

Women's Desert Team Play 2024-2025

Team Manual

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Additional information and all forms may be found on our web site at:

www.wdtpgolf.org

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Women's Desert Team Play

The purpose of WOMEN'S DESERT TEAM PLAY (WDTP) is to foster a challenging interest in amateur golf and encourage friendly competition, conducted with consideration to others and a respect for and adherence to the Rules of Golf, thereby preserving the integrity of the game.

Team and Club Eligibility

Teams: Each member club must be a current SCGA Member Club located within the Coachella Valley. The club must be current on its SCGA dues, and the team must pay the WDTP Team dues set by the WDTP Board on or before the Fall Meeting.

Course Availability: All member clubs must make their home course available for:

- All scheduled regular season matches
- Make-up of all postponed or suspended matches
- Regular season tie-breaking matches

All regular team matches, including postponed or suspended matches, will be played on the same courses and be completed by the 15th of March. Playoff matches, at the discretion of the WDTP Board, will be played on a **home-and-home basis**. Playoffs may take place as soon as all regular matches have been completed.

Dress Code: Each team player must wear uniforms representing their club. The dress code of the Host course will be observed by all visiting teams. **Soft spikes** will be worn at all courses.

Rosters: Each member club must submit a team roster on or before November 15th. Team Rosters must include at least 16 and no more than 30 players. A member club's roster will be made up of players whose GHIN/SCGA index meets the qualifications listed under Player Eligibility

Adding or Deleting a Member after November 15: Should a team need to add or remove a player to their roster anytime during the season, the following rules shall apply:

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- If you have less than 30 players, you can add a player as long as that player shows up on the GHIN report for the 1st of that month you want them to start to play. Should you already have 30 players you will have to remove a player prior to adding the new player. Removing a player would count as 1 change and adding a player counts as 1 change.
- All changes must be done prior to the 1st of the month that they want to start playing.
- Any team is limited to 3 changes per season.
- Once a player is taken off the Roster, that player cannot be added back in until the following season.

Second Teams: Member clubs may have two separate teams in competition in WDTP. These teams may compete against each other during regular season play. When forming a second team, clubs will adhere to the following practices:

- Clubs with more than one team must be a facility with at least 27 holes.
- Clubs with more than one team may not use the same 18 holes during regular season play.
- Teams must specify which course and tee box will be played during a given season and the course rating.

Disqualification from Team Play: A club may be disqualified from team play and/or have its eligibility reviewed by the WDTP Board for the following reasons:

- Canceling out of Team Play after the team schedule has been completed.
- Forfeiting a match during Team Play.
- Manipulation of handicaps.
- Inappropriate behavior.

Withdrawal from Team Play: A club that decides to withdraw from WDTP should request removal by submitting a written notice of withdrawal to the WDTP Board, signed by both the Team Captain and their Women's Golf Association (WGA) President.

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Player Eligibility

To be eligible, a player must meet the following requirements:

- Each team player must be a dues-paying or honorary golf club member of her WG A and her name must appear on the November 15th handicap report for that club. She must meet the individual requirements of her WGA for team play.
- A team player must be an active member of a golf club, either privately owned or equity, before November 15th.
- A team player must have a REGULAR full membership in her WGA. If residency in the golf club community is required, then the team player must show proof of residency either as a homeowner or meet the HOA requirements as a leasing member with full club rights. Trial or short-term members will not be eligible for team play.
- A team player may play on only one team in WDTP.
- Handicap Only (formerly designated as Associate) members are not eligible to compete in WDTP.
- The maximum handicap index for any player is 24.8 based on the November 15th handicap sheet for the desert course the player is representing. Regardless of a team member's converted index, the GHIN/WDTP handicap limit is 25. **At no time will any player receive greater than a 25 handicap.**
- A team member who has been listed on the club's roster and played one regular division match, sides 1-6 in the current season, is eligible to play in the playoffs.

Player Code of Conduct

By participating in a WDTP competition, a player understands that her participation is at the sole discretion of her member club and the WDTP.

A player may be removed from any event at the discretion of the two on-course WDTP captains or their proxies at any time, including before or after the event, with just cause. Removal for the season would need the approval of a majority of the captains.

Incidents of unbecoming conduct or actions deemed to be detrimental to the image of the WDTP league or the “Spirit of the Game” are grounds for such removal and suspension from WDTP administered events. This includes conduct unbecoming a player, including but not limited to:

- Willful damage of the golf course or golf course property
- Club throwing or unnecessary club tossing
- Offensive or unbecoming language
- Public criticism of the golf course or verbal abuse of other WDTP players or host club staff.
- Potential endangerment of others
- Failure to accurately post scores for handicapping purposes
- Manipulation of scores posted for handicapping purposes.

USGA Rule 1.2a consolidates the expected standards of player conduct:

- It declares that players are expected to play in the spirit of the game by acting with integrity, showing consideration to others, and taking good care of the course.
- It unequivocally states the Committee’s (WDTP) authority to disqualify a player for any serious misconduct that is contrary to the spirit of the game.

USGA Rule 1.2b also gives the Committee authority to adopt its own Code of Conduct and to set penalties for its breach.

Golf Courses

All member clubs must provide a course that is between 5,200 and 5,600 yards long for 18 holes and will be rated for women from those tees. If a member course has two or more sets of rated tees for women, the Host Captain may select which of these rated tees will be utilized for team matches with the following conditions:

- The selected tees must be played throughout the Team Play season.
- The selected tees must be submitted to the WDTP Executive Board to ensure the correct rating and slope information is given to opposing teams.
- The Hosting Club will set the times for tee times or shotgun starts.
- Carts are mandatory.

A club undergoing any major construction during Team Play might not be eligible for Team Play. Two members of the WDTP Executive Board and the Team Captain will determine the club's eligibility. If it is determined that a team must withdraw from Team Play due to major construction, it will in no way affect their eligibility for future WDTP Team Play.

Inclement Weather/Emergency Situations

Matches will start at the scheduled time and complete a stipulated round of 18 holes unless suspended by the Host Club Management or Course Superintendent due to inclement weather or an emergency (See Rule 5.7). Team Captains should attempt to reschedule the match, with approval of the club, before they leave the course. For the rescheduled match, it is allowable to make lineup changes and to start the match over from the beginning. Whenever possible, matches should be played prior to March 15th.

- **In case of extreme conditions, play may be suspended by both Captains**, even though the course is deemed playable by the Host Club Management or Superintendent. USGA Committee Procedures 4B allows for a Committee to determine how players will be notified.
- **Note:** In **no instance** shall points be split between teams, nor will points be forfeited. The stipulated round of golf for a team match must be 18 holes.
- If a captain is short players, she may have to spread her players, as a team may not forfeit a side.

Format of Play

The format will be Four-Ball Match Play (Best Ball of Partners). To encourage the best possible amateur golf within the WDTP structure, both gross and net competitions are played. Gross and net matches are scored alike, using the better ball score of partners in each match.

- Primary matches will be played on a Home and Away basis. For example, Team A will play against Team B twice, once on Team A's home course and once on Team B's course. Teams will play in morning shotguns or tee times with start times that allow the teams to complete their matches before dark. All regular matches should be played between November 15th and March 15th.
- All matches are Four-Ball match play with the corresponding sides from each club competing against each other (See Rule 23).
- In Four Ball Match Play, the lowest handicap player in the foursome plays at scratch (zero handicap), and the other three players receive the full difference between their handicaps and the lowest handicap player's original handicap. Strokes will be taken as they fall on the scorecard. A player's course handicap will be based upon the GHIN/SCGA indexes as reported on the 1st and 15th of each month. The index for the first of the month will be used from the 2nd through the 15th of the month; the index for the 15th of the month will be used for the 16th of the month through the 1st of the following month.
- A team match consists of six (6) two-woman teams. The team line-up will be based in order of players' indexes from low to high. Handicaps will be determined by the slope of the course being played. Players with the same handicap, as determined by the slope rating of the host club, may be played in any order within their handicap.
- A team may not forfeit a side.
- If a team must play short, it may be any of the six sides.

- A team may have two alternates who are invited to play (see more on Alternates below).
- The visiting team has honors on the first tee. If teams tie a hole, honors are given to the team with the greater total of points by adding gross and net points on that hole. Carry-over honors pertain.

ALTERNATES & SUBSTITUTES: In addition to the six, two-woman teams, each club may bring one two-woman team as alternates.

- One pair of designated alternates from each team club shall form an alternate side. The Opposing Team Captains shall advise each other on the status of the alternates prior to their scheduled match.
- If a team is not bringing alternates to a match, the opposing captain may bring four alternates to play.
- Alternates are not mandatory, and their scores will not be counted for the competition. Alternates may have lower handicaps than those team players on the day's roster.
- The substitution of an alternate for a regular player may only be made before play on the first starting hole. A substituted player may be any player listed on the team roster and **must be positioned in handicap order before the first hole is played by Side 1.** The Opposing Captain must be informed of this procedure prior to the match beginning.
- An alternate must meet player eligibility criteria as described in this manual. Alternates are an integral part of team play and provisions are to be made for their play.
- Under no circumstances may teams bring players who are not team members.

Team Play Rules & Regulations

Matches will be played under the USGA Rules of Golf & Conditions of Competition (Rules 23 and 24).

Distance Range finders will be allowed under Rule 4.3a(1). Audible distance range finders must be in the mute mode. For **visually impaired players**, an audible distance finder may be used if the volume is set on low, so it does not disrupt another player's game.

Playing the ball as it lies prevails unless otherwise stipulated by the Host Club. Local rules must conform to USGA Rules, be reviewed and approved by the Rules Chair and her committee, and included in the Conditions of Competition for that course.

Request for Ruling: Request for Ruling: Players should know the procedure for requesting a ruling in case of a dispute. See USGA Rule 20.1.b(2). A request for ruling must be made in time which generally means before any player tees off on the next hole or in the case of the last hole, before the result of the match is final. Rule 20.1b(3) details the procedure to follow IF the result is final but new information becomes known. At the end of play, the request for ruling is to be resolved by the two Captains (and the players) involved. If that is not possible, the Captains should call in the Local Rules Chair for a decision. If that is still not possible, the request for ruling is referred to the WDTP Rules Chair for resolution. **Do not consult with the club's head professional regarding claims or rules. Do not sign your scorecards and result sheets until the request for ruling is resolved.**

No Right to Play Two Balls in Match Play. A player who is uncertain about the right procedure in a situation is not allowed to play out the hole with two balls. **That option is available in stroke play but not match play.**

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Cell Phone Policy

Talking on a cell phone or having a cell phone ring during a match is strictly prohibited and the offending player will incur the General Penalty, which in match play would result in the offending player being out of that hole. If the offense occurs between holes, the player would be out of the next hole. Cell phones may be used to make calls only in circumstances such as a medical emergency, a cart breakdown, or if the opposing players grant permission to make or take a call. Players may check messages or texts as long as their phones remain silent and they do not delay play. Cell phones may also be used as a distance-measuring device as per USGA Rule 4.3(1), as long as the phone remains silent at all times.

Slow Play (Rule 5.6): All players are responsible for the pace of play. A player shall be subject to penalty if she unduly delays play in accordance with any Pace of Play Guidelines set by the Committee.

A Conditions of Competition will be given to **each** team player before the start of **every** WDTP match. It will include the Local Rules and the Pace of Play guidelines. If a player, side, or foursome is believed to be out of position, a request for ruling may be made. Both Team Captains and the Committee will meet to resolve the issue.

- 1st Breach = WARNING
- 2nd Breach = REMOVAL FROM LINE-UP FOR THE NEXT MATCH
- 3rd Breach = REMOVAL FROM THE WDTP ROSTER FOR THE SEASON

Failure to Start on Time: If a side arrives at their starting point, ready to play, within five minutes after their starting time, in the absence of circumstances that warrant waiving the penalty for disqualification as provided in Rule 5.3a, **THE PENALTY IS LOSS OF THE FIRST HOLE TO BE PLAYED IN MATCH PLAY. PENALTY FOR LATENESS BEYOND FIVE MINUTES IS DISQUALIFICATION OF THE SIDE.**

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Pace of Play: The Host Club will monitor pace-of-play.

Incomplete Holes and Conceded Strokes: If a player is conceded a stroke, she will record the **score she most likely would have taken**, not to exceed her maximum allowed under the World Handicapping System (WHS) which is Net Double Bogey. If a player does not play a hole, for whatever reason, she will record a score based on **net par** placing an “x” in that appropriate box. **Under no circumstances will the WHS be used to control handicaps artificially.** Should such cases be disclosed, the player’s eligibility to participate in WDTP will be determined by the Executive Board.

The Rules Committee, comprised of the Host Captain and the Local Rules Chair, shall be responsible for handling issues at the ground level, and they are encouraged to find a resolution. In the event the Rules Committee is unable to reach a resolution, either Captain or the Local Rules Chair may submit a written explanation to the WDTP Rules Chair for resolution. In the event the Rules Committee is not satisfied with the Rules Chair’s resolution, they may submit the issue to the WDTP Executive Board for further review and possible disciplinary action for the player(s) involved. The decision of the Executive Board shall be final. Any actions by the Executive Board shall be based on the severity of the violation and the number of occurrences by the WDTP member in violation of the spirit of the game. Actions by the Executive Board may include the following:

- A warning to the player(s), either verbal or written
- Declaring the player(s) ineligible for play in a specified number of matches
- Expulsion of the player(s) from WDTP

Advice by Captains or Anyone: Coaches, galleries or guests are **NOT** permitted on the golf course during any WDTP event with one exception. A gallery may be permitted during playoff matches **ONLY**, if approved by the host club. Members of the gallery will not give advice and will keep a distance from players.

Non-playing Captains and personnel authorized by course management or the WDTP are permitted on the course. Please note that if a non-playing Captain is on the course, **she may not distract players, interfere with play, or give advice.**

DROP ZONES WILL NOT BE USED DURING ANY WDTP MATCH without prior approval of the WDTP Rules Committee.

Rules of Golf. All play is governed by the 2019 Rules of Golf and any **APPROVED** local rules for the course played.

Model Local Rule F5: Immovable Obstruction Close to Putting Greens (aka the sprinkler head rule) is part of WDTP league rules and is in place for Team Play at all courses. That rule is summarized in the next paragraph.

Relief from interference by an immovable obstruction, such as a sprinkler head, may be taken under Rule 16.1. The player also has extra options to take relief when such immovable obstructions are close to the putting green and on the line of play. The player may take relief under Rule 16.1b if the immovable obstruction is on the **line of play** and is within two club-lengths of the putting green **and** within two club-lengths of the ball. No relief is given if the line of play is clearly unreasonable.

Player's Equipment/Clubs (Rule 4.1a). It is the responsibility of every player to know if her equipment conforms to current specifications (see Equipment Rules). If a player's opponent questions their equipment, they should request a ruling. The Rules Committee will determine the conformity of the equipment in question and their decision will be final. If the equipment is determined to be nonconforming, the side is disqualified (Rule 23.8b(1)).

Limit of 14 Clubs (Rule 4.1b) If a player has more than 14 clubs, she must immediately take the excess club(s) out of play according to the procedure in Rule 4.1c(1). The penalty in match play: Match Score is revised by deducting a hole with a maximum of 2 holes.

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Match Scoring and Scorecards

Regular Season Scoring. To be considered a completed round, all matches must complete 18 holes of golf. Matches are scored using an 18-hole total point format.

- **Each hole is worth one (1) point Gross and one (1) point Net:**
- One (1) for win of a hole
- One-Half (-) for tie of a hole
- Zero (0) for loss of a hole

Each match is worth 18 Gross and 18 Net points. Total points in the match between two clubs will total 108 Gross and 108 Net points. Match points will be reported on the Results Sheet.

Two score cards are to be completed by each side during a match. One will be the Match card listing each side's "Best Ball" score for each hole; the other will be a Master scorecard of all four players' gross scores for posting purposes. Both cards are to be signed by each team's players and given to the respective Captains immediately upon completion of play. Captains must retain all Match and Master scorecards until the end of the regular season.

The Results Sheet must be completed and signed by both Captains and then transmitted electronically to the WDTP Scoring Chair the day the match is completed. The Scoring Chair will ensure that the website is updated with regards to team match play results, both for the individual matches and cumulative totals. Secondly, each Team Captain is responsible for posting her team scores onto the GHIN/SCGA system on the day of the match. Scores are to be posted as non-tournament scores.

Several of our clubs now use Golf Genius for scoring matches. For those hosting teams using Golf Genius, they will print 2 additional scorecards for each foursome, one as a back-up for opponents and one as a backup for the home team. For each foursome, one member of the hosting team will enter the scores on Golf Genius.

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Posting with Golf Genius: For hosting teams that use Golf Genius, the Home Captain should confer with the Visiting Captain about whether they want to have Golf Genius post the Visiting Players scores. If not, the Visiting Captain will be responsible for posting their players' scores.

Exception: In the event of a Request for a Ruling, scorecards SHOULD NOT BE SIGNED until the ruling question has been resolved. If a request for ruling has been made, notify the Scoring Chairman within 24 hours that scores will be delayed until resolution has been made.

The total number of points a team accumulates over the season will determine 1st Gross & 1st Net Winners and 2nd Gross and 2nd Net Winners.

REGULAR SEASON TIES: A team may win either the gross or net season-long competition, but not both. If a team places first in both, the team will be awarded the win in the gross competition, with the next highest net team being moved up to 1st net. First and second place teams (gross and net) will be recognized at the End-of-Season Banquet. The winning teams for the 1st place gross and net competitions will have their club names engraved on 1st place plaques. Award Payouts for the season and any reserve for expenses will be approved at the Fall Meeting.

- In the event of a tie in match points at the end of the season, an 18-hole play-off will be held between the tied teams on a home-and-home basis. The WDTP Executive Board shall determine the "Designated Home" and "Designated Away" course by a blind draw. The first course drawn shall be the "Designated Home" which makes the remaining course the "Designated Away" course. The team whose course is chosen as the "Designated Home" course shall be known as the Home team and the team whose course is the "Designated Away" course shall be known as the Visiting (see below) team. Both the Home Team and the Visiting Team will play their 1, 3, 5 sides at the "Designated Home" course and their 2, 4, 6 sides will play at the "Designated Away" course.

- Captains shall promptly arrange play-off dates and times among themselves. Matches must be played on the same course that was used during the regular season. Sides must play their matches on the same day but not necessarily at the same time of day. *Exception:* If a Club course experiences damage after regular season play but before the playoffs, Captains may petition the WDTP Board for an alternative course to be played for playoffs.
- A team member who is listed on the club's roster and played one regular division match in the current season, sides 1-6, is eligible to participate in the playoffs.
- For Gross and Net playoffs, the roster for both will be arranged by **INDEX** of the players (from low to high) using the GHIN/SCGA handicap system as reported on the 1st and 15th of each month. The index for the first of the month will be used from the 2nd through the 15th of the month; the index for the 15th of the month will be used for the 16th of the month through the 1st of the following month. Players having identical indexes can be played in any order, provided they remain in numerical order within their team for the match.
- For Net playoffs, once the roster has been arranged by index order (low to high), the captains will determine the handicap based upon the slope of the course being played by that player. Since playoffs take place on two different courses, the player's index is being used for the playoffs in order to accommodate the different slope ratings which may affect a player's handicap.
- The visiting team will have honors on the first tee. For example: for sides 1, 3 and 5 playing at the "Home" Course, the visiting or non-hosting team would have honors for sides 1, 3, and 5 on their starting holes.
- Play-off teams must inform the Scoring Chair of the dates and times chosen and turn in the playoff scores just as they do during the regular season. Captains shall electronically transmit signed Result Sheets (after any requests for ruling are resolved) to the Scoring Chair.
- If teams remain tied at the end of 18 holes, a **sudden death playoff** will be initiated. **Sudden death play** will be as follows: Side 1 and Side 2 each return to their Hole No. 1 tee. Ties will be played off in three-hole increments with the winner being the side with the most accumulated hole points. (Total points

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of sides 1 and 2 for the three holes). If the teams are still tied at the end of the first three holes, play will continue in three-hole increments until a winner is determined.

- **WDTP PLAYOFFS** should take place as soon as possible after all regular matches have been completed. The opposing teams will inform the Scoring Chair of the dates and times chosen and turn in the playoff scores just as they do during the regular season and electronically transmit signed Result Sheets (after any requests for ruling are resolved) to the Scoring Chair.

Team Captain's Responsibilities

The Team Captain may be a player or non-player but must meet the Player Eligibility requirements.

The Team Captain's responsibilities include:

- Communicating with the WDTP Board. The Captain is the official representative of, and is responsible for, her team.
- Appointing a Co-Captain. She can be either a player or non-player but must meet the Player Eligibility requirements and will have equal responsibility in the absence of the Team Captain.
- Confirming with her Golf Professional, prior to the Fall Meeting, calendar dates available, scheduled match dates and course conditions (cart path only, dates of aeration, dressing of greens, etc.).
- Verifying the eligibility of all players on the roster using the November 15th indexes. A team roster will consist of a minimum of 16 players and no more than 30.
- Scheduling regular matches between November 15th and March 15th. Once a team's schedule is complete, the schedule should be forwarded to the Website Coordinator for posting on the WDTP website.
- Verifying the slopes of their course and the tees to be played.
- Attending Spring and Fall Meetings (Co-Captains and WGA Presidents are invited to attend), and Special Meetings as called by the WDTP Chair.
- Returning the completed Questionnaire to the WDTP board by the date stipulated.
- Returning the completed Conditions of Competition form to the WDTP Rules Chair.
- Setting up your team roster in GHIN and forwarding handicap reports to the website coordinator on the 1st and 15th of each month during the season.

- Scheduling team meetings for the purpose of reviewing the rules of match play and scoring procedures of WDTP and reminding all players to review and carry the January 1, 2023 Rules of Golf.
- Providing a Local Rules Sheet for each player.
- Reviewing procedures for requesting a ruling (**Rule 20.1b(2)**).
- Keeping your club and WGA apprised of your team performance.
- Electronically exchanging completed team rosters with the opposing captain no less than 4 days prior to scheduled matches.
- Posting team players' scores in a timely manner.
- Determining your line-up based on the order of a player's index from low to high. Handicaps will be determined by the slope of the course being played. Players with the same handicap, as determined by the slope rating of the host club, may be played in any order. Handicap conversions are available on the GHIN/SCGA websites. Errors in index conversion to course handicap should be reported by Team Captains prior to teeing off on the first hole to be played by Side 1.
- Team Captains have total discretion in choosing their line-ups, but the sides must be paired in handicap order. If a side must play short, it may be any of the six sides.
- Captains must retain the Match and Master scorecards collected from their players until the end of the regular season. Each Team Captain is responsible for posting her team scores into the GHIN/SCGA system on the day of the match unless arrangements have been made with the hosting team to post on Golf Genius. Scores are to be posted as non-tournament scores. The Results Sheet must be completed and signed by both Captains and electronically transmitted to the WDTP Scoring Chair the same day of completion of the match.

Captain's Task Timeline

Please review the WDTP Manual which can be found on the website at www.WDTPgolf.org. The Manual provides an overview of our team play policies and procedures and what is expected of you as a Team Captain.

Spring Meeting until November 15th:

- Contact opposing captains to schedule home and away matches
- Monitor your monthly Club's GHIN report to verify players' continuing eligibility
- Create your team roster knowing that all prospective players must be on the November 15th roster to participate. If you need help creating your team roster, typically your Women's Club Handicap Chair or Pro Shop will be able to help create your roster and have updates emailed to you and the website coordinator on the 1st and 15th of every month. When setting up your roster handicap updates, make the time for the reports to be emailed as early as possible in the morning.
- Submit the names of team players using handicap flags or who have special needs such as limited vision.

November 1st: This is the last time for captains to pre-check their Club's GHIN reports to verify that all their prospective team players are on the report and to make any changes or corrections.

November 15th: This the final date for roster changes. Submit your November 15th GHIN report to the WDTP Rules Chair and the website coordinator who is listed on the WDTP website. All prospective players must be listed on the November 15th club GHIN report to be eligible for the upcoming season. **There are no exceptions to this eligibility requirement.**

If you have any questions regarding this timeline, your duties as a Captain, or any policies or procedures from the Manual or By-Laws, please contact a board member. Board members and their positions are listed on the WDTP website.

Hosting Captain's Responsibilities

- 1. At least one week prior to your scheduled host day,** let the visiting Captains know about food options and payment options.
- 2. Four days before the match,** electronically transmit your team roster to the opposing team captain.
- 3. Two days before the match:**
 - Confirm with your Golf Professional the date and time of hosting.
 - Confirm gate entry for all participants.
 - Ensure the Visiting Teams golf bags will be placed on carts.
 - Confirm that all ground under repair is or will be marked and that out of bounds areas are defined.
 - Prepare a Conditions of Competition sheet to be given to each visiting player before the start of every WDTP match. It should include any Local Rules and Pace of Play guidelines.
 - Send starting tees and times for each side to the visiting team.
- 4. At check-in on match day:**
 - Collect \$2 gratuities and cart fees per player from the visiting team. Cart fees are determined by each club and discussed and recorded at the Fall Meeting. If lunch is being served, collect the amount agreed upon, up to \$25, for lunch from the visiting team.
 - Provide any available pin placement information to Visiting Captains for distribution to their players.
 - Inform Visiting Captains that players must be at the staging area 15 minutes prior to start.

- Identify the Rules Committee members and notify the Visiting Team Captains before teeing off of the procedure for deciding a Request for Ruling and for handling Hazardous Conditions.
- Have your local club's Rules Chair available to resolve any requests for a ruling that can't be settled by the players or Captains involved. If the Rules Chair and her committee cannot come to a decision, she will confer with the WDTP Rules Chair.

5. At the conclusion of the matches:

- Make posting sheets available for posting team scores.
- Announce the unofficial results of the day's matches.

Visiting Captains' Match Responsibilities

- Visiting Captains will verify with the Host Captain the status of the Host golf course and whether carts will be restricted to the paths for that play day. WDTP will allow Handicap Flags to be used during team play if the player has been approved by the SCGA to use a Handicap Flag for SCGA competitions.
- Visiting Captains will create a team roster 4 days before the match and electronically transmit it to the opposing team captain.
- Visiting Captains will prepare match scorecards to be exchanged with the Host Captain on the day of the match. Handicaps will need to be adjusted to reflect the handicaps reported on the 1st and 15th GHIN/SCGA reports.
- **At Check-in:**
 - Give the Host Captain \$2 per player for gratuities, and cart fees as determined by the hosting club, and if lunch is being provided, the agreed-upon amount for lunch.
 - Compare scorecards, verify players, handicaps, tee assignments and times with the opposing team's Captain and exchange scorecards.

- Distribute copies of local rules, pin placement information and pace-of-play information to your players.
- Remind players that scorecards are to be returned to you immediately following play.
- Remind players regarding request for ruling procedures.
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- **At the Conclusion of the Match:**
 - Team captains shall meet and agree on the point results.
 - Result Sheets will be completed and signed by both captains (unless a request for a ruling is pending).
 - The completed Result Sheets must be electronically transmitted to the WDTP Scoring Chair.
 - Scores should be posted the day of the match.

Awards and End-of Season Banquet

Awards :

A team may win either a gross or net competition, but not both. If a team places first in both, the team will be awarded the win in the gross competition. First and second place teams (Gross and Net) will be recognized at the End-of-Season Banquet. The winning teams for 1st place gross and net competitions will have their club names engraved on 1st place plaques. In the case of an uneven number of teams competing during the season, the extra award will be made based upon net results. Award Payouts for the season and any reserve for expenses will be approved at the Fall Meeting.

End-of-Season Banquet: It is a tradition to hold a banquet at the end of the season, often at one of the WDTP clubs. A typical event program might include:

- Registration
- Cocktails
- Club Pro Competition, often a chip-off (typically \$2 collected from each team member attending to reward the winner)
- Dinner
- Guest Speaker (optional)
- Acknowledgement of current WDTP Board Members
- Introduction of new slate of WDTP Officers
- Acknowledgement of Team Captains and their teams
- Announcement of Runner-Up Gross and Net winners
- Announcement of First Place Gross and Net winners

Board Meetings

Spring Meeting:

- WDTP Spring meeting will occur after March 31st and prior to May 30th.
- Team Captains will vote on and install the upcoming WDTP Board of Directors. A tentative Executive Board List with recommendations from the nominating committee will be forwarded to all team captains three weeks prior to the Spring meeting.
- The Treasurer's report is given and is included in the packet with her recommendations for the upcoming season.
- Annual dues will be discussed and altered by a majority vote of the membership as required.
- The Board will review next season's events and address any updates to the WDTP Team Manual and By-Laws.
- Once the teams have been finalized at the Spring Meeting, Team Captains should consult with their Head Golf Professional and obtain playing dates between November 15th and March 15th and forward those dates as soon as possible to the Chair.
- Any changes voted on at the Spring Meeting affecting the Manual or By-Laws should be made as soon as possible, but no later than November 1st. The Chair is responsible for implementing those changes with the help of the Executive Board. Completed changes will be sent to all Captains and posted on the WDTP website in a timely manner.

Fall Meeting:

- Fall meeting will occur after November 1st and before November 15th.
- Team Captains are required to bring a check, made payable to Women's Desert Team Play for the annual dues as approved at the Spring Meeting.
- Captains will come prepared with tentative dates for the Spring Meeting and the Awards Ceremony/Banquet.

- An Executive Board List, Team Roster Form, Sample scorecards, Match Play Result Sheets, and other forms as required will be available on the website prior to the fall meeting.
- Captains will provide 8 hardcopy scorecards of their home course for each team playing their course during the current season.

Special Meetings: See By-Laws. Articles VII, IX, and X.