



# WOMEN'S TEAM PLAY MANUAL

---



SCGA  
WOMEN'S  
TEAM PLAY

# OVERVIEW AND FORMAT

## 1.1 FORMAT AND SCORING

### A. OVERVIEW

SCGA Women's Team Play consists of clubs competing against each other using the fourball match play format for both Gross and Net. 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 (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.

### C. OVERALL TEAM SCORING

At the conclusion of each match, for group standing purposes, two Group Points are assigned for a win, one Group Point for a tie, and zero Group Points for a loss.

### D. FORFEITURES

The SCGA expects all matches to be played as scheduled. The inability to field a full team is not an acceptable reason for forfeiture. 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. This review may result in the team's ineligibility for the following Women's Team Play season.





## 1.2 SCHEDULE OF MATCHES

Regular season matches may be scheduled any time between February 17 and April 20. Group winners will advance to a single-elimination playoff system. The playoff matches must be completed by the date listed for each round. Matches can occur on any day of the week.

### A. 2025 PLAYOFF SCHEDULE

- a. Round of 16: Completed by May 4
- b. Round of 8: Completed by May 11
- c. Round of 4: Completed by May 18
- d. Women's Team Play Championship: Sunday, June 1; Sandpiper GC, Goleta.

## 1.3 TEAMS

Each club will submit a lineup for each of the season's matches and is expected to field a full team and compete as scheduled in accordance with the guidelines established in the Women's Team Play Manual.

- A.** Each team will consist of no more than 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, 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. All players that may potentially play in a Women's Team Play match should be added to the online roster prior to the first match of the season.

## 1.4 ELIGIBILITY

### A. CLUB ELIGIBILITY

SCGA Women's 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 Women's Team Play season.

Clubs may enter up to two teams in Women's Team Play provided players are only on one team. If a club is entering multiple 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. All players must be amateur golfers and listed on the club's active GHIN roster at the time of the club's first match and must remain on the active roster for the duration of the season. Individuals with a current Handicap Index greater than 30.0 may play but will be lowered to an index of 30.0 for any match in which she participates. Additionally for 2025, each player must have 10 scores posted by December 31, 2024, representing rounds of golf played in the year 2024. It is the responsibility of the Team Play captains to ensure all players on their roster meet this requirement. If a player who wishes to participate in SCGA Women's Team Play does not meet this requirement, the captain must submit a petition in writing to the SCGA for review.

#### PENALTY FOR PLAYING AN INELIGIBLE PLAYER:

It is the responsibility of the captains involved to ensure that lineups are in accordance with SCGA Women's 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.

# PLAYING A MATCH

## 2.1 COURSE USAGE POLICY & HOME TEAM REQUIREMENTS

Any team participating in SCGA Women's 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 arrange 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.

### A. PRACTICE ROUNDS

1. Members of the visiting team (in general, the 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 per Model 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 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 Women's Team Play Championship.

## 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. Tee markers should be placed so that the course plays to its approximate rated length.

Matches may be scheduled on any course that has an active Course & Slope Rating. Teams may use more than one course during their Women's Team Play season. If a team is utilizing more than one course, it is recommended that a tee set with a similar length and ratings be used for the matches. 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.

## 2.2 HANDICAPS AND POSTING OF INDIVIDUAL SCORES

### A. HANDICAPS

#### 1. WOMEN'S 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 Saturday before each match. This applies to the playoffs as well. Handicap Indexes will be updated every week on Saturday 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 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 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 Captain Portal.

#### 4. HANDICAP STROKES

In the four-ball match, the lowest handicap player will play at scratch and each of the other three players in the group will receive the full difference in strokes as they fall on the 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](#)). 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 stroke index / 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 her correct Course Handicap, based on 100% of her current Handicap Index (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 scorecard 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

1. The game of golf is based on the premise that a golfer will play as well as 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 Women's 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. **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. If a match, which started via a shotgun start, is closed out without a rated 9-hole side being completed, (i.e. a match which starts on Hole #3 is closed out on #17 and all players do not play the remaining holes) the score is deemed to be ineligible for posting.
  - b. **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 on that hole. that does not exceed Net Double Bogey
3. The **hole by hole gross score** 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. Captains will be responsible for posting all 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 **all matches (both Gross and Net)**, all players for each club 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 your lineup, please keep in mind that current Handicap Indexes will be updated in the Team Captain Portal on each Saturday by 12 p.m. If your lineup is entered before handicaps are updated, Captains must adjust their lineups as necessary to ensure proper current Handicap Index order.

### 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. **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.

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

All Women's Team Play matches are to be played as scheduled. However, Team Captains can mutually agree to suspend or postpone the match in advance of, 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 by Sunday, April 13. 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 and captains will need to adjust the date in the captain's portal to reflect the newly scheduled match date.

## 2.5 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 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 ([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 Women's 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 requesting 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 Women's 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 her partner while playing her match. Once her 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.



# POSTSEASON

## 3.1 DETERMINING GROUP WINNERS

- A.** Group winners will be determined by the team with the highest total of Group Points (overall points, not the total number of individual match points earned). If a team were to win BOTH Gross and Net, the group winner would be placed into the Gross division playoffs and the team with the second place Net points would be elevated to the Net division playoffs.
- 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 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 lot.

## 3.2 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 balanced playoff bracket.

#### PLAYOFF MATCHES

All group winners will participate in a single-elimination playoff to determine the SCGA Women's Team Play champion. 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 Women's Team Play Rules. The playoff bracket will take into account likeness of club and geographical considerations for the first round.

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:

It is the responsibility of the captains involved to ensure that lineups are in accordance with SCGA Women's 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.
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.

## **B. 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 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. If this procedure still does not settle the tie, the total points earned by each club's team 1 will be compared. If a tie still exists, this same procedure will be used for teams 2, then teams 3, then teams 4, then teams 5, and then teams 6.



# 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.
- Health and safety guidelines

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).

**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. 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.**

### 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 Championships & Golf Operations 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:

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 that 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 SCGA will issue a decision. **The decision of the SCGA 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). Handicaps will be updated weekly using Saturday's current revision by noon. If a captain sets their lineup before this is done, they will need to recheck their lineup to ensure it has remained in proper current Handicap Index order. All players will play to 100% of their current Handicap Index.

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

All match results must be entered in the Team Captain Portal on the same day as the match. A link to this site will be available on the Women's 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 her team's results have been posted on the same day.

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.

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

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

