

# CSRA WGA TEAM PLAY HANDBOOK

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## **INTRODUCTION**

***Team Play is an integral and successful part of the CSRA WGA. It gives the members an opportunity to compete in match play events. Team Play is under the auspices of the CSRA WGA (Team Play Participants must be current members of the CSRA) but maintains its own management structure, budget and calendar.***

## **RULES AND DEFINITIONS**

### **1: PARTICIPATION AND FEES:**

- A. Any member club of the CSRA WGA may participate in team play. Clubs may field more than one team.
- B. The entry fee for each team is set prior to each season at the captains' meeting. Clubs fielding more than one team must pay the fee for each participating team.
- C. Fees must be paid prior to the first team play match of each season.
- D. The entry fee for each individual team player for each individual match will be the cart fee charged by the host golf club.
- E. The cost of the final luncheon will be the responsibility of the individual team members.

### **2: TEAM PLAY LEADERSHIP ROLES:**

#### **The Team Play Committee**

The Committee consists of and represents two areas of leadership: (A) Team Play Chairman and (B) current Team Captains. This Committee has the sole responsibility to resolve general issues regarding team play. This would include (but not limited to) such things as deciding length of season/number of matches played, beginning/ending months, hiatus months: all predicated on the number of teams fielded for the pending Team Play Season.

#### **INDIVIDUAL COMMITTEE MEMBER LEADERSHIP RESPONSIBILITIES**

##### **A. Team Play Chairman**

The team play chairman is appointed by the CSRA board based on the recommendation of the team play committee and acts as the Chair of Team Play Committee as well as liaison between the CSRA Board and the committee.

#### THE RESPONSIBILITIES OF THE POSITION ARE:

- Plan the team play match calendar and distribute it to all team captains. These dates should be made available on the CSRA website. Attend all CSRA board meetings or appoint someone to represent her.
- Attend all team play events or appoint someone to represent her.
- Provide engraved plaques for the final Awards Event.
- Schedule appropriate team captains' meetings.
- Present a pending season budget to be approved by the committee at the pre-season captains meeting as well as the end of season financial report for the season that has just ended. The budget should ensure there are monies sufficient to meet all Team Play expenses for the pending season and a final season balance of \$25 for carry-over to the next season.
- Write a thank-you note to the Host Club after each Team Play Match
- Two weeks prior to each match play:
  - Email "Host Club Information" form to host club Team Captain for her to complete and return via email within 48 hours.
  - Confirm all information to be correct and email to all team captains at least 10 days prior to the scheduled match.
- Maintain and distribute an accurate account of team play results:
  - Both individual match results and running season standings,
  - Email results to all Team Captains, Team Chairman and CSRA WGA website coordinator (within 48 hrs. of the conclusion of play).
  - End of session/season standings should be provided to the Aiken Standard and the Augusta Chronicle

#### **B. Team Captain**

The team captain is chosen by her home club.

#### THE RESPONSIBILITIES OF THIS POSITION ARE:

- Attend all captains' meetings or send a representative.
- Schedule a match play date with her home club using the parameters agreed upon at the appropriate committee meeting prior to the pending season.
- Be knowledgeable of the rules of golf (USGA) and ensure their team players are also knowledgeable of the rules of golf (USGA).
- Establish team line-ups for each match, based on the process described in sub-section 3-D.
- Exchange players' names and their indexes with the opponent's team captain at least 48 hours in advance of the scheduled match. If this is an unusual hardship for a team captain, she is to contact the opponent's captain to work out details or appoint a back-up person to fulfill the responsibility. In the event of a last-minute team change (sudden illness, injury, etc.); the captain involved is to contact the opponent's captain as soon as possible with an alternate player. Players must be positioned according to HANDICAP INDEX. Any eligible player can participate regardless of handicap but is limited to a maximum of twenty-five (25) strokes (Division I) and thirty (30) strokes (Division II).
- Collect the cart fee from each of her team members and pay the host club Pro Shop the total amount due for her entire team prior to each match.

- Each team captain is responsible for completing duplicate (2) team play match result forms per team for the day. One copy should be kept in her team records and the second copy is submitted to the team play chairman.
- Accountability for CSRA team play tee markers.
  - Conclusion of match play for the day: both current host captain and pending match host captain agree that all Tee Markers have been collected. Any cost to replace missing tee markers will be the responsibility of the host team.
  - Transport the tee markers from the current match venue; arrange to have the markers on the correct tee boxes for your host match.
- Each team captain will ensure their team members post scores in a timely manner.

### **3: DIVISION AND TEAM COMPOSITION AND ELIGIBILITY:**

- A. Teams will be equally divided between divisions based on their GROSS year-end standing from the previous season. However, multiple teams from the same Club may not be in the same Division: one team must be in Division I and the other team must be in Division II. Any new team (team that has never before played CSRA TP or has not played team play in the past 7 years) coming into team play will be automatically placed in Division II. Any returning team, those who have played within the last 7 years will return to the Division from which they resigned. In the event of an uneven number of teams, the greater number of teams will be in Division I.
- B. A team shall consist of four to six players. A minimum of four players per team is required before a match can begin.
  - If a team only has 4 players, the “A” team will consist of two (2) players, the “B” team one (1) player, and the “C” team one (1) player.
  - Clubs with two (2) teams must have six (6) players on their Division I team, with their remaining players on their Division II team.
- C. In order to be eligible to participate in team competition, players must have a minimum of 20 posted scores within the last nine (9) months (from the date of the GHIN Index Revision report referenced in this paragraph) and maintain a current USGA handicap index – reflected on the GHIN Index Revision report to be used for the event.
- D. Clubs with one (1) team: captain must assign her team by using her home club's GHIN Index Revision Report that is in effect for the date of the team play match that month. The Captain must begin with the player having the lowest index and proceed in ascending order positioning six available players into the "A", "B", and "C" teams for that month's competition. Clubs with two (2) teams: repeat the process for Team II - starting with the seventh available person and continuing in handicap index order - after Team I has been assigned.
- E. Each player must be a current member of the CSRA WGA. A player may represent only one club in a season, but may play on either Division I or Division II teams within the same club.
- F. All players should be at the host course at least 30 minutes prior to tee time.

- G. All matches must begin at the scheduled time. If a team player is late for the match, the single member within the team match must start the match alone. The “late” team player may join her partner in the match between the play of holes. (“Late” refers to someone confirmed to be in route to the match.)
- H. Penalty for inadvertent breach of the Team Play Handbook Rules is loss of eighteen (18) points gross and eighteen (18) net per ineligible player.

## **MATCH PLAY PROCEDURES**

### **4: MATCH FORMATS**

**A. Gross Team Play Matches:**

One point is awarded for a win per hole and 1/2 point is awarded for each tie per hole for a total of 18 points per match. Points are accumulated during the entire season and are used to determine the winners at the end of the season.

**B. Net Team Play Matches:** Basic scoring is the same as gross play except:

- Strokes fall as reflected on the official host course scorecard.
- Twenty-five (25) is the maximum handicap that can be used for Division I and thirty (30) is the maximum handicap for Division II.
- Handicaps for each player will be adjusted to the slope/rating of the host course. The “net shots/individual” for each match will be determined by the lowest handicap within the individual match (A, B, C) group (each individual player’s handicap net strokes minus lowest handicap player’s handicap net strokes). Each player will be given 100% of the resulting difference - the lowest handicap player plays with no strokes.
- Teams must play all 18 holes. Any exceptions will be referred to the committee for the day.

### **5: MATCHES, DATES, AND STARTING TIMES**

- A. Each team plays every other team within their division an equal number of times during the season. Every effort will be made in scheduling the season to equalize the number of times any team plays a competitor on the competitor’s home course.
- B. Every attempt should be made by the captains to schedule team matches during the fourth week of each month.
- C. Hosting of the Awards Event will be rotated by participating clubs in alphabetical order at the end of the Team Play season.
- D. Every possible effort should be made to schedule matches no earlier than 10am - especially during the months between and including October thru March.
- E. All teams actively playing matches are strongly encouraged to field at least four (4) additional players at the end of the field at all venues. If your team has a bye please try to field at least eight (8-10) end of field players. See Section 17 for more details.

## **6: RESCHEDULING, FROST DELAYS, AND REFUNDS:**

- A. Rescheduling: Course conditions (excessive wetness, lightening or unplayable rainfall) are the only acceptable reasons for rescheduling. These matches that have to be rescheduled must be played at the earliest possible date.

In the event that a match is “called” due to lightening or unplayable rainfall, that match may be rescheduled as soon as possible.

- If at least thirteen (13) holes have been played the points for those thirteen (13) holes will stand and the last five (5) holes will be halved.
- In the event that less than thirteen (13) holes have been played: rescheduling is at the discretion of the committee members present at that specific match (committee of the day). The committee of the day can vote to let the played hole points stand and halve the remaining holes **or** to reschedule the match
- Keeping in mind that the reschedule date may prohibit some of the team members playing in the original match from playing in the rescheduled match, no substitute team members are allowed for those unable to play on the rescheduled date.
- If a match is played on an alternate date, originally scheduled match players will play with the handicap assigned to them at the original scheduled match.

- B. Frost Delays: The shotgun start will occur no later than 11 am. If frost has closed the course past that time, the matches will be played at an alternate date. **Refer to** “In the event that less than thirteen (13) holes have been played (preceding text.)”. The committee of the day may vote to halve the match **or** reschedule. If the course is open for play prior to 11 am, the matches will be played.

- C. Refunds: Cart fees will not be refunded unless play is cancelled and rescheduled prior to the start of play.

## **7: FORFEIT:**

- A. If a team fails to field a minimum of four players for any given match, it is considered a forfeit. The opposing team must play in order to receive any points. At the end of play the day of the match the team will receive the average number of points they have been awarded/match during the current season in both Gross and or 30 points (whichever is higher). If this is the first match of the season, they will receive 30 points.

Two (2) forfeits by the same team removes that team from competition for the remainder of the season and deems that team ineligible for the next team play season. The forfeiting team is still responsible for hosting their club's team play match for the current team play season.

- B. Clubs fielding two teams must follow Rule 7A. If their second team does not have the required four players, they must forfeit that match. Two (2) forfeits by that same team results in removing the team from competition for the remainder of the season and makes them ineligible for the next season. A club fielding three (3) teams would be eligible to field only two (2) teams, a club fielding two (2) teams would be eligible to field only one (1) team.

- B. Any team delayed en route due to extenuating circumstances “beyond their control” causing them to forfeit for a second (2<sup>nd</sup>) time will not be disqualified for the season or the pending season. The Team Play Committee shall agree, by majority vote, whether the circumstances were beyond the control of the team.

### **8: RESIGNATION:**

- A. If a club resigns from Team Play during the season, all points awarded their match opponents will be deducted from the totals of those teams. The adjustment will be made at the time of the resignation. Clubs scheduled to play the resigning club will receive a bye.
- B. If a club resigns from Team Play during the season but remains an active CSRA WGA club and is scheduled to host Team Play, that club must honor its commitment. Failure to comply may result in loss of Team Play privileges the next season.

### **9: SCORECARDS AND SCORING FORMS:**

It is the responsibility of each team captain to check each of her players’ scorecards. The players are responsible for the hole-by-hole score. They should be aware at all times of where the match stands.

Each team captain is responsible for completing duplicate (2) team play match result forms per team for the day. One copy should be kept in her team records and the second copy is submitted to the team play chairman. ONCE THE FORMS ARE COMPLETED AND SIGNED, THE SCORING FOR THE DAY IS FINALIZED.

### **10: LOCAL RULES SHEET / MARSHALS:**

The host club is to provide copies of their local rules (printed on the back of the Team Play Rules Sheet) on the day they host team play.

The host club is to have two marshals to ensure an appropriate pace of play. If a hole is open and a team is waiting, it is *MANDATORY* to let that team play through. (The team playing out of position will be warned by a marshal and “put on the clock”. If they do not catch up in a timely manner, they will be asked to step aside and allow the waiting team to play through.) Players are encouraged to pick up when “out of the hole”.

### **11: EQUIPMENT and ELECTRONIC DEVICES**

- A. Cart covers, heaters, and any other legal golf equipment will be permitted, unless prohibited by the host club. This includes USGA-approved yardage measuring devices for distance information only.
- B. Players should ensure that any electronic device taken onto the course does not distract other players. If a player consistently disregards these guidelines (Etiquette; Behavior on the Course) during a round or over a period of time to the detriment of others and this behavior is brought to the attention of the Team Play Chairman, the Committee will take appropriate disciplinary action against the offending player.

## **12: COMMITTEE FOR THE DAY OF PLAY:**

- A. The committee for the day will consist of the team play chairman, the host club team captain and the host club professional.
- B. In the event the team play chairman is unable to attend a match day, it is her responsibility to appoint someone prior to that day to be her representative and act on her behalf.
- C. This “committee for the day” has the sole responsibility to resolve any issues which may arise regarding that day of match play. In the event of any appeal a special Team Committee meeting will be scheduled and the matter will be resolved at that time.

## **SEASON END AWARDS AND RECOGNITION**

### **13: END-OF-SEASON TIES:**

At the conclusion of CSRA Team Play for the year, if two teams are tied for first gross or first net in either division, the teams will have a play-off match at a neutral venue. This play-off will be played under the same format as previous matches during the year. In the event of a play-off, all players must have played in at least one team match during the current team play season. If still tied, the lowest two (2) handicapped players from each team will play a sudden death match to decide the team championship for the current season. This sudden-death playoff will take place on the same day/venue. These two (2) players will play three (3) holes using the same format as regular team play. If still tied after three (3) holes, the same two (2) players will play another three (3) holes, until resolution.

### **14: AWARDS EVENT:**

The Awards Event will be the final CSRA Team Play event of the season. It will honor the winners.

- If two (2) teams are tied in Gross or Net at end of play on the day of the Awards Event, the Award will be held until those two (2) teams play an additional match at a mutually agreed upon time and golf course and a winner is determined.
- The Award will be given to the winning team before start of play at the first team play match of the new season.
- If the situation allows, the Challenge Match (if desired) can be played on the day of the Awards Event. If the situation does not allow for the Challenge Match to be played on that day, the two (2) teams involved will play the match at a mutually agreed upon time and course to determine a winner and the Division placement will result.
- Each team is encouraged to attend the Awards Event at the conclusion of the season. The cost of the luncheon is to be paid by individual team members. Plaques will be awarded at this time.

### **15: RECOGNITION OF WINNERS:**

The team play chairman will award plaques to the first-place teams (gross and net) in both divisions (Awards Event).

**16. CHALLENGE MATCH:**

The Challenge Match is an opportunity for the first place Division II team to move into Division I. The first-place team (gross points) in Division II may challenge the last place team in Division I. The Challenge Match may not result in two teams from the same Club being in the same Division. The winner of the challenge (gross points match) will play in Division I the following season. Both teams in the challenge match must field full teams or forfeit the match. Any exceptions will be referred to the committee. In the event of a tie, the documented play-off procedures will be followed. A Challenge Match may be deemed unnecessary if there is a change in the number of teams (e.g., new teams joining or teams resigning). This will be determined by the committee.

**17. BEHIND THE FIELD PLAY:**

Each team is encouraged to have people who are not playing on the team that day to play as behind the field players. The names and number of players playing behind the field are to be given to the host Team Captain at least 48 hours in advance of the scheduled match date. However, if your club is playing the day you wish to play, players have to meet a certain criterion to be able to play behind the field. As described earlier in subsection 3.D., the handicap index of a behind the field player cannot be lower or fall within the range of handicap indexes of the team players for that day. Players from other member clubs of the CSRA WGA are also encouraged to play behind the field in order to become familiar with the concept and practices of team play and, perhaps, field a team in the future.



**USGA RULES SHALL GOVERN ALL PLAY WITH THE EXCEPTION OF  
LOCAL RULES**

