WGAP Team Match Handbook

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PRE-TEAM MATCH SEASON

PLAYER ELIGIBILITY FOR TEAM MATCHES

1. Player joins WGAP by the team match deadline.
2. Player's handicap index is 40.4 or less.
3. Player has posted eight rounds or more in the previous golf season. Otherwise, the player must apply for a courtesy handicap by the posted deadline and be approved.
4. If a player is required to drive a cart, she must meet the cart driving requirements of the Host Club.

RESPONSIBILITIES OF TEAM MATCH CAPTAINS/COORDINATORS

1. Schedule a Team Match Meeting after the WGAP Meeting.
    a. Emphasize match play rules.
    b. Review the responsibilities of players.
    c. Make travel arrangements.
2. Check the website under the "Membership" tab to ensure all players have joined WGAP by the Team Match deadline.
3. Ensure Captains/Coordinators listed on the WGAP site are correct for the current season.
4. Follow up with players who have less than eight rounds posted to apply for a courtesy handicap (if applicable). Consult the website for guidelines and deadlines.
5. Set the current season line-up on the WGAP website by the deadline.
    a. Log on to the WGAP site.
    b. Click on Team Match Links – Team Line-up.
    c. Set line-up by handicap, using 1.5 handicap differential, at the Coordinator/Captain's discretion.
6. Inform Club Professional.
    a. Check match dates, number of players, and availability of caddies with a start time of 8:30 am.
    b. If one team is at home, the Club can use either a shotgun start or tee times. If tee times are used, all players on the same team must start on the same hole. If more than one team is at home, the Club should use a shotgun start.
    c. Make sure Club Professionals and Caddie Master are aware of WGAP Cart and Caddie Procedures. (see page 7)
    d. Make sure Club Professionals are aware of WGAP Inclement Weather Procedures, including Rain Date information. (see page 7)
    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. Make sure special areas will be marked (ground under repair, water hazards, drop areas, etc.).
h. Do not use temporary greens. It is recommended that those hole(s) be closed and playable hole(s) repeated.

TEAM MATCH SEASON

BEFORE THE DAY OF THE MATCH

RESPONSIBILITIES OF CAPTAINS

Both Captains

1. Verify that if players are required to drive a cart, they meet the requirements of the Host Club.

Home Captain

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 vs. shotgun).
    e. Arrange starting times or starting holes for all Home matches. If a team is teeing off at a time other than 8:30 am, the Visiting Captain must be notified so she can adjust her travel time. If one team is at home, the Club can use either a shotgun start or tee times. If tee times are used, all players on the same team must start on the same hole. If more than one team is at home, the Club should use a shotgun start.
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. The Home Team still acts as the Home Team.
    b. If the away course is not available, the Home Team must find a neutral WGAP course that will allow play under WGAP standard rules (i.e., 8:30 am start).
    c. If a neutral WGAP course cannot be found, the Home Team defaults 9-0.

THE DAY OF THE MATCH

RESPONSIBILITIES OF CAPTAINS

Home Captain

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

Visiting Captain

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

Both Captains

1. Player Cancellations.
    a. Before 6:00 pm, the night before the match, if a player cannot play, all players must move up in that match's line-up. This means your last position is now open and needs to be filled, keeping all players in the locked line-up order (if the last spot cannot be filled, it will be defaulted).
    b. Starting at 6:00 pm, the night before the match, if any player cannot play, the decision on how to proceed is up to the Captain/Coordinator.
        i. If the decision is made not to replace the player, no moves are made in the line-up, and that affected position is defaulted. If the Captain decides not to replace the player, this must be communicated to the other Captain as soon as possible.
        ii. If the decision is made to replace the player, all players must move up in that match's line-up, meaning the last position is now open and needs to be filled,

keeping all players in the locked line-up order.

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

RULES OF PLAY
GENERAL TEAM MATCH FORMAT

1. Number of Players. Each team shall be composed of six players.
2. Pairings. Players play match play in foursomes.
3. Format. The matches will be played simultaneously in singles matches and a four-ball (better-ball) match. For example, in the foursome where the 3rd and 4th players are playing together, Player 3 from Team A will play a singles match against Player 3 from Team B. Player 4 from Team A will play a singles match against Player 4 from Team B. At the same time, Players 3 and 4 from Team A will be playing a four-ball (better-ball) match against Players 3 and 4 from Team B.
4. Honor. The Visiting Side (pair) has the honor on the first tee. Moving forward, the four-ball (better-ball) match determines honor. If that match ends before the singles matches, then each singles match will tee off by honor on the tee in order of place in the line-up. For example, in the foursome, where the 3rd and 4th players are playing together, and the four-ball match is over, the player in the 3rd position with the honor will tee off first, followed by the other 3rd position player. Then, the 4th position player with the honor will tee off, followed by the other 4th position player.
5. Starting Times. The designated starting time for Team Matches is 8:30 am. Because of traveling complications or other emergencies on the day of the match, the teams may, by mutual consent, begin play later than the designated starting time.
6. Shotgun Start/Tee Times.
    a. A shotgun start is preferred for these matches so that everyone can start and end at approximately the same time. This promotes the comradery of the game and eating lunch together as a team.
    b. If one team is at home, the Club can use either a shotgun start or tee times. If tee times are used, all players on the same team must start on the same hole.
    c. If more than one team is at home, the Club should use a shotgun start.
7. Unexpected Player Delay. If a player is unexpectedly delayed the morning of the match,

she **should notify her** Captain.

a. Where should the late player begin play: If the late player arrives at the hole after any player has started play of the hole (teed off), she must wait to join the match until the next hole.
b. If the delayed player **arrives at the staging area ready to play within 15 minutes of her official start time**: The delayed player should proceed to her match to play in BOTH her singles and four-ball (better-ball) matches.
    i. She will lose any singles match holes that have already been played.
    ii. Her partner will represent the side for the four-ball (better-ball) match (for those holes already played).
c. If the delayed player **arrives at the staging area ready to play later than 15 minutes of her official start time**: The delayed player should proceed to her match to play in ONLY her four-ball (better-ball) match.
    i. She will forfeit the point for the singles match.
    ii. Her partner will represent the side for the four-ball (better-ball) match (for those holes already played).

8. Hole Closure. When a course has a hole closed, the 17 open holes should be played in order, with your first hole played repeated as the 18th hole.
9. Scorecards.
    a. WGAP has provided each club with an optional uniform scorecard for the matches.
    b. Use of Golf Genius (online scoring) is encouraged by WGAP and permitted for the matches.
    c. The decision on how scoring is recorded (scorecard/Golf Genius) will be made by the Host Club.
10. Scoring.
    a. Each match shall score one point for the match. There are no extra holes played. If a match is tied at the end of 18 holes, each player or side receives ½ point.
    b. All players competing in a Team Match must complete seven holes for matches to count.
    c. If two teams begin play and do not complete at least seven holes, the matches will be halved, and the result is a tie.
11. Pace of Play. **The Maximum Scheduled Time to Play for Team Matches is 4.5 hours. (15-minute average per hole.) It is a condition of the competition that the player shall play without undue delay following any Pace of Play guidelines. It is the player's responsibility to know their group's position relative to the published Pace of Play and to ensure they play within the maximum scheduled limits.**
    Defined as Out of Position:
    The first group to start will be considered out of position if it falls behind the

schedule determined by the Host Club.
Any subsequent group is out of position when it:

- Is taking more than the maximum scheduled time to play, and
- Reaches a par 3 that is clear of all play, and all players in the preceding group have played their strokes from the teeing ground on the next hole, or
- Reaches a par 4 or par 5 hole which is clear of all play or becomes clear of all play before all players in the group have played their strokes from the teeing ground.

12. Protests. A verbal protest must be made on the day of the Team Match, and a written protest must be 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.

CART/CADDIE PROCEDURES

1. The side (partners) should ride in a cart together or share a caddie (as needed).
2. Cart and caddie rules/policies are governed by the Host Club.
3. Players may not carry their own bag, use a pull cart (including robo-carts), or bring their own caddie. The penalty is forfeiture of the match. An exception would be if the situation arises that will benefit the pace of play, a player may carry her bag to her ball and then return the bag to the cart or caddie.
4. In all Team, Playoff, and Super Jump Matches, the Caddie Master of the Host Club will make caddie assignments. No outside caddies may be used. Relatives may not caddie for family members.
5. 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.
6. If carts are not allowed (caddies only), a Visiting team should not bring players who require carts. If they do, the Visiting team will forfeit those matches.
7. Players may ride or walk ahead to check out a hole as long as play is not unduly delayed.

INCLEMENT WEATHER POLICY

The Team Match Committee may cancel any day of the Team Matches due to inclement weather. If WGAP cancels a match, the match gets played as originally scheduled on the rain date, which is the Wednesday after the last match. In the event more than one match is canceled, no points will be awarded for additional canceled 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 Host Club (minimum of six different holes).
2. Delay play up to a TOTAL of one hour.
3. Check the availability of the 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 are 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 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.

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, Suburban, and Wallingford Cups).
    a. Number of team wins.
    b. Number of individual match points.
    c. Which team prevailed when they opposed each other in regular season play.
    d. If the teams did not 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 continues until the tie is broken.
3. If a Cup only has 5 (or fewer) teams, the process for determining Cup Rankings can 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 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 match points won divided by number of matches played).
        ii. Which team prevailed when they opposed each other in regular season play.

iii. If the teams did not 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 continues until the tie is broken.

c. Procedure for breaking ties with teams who have played the same number of matches.
   i. Number of individual match points won.
   ii. Which team prevailed when they opposed each other in regular season play.
   iii. If the teams did not 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 continues 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.

POST-SEASON MATCHES

PHILADELPHIA, SUBURBAN, AND WALLINGFORD CUP TIES AND SUPER JUMP MATCHES

Teams have the option to defend their position in Super Jump Matches. 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 Jump Matches shall be played 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, Suburban, and Wallingford Cups (1st place) only – played the first Tuesday after the last match. Captains will be notified by phone/email by the following morning.
   b. Super Jump Matches – played the first Tuesday after the last match. Host Club pro shops will be notified by phone on the evening of the last day of the matches. Captains will be notified by phone/email by the following morning.
4. A team must have at least 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 to stay for lunch following a playoff round and should notify the Host Club of their intentions.
7. Thank you notes to the 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 before 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 the 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 playoffs, provided she remains in team line-up order.

SUPER JUMP MATCHES

1. A team may not Super Jump into either the Philadelphia or Suburban Cup.
2. When a team wins its Cup, wins all five matches, and scores 39 or more points, it is eligible for a Super Jump. The team challenges the team in the fifth position, two Cups above. The challenging team must earn seven points or more to be successful.
3. When there is an annual default in a Cup, or WGAP cancels a match (only four matches played), a team must have won all matches and 31 points to be eligible to Super Jump.
4. In a Super Jump Match:
    a. If the challenging team has won seven points, it is not necessary for the remainder of the matches to be played to have a decision.
    b. If the defending team has won three points, it is not necessary for the remainder of the matches to be played to have a decision.

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

Requirements – Team Match Default

1. A team must have six players on the tee in two matches, at least five on the tee in two matches, and at least 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 nine 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 opposing team and 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 opposing players should proceed in the following manner.
    a. If one player defaults, both opposing players should play. For example, if Player 6 from Team A defaults, Players 5 and 6 from Team B should play. Player 6 from Team B will win her singles match by default. Player 5 from Team A will play

against Player 5 from Team B in their singles match. Players 5 and 6 from Team B will play against Player 5 from Team A in the four-ball (better-ball) match.

b. If both players on a side (pair) default, the other side does not need to be on the tee to earn their points. They may not play for any other team.

6. Once a Captain notifies the other 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 played. (No points for defaulted matches in this situation.)
8. A 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 five years, 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, on 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. For one of the remaining teams to be eligible to Super Jump, that team must have won all four matches and 31 individual match points.
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 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 depends on the number of teams from that Club.

A. 1 team - 3 subs	D. 4 teams - 9 subs
B. 2 teams - 5 subs	E. 5 teams - 11 subs
C. 3 teams - 7 subs	F. 6 teams - 13 subs

GENERAL INFORMATION

USGA 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. The penalty for both players is disqualification. Golf professionals may be involved in interpreting the USGA Rules of Golf.
2. Pace of Play. The **Maximum** Scheduled Time to Play for Team Matches is 4.5 hours. (15-minute average per hole.) It is a condition of the competition that the player shall play without undue delay following any Pace of Play guidelines. It is the player's responsibility to know their group's position relative to the published Pace of Play and to ensure they play within the maximum scheduled limits.

   Defined as Out of Position:

   The first group to start will be considered out of position if it falls behind the schedule determined by the Host Club.

   Any subsequent group is out of position when it:

   - Is taking more than the maximum scheduled time to play, and
   - Reaches a par 3 that is clear of all play, and all players in the preceding group have played their strokes from the teeing ground on the next hole, or
   - Reaches a par 4 or par 5 hole which is clear of all play or becomes clear of all play before all players in the group have played their strokes from the teeing ground.
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. Per USGA Rule 4.3, the penalty for using an illegal device or using a device where or when prohibited is a disqualification. 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 USGA Rule 4.3 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/disqualification for undue delay (USGA Rule 5.6) based on a player's actions.

RESPONSIBILITIES OF PLAYERS

1. The golf bag should have a 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 players should introduce Visiting players to the caddie.

4. Golf balls should be marked and identified on the first tee.
5. USGA rules should be available to each player for quick reference (e.g., USGA Rules App).
6. If a player is running late for a match, she should notify her Captain.
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 the next hole or, if on the 18th green, before finalizing results).
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 the player's Captain.
10. If a Home player is unable to stay for lunch, ask a teammate to host. It is expected that the Home player buys lunch for the opponent.

GLOSSARY OF IMPORTANT TERMS FOR TEAM MATCHES

IMPORTANT USGA DEFINITIONS

Advice – Any verbal comment or action (such as showing what club was just used to make a stroke) that is intended to influence a player in:

- Choosing a club,
- Making a stroke, or
- Deciding how to play during a hole or round.

For the WGAP Team Matches, the Side (partners) may give each other advice throughout the match. This is true even if the four-ball (better-ball) match is over and both players are playing their singles matches.

Claim – If a player disagrees with her opponent's ruling during a match, she has the right to make a claim. The claim must be stated clearly and made in time—before play begins on the next hole, or, if it's the final hole, before the match result is finalized. The Committee will review the request when they are available.

Four-Ball – A form of play where sides of two partners compete, with each player playing their own ball. A side's score for a hole is the lower score of the two partners on that hole. Four-Ball may be played as a match-play competition between one side of two partners and another side of two partners or a stroke-play competition among multiple sides of two partners.

For the WGAP Team Matches, we will be playing four-ball match play. Two players from each Club will represent the side (partners).

Honor – The right of a player (or side) to play first from the teeing area.

For the WGAP Team Matches, refer to Rules of Play – General Team Match Format #4.

Match Play – A form of play where a player or side plays directly against an opponent or opposing side in a head-to-head match of one or more rounds:

- A player or side wins a hole in the match by completing the hole in fewer strokes (including strokes made and penalty strokes), and
- The match is won when a player or side leads the opponent or opposing side by more holes than remain to be played.

Match play can be played as a singles match (where one player plays directly against one opponent), a three-ball match or a foursomes or four-ball match between sides of two partners.

For the WGAP Team Matches, we will play both singles and four-ball matches simultaneously.

Opponent – The person a player competes against in a match. The term opponent applies only in match play.

Partner – A player who competes together with another player as a side, in either match play or stroke play.

Side – Two or more partners competing as a single unit in a round in match play or stroke play. Each set of partners is a side, whether each partner plays their own ball (four-ball), or the partners play one ball (alternate shot).

IMPORTANT WGAP DEFINITIONS

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

For example, after fielding teams of four once and five twice, a team knows they need six players on the tee for the remaining two matches. They only have five available for the last two matches. That would be an annual team match default.

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

For example, a player gets sick at the last minute and is unable to play.

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

For example, a team only has four players available to play in a match. They would default the 5th and 6th positions.

Protest – When a captain feels that there was a violation of WGAP Team Match Rules, she can file a protest. A verbal protest must be made on the day of the Team Match, and a written protest must be 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.

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

For example, after fielding teams of four once and five twice, a team knows they need six players on the tee for the remaining two matches. They only have five available for the last match. That would be a team match default.