

SCGA



# 2019 SEASON TEAM PLAY MANUAL

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# 1. OVERVIEW AND FORMAT

## 1.1 FORMAT AND SCORING

### A. OVERVIEW

SCGA Team Play consists of players competing in groups of four with both a four-ball match and two concurrent singles matches being played in each group. Points won by all groups throughout the match are tallied to determine which team wins the match.

### B. FOUR-BALL MATCHES

Club A's number one, two-person side plays Club B's number one, two-person side 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. This procedure is followed for all remaining sides on a team.

### C. INDIVIDUAL MATCHES

Club A's players will play Club B's players in 16 individual matches. The low handicap player on Club A's number one side plays the low handicap player on Club B's number one side 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. This procedure is followed for all remaining players on a team.

**Exception:** Should all team captains in a group agree, the entire group may play regular-season matches that consist of four-ball matches only. Should a group choose to utilize this option, they must notify the SCGA, in writing, before the start of regular season play. Upon reaching post-season play, all teams in SCGA Team Play will be required to play four-ball matches as well as individual matches, as stated within the Rules.

\*In applying this Exception, groups would be doing so for the regular season in its entirety.



## D. OVERALL TEAM SCORING

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

## E. FORFEITURES

Forfeitures shall be scored as “no match.” Inability to field a full team is not an acceptable reason for forfeiture. Any circumstances causing forfeiture shall be subject to review by the SCGA Rules and Competitions 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 or withdraw from the last match(es) of the season simply because they will not advance to the playoffs.





## 1.2 SCHEDULE OF MATCHES

**A. ALL MATCHES (Thursday and Saturday) must be completed by Thursday, March 7. Group Winners will advance to a single-elimination playoff system.**

a. First March: January 17 (Thursday) – January 19 (Saturday)

**B. 2019 PLAYOFF SCHEDULE**

a. Round of 32: March 21 (Thursday) – March 23 (Saturday)

b. Round of 16: March 28 (Thursday) – March 30 (Saturday)

c. Round of 8: April 4 (Thursday) – April 6 (Saturday)

d. Round of 4: April 11 (Thursday) – April 13 (Saturday)

e. Team Play Finals at Rams Hills GC: Sunday, April 28th





## 1.3 TEAMS

Each club will submit a lineup for each of the season's matches and 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 16 eligible players.**

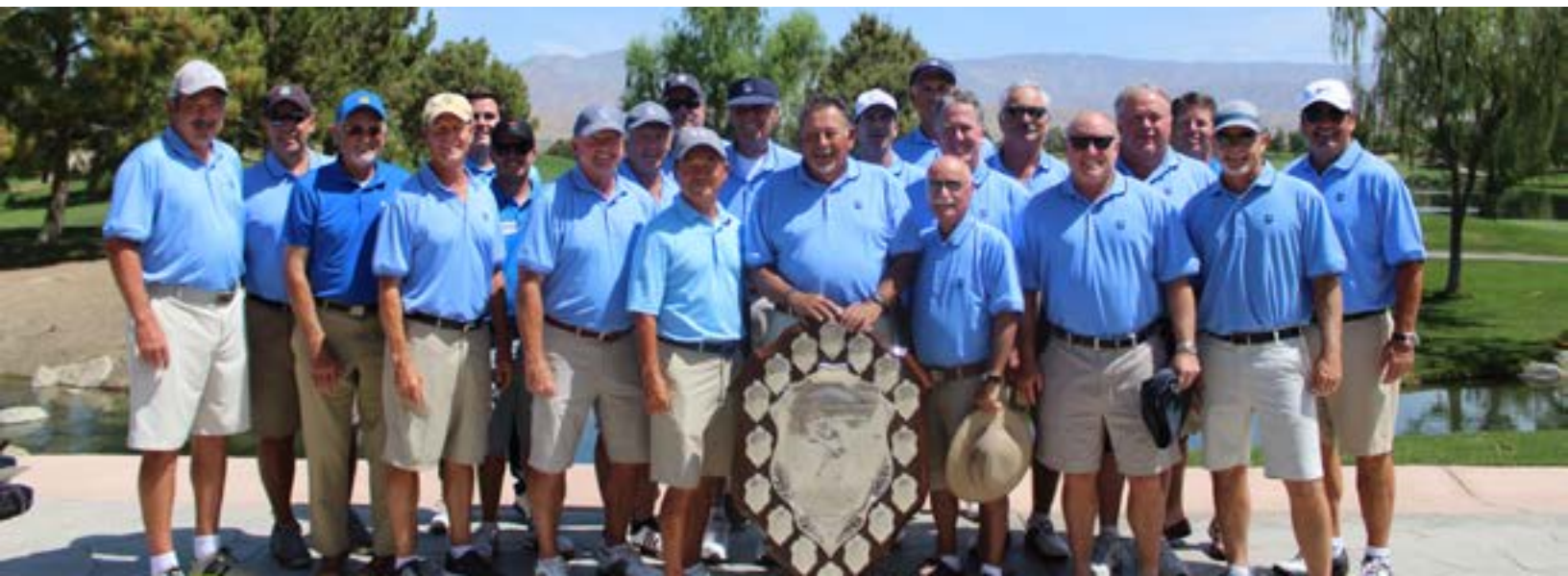
**B. When a team has less than 16 players, it may:**

1. Use an alternate in accordance with proper handicap sequence procedures, thus returning to 16 players; or
2. Play with fewer than 16 players by playing a one-person team against the opponent's two-person team. The one-person team may be placed in any position in the line-up, as long as he/she is in proper handicap sequence, and may play only one opponent individually in addition to the four-ball match.

**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.**

**Exception:** Should all team captains in a group agree, the entire group may play matches that consist of 12 players per team for the regular season only. Should a group choose to utilize this option, they must notify the SCGA, in writing, before the start of regular season play. Upon reaching post-season play, all teams in SCGA Team Play will be required to play with 16 players, as stated within the Rules.

\*In applying this Exception, groups would be doing so for the regular season in its entirety.



## 1.4 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, the club will not be eligible to participate in the 2019 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 (each 5,000 yards or more in length) in which case a club may enter two teams on each day. If a club is entering two teams, a separate application must be submitted for each team.

### B. PLAYER ELIGIBILITY

1. Players must be 21 years of age or older as of the date of the match they participate in and must have a 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 participates. All players must be amateur golfers and listed on the club’s active GHIN roster at the time of the club’s first match.
2. **Each player must have 10 scores posted by December 31, 2018, representing rounds of golf played in the year 2018. It is the responsibility of the Team Play captains to ensure all players on their roster meet this requirement.** If a Team Captain has a player who does not meet this requirement (due to a documented injury or other valid reason), the player in question must be submitted to the SCGA Team Play Staff for review prior to Jan. 10, 2019 for eligibility approval.
3. Players may compete for one Thursday Team and one Saturday Team during the 2019 Team Play Season, provided that the player meets all eligibility requirements.



### Penalty for playing an ineligible player:

It is the responsibility of the captains involved to ensure that lineups are in accordance with SCGA Team Play eligibility criteria. When it becomes suspected or known that an ineligible player may have participated, it is the responsibility of the opposing team to request a ruling.

- If a player is determined to be ineligible and it is discovered before the result of a match is final, the team in violation shall forfeit points won during the match(es) by the side(s) to the opponent(s).
- If a player is determined to be ineligible and it is discovered after the result of a match is final, the result of the match will stand, provided the ineligible player was not played purposefully. If a team knowingly plays an ineligible player, the team in violation shall forfeit points won during the match(es) by the side(s) to the opponent(s). There is no time limit on enforcing this penalty.



## 2. PLAYING A MATCH

### 2.1 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 SCGA Rules and Competitions Committee, and there are no arrangements by the host team to play the match at an alternate date, the host team shall be deemed to have forfeited that match. 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 reschedule the match on another day.

Logistics such as green fees (if applicable), food and beverage, golf carts and caddies should all be determined amongst the group in advance of the season.

#### A. PRACTICE ROUNDS

1. Members of the visiting team (in general, the 16 players projected to participate in the match) **should** be permitted the opportunity to have one practice round prior to all regular season 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. Practice will **not** be allowed on the host course on the day of a match prior to the beginning of the round (Local Rule I-1.1).
3. 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.

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

1. Golf carts should be permitted subject to the rules and regulations of the host club. A club may prohibit the use of golf carts in which case the rules and regulations of the club will apply.



2. 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.
3. Caddies are not permitted at the Team Play Finals.

#### D. GOLF COURSE SETUP

1. The SCGA **recommends** that a yardage range of approximately 6,000 – 6,500 yards be used for Team Play Matches. The course's playing yardage should be set up to help facilitate better pace of play. 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.
2. **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. Team captains must notify the SCGA if a woman is playing in a match so the Team Captain Portal can be adjusted accordingly to ensure the proper handicap is calculated.  
*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.

#### DI. FACILITIES WITH MORE THAN 18 HOLES

Facilities with more than 18 holes 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 provided that the same tees/yardage be used on each course for matches played. 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.

Violations are subject to review by the SCGA Rules and Competitions Committee and may result in forfeiture of said match and the team's ineligibility for the following Team Play season.



## 2.2 HANDICAPS AND POSTING OF INDIVIDUAL SCORES

### A. HANDICAPS

#### 1. TEAM PLAY MATCHES

All players will play to 100% of their Course Handicap, using their Lowest Handicap Index (LHI) of record for the last 12 months (or a reduction thereof).

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

#### 2. CLUB'S HANDICAP 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.

#### 3. HANDICAP REDUCTIONS

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

#### 4. HANDICAP CORRECTIONS

If, at any time during the Team Play season, the SCGA needs to make a Handicap Index correction (e.g. wrong score posted), that player or his Team Captain must notify the SCGA. This will ensure the adjustment is made in the Team Captain Portal.

#### 5. HANDICAP STROKES

For 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 scorecard.

For the individual match, the lowest handicap player will play at scratch and the opponent will receive the full difference in strokes as they fall on the scorecard.



**Note:** Handicaps in the four-ball match will still be played off the low player's handicap, even if that player is absent (Interpretation 23.4/1). 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 (Rule 23.4).

In all matches, the allocation of handicap strokes will be as listed on the scorecard, regardless of start hole.

In accordance with Rule 3.2c, 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 handicap strokes will fall.

**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 to 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/she 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 either Home or Away scores. **Only playoff scores** will be recorded as Tournament scores.
  - a. **INCOMPLETE ROUNDS** – In the event a match is closed out before 18 holes are played, the 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 Handicap Index).
  - b. **LESS THAN 13 HOLES PLAYED** – If a match is closed out before 13 holes are played, 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 Handicap Index).
- 3. The **hole by hole gross scores** should be posted for each player. It is the responsibility of each Team Captain to ensure that each team member's hole by hole gross scores are posted on the SCGA Team Captain Portal at the conclusion of the match.
- 4. Team members should not post their scores individually. Team Captains are responsible for posting scores through the Team Captain Portal.
- 5. Scores made during practice rounds played in accordance with the Rules of Golf must be posted for handicap purposes.





## 2.3 PAIRING ORDER AND ALTERNATE SUBSTITUTIONS

### A. PAIRING ORDER

1. During the regular season and 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 in each pairing.
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 in each pairing.
3. When submitting your lineup, please keep in mind the handicap revisions dates of the 1st and 15th of every month as the Team Captain Portal will pull the LHI based on those revisions.

### B. ORDER OF GROUPS

The order of groups shall be decided upon by the 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.

### C. ALTERNATE SUBSTITUTIONS

In the event a team needs to use an alternate in place of one of its previously scheduled players, the substitution(s) should be made as soon as possible. The following procedure must be used when placing an alternate into the lineup:

1. **Regular Season and Finals:** In the event a substitution is required before any match begins, an eligible alternate may be placed into the lineup. This may require team captains to "shuffle" the team's lineup to accommodate the change. **In the event a substitution is required after any match has begun**, an eligible alternate may take the place of the withdrawn 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 withdrawn player.
2. **Playoff Matches:** In the event a substitution is required, if it is practical, lineups should be adjusted to accommodate the LHI order of the players. If it is not practical to adjust the overall lineup, an eligible alternate may take the place of the withdrawn player if they have the equivalent or higher LHI. If the alternate has a higher LHI, they will play down to the LHI of the withdrawn player.

### Penalty for playing a player in improper order:

It is the responsibility of the captains involved to ensure that lineups are in correct handicap order. When it becomes suspected or known that an improper order is used, it is the responsibility of the opposing team to request a ruling.

- If a player is determined to have played out of order and it is discovered before the result of a match is final, the team in violation shall forfeit points won during the match(es) by the side(s) to the opponent(s).
- If a player is determined to have played out of order and it is discovered after the result of a match is final, the result of the match will stand, provided the player was not positioned out of order purposefully. If a team knowingly plays an ineligible player, the team in violation shall forfeit points won during the match(es) by the side(s) to the opponent(s). There is no time limit on enforcing this penalty.





## 2.4 SUSPENSIONS DUE TO INCLEMENT WEATHER OR DARKNESS, AND POSTPONEMENTS

All Team Play matches are to be played as scheduled. However, Team Captains can mutually agree to postpone the match in advance of the start of play or during the course of the match (due to bad weather or other legitimate reasons). One captain **cannot** make a unilateral decision to suspend or postpone a match.

### A. SUSPENSIONS

In the event Team Captains agree to suspend play after matches have begun, the provisions of Rule 5.7 under the Rules of Golf apply.

1. If Team Captains mutually agree not to resume play that day, the following applies:
  - a. If all matches **have** completed at least nine holes, Team Captains will verify the status of each match through the number of holes completed and those statuses will be considered final.
  - b. If all matches **have not** completed at least nine holes, the entire match must be replayed. It is not required that the same players participate in the make-up match.

### B. POSTPONEMENTS

In the event Team Captains agree to postpone an entire match before it begins, captains must reschedule the match at the earliest date that is mutually agreed upon by both teams on the course that was originally intended to be played.

1. All matches must be completed by March 7. Any match not completed by this date will be treated as "no match" for both teams in determining the final group standings.
2. The SCGA must be notified of the schedule change as soon as possible.

## 2.5 RULES OF PLAY

- A. The Rules of Golf, effective January 2019, and the SCGA Hard Card will govern all matches. An understanding of Rules 3.2 (Match Play), 23 (Four-Ball), and 24 (Team Competitions) is essential to 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 (Interpretation 1.3b(1)/1-2.).
- B. Local Rules must conform with the 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.
- C. The use of mobile phones and handheld devices is subject to the policies of the host club.
- D. **Protecting Own Rights and Interests:** The players in a match should protect their own rights and interests under the Rules:

If a player knows or believes that the opponent has breached a Rule that has a penalty, the player may act on the breach or choose to ignore it. But if the player and opponent deliberately agree to ignore a breach or penalty they know applies, both players are disqualified under Rule 1.3b. If the player and opponent disagree whether one of them has breached a Rule, either player may protect his or her rights by asking for a ruling under Rule 20.1b. Teams are encouraged to resolve disputes and disagreements by consensus among the teams affected.





## 2.6 ADVICE

The following reflects how the Rules of Golf (specifically information related to giving advice in team competitions) applies to SCGA Team Play.

### A. ADVICE GIVER

Prior to each match, each team may name one person to be an “Advice Giver” – that is, someone who may give [advice](#) and other help as allowed under the Rules to players on the team during a [round](#) and who may be asked for [advice](#) by players on the team. The Advice Giver may be the team captain or any other person (including a team member playing in the match). The Advice Giver must be identified to the [opposing](#) team before giving [advice](#).

1. A **non-playing** Advice Giver may give advice and other help as outlined above at any time during the match.
2. A **playing** Advice Giver may not give advice and other help to anyone besides his partner while playing his match. Once his match is over, the Advice Giver may give advice or other help to others on the team.

### B. ADVICE GIVER(S) IN POSTSEASON

During postseason matches (except for the finals), teams may appoint two Advice Givers in order to have one Advice Giver at each course where matches are being played.

### C. ADVICE BETWEEN PARTNERS

Four-ball partners may give each other advice throughout the match, including advice that applies to one of the partner’s singles matches. Once the four-ball match concludes, these players are no longer considered partners, but they may continue to give each other advice for the remainder of their respective singles matches - regardless of whether each player continues playing.

## 3. POSTSEASON

### 3.1 DETERMINING GROUP WINNERS

- A. Group winners will be determined by the team with the highest total team points (overall division points, not the total number of match points earned).
- 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 three or two 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, 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 lot between the remaining tied teams.



## 3.2 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 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 SCGA for a single elimination playoff to determine the overall Thursday and Saturday team champions. The playoff bracket takes into account likeness of club and geographical considerations for the first round. The playoff matches will begin following the completion of the regular season 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.

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

Sides 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 match during the regular season are eligible to participate in playoff matches.

#### Penalty for playing an ineligible player:

It is the responsibility of the captains involved to ensure that lineups are in accordance with SCGA Team Play eligibility criteria. When it becomes suspected or known that an ineligible player may have participated, it is the responsibility of the opposing team to request a ruling.

- a. If a player is determined to be ineligible and it is discovered before the result of a match is final, the team in violation shall forfeit points won during the match(es) by the side(s) to the opponent(s).
  - b. If a player is determined to be ineligible and it is discovered after the result of a match is final, the result of the match will stand, provided the ineligible player was not played purposefully. If a team knowingly plays an ineligible player, the team in violation shall forfeit points won during the match(es) by the side(s) to the opponent(s). There is no time limit on enforcing this penalty.
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.

### 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. If this procedure still does not settle the tie, the winner will be determined by lot (e.g. flipping a coin).



## 4. TEAM CAPTAIN

### 4.1 TEAM CAPTAIN DUTIES

#### A. 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
- Tees/yardages to be played
- Carts and caddies – whether or not they will be hosted
- Dress code
- Club policies
- Acceptable forms of payment (cash, credit cards, reciprocal charge) for carts, food and beverage, etc.

It is at the sole discretion of each group participating in Team Play to determine the financial arrangements involved with Team Play. Captains must understand the duties of hosting another club, which may include 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.

**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.**

#### B. SCORECARDS & COURSE HANDICAPS

Team Captains should ensure that the correct Course Handicaps for all players appear on score cards (if scorecards are being used for the match). **Note:** scorecards have no official standing in match play.

#### C. PLAYER & TEAM CODE OF CONDUCT

By submitting an entry for any SCGA-administered competition, the teams and participants understand that their participation is at the sole discretion of the SCGA. A team or 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

#### D. DISPUTES AND DECISIONS

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. The group as a whole should come to a resolution in any dispute. If the dispute cannot be resolved by all captains in the group, the dispute at this point can be referred to the SCGA Rules and Competitions Committee in writing at [rules@scga.org](mailto:rules@scga.org).

The SCGA Rules and Competitions Committee will conduct a thorough review of the dispute. After the review is completed, the Committee will issue a decision. **The decision of the SCGA Rules and Competitions Committee is final and will be communicated to the team captains involved in the dispute.**



## 4.2 TEAM CAPTAIN PORTAL

### A. SUBMITTING LINEUPS

Prior to every match, the Team Captain must submit a lineup in the Team Captain Portal. 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 for the last 12 months. Captains must ensure that each player is in correct Course Handicap order.

### B. SETTING COURSE/TEES

Home Team Captains will be responsible for setting the course and tees that will be played in each match. As captains will need to order their lineups by Course Handicap, setting the course/tees will need to be done well in advance of each match.

Additional information on how to set course/tees is available via the SCGA Team Captain Portal Manual.

### C. MATCH RESULTS AND POSTING SCORES TO GHIN

All match results must be entered in the Team Captain Portal by the following Monday at 8 a.m. A link to this site will be available on the Team Play portion of [scga.org](https://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.

Once scores have been entered into the Team Captain Portal, Team Captains will then need to select "Post Scores to GHIN" via the Rounds Tab of the Team Captain Portal.

Full Team Captain Portal Instructions are available via the SCGA Team Captain Portal Manual.

Any questions or problems related to the SCGA Team Captain Portal should be sent to [rules@scga.org](mailto:rules@scga.org).