIBILITY**

1. All players must be amateurs in good standing and listed on the club's membership roster that he/she wishes to compete for as of January 1, 2016 through the Team Play Season.
2. Players must be 21 years of age or older as of the date of the match they participate in.

3. Players must have an active established Low Handicap Index (LHI) of 18.4 or lower. Individuals with a LHI greater than 18.4 may play, but will be lowered to an index of 18.4 for any match he/she participates in. **Captains must send all LHI adjustments requests to [rules@scga.org](mailto:rules@scga.org) as LHI modifications cannot be made through the Team Captain's module.**
4. **Each player must have 20 scores posted by December 31, 2015, representing rounds of golf played in the year 2015. It is the responsibility of the Team Play captains to double check all the players on their roster.** If a Team Captain has a player who does not meet this requirement (due to a documented injury), the player in question must be submitted to the SCGA Team Play Staff for review prior to Jan. 4, 2016 for eligibility approval.
5. Players may compete for one Thursday Team and one Saturday Team during the 2016 Team Play Season, provided that the player meets the requirements of Team Play Rule 2B (above) for both clubs. However, players may not compete for the same club on Thursday and Saturday. For example, a player who is a member at Anaheim Hills and Yorba Linda may compete on Anaheim Hills' Thursday Team and Yorba Linda's Saturday Team. He may not compete on Anaheim Hills' Thursday and Saturday Teams.

**Penalty for playing an ineligible player:** The individual and team in violation shall forfeit individual and team points won during the match(es) by the player(s) to the opponent(s). For a violation of 5, the player must only play for one team the remainder of the season and is disqualified from participating on the other team.

### 3. TEAMS

Each club will submit a team for each of the season's matches. Teams consist of 16 eligible players plus two alternates. Each club is expected to field a team and compete as scheduled in accordance with the guidelines established in the Team Play Manual. A club that withdraws at any time after the entry deadline may be ineligible to compete in Team Play the following year.

- A. Each team will consist of at least 16 eligible players.
- B. When a team has less than 16 players, it may:
  1. Use an alternate in accordance with proper handicap sequence procedures (Team Play Rule 10C), thus returning to 16 players; or
  2. Play with fewer than 16 players by playing a one-man team against the opponent's two-man team. The one-man team may be placed in any position in the line-up, as long as he is in proper handicap sequence, and may play only one opponent individually in addition to the four-ball match.
  3. Teams fielding less than 16 players on more than one occasion or late in the season will be subject to review by the Team Play Committee. This review may result in the team's ineligibility for the following Team Play season.
- C. There is no permanent roster required for each team and no limit as to the number of players who may be used during the season.

#### 4. GROUP SELECTION

The SCGA encourages clubs to form their own groups for the regular season. The Group Selection Form must be completed and submitted along with the club's entry form. If a club is not part of a group, the SCGA will attempt to pair the club with other clubs that are similar and in geographic proximity. There is no guarantee or presumption that a club that submits an entry without being a part of a group will be able to participate in Team Play. The SCGA's decision to pair groups is deemed to be final. The sole remedy of a team that is not assigned to a group, or which is assigned to a group in which it does not want to play, is to withdraw its application and receive a full refund of its entry fee.

#### 5. SCHEDULE OF MATCHES

First Match	January 14 (Thursday)	January 16 (Saturday)
Playoff Matches Start	March 10 (Thursday)	March 12 (Saturday)

**Note: Team Play Finals will be held at The River Course at the Alisal on Sunday, April 17, 2016 for both Thursday and Saturday Teams.**

- A. All matches (Thursday and Saturday) must be completed by Monday, February 29, 2016.
- B. Playoff matches (Thursday and Saturday) must be completed by Monday, April 11, 2016.

#### 6. COURSE USAGE POLICY & HOME TEAM REQUIREMENTS

It is required that any team electing to participate in Team Play shall make available its home course for all scheduled regular season matches, makeup of all postponed or suspended matches, wild card matches and playoff matches. If the course cannot be made available on the dates stipulated by the Team Play Committee, and there are no arrangements by the host team to play the match at an alternate site, the host team shall be deemed to have forfeited that match in accordance with the procedures of Team Play Rule 14 (Forfeitures). The circumstances pertaining to such forfeiture shall be reviewed by the Team Play Committee. This review may result in the team's ineligibility for the following Team Play season. Whenever possible, makeup matches should take place on the day the teams normally played matches during the regular season. If this cannot be accomplished due to conflicts by one or both teams, the Captains must strive to reschedule the match on another day.

During the regular season and playoff matches, the home team is required to host green fees for the visiting team (16 players during the regular season and eight players during the playoffs). Clubs within a group may agree to other arrangements, provided all clubs within the group are in agreement. Carts, food and beverages should be made available to the visiting team for purchase.

##### A. PRACTICE ROUNDS

1. Members of the visiting team should be permitted the opportunity to have one practice round prior to all regular season matches and playoff matches, based on club availability. However, practice rounds are neither mandatory nor required. Practice round availability (if any) and costs (if any) should be relayed to all team captains in the group prior to the start of the season.
2. The number of players taken to the "away" course for a practice round is to be limited to 16 players during the regular season and the championship, and eight players during the playoff matches. The visiting team should provide a roster in advance to the host club of the players who will be participating in the practice round.

**Note:** The number of players taken to a practice round may be modified for regular season and playoff matches, subject to host club approval. Any abuses of the practice round policy are subject to review by the Team Play Committee and may result in the team's ineligibility for the following Team Play season.



- Practice will **not** be allowed on the host course on the day of a match prior to the beginning of the round during the regular season as well as during playoffs and the championship match (see Note under USGA Rule 7-1).

**Penalty for violation of this Rule:** Disqualification of the player. Another player may be substituted in his place in accordance with Team Play Rule 10C.

- Host clubs should ensure that there are no scheduling conflicts with other club events. If a club event subsequently conflicts, the club must notify the visiting Team Captain immediately to schedule a makeup date if necessary.

#### **B. STARTING TIMES FOR MATCHES**

Starting times are to be determined by the host club; however, they should be scheduled to ensure completion of play prior to darkness.

#### **C. GOLF CARTS, CADDIES AND COURSE INFORMATION**

- Golf carts should be permitted subject to the host club's rules and regulations governing the use of these carts. Please note that some club policies may dictate the prohibition of golf carts and in that case, the rules and regulations of the club applies.
- In the event caddies are made available by the host club, an equal number of caddies must be made available for each team. If club policy requires the use of a caddie, the opposing team must abide by club policy.
- Visiting teams may bring caddies subject to host club staff approval.
- Caddies are not permitted at the Team Play Finals.
- Hole Location Sheets: If hole location sheets are provided to the home team, they should be provided to the visiting team as well.
- Violations of Team Play Rule 6 are subject to review by the Team Play Committee and may result in forfeiture of the said match, and the team's ineligibility for the following Team Play season(s).

#### **D. GOLF COURSE SETUP**

- The SCGA recommends that a yardage of approximately 6,200 yards be used for Team Play Matches. The home team must play the same set of tees for every match. Tee markers should be placed so that the course plays to its approximate rated length.
- Mixed competition** – When both men and women compete, women should play from a forward set of tees, such as those most frequently played by women at the host club. Different tees usually have different course ratings. It is imperative that the captain calculates the course rating adjustment and applies it to the handicap. Team captains must notify the SCGA if a woman is playing in a match so the module can be adjusted accordingly.

Example: If women playing from the forward tees where the women's Course Rating is 73.4 compete against men playing from the middle tees where the men's Course Rating is 70.9, the women will add three strokes ( $73.4 - 70.9 = 2.5$  rounded to 3 strokes) to their Course Handicaps.

## **E. FACILITIES WITH MORE THAN 18 HOLES**

Facilities with more than 18 holes at their facility may schedule matches on any slope-rated regulation length course at their club. These clubs may use more than one course at their facility during the Team Play season. Such clubs must inform opponents of which course will be used well in advance of the scheduled match to provide ample opportunity for practice rounds.

## **7. TEAM CAPTAIN DUTIES**

### **A. DISPUTES AND DECISIONS**

Teams are encouraged to resolve disputes and disagreements by consensus among the teams affected. If a dispute arises during a match, the team captains of the teams involved are the Committee within the meaning of the Rules of Golf. If those two captains cannot reach an agreement, or if the dispute affects the group as a whole, the dispute shall be referred to all captains in the group, who will serve as the Committee in charge of the group.

### **B. ARRANGEMENTS**

Team Captains should communicate to each other well in advance of any match to be played at their club the following:

- How to schedule practice rounds (dates, fees and times)
- Tee times for matches at his home club
- Tees to be played
- Carts and caddies – whether or not they will be hosted
- Dress code
- Club restrictions/policies
- Acceptable forms of payment (cash, credit cards, reciprocal charge) for carts, food and beverage

It is at the sole discretion of each group participating in Team Play to determine the financial arrangements involved with Team Play. Captains should understand the duties of hosting another club, which includes hosting green fees for Team Play matches (unless other arrangements are made by clubs within a group). Some clubs will choose to host the other team to beverages or a meal before or after a Team Play match. These arrangements should be discussed prior to the start of the season to avoid any confusion.

The SCGA strongly recommends that all of the captains in a group meet prior to the start of the Team Play season to discuss these types of arrangements in order to help eliminate confusion and conflicts during the season.

### **C. TEAM PLAY MODULE**

Prior to every match, the Team Captain must submit a roster of the team's players in the Team Play Module. The SCGA recommends that this is done as soon as practicable as a courtesy to other Team Captains (i.e., a few days prior to the match). All players will play to 100% of their LHI of record for the last 12 months. Captains must ensure that each player is in correct Course Handicap order (see Team Play Rule 10A).

### **D. COURSE HANDICAPS**

Team Captains should ensure that the correct Course Handicaps for all of his players appear on score cards (if score cards are being used for the match).

### **E. MATCH RESULTS**

All match results must be entered in the Team Play Module by the following Monday at 8 a.m. A link to this site will be available on the Team Play portion of [scga.org](http://scga.org). This deadline must be met for handicap review purposes.

**Penalty for not entering results by the deadline:**

First infraction: Warning;

Second infraction: Team will be issued 0 points for the match played.

Captains should agree prior to the start of the match how the results will be posted to avoid any potential problems. It is the duty of each Team Captain to ensure that his team's results have been posted.

Any problems with the SCGA Team Play Module should be sent to [rules@scga.org](mailto:rules@scga.org).

## **8. HANDICAPS AND POSTING OF INDIVIDUAL SCORES**

### **A. HANDICAPS**

#### **1. CLUB'S COMMITTEE**

The club's Handicap Committee must ensure that all member scores are being posted in compliance with the *USGA Handicap System*, including peer review. The Handicap Committee must make certain that individuals whose Index is not reflective of their playing potential are dealt with at the club level before the SCGA must get involved. All clubs are reminded that it is within the purview of the club's Handicap Committee to modify the Index of a player who fails to turn in proper scores or a player whose Index is not reflective of his current playing potential. Handicap Committees and/or Team Captains should contact SCGA staff if they have knowledge of a player that has been reduced for club events or has an Index that is not reflective of their playing ability.

#### **2. HANDICAPS**

All players must play to 100% of their Course Handicap, using their Lowest Handicap Index (LHI) of record for the last 12 months (or a reduction thereof). The LHI for each player will automatically be displayed when the player is selected in the Team Play Module.

Note: The LHI of the revision that the match is actually played in will be used. This applies to the playoffs as well.

#### **3. HANDICAP REDUCTIONS**

If a player's handicap is reduced during the Team Play season by the SCGA, it is the responsibility of the Team Captain to ensure the correct handicap is reflected in the Team Play Module. If there is a discrepancy, please notify the SCGA Team Play Staff.

#### **4. HANDICAP CORRECTIONS**

If at any time during the Team Play season, the SCGA Handicap Department makes an Index correction (i.e. wrong score posted), that player or his Team Captain must notify the SCGA Team Play Staff by phone or email. This will ensure the adjustment is made in the Team Play Module.

#### **5. HANDICAP STROKES**

In the four-ball match, the lowest handicap player will play at scratch and each of the other three players in the group will receive the full difference in strokes as they fall on the score card.

In the individual match, the highest handicap player of the two players will receive the full difference in strokes between his handicap and that of his opponent where the strokes fall on the score card.

Note: Handicaps in the four-ball match will still be played off the low player's handicap, even if that player is absent (USGA Decision 30-3a/3). If a partner joins on a later hole he **must** maintain handicap sequence, and he forfeits his individual match. A side may be represented by one partner for all or any part of a match; all



partners need not be present. An absent partner may join a match between holes, but not during play of a hole (USGA Rule 30-3a).

In all matches, the allocations of handicap strokes will be as listed on the score card, regardless of start hole.

In accordance with USGA Rule 6-2a, before the start of each match it is the responsibility of each individual player to ensure that his correct course handicap, based on 100% of his LHI of the last 12 months (or a reduction thereof), is being used for the competition and inform his opponent of the holes at which strokes are given or taken.

Penalty for playing to an incorrect handicap: If a player begins a match having declared a handicap (this includes an incorrect handicap listed on the match scorecard issued by the club or Team Captain) higher than that to which he was entitled and this affects the number of strokes given or received, he is disqualified; otherwise, the player must play off the declared handicap.

## **B. POSTING OF INDIVIDUAL SCORES**

1. The game of golf is based on the premise that a golfer will play as well as he can. Under the USGA Handicap System a player is required to record a score for any hole not finished or not played under the Rules of Golf, and to adjust any hole score when it is higher than the maximum number allowed under Equitable Stroke Control.
2. Each player who participates in Team Play must record a score for the round played. Scores shall be posted in accordance with the procedures outlined in the USGA Handicap System for Four-Ball and Match Play Tournaments. Scores are to be posted as an Away or Home game. **Only playoff scores** will be recorded as tournament scores.
  - a. INCOMPLETE ROUNDS – In the event the match has been closed out before 18 holes have been played, the stipulated round is deemed to be complete. If players decide to “play in” they must continue to abide by the *USGA Handicap System*. If players decide not to “play in”, par plus **must** be taken for any hole remaining to be played. “Par plus” is the assigned par for the hole, plus any handicap strokes which the player would be entitled to receive on that particular hole (based on current Index).
  - b. LESS THAN 13 HOLES PLAYED – If a match is closed out prior to the 13<sup>th</sup> hole, a nine-hole score must be posted. Please note that nine-hole scores cannot be posted as tournament scores. Captains should contact the SCGA if this occurs.
  - c. INCOMPLETE HOLES – If a player starts a hole but does not complete the hole, or is conceded a stroke, he **must** record for handicap purposes the score he most likely would have made. This score shall not exceed his Equitable Stroke Control limit (based on current Index).
3. The **adjusted gross score** should be posted for each player, based on his current index. It is the responsibility of each Team Captain to ensure that each team member’s adjusted gross score is posted on the SCGA Team Play Module at the conclusion of the match.
4. Please ensure that team members are not posting their scores individually. Scores will be posted directly to the player’s score file from entry into the Team Play Module.
5. Please ensure that practice rounds played in accordance with the Rules of Golf are posted for handicapping purposes.

## 9. FORMAT AND SCORING

### A. INDIVIDUAL MATCHES

Club A's eight teams of two players shall play Club B's eight teams of two players. The format consists of two matches played as follows: The low handicap player on A's number one team plays the low handicap player on B's number one team in an 18-hole match with the winner being awarded two points. In the event of a tied match, one point is awarded to each team. The second low handicap player on A's number one team plays the second low handicap player on B's number one team in an 18-hole match with the winner being awarded two points. In the event of a tied match, one point is awarded to each team.

### B. FOUR-BALL MATCHES

A's number one, two-man team plays B's number one, two-man team in an 18-hole, four-ball match with the winner being awarded two points. In the event of a tied match, one point is awarded to each team.

### C. SCORING

At the conclusion of each match between two teams, for division standing purposes, two points are assigned for a win, one point for a tie, and zero points for a loss.

## 10. PAIRING ORDER AND ALTERNATE SUBSTITUTIONS

### A. PAIRING ORDER

1. During the regular season and for Team Play Finals, all players for each club must be paired in **Course Handicap** sequence from low to high with the lowest handicap player listed first for each two-man team. The two lowest handicap players must be paired together and play as the number one team, the next two lowest handicap players remaining must be paired together and play as the number two team, etc.
2. During wild card and playoff matches, all players for each club must be paired in **LHI** sequence from low to high with the lowest LHI player listed first for each two-man team. The two lowest LHI players must be paired together and play as the number one team, the next two lowest LHI players remaining must be paired together and play as the number two team, etc.

### B. ORDER OF GROUPS

The order of groups shall be agreed upon by both team captains prior to the match. If the team captains cannot mutually agree upon the order of groups, then the order will be at the discretion of the host club. It is the recommendation of the SCGA that groups are sent out in team order (Team 1, then Team 2, then Team 3, etc.).

### C. ALTERNATE SUBSTITUTIONS

1. Regular Season and Finals: In the event a substitution is required, an alternate may take the place of the player if they have the equivalent or higher course handicap. If the alternate has a higher course handicap, he will play down to the course handicap of the missing player.

Example: a player with a course handicap of 11 could substitute for a player with a course handicap of 4 and play down to a course handicap of 4.

2. Playoff Matches: In the event a substitution is required, an alternate may take the place of the player if they have the equivalent or higher Low Handicap Index. If the alternate has a higher Low Handicap Index, he will play down to the course handicap of the missing player.

If players are not paired in handicap sequence according to the procedures outlined above and a timely claim is made by the opposing team, the individual and team in violation shall forfeit individual and team points won during the match(es) by the player(s) to the opponent(s).

## 11. SUSPENSIONS DUE TO INCLEMENT WEATHER AND DARKNESS, AND POSTPONEMENTS

All Team Play matches are to be played as scheduled unless the course is officially closed to all play because of inclement weather. However, Team Captains can mutually agree to postpone the match in advance of the start of play or during the course of the match (subject to Team Play Rule 11A (6)) due to actual weather conditions. One captain cannot make a unilateral decision to postpone.

**Bad weather in itself is not a legitimate reason to postpone or suspend any matches. Golf is an outdoor sport tried under varying conditions, some of which are unfavorable.**

### A. COURSE CLOSURE

In the event the course is officially closed to all play because of inclement weather during the progress of Team Play, the following procedures will apply:

1. The decision to officially close the course to all play shall be at the discretion of course management.
2. Management will go directly to the Team Captains, or representatives of the Captains, to inform them of the decision that the course is to be closed and players must discontinue play immediately (see USGA Decision 6-8b/7).
3. Team Captains must notify their respective players and remove their teams from the course. All team members should proceed to the clubhouse until the decision to close the course is final.
4. Team Captains are to verify the results of each match up to the point when play has been suspended and record and attest the scores prior to leaving the course.
5. If the course is closed only to the use of golf carts, Team Play matches will continue with the players walking. In the event that caddies are made available, an equal number of caddies must be made available for each team (see Team Play Rule 6C).
6. If the course has been officially closed to all play or captains mutually agree to postpone the match, the following procedures will apply:
  - a. If all matches have not completed nine holes, the entire match must be replayed. It is not required that the same players participate in the make-up match.
  - b. If there are incomplete matches and all players have completed nine holes, the match stands as completed at the time play is discontinued, and Team Captains will verify the results of each match through the number of holes completed and record and attest the results prior to leaving the course.

### B. SUSPENSION PROCEDURES

1. If the players are between the play of two holes, they should not resume play until ordered to do so. If they are in the process of playing a hole, they have the option of marking the position of their ball or completing play of the hole. They may not, after being notified of the suspension, commence play of another hole.
2. If play is resumed after suspension but with certain conditions imposed (e.g., no golf carts, preferred lies, etc.) play will continue from the point at which it was suspended and the conditions imposed shall remain in effect for the remainder of the stipulated round.
3. If suspended play cannot be resumed, or if Team Captains mutually agree not to resume play, the match is considered to be postponed and shall be treated as prescribed herein.

4. All postponements, for whatever reason, must be rescheduled on the course for which originally scheduled at the earliest available date mutually agreeable to both Team Captains and by the final deadline date.

#### C. DARKNESS

In the event that play has been suspended due to darkness, refer to Team Play Rule 11A (6b).

#### D. POSTPONEMENTS

1. Team Play matches may be postponed due to course unavailability or other conflicts. Postponements must be rescheduled on the first available Thursday or Saturday following the conclusion of regular season play or at the earliest available date which is mutually agreed upon by both teams on the course where originally scheduled (unless Team Captains choose otherwise).
2. The SCGA Team Play Staff **MUST** be notified of the make-up date for any postponed match.
3. All matches must be completed by Monday, February 29, 2016 (Team Play Rule 5). Any match not completed by that date will be treated as “no match” for both teams in determining the final group standings.

**Note:** Due to time constraints involved with playoff matches, there may be occasions when teams must reschedule a postponed playoff match on a day other than Thursday or Saturday to allow for the continuation of the playoff schedule. Team Captains will have to mutually agree to reschedule on an alternate date.

### 12. DETERMINING GROUP WINNERS

- A. Group winners will be determined by the team with the highest total team points.
- B. In the event of a tie between two teams with identical team points, the group winner will be determined as the team with the most match points earned between the two tied teams in their matches against each other during the regular season. If a tie still exists, refer to E below.
- C. In the event of a tie between three teams with identical team points, the group winner will be the team with the most match points earned in its combined matches with the other two teams during the regular season. If a tie still exists between two teams, the third team is eliminated and the tie between the two remaining teams shall be decided by B above, based on match points between those two teams. If three teams remain tied, refer to E below.
- D. In the event of a tie between four teams with identical team points, the group winner will be the team with the most combined match points earned in all regular season matches. If a tie still exists between two or three teams, refer to C if three teams are tied and B if two teams are tied. If all four teams remain tied, refer to E for a tie-breaker.
- E. In the event a tie still exists in B, C or D, the group winner will be the team with the most four-ball points earned in its combined matches with the remaining tied teams. This tie-breaker will also be used to eliminate teams (if two or more teams remain tied), with four-ball points. If E is used to eliminate one or two teams but two teams remain tied after elimination of one or two teams, then B will be first used to break the tie between those two teams; then E (four-ball points) will be used if they remain tied.
- F. In the event a tie still exists after following procedures set forth in B – E, the second tie-breaker will be the combined match points earned in all regular season matches played by each of the tied teams, with the team with the most points being declared the winner.

- G. If two or more teams remain tied after following those procedures set forth in B – F, the winner of the group will be determined by a coin flip between the then remaining tied teams.

### **13. PLAYOFF MATCHES**

#### **A. WILD CARD PLAYOFF**

Depending on the number of groups in Thursday or Saturday Team Play, a wild card playoff may be necessary to create a 32-team playoff bracket. If that is the case, the SCGA will randomly select Thursday and/or Saturday Group Winners to playoff in wild card matches to determine the 32 teams that will participate in the playoffs.

#### **B. PLAYOFF MATCHES**

All group winners will be paired by the Team Play Committee for a single elimination playoff to determine the overall Thursday and Saturday team champions. The playoff matches will begin following the completion of the regular season schedule and will be conducted on the courses of the competing teams, according to all regular Team Play Rules. The Committee will designate one team to be “Club A” and the other team to be “Club B” for each playoff match.

Team Numbers 1, 3, 5 and 7 from each team will play at Club A.

Team Numbers 2, 4, 6 and 8 from each team will play at Club B.

1. Club A shall have the honor at each course.
2. Only players who have played in at least one team match during the regular season schedule are eligible to participate in the playoff matches.

Penalty for playing an ineligible player: The individual and team in violation shall forfeit individual and team points won during the match(es) by the player(s) to the opponent(s).

3. If a postponement or suspension should occur during a playoff match, only that portion of the match being played at the course which has been closed shall be rescheduled in accordance with Team Play Rule 13B.

#### **C. TIE-BREAKING PROCEDURES – PLAYOFF MATCHES**

In the event of a tie in a playoff match, the following procedure will be used:

1. The total points earned by Club A’s teams 1 and 2 (both four-ball and individual matches) shall be compared to the total points earned by Club B’s teams 1 and 2. The Club with the most points wins the tiebreaker and the match. If a tie still exists, the total points earned by each club’s teams 3 and 4 will be compared. If a tie still exists, this same procedure will be used for teams 5 and 6, then 7 and 8 until a winner is determined.
2. If the procedure in Rule 13C(1) does not settle the tie, the winner will be determined by lot (e.g. flipping a coin).

### **14. FORFEITURES AND WITHDRAWALS**

#### **A. FORFEITURES**

Forfeitures shall be scored as “no match.” All other matches played by the forfeiting team (prior to or after the forfeited match) shall also be scored as “no match” in order to equalize the advantage of the forfeiture among the other teams within the group. Inability to field a full team of 16 players is not an acceptable reason for forfeiture. Any circumstances causing forfeiture shall be subject to review by the Team Play Committee. This

review may result in the team's ineligibility for the following Team Play season. Additionally, it is unacceptable for a team to forfeit the last match(es) of the season simply because they will not advance to the playoffs.

#### **B. WITHDRAWAL FROM TEAM PLAY**

Withdrawal of a team during the Team Play Season is unacceptable. By submitting an entry, your team is expected to compete in every scheduled match. The withdrawal of a team at any time after the pairings have been announced may result in the team's ineligibility for the following Team Play season. Any previous matches played by a team that withdraws will be treated as "no match" in determining the final group standings.

### **15. ADVICE**

#### **A. TEAM CAPTAINS**

Non-playing Team Captains may give advice to any player on the team. A Team Captain may only perform the other duties of a caddie (such as transporting clubs, etc.) for one player at a time.

Playing Team Captains may exchange advice with their partner at any time. Once the captain's four-ball match is over, he may serve as the caddie for his former partner and continue to provide that player advice, or assume the rights of a non-playing Team Captain and provide any player with advice.

Team Captains may communicate the status of any match to other players on the team at any time.

#### **B. PARTNERS**

When the four-ball match remains ongoing, both players are deemed to be partners and therefore may exchange advice. Once the four-ball match has been closed out, beginning on the next hole, both players from each club are no longer partners, and therefore may not give advice.

Once the four-ball match and one of the individual matches are closed out, the players who are no longer involved in a remaining individual match have two options beginning on the next hole:

1. Return to the clubhouse, or
2. Cease playing and declare oneself a caddie for that player's former partner. This would allow advice to be given once again (see USGA Rule 6-4). Once declaring oneself a caddie, that player shall not make a stroke at a ball until the remaining individual match has also been closed out.

**Note:** See USGA Rule 8 (Advice; Indicating Line of Play).

### **16. MATCH PLAY CLAIMS**

Players competing in Team Play are reminded of USGA Rule 2-5:

In match play, if a doubt or dispute arises between the players, a player may make a claim. If no duly authorized representative of the Committee is available within a reasonable time, the players must continue the match without delay. The Committee may consider a claim only if the player making the claim notifies his opponent (i) that he is making a claim, (ii) of the facts of the situation and (iii) that he wants a ruling. The claim must be made before any player in the match plays from the next teeing ground or, in the case of the last hole of the match, before all players in the match leave the putting green.

A later claim may not be considered by the Committee unless it is based on facts previously unknown to the player making the claim and he had been given wrong information (USGA Rules 6-2a and 9) by an opponent.



Once the result of the match has been officially announced, a later claim may not be considered by the Committee unless it is satisfied that the opponent knew he was giving wrong information.

**Note:** Once a valid and timely claim is made, players are to continue their match without delay.

## **17. DISPUTES AND DECISIONS**

Teams are encouraged to resolve disputes and disagreements by consensus among the teams affected. If a dispute arises during a match, the team captains of the teams involved are the Committee within the meaning of the Rules of Golf. If those two captains cannot reach an agreement, or if the dispute affects the group as a whole, the dispute shall be referred to all captains in the group, who will serve as the Committee in charge of the group. If and only when a situation cannot be resolved by the group's committee, the captains may submit a protest or statement in writing to the SCGA Team Play Committee at [rules@scga.org](mailto:rules@scga.org).

## **18. SATURDAY TEAM PLAY HOTLINE**

The Saturday Team Play Hotline is available for use by Saturday Teams seeking answers to Rules of Golf questions. The hotline is available every Saturday during the Team Play Season, from 8 a.m. – 4 p.m. You can reach the hotline at (818) 980-3630 x326. Leave a voicemail and a member of the SCGA Team Play Staff will return your call as soon as possible.

## **19. CONCLUSION**

If the players follow the guidelines in this manual, it will make the game more enjoyable for everyone. If a player consistently disregards these guidelines during a round or over a period of time to the detriment of others, it is recommended that the player be reported to the SCGA and the Team Play Committee will take appropriate disciplinary action against the offending player. Such action may, for example, include prohibiting play for a limited time on the course or in a certain number of competitions. This is considered to be justifiable in terms of protecting the interest of the majority of golfers who wish to play in accordance with these guidelines.

## SCGA TEAM PLAY MANUAL APPENDIX

### 1. USGA RULES OF PLAY

- A. Current USGA Rules of Golf will govern all matches. An understanding of USGA Rules 2 (Match Play) and 30 (Four-Ball Match Play) is essential in comprehending the format of Team Play. The Rules of Golf must **NOT** be waived at any time. The penalty for waiving the Rules of Golf is disqualification for the player or team in violation. There is no time limit on applying the penalty for agreeing to waive the Rules (USGA Rule 34-1b(i)). Match results will be adjusted if such a violation is brought to the attention of the Team Play Committee.
- B. The “One-Ball” Rule will not be in effect for any phase of Team Play. Only golf balls listed on the USGA’s latest Conforming Golf Ball List may be used (Note to USGA Rule 5-1). Penalty for use of a ball not on the list: Disqualification of the player (individual and team match) and his partner (team match only).
- C. Local Rules – Local Rules must conform with the USGA Rules of Golf. Any Local Rules which are to be in effect during Team Play must be published and distributed to all players in advance of the start of the match.
- D. Winter Rules – In the event that a course has adopted a Local Rule for “preferred lies” or “winter rules,” it is recommended that this Local Rule be suspended during Team Play competition. If it becomes absolutely necessary to use “preferred lies,” the procedure shall be determined by the host club in advance of the start of the match. It is strongly recommended that the policy listed in Appendix I of the USGA Rules of Golf (“Preferred Lies” and “Winter Rules”) is used.
- E. Distance Measuring Devices – The Note to Rule 14-3 is in effect permitting the use of distance measuring devices (Appendix IV, (5)) – subject to host club policy.

### 2. USE OF MOBILE PHONES

The use of mobile phones is subject to the policies of the host club. If a player disregards or abuses this or any other club policy, the player is subject to disciplinary action by the Team Play Committee, which may include ineligibility for the remainder of the Team Play season or an additional season(s).

### 3. PACE OF PLAY

Slow play is a recurring problem in Team Play. Unfortunately playing out of turn is not permitted in match play, thus eliminating many opportunities for ready golf. Nevertheless, each player should manage his time efficiently between shots and be ready to play when it is his turn. All groups should keep pace with the group in front of them. If they fall off that pace, players should make every effort to regain position behind the group in front of them. Team Captains and all team members should be aware of USGA Rule 6-7 which states that all players shall play without undue delay.

**First: Understand the Pace of Play for the day.** How much time is allowed to play the stipulated round and how much time is allowed for each hole. If this is a morning shotgun, there are going to be other players waiting for your group to clear the course in a timely way. The host club or host Team Captain should establish the expected time each group should finish each hole and the entire round and relay this information to each player. When setting an expected pace you should take into consideration the difficulty of the course set up, the layout of the course (especially the distance from greens to tees), whether carts are being used, etc.

**Second: Wear a watch.** If you don’t wear a watch, keep one in or attached to your golf bag and refer to it frequently. Pace of Play is your responsibility. Check your pace coming through the 9<sup>th</sup> hole to see where you stand relative to the expected pace.

**Key #1:** If you cannot see the group AHEAD of you, YOU ARE THE PROBLEM! Immediate action needs to be taken.

**Key #2:** Since this is match play, READY GOLF IS NOT AN OPTION, but you must always be ready to play as soon as it is your turn.

**Key #3:** Decision 2-1/1.5 allows players to halve a hole during the play of the hole. Tee off, agree to halve the hole, pick up your balls and move to the next tee. If your match is now back in position continue your match in a normal way and stay focused on playing efficient golf. If your group still has a hole open, tee off again, agree to halve the hole and again pick up your balls and move on to the next tee. To be in compliance with the Rules of Golf players must not agree in advance to use this decision, but knowing it exists, players can tee off **and then** agree to halve the hole.

**Key #4:** If one side or player is in trouble and will obviously lose the hole in both matches, that player or those players should concede the hole allowing the match to proceed to the next tee. There is absolutely no reason to hold up the field just to have the experience and practice of playing a hole.

**Key #5:** Concessions are a part of match play. Remember to be ready to concede an opponent's short putt. Staying focused saves time.

**Key #6:** If carts are restricted to the cart path only, select the club you think you will use for your next stroke plus at least one on either side and walk to your ball. You can be penalized for undue delay if you walk out initially with no or only one club and have to return to the cart for a club, thus holding up play.

To prepare for your matches read Rule 2, Match Play and Rule 30, for Four-Ball Match Play. Knowing the expected Pace of Play is part of the Rules of Golf. Playing efficient golf makes you part of the Pace of Play solution.

### **Recommendations for Improving Pace of Play**

- Modified shotgun format instead of tee times (possibly holes 1-4 or 17,18, 1, 2)
- Have a buffer between public/member play and the first team play group.
- Send lower handicapped players off at the start of the field.
- Be ready to play when it is your turn (have distance calculated and your club selected)
- Pick up if you're out of the hole.
- Lead group needs to be the pace setters. Each subsequent group needs to keep up with the group in front of them. They need to recognize when there is a gap in front of them and make an effort to catch up and get back into position.
- The Team Captain should ensure that his players are aware of the expected pace and playing without undue delay.
- Have golf shop staff or volunteer marshals assisting with enforcing pace of play, ensuring that groups that fall behind make an effort to get back into position. Marshals should also be used to get groups through difficult holes or holes that have blind shots or frequent lost ball searches.
- **WALK FAST**
- Know where your group is in relation to the group in front of you – don't worry about the group behind you.
- Get your yardage before it is your turn to play. Be ready to play before it is your turn.
- Walk ahead when another player has to wait.
- When any shot heads toward rough, a water hazard or trees all players should watch closely as to where the ball lands.
- Read your putt before it is your turn to play.
- Recognize when someone will need the flagstick tended or your ball marked.
- Place golf bag or golf cart off the putting green near the next teeing ground.
- If your ball might be lost outside a water hazard or out of bounds, play a Provisional Ball (Rule 27-2).

The following SCGA Pace of Play Policy may be used if the club has staff or marshals capable of enforcing it.

#### **MAXIMUM ALLOWABLE TIME**

The host club or host Team Captain should establish the maximum allowable time each group should finish each hole and the entire round. When setting an expected pace you should take into consideration the difficulty of the course set up, layout of the course, whether carts are being used, etc.

#### **DEFINITION OF "OUT OF POSITION"**

The first group to start will be considered out of position if, at any time during the round, the group is behind its maximum allowable time. Any following group will be considered out of position if it (a) is taking more than its maximum allowable time to play and (b) reaches the tee of a par-3 hole and the preceding group has cleared the next tee; reaches the tee of a par-4 hole and the putting green is clear; or reaches the tee of a par-5 hole when the preceding group is on the putting green. **Both (a) and (b) must apply for a group to be out of position.**

#### **GROUP OUT OF POSITION AND TIMING**

If a group is out of position, a member of the tournament committee will alert the group, issue them a pace of play warning, and indicate that their group will be timed. Each player in the group is then expected to play any stroke within 40 seconds after timing of the player's stroke begins. Timing of a player's stroke will begin when he has had a reasonable opportunity to reach his ball, it is his turn to play and he can play without interference or distraction.

#### **PACE OF PLAY PENALTIES**

The following are the penalties, in sequence, for any player in a group being timed who takes more than 40 seconds to play a stroke after timing of the player's stroke begins.

- One bad time exceeding the allotted time – warning.
- A second bad time – loss of hole penalty (this penalty only applies to the player with a second bad time).
- A third bad time – loss of hole penalty (this penalty only applies to the player with a third bad time).
- A fourth bad time – disqualification of the side.

#### **4. TEAM PLAY HANDICAP REVIEW AND ADJUSTMENT POLICY**

Everyone in golf has experienced problems with players who have handicaps that are less than representative of that player's true playing potential. An occasional exceptional round is not out of the ordinary. However, a series of sustained exceptional performances by an individual not only defies the odds of handicapping statistics but, more significantly, defeats the very purpose of net competitions.

The USGA Handicap System™ is based upon the potential ability of a player rather than the average of all scores. According to the USGA, the average player is expected to: 1) play to the Course Handicap™ or better between 20 and 25 percent of the time; 2) average three strokes higher than the Course Handicap; and 3) have a best score in 20 that is only two strokes better than the Course Handicap.

A player's Handicap Index® reflects potential because it is based upon a percentage of best scores posted for a given number of rounds, ideally the best 10 of the last 20 rounds. By disregarding the worst 10 of the last 20 scores (differentials), the Handicap Index focuses on a player's "best" days.

For example, a player with a USGA Handicap Index of 11.6 playing from the middle tees at a course with a USGA Course Rating™ of 72.1 and a Slope Rating® of 135 ultimately converts this to a Course Handicap of 14. Using a little addition ( $72.1 + 14$ ) one might think that such a player will consistently shoot around 86. That is the goal if one is "play to the handicap." However, as noted earlier, this is only expected to occur between 20 and 25 percent of the time. In reality, a player's scoring average should equate to three strokes more than that, or 89. The USGA has determined that a player's best score in 20 is normally only two strokes better than the Course Handicap, or an 84.

Mathematically, the probability of a player recording an 83 twice in 20 rounds would only be one in 50.

What are the odds of shooting exceptional scores? The SCGA looks at tables from the *USGA Handicap System* manual that displays these odds (Appendix E, page 117).

For example, the odds of our example player with a Course Handicap of 14 beating the handicap by eight strokes (-8 net differential) once is 1,138 to one. Put another way, the average player posts 24 scores a year. That means that to score this well, assuming the Handicap Index is correct, it would take 47 years of golf to do it once. The odds of a player beating the Course Handicap by eight strokes twice are only 14,912 to one. That's 621 years of golf for the average player -- odds far beyond the realm of reason.

Because the Team Play regular season only spans six weeks and three handicap revisions, the USGA Handicap System has difficulty keeping up with players who consistently play better than their existing Handicap Index or Low Handicap Index. Therefore, the SCGA believes that it is in the best interest of the entire field to create a supplemental review policy that works to serve our Team Play season in a manner that the USGA Handicap System alone cannot. We believe that, along with the USGA Handicap System, our review policy is a fair and equitable approach to reviewing every player's score file in every match.

**The SCGA reserves the right to adjust a player's handicap prior to or during any net competition, based upon previous performances in SCGA events. If a player shoots significantly better than their handicap index, that player's course handicap may be subject to reduction in future SCGA net events (including Team Play). If the SCGA has to reduce the same player a second time, that player may be refused future entry to SCGA events. When a player's course handicap is reduced, the player and club handicap chair will be notified in writing or by phone.**

It is very important that each SCGA member club's handicap committee make certain that individuals whose indexes do not properly match their playing potential are dealt with at the club level before the SCGA becomes involved.

All clubs are reminded that it is within the purview of the club handicap committee to adjust the index of a player who fails to turn in proper scores or whose current index is not reflective of their playing potential.

## Team Play Handicap Adjustment Policy

The SCGA, as the Committee in Charge of the Competition, has the authority to establish the conditions under which the competition is to be played. The following describes the SCGA's Team Play handicap adjustment policy and the automated process that reviews all Team Play scores posted during the 2013-2015 Team Play seasons. A player with two Team Play net differentials of at least -3.0 triggers a possible Team Play handicap reduction. Note: The USGA uses net differentials of -3.0 vs. the "current" Handicap Index in determining whether an adjustment for Exceptional Tournament Performance applies. In an attempt to focus only on truly exceptional performance, the SCGA uses -3.0 vs. the Low Handicap Index (LHI).

### Definitions

Differential	Adjusted Gross Score – USGA Course Rating x 113 / Slope Rating
Net Differential	Differential – Low Handicap Index (LHI)

### Steps

A net differential of at least -3.0 is used in the following examples. The following formula will apply for all SCGA Team Play rounds.

In order for a file to be reviewed, a player must have two Team Play net differentials of at least -3.0, from any time during the 2013-2015 seasons. A reduction will be triggered once a player, who has at least one net differential of -3.0 or better in 2013-2014, posts another such score in the 2015 Team Play season, bringing their total number of Team Play net differentials to two or more of -3.0. The determination of whether a differential meets the -3.0 threshold is based on the LHI at the time the round was played. After one such round, the player will be added to the SCGA Team Play Handicap Review Report and no further action will occur at that time. See example below:

- a. Team Play Round #1 on a golf course with 70.7 USGA Course Rating and 124 Slope Rating.  
Player A's Low Handicap Index (LHI) is 12.5 and Course Handicap is 14.  
Player A shoots an adjusted gross score of 78, a net 64 and the resulting differential is 6.7.  
This creates a **net differential of -5.8**.  
Net Differential:  $6.7 - 12.5 = -5.8$   
Net Differential is at least -3.0, so Player A is added to SCGA Team Play Handicap Review Report.

The player, his Team Captain and his club's Handicap Chair will be notified immediately via email that the player has been added to the SCGA Team Play Handicap Review Report.

2. If the same player shoots another Team Play round with a net differential of at least -3.0, the player's Team Play file will be reviewed. The example continues:

- a. Team Play Round #2 on a golf course with a 68.0 USGA Course Rating and 119 Slope Rating.  
Player A's Low Handicap Index (LHI) is 12.3 and Course Handicap is 13.  
Player A shoots an adjusted gross score of 76, a net score of 63 and the resulting differential is 7.6.  
This creates a **net differential of -4.7**.  
Net Differential:  $7.6 - 12.3 = -4.7$   
Net Differential is at least -3.0, so the automatic SCGA Team Play adjustment process continues.

After two Team Play rounds with net differentials of at least -3.0, the SCGA focuses on the differentials themselves. The formula also takes into account the volume of scores being analyzed, recognizing that the greater the number of scores analyzed, the greater likelihood of having two net differentials of at least -3.0. See continued example below.



Player A's Team Play Round #1 differential	6.7
Player A's Team Play Round #2 net differential	7.6
Average	7.15
Number of Team Play scores available for Analysis	
Average plus 1.0 if 9 or fewer;	8.15
Average plus 2.0 if 10 or more	
Rounded upward to nearest tenth	8.2
Additional value of 1.0 added if total of 10 or more Team Play Scores Used for analysis	
Exceptional Team Play performance value (ETPPV)	8.2

The automatic process compares the exceptional Team Play performance value to the player's LHI (12.3). The lower of the two will be used for conversion to a Course Handicap for future matches for the rest of the Team Play season; however, if the conversion of the ETPPV results in a Course Handicap of only 1 (one) lower than that of the LHI converted to a Course Handicap, the LHI will be used. This procedure and comparison will take place continually, unless the player's LHI falls to a lower number, in which case the LHI will be used. Player A's 8.2 will be used for conversion to a Course Handicap in this example.

The player, the Team Captain, the club's Handicap Chair and all opposing Team Captains in the group will be notified immediately via email of the player's modified Course Handicap.

If a player shoots a third Team Play round during the 2013-2015 time period with a net differential of at least -3.0 (based on the player's handicap adjustment ETPPV), the procedure will continue to focus on the two lowest net differentials.

The player, the Team Captain, the club's Handicap Chair and all opposing Team Captains in the group will be notified immediately via email of the player's modified Course Handicap.

If a player shoots a fourth Team Play round during the 2013-2015 time period with a net differential of at least -3.0 (based on the player's handicap adjustment/ETPPV) the player will be suspended from all SCGA Team Play and SCGA events for two years.

The player, the Team Captain, the club's Handicap Chair and all opposing Team Captains in the group will be notified immediately via email of the player's suspension.

The Team Play procedure will continue to work on a revolving year basis, meaning that the 2015 season will focus on scores made in Team Play between 2013 and 2015. All performance thresholds (number of negative net differentials of at least -3.0) will follow this same revolving cycle.