

2018 SEASON WOMEN'S TEAM PLAY MANUAL

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1. SPIRIT OF THE GAME

Unlike many sports, golf is played for the most part without the supervision of a referee. 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 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

*Refer to Section 6E on resolution of disputes and decisions.

2. ELIGIBILITY

A. CLUB ELIGIBILITY

Each club submitting an entry application must maintain at least one 18-hole (3,000 yards or more in length) golf course. Each club must have a current certified Handicap Chair. 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 SCGA Women's Team Play.

Clubs may enter up to two teams for SCGA Women's Team Play, although individual players will only be allowed to compete for one of those teams. If a club is entering two teams, a separate application must be submitted for each team.

B. PLAYER ELIGIBILITY

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 30.4 or lower. Individuals with a LHI greater than 30.4 may play, but will be lowered to an index of 30.4 for any match she participates. All players must be listed on the club's active GHIN roster at the time of the club's first match. **Captains wishing to play a player with a LHI greater than 30.4 must contact the SCGA, as LHI modifications cannot be made through the Team Captains' module.**

Penalty for playing an ineligible player: The team in violation shall forfeit any points won by the side to the opposing team.



3. TEAMS

Each club will submit a team 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 Women's Team Play Manual. A club that withdraws at any time after the entry deadline may be ineligible to compete in Women's Team Play the following year.

- A.** Each team will consist of 12 eligible players.
- B.** When a team has less than 12 players, it may:
 - 1.** Use an alternate in accordance with proper handicap sequence procedures (Team Play Rule 9C), thus returning to 12 players; or
 - 2.** Play with fewer than 12 players by allowing one or more single players to represent her side.
- 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. SCHEDULE OF MATCHES

Regular season matches may be scheduled any time between March 1 and May 18. Group winners will advance to a single-elimination playoff system which will begin after the regular season.

Women's Team Play Finals will be held at Oak Creek GC on Saturday June 30, 2018.

- A. All regular season matches must be completed by Friday, May 18.
- B. Playoff matches must be completed by Friday, June 22.



5. COURSE USAGE POLICY & HOME TEAM REQUIREMENTS

It is required that any team electing to participate in Women's Team Play shall make available its home course for all regular season matches, postponed or suspended matches, wild card matches and playoff matches. If the course cannot be made available on the scheduled dates, 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 in accordance with the procedures of Team Play Rule 8D (Forfeitures).

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 12 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 host 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 (see Note under Rule 7-1).

Penalty for violation of this Rule: Disqualification of the player. Another player may be substituted in her place in accordance with Team Play Rule 8.

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. When scheduling matches, careful consideration should be given to other SCGA competitions so that your members may play in as many events as possible.

B. STARTING TIMES FOR MATCHES

Starting times are to be determined by the host club. **Matches are not required to start in the morning. Starting times should be set at a time at which normal play will not be significantly impacted by Women's Team Play matches. Women's Team Play participants must make an effort to play in an efficient manner and be cognizant of others on the golf course.**

C. GOLF CARTS, CADDIES AND COURSE INFORMATION

4. 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.
5. 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.
6. Caddies are not permitted at the Women's Team Play Finals.

D. GOLF COURSE SETUP

The SCGA **recommends** that host teams use an appropriate yardage, designed to accommodate all skill levels and facilitate better pace of play. The home team must play the same approximate yardage and rated set of tees for every match. Tee markers should be placed so that the course plays to its approximate rated length.

E. 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 Women's 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 of Team Play Rule 5 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 Women's Team Play season.

6. 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 Women's Team Play to determine the financial arrangements involved with Women's Team Play. Captains must understand the duties of hosting another club, which may include hosting green fees for Women's 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 Women's Team Play match.

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

B. 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 for the last 12 months. Captains must ensure that each player is in correct Course Handicap order (see Women's Team Play Rule 10A).

C. SCORE CARDS & COURSE HANDICAPS

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

D. MATCH RESULTS

All match results must be entered in the Team Play Module as soon as possible. Captains should agree prior to the start of the match how the results will be posted to ensure results are posted as soon as possible.

Any questions or problems related to the SCGA Team Play Module should be sent to rules@scga.org.

E. 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 that point can be referred to the SCGA Rules and Competitions Committee in writing at 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.**



7. 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). 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.

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 her 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 Play Module. If there is a discrepancy, please notify the SCGA.

4. HANDICAP CORRECTIONS

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

5. HANDICAP STROKES

In four-ball match play, 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.

Note: Handicaps in the four-ball match will still be played off the low player's handicap, even if that player is absent (Decision 30-3a/3). 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 30-3a).

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

In accordance with Rule 6-2a, before the start of each match it is the responsibility of each individual player to ensure that her correct Course Handicap, based on 100% of her LHI of the last 12 months (or a reduction thereof), is being used for the competition and inform her opponent(s) 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 score card issued by the club or Team Captain) higher than that to which she was entitled and this affects the number of strokes given or received, she is disqualified; otherwise, the player must play to the declared handicap.

B. POSTING OF INDIVIDUAL SCORES

6. The game of golf is based on the premise that a golfer will play as well as 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.
7. Each player who participates in Women's 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 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 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, she must record, for handicap purposes, the score she most likely would have made. This score shall not exceed her Equitable Stroke Control limit (based on current Handicap Index).
8. The **adjusted gross score** should be posted for each player. 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.
 9. Team members should not post their scores individually. Scores will be posted directly to the player’s score file following entry into the Team Play Module.
 10. Scores made during practice rounds played in accordance with the Rules of Golf must be posted for handicap purposes.



8. FORMAT AND SCORING

A. OVERVIEW

SCGA Women's Team Play consists of clubs competing against each other using the four-ball match play format. All matches are played using handicaps. Points won by all sides 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. 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.

D. FORFEITURES

Forfeitures shall be scored as "no match." The inability to field a full team of 12 players 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 Women's 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.

E. 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 Women's Team Play season.

9. PAIRING ORDER & ALTERNATE SUBSTITUTIONS

A. PAIRING ORDER

1. During the regular season and Women's 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 module 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:

4. **Regular Season and Finals:** In the event a substitution is required before any match begins, an eligible alternate may be placed into the lineup in accordance with Team Play Rule 9A. 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, she will play down to the Course Handicap of the withdrawn player.
5. **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, she will play down to the LHI of the withdrawn player.

Penalty for playing a player in improper order: If players are not paired in proper handicap sequence according to the procedures outlined above and a timely claim is made by the opposing team (claim made before the end of the match), the team in violation shall forfeit points won during the match(es) by the side(s) to the opponent(s).



10. DETERMINING GROUP WINNERS

- A. Group winners will be determined by the team with the highest total of division points.
- B. In the event of a tie between two teams with identical division 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 division 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 division 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 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.
- F. 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 remaining tied teams.



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

All Women's Team Play matches are to be played as scheduled unless the course is officially closed 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 11D). One captain cannot make a unilateral decision to postpone.

A. COURSE CLOSURE

In the event the course is closed because of inclement weather 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 but 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. The provisions of Rule 6-8 under the Rules of Golf applies.
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 must be rescheduled on the course originally intended to be played. The match should be played at the earliest available date, mutually agreed upon by both Team Captains, in advance of the deadline.

C. DARKNESS

In the event that play has been suspended due to darkness, refer to Team Play Rule 11B.

D. POSTPONEMENTS

5. Team Play matches may be postponed due to course unavailability or other conflicts. Postponements must be rescheduled at the earliest available date which is mutually agreed upon by both teams on the course originally intended to be played.
6. The SCGA **must** be notified of the make-up date for any postponed match.
7. All matches must be completed by May 18 (Team Play Rule 4). Any match not completed by that date will be treated as “no match” for both teams in determining the final group standings.



12. PLAYOFF MATCHES

A. WILD CARD PLAYOFF

Depending on the number of groups in Women's Team Play, a wild card playoff may be necessary to create a 8 or 16 team playoff bracket. If that is the case, the SCGA will randomly select Group Winners to playoff in wild card matches to determine the 8 or 16 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 Women's Team Play champion. 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 schedule and will be conducted on the courses of the competing teams, according to all regular Women's 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, and 5 from each team will play at Club A.

Sides 2, 4, and 6 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: The team in violation shall forfeit points won during the match(es) by the side(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 11B.

C. TIE-BREAKING PROCEDURES – PLAYOFF MATCHES

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

The total points earned by Club A's teams 1 and 2 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 until a winner is determined. If this procedure still does not settle the tie, the winner will be determined by flipping a coin.

13. SCGA TEAM PLAY MANUAL APPENDIX

1. RULES OF PLAY

- A.** The Rules of Golf, effective January 2016, and the SCGA Hard Card will govern all matches. An understanding of Rules 2 (Match Play) and 30 (Four-Ball Match Play) is essential to comprehending the format of Women's 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 (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.
- C.** 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.
- D.** Distance-Measuring Devices – The Note to Rule 14-3 is in effect permitting the use of distance-measuring devices, subject to host club policy.
- E.** The use of mobile phones and handheld devices is subject to the policies of the host club.
- F. Claims:** If a doubt or dispute on the Rules of Golf 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 her opponent (i) that she is making a claim, (ii) of the facts of the situation and (iii) that she 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 she had been given wrong information 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 she was giving wrong information. Teams are encouraged to resolve disputes and disagreements by consensus among the teams affected.

2. ADVICE

A. TEAM CAPTAINS

Non-playing Team Captains may give advice to any player on the team. Team Captains may communicate the status of any match to other players on the team at any time. Playing Team Captains may only exchange advice with their partner. Once their match has concluded, the captain may give advice to any player on the team.

