



WGAP TEAM MATCH HANDBOOK

ONLINE FORMAT

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THE WOMEN'S GOLF ASSOCIATION OF PHILADELPHIA

TEAM MATCH HANDBOOK

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PRE-TEAM MATCH SEASON

RESPONSIBILITIES OF TEAM MATCH CAPTAINS/COORDINATORS

1. Schedule Team Match Meeting after Association Meeting.
 - a. Emphasize match play rules.
 - b. Review Responsibilities of Players.
 - c. Make travel arrangements.
2. Check website under "Membership" tab to ensure all players have joined WGAP by Team Match deadline.
3. Ensure Captains/Coordinators listed on WGAP site are correct for current season.
4. Follow up with players who have less than 10 rounds posted to apply for a courtesy handicap (if applicable). Consult website for guidelines and deadlines.
5. Set current season line-up on WGAP website by deadline.
 - a. Log on to WGAP site.
 - b. Click on Team Match Links – Team Line-up.
 - c. Set line-up by handicap, using 1.5 handicap differential, if needed.
 - d. Click "Save Changes" when complete.
6. Inform Club Professional.
 - a. Check match dates, number of players, availability of caddies, cart requests and readiness of first and tenth tees (if necessary) at 9:00 am.
 - b. Ensure Club Professional and Caddie Master are aware of WGAP Cart and Caddie Procedures.
 - c. If using a shotgun start, plan starting holes in advance.
 - d. Give WGAP Inclement Weather Procedures, including Rain Date information, to Club Professional.
 - e. Ensure local Club rules are written and clarified.
 - f. Determine which set of tees will be used for matches. The tees used must be consistent within a Cup for all home matches, however, different tees may be used in other Cups (e.g., if the first team plays from the blue tees, the second team may play from those tees or another set of tees, provided they do so for all home matches).
 - g. Check the Club's scorecard. Be sure all yardages are correct for holes being played.
7. Consult Green Chairman and Golf Course Superintendent.
 - a. Give WGAP Inclement Weather Procedures to Golf Course Superintendent.
 - b. Make sure special areas will be marked (ground under repair, water hazards, drop areas, etc.).
 - c. Do not use temporary greens. It is recommended those hole(s) be closed and playable hole(s) repeated.

TEAM MATCH SEASON

BEFORE THE DAY OF THE MATCH

RESPONSIBILITIES OF HOME TEAM MATCH CAPTAINS

1. Contact the Visiting Captain.
 - a. Discuss any pertinent course information (e.g., caddie/cart policies, caddie fees, travel issues).
 - b. Notify of any unexpected course/caddie/cart changes for that day when known.
 - c. Discuss any restrictions on cart usage and/or medical certificates needed.
 - d. Confirm starting times for matches (tee times versus shotgun).
 - e. Arrange starting times or starting holes when two or more teams are scheduled at home on the same day. If the second (third, etc.) team will be teeing off at a time other than 9:00 am, the

Visiting Captain should be notified so she can adjust her travel time. It is strongly recommended that shotgun starts be used if more than one team is at home.

2. Arrange for morning refreshments and lunches (Home player pays for Visiting player's lunch).
3. If the Home Team cannot host the match (e.g., course construction, scheduled outing, etc.).
 - a. Contact the Visiting Captain and ask if her course is available for the match to be played.
 - b. If the away course is not available, the Home Team must find a neutral WGAP course which will allow play under WGAP standard rules (i.e., 9:00am start).
 - c. If a neutral WGAP course cannot be found, the Home Team defaults 7-0.

THE DAY OF THE MATCH

RESPONSIBILITIES FOR CAPTAINS

Home Captain

1. Notify Visiting Captain of any unexpected course/caddie/cart changes for that day as soon as known.
2. Prepare results sheet – list names in same order as **permanent** team line-up.
3. Prepare line-up list for Caddie Master.
4. Prepare two sets of scorecards for each match (one for each player). Number scorecards from one to seven in line-up order.
5. Go over special or local rules with Visiting Captain and players.
6. Determine host for any Visiting player whose opponent (Home player) is unable to stay for lunch.
7. Record results of matches on sheet. Indicate any matches not played or not completed (forfeits, defaults, etc.). Make copy for the Visiting Captain.
8. Post results on WGAP website by 3:00 pm.

Visiting Captain

1. Arrive with line-up list for Caddie Master.
2. Fill in names on prepared scorecards.
3. Check on special or local rules with Home Captain.
4. Notify Home Captain if any players are not staying for lunch.
5. Verify results reported online. If there is an error, call/email the WGAP office immediately.

Both Captains

1. Take a packet of Team Match materials and rules to all matches.
2. Be sure Substitute Captain has all materials and rules and is familiar with all procedures, etc.
3. Check order of line-ups. **It is the responsibility of each Captain to see that her line-up is in proper order.**
4. Collect money from each player for locker room attendant (if on duty) and Caddie Master.
5. Check results sheet and sign after the matches are completed.
6. Results and standings will be on the WGAP website following each match.

FINALIZING END OF REGULAR SEASON CUP RANKINGS

1. Team Match Cup Rankings are determined by the number of team match wins.
2. Ties are broken in the following manner (exception – tie for 1st place in Philadelphia Cup).
 - a. Number of team match wins.
 - b. Number of individual matches won.
 - c. Which team prevailed when they opposed each other in regular season play.

- d. If the teams didn't play each other, or were tied at the end of the match, ties will be broken by which team prevailed with a better result against the next highest team in the Cup. This process is continued until the tie is broken.
3. If a Cup only has 5 (or less) teams, the process for determining Cup Rankings could be slightly different, since some teams **may** have played a different number of matches. If all teams played the same number of matches, follow the procedures listed in #2.
 - a. Rank teams by number of Team Match Cup Wins.
 - b. Procedure for breaking ties with teams who played a different number of matches.
 - i. Calculate the average number of wins for each team (number of individual matches won divided by number of matches played).
 - ii. Which team prevailed when they opposed each other in regular season play.
 - iii. If the teams didn't play each other, or were tied at the end of the match, ties will be broken by which team prevailed with a better result against the next highest team in the Cup. This process is continued until the tie is broken.
 - c. Procedure for breaking ties with teams who have played the same number of matches.
 - i. Number of individual matches won.
 - ii. Which team prevailed when they opposed each other in regular season play.
 - iii. If the teams didn't play each other, or were tied at the end of the match, ties will be broken by which team prevailed with a better result against the next highest team in the Cup. This process is continued until the tie is broken.
4. Once the Regular Season Cup Rankings are finalized.
 - a. The first-place team in each Cup automatically moves into the Cup above.
 - b. The sixth-place team in each Cup automatically moves into the Cup below.

PHILADELPHIA CUP TIES AND SUPER JUMP ROUNDS

Teams have the option to defend their position in Super Jump rounds. If they do not want to defend, they will automatically move down. Teams must notify the WGAP office by the end of the day on the last day of matches if they do not want to play in the super jump matches. If a team notifies the WGAP office after a super jump match is scheduled, it will be considered a team match default.

1. All Ties and Super Jumps shall be played off on dates and neutral courses as selected under the direction of the Team Match Committee.
2. All Playoff information and results will be posted on the WGAP website.
3. Playoff Information.
 - a. Ties – Philadelphia Cup (1st place) only – played the Tuesday after the last match. Captains will be notified by phone on the evening of the last day of matches or the following morning.
 - b. Super Jumps – played the Tuesday after the last match. Host Club pro shops will be notified by phone on the evening of the last day of matches. Captains will be notified by phone/email by the following morning.
4. A team must have a minimum of five players on the tee for any playoff match.
5. Honor on the first tee is determined by a toss of a coin.
6. Both teams should plan on staying for lunch following a playoff round and should notify the Host Club of their intentions.
7. Thank you notes to Clubs hosting these playoffs would be appreciated.
8. Player eligibility for playoff matches: The Captain shall use the following criteria to determine a player's eligibility for playoffs. If there are any eligibility questions prior to the playoffs, contact the WGAP office.

- a. Any player who has played in at least one match with a team is eligible to play in a playoff round with that team or may “play up” as a substitute on a higher team provided she remains in team line-up order. For example, a player on a second team may play “up” on her first team, but she may not play “down” on her third team.
- b. Any player, who has not played in a match this season AND who has not been skipped over in the line-up, is eligible to play in a playoff round provided she remains in team line-up order.

SUPER JUMP ROUNDS

1. A team may not Super Jump into either the Philadelphia Cup or Suburban Cup.
2. When a team wins its Cup, wins all five matches and scores 30 or more points, it is eligible for a Super Jump. The team challenges the team in the fifth position two Cups above. This Super Jump win must be by a team margin of five-two or better.
3. When there is an annual default in a Cup or WGAP cancels a match, a remaining team must have won all matches and averaged six wins per match to be eligible to Super Jump.
4. In a Super Jump Round, if a team has won five individual matches, it is not necessary for the remainder of the matches to be played to have a decision.

RULES OF PLAY

RULES OF GOLF

1. **USGA Rules of Golf.** All Team Matches shall be played under the USGA Rules of Golf. Players may not waive the Rules of Golf by mutual consent. Penalty for both players is disqualification.
2. **Golf Professionals.** Golf professionals may be involved in interpreting USGA Rules of Golf.
3. **Distance-measuring device.** A Player or Caddie may use a USGA approved legal distance-measuring device in Team Matches unless a local rule at the Host Club prohibits the use of such a device. The penalty for using an illegal device or using a device where or when prohibited is disqualification (Rule 14-3). The Team Match Committee will not settle any personal disputes involving distance-measuring devices.
4. **Cell phones.** All players are advised that the use of cell phones for emergency phone calls/texts/messaging on the course is permitted if it is done so within the confines of Rule 4.3a and if the Host Club allows those devices to be used. All players are expected to keep their phones in silent mode while on the course. If a player consistently disregards her fellow competitors or opponent to their detriment, there could be a penalty for undue delay or disqualification (Rule 5.6a or Rule 1.3) based on a player’s actions.

GENERAL TEAM MATCH RULES

1. **WGAP.** The Team Match Committee reserves the right to cancel any or all of the Team Match days and to modify any Team Match rules, regulations, and policies if deemed necessary during the Team Match season.
2. **Protests.** A verbal protest must be made on the day of the Team Match and a written protest must be faxed or emailed within 24 hours to the WGAP office. The Captain of the opposing team and the opposing player should be notified of the impending protest.
3. **Golf Professionals.** Golf professionals should not be involved in interpreting Team Match Rules.
4. **Advanced Player Cancellation.** If it is known in advance that a listed player cannot play, all players must be moved up according to the permanent list. This includes moving players from the second team to the first, third to second, etc. Any match or matches of a team affected by incorrect positioning shall be forfeited.

5. **Day of Player Cancellation.** If, because of an emergency, a player cannot play and is unable to notify the Captain before players on succeeding teams have left for distant Clubs, the seventh position shall be forfeited rather than defaulted. All players on the affected team must be moved up in order.

GENERAL TEAM MATCH FORMAT

1. **Number of Players.** Each team shall be composed of seven players.
2. **Pairings.** Players play match play in twosomes. The Visiting player has the honor on the first tee.
3. **Starting Times.** The designated starting time for Team Matches is 9:00 am. Because of traveling complications or other emergencies, the teams may, by mutual consent, begin play earlier or later than the designated starting time.
4. **Shotgun Start.**
 - a. May be used at the discretion of the Host Club.
 - b. Maintain team positions with number two playing behind number one, etc. regardless of holes in use. A match may be played out of order by mutual consent.
 - c. May be used for Playoffs and Super Jumps, if agreeable to the Host Club.
 - d. If sudden death is necessary, resume play at the original starting hole.
5. **Starting Holes.** If a shotgun start is not used, all players must begin on the same hole.
6. **Unexpected Player Delay.**
 - a. All players should be ready to play at the designated starting time. If a player is unexpectedly delayed in route, and has notified the Club, play should begin and, by mutual consent, that match may be played out of position. If the delayed player does not arrive within the mutually agreed upon grace period, that match must be forfeited.
 - b. If the player is late and has not notified the Club, play must NOT begin. Captains should agree on a reasonable grace period after which all players move up and the seventh position is forfeited.
7. **Hole Closure.** When a course has a hole closed, the 17 open holes should be played in order, with the next hole repeated as the 18th hole. If sudden death is necessary, play should continue at the next hole. Do not repeat the hole that was played as the 18th (e.g., if the ninth hole is closed, play one through eight, ten through 18, and repeat the first hole as your 18th. For sudden death, go to the second hole, third hole, etc., if necessary).
8. **Scoring.** Each match shall score one point.
 - a. All players competing in a Team Match must complete seven holes for matches to count.
 - b. If the two teams competing are unable to find a course to play their matches (inclement weather) or begin play but do not complete at least seven holes, the matches will be halved and the end result is a tie.

RESPONSIBILITIES OF PLAYERS

1. Golf bag should have name tag.
2. There should be a maximum of 14 Clubs in a player's golf bag and should be counted before and after play.
3. Home player should introduce Visiting player to caddie.
4. Golf balls should be marked and identified on the first tee.
5. USGA rule book should be in each player's golf bag for quick reference.
6. If a player is running late for a match, she must notify the Club.
7. If players cannot agree on a ruling, a later decision should be made by the team Captains or Team Match Committee. (A claim of violation must be made before teeing off next hole or if on 18th green, before leaving putting green).

8. If there is a problem, such as a lost ball, matches following your match should be allowed to play through.
9. Match results should be reported to player's Captain.
10. If a Home player is unable to stay for lunch, ask teammate to host. It is expected that the Host player buys lunch for the opponent.

CART/CADDIE PROCEDURES

1. Players may not carry their own bag, use a pull cart, or bring their own caddie. The penalty is forfeiture of the match. The only exception is if a situation arises that will benefit pace of play, a player may carry her bag to her ball then return the bag to the cart or caddie.
2. In all Team Matches, tie playoffs, and Super Jumps, caddie assignments will be made by the Caddie Master of the Host Club. A player may not bring her own caddie to a Team Match. Relatives may not caddie for family members.
3. Procedures regarding caddies and carts and the corresponding fees will be in accordance with the Host Club's existing policy. If applicable, the player may choose whether to take a caddie or a cart.
4. If carts are not allowed (caddies only), a Visiting team should not plan on bringing players who require carts. If they do, the Visiting team must forfeit those matches involving carts. We strongly suggest that a player who must use a cart not play on days when there is a possibility that carts will not be allowed on the course.
5. Players may ride or walk ahead to check out a hole, as long as play is not unduly delayed.
6. The Team Match Committee will not settle any discussion or disputes involving carts and caddies.

INCLEMENT WEATHER POLICY

The Team Match Committee may cancel any of the Team Match days due to inclement weather. If WGAP cancels, the match as originally scheduled, will be played on the rain date, which is the Friday after the last match. In the event more than one match is cancelled, no points will be awarded for additional cancelled matches.

Course Closed Before Play Starts

If the course is closed or likely to be closed before play begins, the following options may be used in the order listed below.

1. Use available holes at home course (minimum of six different holes).
2. Delay play up to a TOTAL of one hour.
3. Check availability of away course. Use away course with Home Team acting as hostess responsible for lunch (minimum of six different holes, totaling 18).

Course Closed During Play

1. If a course is closed during play, all play is immediately suspended and all players should be notified promptly.
2. If matches are stopped due to thunder and lightning, a course being closed, greens under water or unsafe cart conditions, a maximum waiting period of 60 minutes for the reopening of the course will be allowed (e.g., one delay of 60 minutes or three delays of 20 minutes each). Captains must agree on the time play was halted and, therefore, when the 60 minute waiting period is up. If play was delayed before the matches started, that time delay should be included in the 60 minute total (e.g., starting time delayed 30 minutes, then there is only 30 minutes left for delays during play).
3. All players competing in a Team Match must complete seven holes for the matches to count. If all players do not complete at least seven holes, the matches will be halved and the end result is a tie. If

play cannot resume, and all players have played at least seven holes, the matches shall be scored as they stand.

TEAM DEFAULT RULE

Definitions

Player Forfeit – A player wants to play, but is unable to do so.

Player Default – A team is unable to field a player for a match position.

Team Match Default – A team is unable to meet requirements for number of players in a match.

Annual Team Match Default – A team is unable to meet requirements for number of players in two matches.

Requirements – Team Match Default

1. A team must have seven players on the tee in two matches and no fewer than five on the tee in two matches and no fewer than four on the tee in one match.
2. If a team has one Team Match default during the season, that team is still eligible for the remaining matches. The team to whom they default will receive all seven match points.
3. If that same team has a second “Team Match default” that team has an annual default which excludes them from the remaining matches and all previous matches are voided.
4. In the case of a Team Match default, notification needs to be made to the Captain of the Visiting team, and to the WGAP office. The team “defaulted to” must submit a line-up online.
5. In the event a team is short of players and a default(s) is claimed, the Visiting player(s) must be on the tee to claim the default, except if notification of the default is made in advance. The Visiting player(s) may not play on a succeeding team and her name must be listed on the result sheet to get the win for the defaulted match. If a Home Team player defaults, the Captain should make every effort to have someone from the Club play with the Visiting opponent.
6. Once a team Captain notifies the other team Captain that her team is defaulting one or more matches, the decision is final.
7. If BOTH teams know in advance that they will BOTH be missing a player(s), and the Captains notify each other to that effect, points will be awarded only for those matches that are actually played. (No points for defaulted matches in this situation).
8. A team player may not drive a ball from her first hole with the intent of forfeiting and then forfeit to keep the rest of the team players in place.

Requirements – Annual Default

1. If the same team has three annual defaults within a five-year period, that team will be dropped to the last position of the last Cup available, otherwise to the waiting list.
2. If an Annual Default occurs, the day of the bye, the opposing team must submit a line-up online with no results next to the players’ names (no points will be awarded).
3. When there is an annual default in a Cup, that Cup will have five teams remaining. In order for one of the remaining teams to be eligible to Super Jump, that team must have won all four matches and 24 out of 28 possible individual matches.
4. If an annual default occurs, all teams move up a position in the Cup (as well as all Cups below the affected Cup). Only the last place team in each Cup can possibly be challenged in the Super Jump round.

WAITING LIST

1. A vacancy in the last Cup will be filled by the first team on the waiting list.

2. The waiting list is in order of application. In the case of a Cup being eliminated, the affected teams would be kept in order of their finish to re-enter matches.
3. Any team on the waiting list, unable to move to a vacancy, will be dropped and must reapply in writing, taking its position at the bottom of the waiting list.
4. Teams on the waiting list are required to supply a list of substitutes in addition to a team list. The number of substitutes necessary is dependent on the number of teams from that particular Club.
 - a. One team – 4 substitutes.
 - b. Two teams – 6 substitutes.
 - c. Three teams – 8 substitutes.
 - d. Four teams – 10 substitutes.
 - e. Five teams – 12 substitutes.