



# TEAM PLAY MANUAL

# SCGA

# 1. OVERVIEW

*SCGA Team Play began in 1900 and remains one of the Association's largest and most popular programs over 100 years later! Team Play consists of SCGA member clubs forming teams to compete in a league competition featuring home and away matches against other teams in their group. Group winners advance to a single-elimination playoff bracket where the finalists ultimately compete in the Team Play Championship.*

## 1.1 CLUB ELIGIBILITY

SCGA Team Play is open to any authorized club within the SCGA. Each club must be certified to use the World Handicap System (WHS). Certification can be obtained by completing a WHS Certification Class and quiz (please visit [scga.org](http://scga.org) for more information). Without WHS certification, the club will not be eligible to participate in the upcoming Team Play season.

## 1.2 TEAMS

- A. Clubs may submit up to two teams for both Blue Team Play (formerly known as Thursday Team Play, for matches that are traditionally played during the week) and Gray Team Play (formerly known as Saturday Team Play, for matches that are traditionally played on weekends).
- B. SCGA Team Play matches typically consist of 16 players competing on each team. However, should all team captains in a group agree, the entire group may play its regular season matches with fewer than 16 players (e.g., 8 or 12 players per team). This preference must be submitted to the SCGA prior to the start of the regular season, and all regular season matches must be played with the same number of players. Upon reaching post-season play, all teams in SCGA Team Play must play with 16 players.
- 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. All players that may potentially compete in SCGA Team Play should be added to the Team Captain Portal prior to the first match of the season.

## 1.3 PLAYER ELIGIBILITY

1. Players must be 21 years of age or older as of the date of the match in which they participate. The maximum Handicap Index allowed in a match is 18.4. Individuals with a current Handicap Index greater than 18.4 may play, but will be lowered to a Handicap Index of 18.4 for any which in which he/she 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 of the season and at the time of the match being played.
2. **Each player must have 10 scores posted by December 31, 2023, representing rounds of golf played in the year 2023. 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 the start of the regular season for eligibility approval. Any medical-related handicap adjustment requests must be submitted by this time for review as well.
3. Players may compete for one team in the Blue Division and one team in the Gray Division during the 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 set 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

Any team participating in SCGA Team Play must make arrangements with a facility (or facilities) to host its home matches. This is true for regular season matches, the makeup of all postponed or suspended matches, wild card matches, and playoff matches. Although it is encouraged, a team is not required to play all its matches at the same facility or course. Captains should communicate to visiting teams which course will be used well in advance of the scheduled match to provide ample opportunity for practice rounds.

If a facility is not available by the date(s) stipulated by the SCGA, the home team must make arrangements to play the match elsewhere. This could consist of the match being played at a course arranged by the visiting team. If no such arrangements can be made to play the match on schedule, the home team will be deemed to have forfeited the match unless other arrangements have been authorized by the SCGA. All schedule and course changes must be submitted to the SCGA as soon as possible.

### 2.2 HOME TEAM REQUIREMENTS

Logistics such as green fees, food and beverage, golf carts, and caddies should be determined and clearly communicated between captains in advance of the season

#### A. PRACTICE ROUNDS

1. Members of the visiting team (in general, the players projected to participate in the match) **should** be given the opportunity to play one practice round prior to all regular season and playoff matches, based on course availability. However, practice rounds are **neither mandatory nor required**. Practice round availability 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 teams should ensure that there are no scheduling conflicts with other facility events. If another event subsequently conflicts, the Team Captain must notify the visiting team immediately to schedule a makeup date if necessary.

#### B. STARTING TIMES FOR MATCHES

Starting times are to be determined by the home team in coordination with the host facility.

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

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

2. Regular Season & Playoffs: In the event caddies are made available by the host facility, an equal number of caddies must be made available for each team. If facility policy requires the use of a caddie, each team must abide by facility policy.
3. Championship: Caddies are not permitted.

#### 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 and course setup should be designed 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 and must be conveyed to all teams.
2. **Mixed competition** – When both men and women compete, women should play from a forward set of tees, such as most frequently played by women at the host facility and at a similar Course Rating/Slope to the tee the men will play.

## 2.3 FORMAT & SCORING

#### A. SUBMITTING A LINEUP

Each team will submit a lineup for each of the matches and is expected to compete as scheduled in accordance with the guidelines established in the Team Play Manual. A team that withdraws at any time after the entry deadline may be ineligible to compete in Team Play the following year.

#### B. PAIRING ORDER

1. During ALL MATCHES, including regular season, wild card, playoffs and Team Play Championship matches, all players for each team must be paired in current Handicap Index sequence from low to high with the lowest current Handicap Index player listed first in each pairing.
2. When submitting the lineup, please keep in mind that the SCGA will update Handicap Indexes in the Team Captain Portal on Monday by 12 p.m. Playing handicaps for the week will be reflected in the portal by 12 p.m. each Monday.

#### C. 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, the order will be at the discretion of the host team. Alternate groups must tee off last so that they remain eligible in case of a last-minute substitution.

## D. 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. **All Matches:** In the event a substitution is required before **any** of the matches have begun, an eligible alternate may be placed into the lineup. This may require Team Captains to “shuffle” the lineup to accommodate the change. In the event a substitution is required after **any** of the matches have begun, an eligible alternate may take the place of the withdrawn player if they have the equivalent or higher current Handicap Index. If the alternate has a higher current Handicap Index, he/she will play down to the current Handicap Index of the withdrawn player.
2. Alternates must not be sent out to play before the start of any matches as this would be in violation of the rules regarding practice if substituted into a match.

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

It is the responsibility of the captains involved to ensure that lineups are in correct current Handicap Index 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) of the first player to play out of order.
- 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 a player out of order, 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.

## E. WHEN A TEAM HAS LESS THAN 16 PLAYERS

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 it is in proper handicap sequence. The single player may play only one opponent individually in addition to the four-ball match.

**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. All players that may potentially play in a Team Play match should be added to the online roster prior to the first match of 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 an agreed upon roster size for each match (eg. 8/10/12/14 players), 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.*

## F. OVERVIEW OF MATCHES

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.

## G. FOUR-BALL MATCHES

Team A's number one, two-person side plays Team B's number one, two-person side (as determined by Handicap Index) 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.

## H. INDIVIDUAL MATCHES

Team A's players will also play Team B's players in individual matches. The player with the lowest Handicap Index on Team A's number one side plays the player with the lowest Handicap Index on Team B's number one side in an 18-hole match with the winner being awarded two points. This procedure is followed for all remaining players on a team. In the event of a tied match, one point is awarded to each 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, Nassau and 12-player format. Should a group choose to utilize this option, they must notify the SCGA, in writing, before the start of regular season play. These exceptions would be in place for the entirety of the regular season. Upon reaching post-season play, all teams in SCGA Team Play will be required to play non-Nassau 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.*

## I. OVERALL TEAM SCORING

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

## J. FORMAT EXCEPTIONS

Should all team captains in a group agree, the entire group may play regular-season matches that consist of Four-Ball matches only, Nassau and 12-player format. Should a group choose to

utilize this option, they must notify the SCGA, in writing, before the start of regular season play. These exceptions would be in place for the entirety of the regular season. Upon reaching post-season play, all teams in SCGA Team Play will be required to play non-Nassau 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.*

## K. 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. 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.

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

All SCGA 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 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 in accordance with the SCGA Team Play schedule. Any match not completed by this date will be treated as “no match” for both teams in determining the final group standings.

## 2.5 HANDICAPS AND POSTING OF INDIVIDUAL SCORES

### A. HANDICAPS

#### 1. TEAM PLAY MATCHES

All players will play to 100% of their Course Handicap, using their current Handicap Index (or a reduction thereof).

Note: The current Handicap Index is defined as the player's Handicap Index as of the Monday before each match. This applies to the playoffs as well. Handicap Indexes will be updated every week on Monday by 12 p.m.

#### 2. CLUB'S HANDICAP COMMITTEE

The club's Handicap Committee must ensure that all member scores are being posted in compliance with the World 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 Handicap Index of a player who fails to turn in proper scores or a player whose Handicap Index is not reflective of his/her current playing potential. Handicap Committees and/or Team Captains should contact the SCGA if they have knowledge of a player that has been reduced for club events or has a Handicap Index that is not reflective of their playing ability.

#### 3. HANDICAP CORRECTIONS

In the event a score needs to be posted or modified within GHIN, it is the responsibility of the player or Team Captain to notify the SCGA that such a correction is required. This will ensure the adjustment is reflected in the Team Captain Portal.

#### 4. 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 (Clarification 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 – Rules of Golf).

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

In accordance with [Rule 3.2c](#) (Rules of Golf), 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 current Handicap Index (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. Based on the premise that a golfer will play as well as he/she can. Under the World 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 Net Double Bogey.
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 World Handicap System for Four-Ball and Match Play tournaments. All scores are to be posted as **Competition** scores.
  - a. **INCOMPLETE HOLES** – If a player starts a hole but does not complete the hole, or is conceded a stroke, the player **must** record, for handicap purposes, the score they most likely would have made.
  - b. **WHEN 10-17 HOLES ARE PLAYED** – If a match is closed out before 18 holes are played and the players decide to cease playing, they are to leave those holes blank on the scorecard and/or Golf Genius mobile score entry and scores will be posted under WHS procedures of when 10-17 holes are played. If a match is closed out prior to 18 holes and the players decide to continue playing, all scores should be recorded for score posting purposes, so long as they don't change the result of the match.
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 Team Captain Portal at the conclusion of the match.
4. Team members should not post their scores individually. Team Captains are required to post scores through the Team Captain Portal on the same day the match was played. Captains will not have access to post scores to GHIN during the playoffs so instead the SCGA will post scores to GHIN during the playoffs.
5. Scores made during practice rounds played in accordance with the Rules of Golf must be posted for handicap purposes.

## 2.6 RULES OF PLAY

- A. The Rules of Golf, effective January 2023, 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, side or team in violation. There is no time limit on applying this penalty ([Clarification 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.

### 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 this point can be referred to the SCGA in writing at [champs@scga.org](mailto:champs@scga.org).

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

## 2.7 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 Championship), 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.

## 3. POSTSEASON

### 3.1 DETERMINING GROUP WINNERS

- A. Group winners will be determined by the team with the highest total group points (overall points, not the total number of individual match points earned).
- B. In the event of a tie between two teams with identical group 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 group 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 group 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, or some other method agreed upon by the teams involved and approved by the SCGA.

## 3.2 PLAYOFF MATCHES

### A. WILD CARD PLAYOFF

Depending on the number of groups in Blue or Gray 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 group winners to compete 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 into a single-elimination playoff bracket to determine the overall division champions. The playoff bracket takes into account likeness of facility 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. If a team is unable to host a playoff match by the date set by the SCGA, they must either: play the match on an earlier date that is mutually agreed upon by both teams; play all singles/four-ball matches scheduled for that round at the opposing team's course, find a neutral site for that match that is agreed upon by both captains; or, forfeit the match.

The SCGA will designate one team to be "Team A" and the other team to be "Team B" for each playoff match.

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

Sides 2, 4, 6 and 8 from each team will play at Team 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 set 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.
- 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 Team A's sides 1 and 2 (both four-ball and individual matches) shall be compared to the total points earned by Team B's sides 1 and 2. The team 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, or some other method agreed upon by the teams involved and approved by the SCGA.



## 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/allowed
- Dress code
- Facility policies
- Acceptable forms of payment (cash, credit cards, reciprocal charge) for carts, food and beverage, etc.
- Health and safety guidelines

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 teams within a group). Some teams 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 scorecards (if scorecards are being used for the match).

**Note:** Scorecards have no official standing in match play and do not need to be signed or attested. [Definition of Scorecard.](#)

#### 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 player may be removed from any competition at the discretion of the SCGA 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



## 4.2 TEAM CAPTAIN PORTAL

### A. SUBMITTING LINEUPS

Prior to every match, team captains 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). Handicaps will be updated each Monday by 12 p.m. If a captain sets their lineup before this is done, they will need to recheck their lineup to ensure it has remained in proper Handicap Index order. All players will play to 100% of their current Handicap Index. Captains must ensure that each player is in correct current Handicap Index order.

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

All match results must be entered in the Team Captain Portal before midnight on the same day as the match. 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. At the conclusion of each match, captains **MUST** set the Round Status in Golf Genius to "Completed" and click the button to "Show Results in Event Portal." Performing these two options will finalize the match results and display them on the Event Portal. These actions must be completed as soon as the match is final.

Once scores have been entered into the Team Captain Portal, Team Captains will then need to select "Post Scores to GHIN" via the Team Captain Portal. All scores will be posted as "Competition" scores. Captains will be required to post scores to GHIN during the regular season and the SCGA will post scores to GHIN during the playoffs.

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 [champs@scga.org](mailto:champs@scga.org).