

Women's Desert Team Play 2011/2012

Team Manual and By-Laws

Women's Desert Team Play is comprised of
Women's Southern California Golf Association
Division I Member clubs located within the
Coachella Valley

Web Site:

<http://www.womensgolf.org/wscga/team/wdtindex.htm>

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 in a sportsman like manner; while promoting a respect for and adherence to the Rules of Golf, thereby preserving the integrity of the game at all levels.

USGA Rules of Golf, Section I Etiquette:

Golf is played, for the most part, without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players and to abide by the Rules. All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be.

This is the spirit of the game of golf

TEAM MANUAL

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WOMEN'S DESERT TEAM PLAY BY-LAWS

Pages 27-31

Revised 12/2010

CLUB QUALIFICATIONS

Team play is an important WSCGA/WDTP competition and participation is optional.

It is imperative, however, that once a team has committed to participate, they shall follow the Women's Desert Team Play (WDTP) guidelines.

1. WSCGA and WDTP club dues **shall be current** as required.
2. All member clubs must make their home course available for:
 - a. All scheduled regular season matches
 - b. Make-up of all postponed or suspended matches
 - c. Regular season tie breaking matches
 - d. Division playoff matches for overall winner

All regular team matches, including postponed or suspended matches, shall be played on the same course. Division playoff matches may, at the discretion of the WDTP Board, be played at an alternate course.

3. Return a completed Questionnaire to the WDTP board by the date stipulated. **A questionnaire is required to be submitted by every team Captain each year.**

Disqualification from Team Play:

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

1. Canceling out of Team Play after the team schedule has been completed.
2. Forfeiting a match during Team Play.
3. Manipulation of handicaps.
4. Unsportsmanlike behavior.

Withdrawal from Team Play

A team who wishes to withdraw from WDTP shall complete a formal withdrawal form requesting removal from WDTP. This form will only be complete when a general statement of withdrawal has been submitted with the form and signed by both the Team Captain and the Ladies Auxiliary Chair.

PLAYER ELIGIBILITY

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

1. Each team player must be a dues-paying or honorary member of her Women's Golf Auxiliary and her name must appear on the October handicap sheet for that club. She must meet the individual requirements of her Women's Golf Club's Association for team play.

Handicap Only (formerly designated as Associate) members are not eligible to compete in Women's Desert Team Play.

2. The handicap index limit is 24.8 based on the October handicap sheet for the desert course she is representing. Regardless of a team members converted index, the WDTP handicap limit is 25.

At no time, shall any player receive greater than a 25 handicap.

3. All team players listed on the team roster are eligible to play in the playoffs, regardless of the number of times they played during the regular season.

TEAM ROSTER'S

1. A member club's roster shall be comprised of players whose WSCGA index meets the qualifications listed under Player Eligibility, page 5. The roster for each member club shall consist of no fewer than eighteen (18) and no more than thirty (30) players.

No changes or substitutions shall be made to a team roster after October 15th.

2. All eligible players will be displayed under "Roster Display" on the WDTP Team Home Page at the following link:
www.womensgolf.org/wscga/team/wdtindex.htm
3. Creating a password for use by Team Captain or Captain's designee only.
 - A. Go to WDTP under Division I Team
 - B. Click on Team Captain Create Password
 - C. When the box comes up
 1. Enter the User Name and Password provided by the WDTP Coordinator.
Both are case-sensitive.
 - D. Click ENTER
 - E. On the next screen, locate your club number using the dropdown arrow.
 - F. Enter the password of your choice. It must be entered twice for verification.
 - G. Click on Add a User button. You should receive a message saying:
"You are DONE!"
4. Updating Rosters
 - A. Click on Team Information Entry/Edit under WDTP.
 - B. When the screen comes up, select your Club ID Number - example 237. For clubs with 2 teams it will appear as 237-2 for team 2.
(User ID is your WSCGA club identifier)
 - C. Enter the password you created. It must be typed in the appropriate case.
 - D. Click on Update Team Entry. Your roster will display and you may delete, add or change players and WSCGA numbers.
 - E. You **must** click on the Update button when you are finished to update any changes, otherwise no updates occur.
5. The current index shall be verifiable using the WSCGA/GHIN handicap system. The 1st of the month indices will be used for all matches between the 5th of that month through the 4th of the following month. Any matches played between the 1st and the 4th of any month will use the previous month's indices.

It is the PLAYER'S RESPONSIBILITY to insure that the proper handicap is used for each match.

SECOND TEAMS

Member clubs may have two separate teams in competition in WDTP. They shall **NOT** be allowed to compete against each other during the primary play season. **They shall be allowed to compete against each other for the title of overall gross and overall net winners in post-season competition.**

When forming a second team, clubs shall adhere to the following practices:

1. Using the October Indices, and prior to the October 15th cut-off date, all team members shall be listed in order of handicap. An equal division of the roster shall be made using indices, NOT handicap. The lowest indices shall form Team One; the remaining equal number of players shall form Team Two.
2. In the case of an uneven number of players, the extra player will be awarded to Team Two.
3. All teams shall use their current month's index in calculating handicaps. The current index must be verifiable using the WSCGA handicap system. Team handicaps will be adjusted each month by WSCGA.

ALTERNATES

In addition to the six (6) two-woman teams, each club may bring (1) two-woman team as alternates.

1. One (1) pair of alternates from each team shall form an alternate's team. The Host team Captain shall advise the Visiting team Captain on the status of the alternates prior to their scheduled match.
2. 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. Team Captains, if an alternate is substituted into the line-up (before play of the first hole), she must be positioned in the handicap order.
3. The substitution of an alternate for a regular player may only be made on the first tee. (First starting hole)
4. The visiting Captain must be informed of this procedure prior to the match.
5. An "Eligible" alternate is a player on the roster, with an index of 24.8 or lower and one who meets all other player eligibility criteria as described on page 5 of this manual. She must be on the team roster as of October 15th using the October 1st indices. Alternates are an integral part of team play and provisions are to be made for their play.
6. If a Host club does not have alternates available, then, as a courtesy, any female member (regular, not handicap only) may complete the foursome. These members are not alternates and may not be substituted into the match.
7. Under no circumstances may Visiting teams bring players who are not team members or "eligible" alternates.
8. At the sole discretion of the Host Captain, four (4) qualified visiting alternates might play if the Host team does not have alternates to fill in the seventh spot.

GOLF COURSE SET-UP

It is recommended that each course be set-up to play as it is rated. Tee markers should be placed at the permanent yardage monuments.

Prior to a match at a host course, the Host Captain shall:

1. Request that the Greens Superintendent mark all ground under repair.
2. If your course will be under construction during Team Play, notify the WDTP executive board as there may be a possibility for a temporary rating.
3. A club undergoing any Major construction during Team Play might not be eligible for Team Play. Two (2) 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.
4. All member clubs must provide a course that is 5,200 yards or longer per eighteen (18) holes and shall be rated for women from those tees, such as middle, back or combo tees, to reach the required 5,200 yards.
5. 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: Selected Tees MUST
 - a. Be played throughout the Team Play season.
 - b. Be submitted to the WDTP executive board to insure the correct rating and slope information is given to opposing teams.
6. It is the Host Team Captain's responsibility to notify the Visiting Team Captain of any changes, e.g., construction, aeration or cart paths only on the course prior to the match.
7. It is the discretion of the Host club to make tee assignments and to decide if the day's play shall be a shotgun or by tee time.
8. Carts are mandatory.

COURSE CLOSURE

Inclement Weather/Emergency Situations

Matches will start at the scheduled time, and continue unless suspended by the Club or the Golf Course Greens Superintendent or the two Team Captains or Acting Captains. If play is suspended, apply **USGA Rules of Golf 33-2d** and **6-8a-d**. Team Captains should attempt to reschedule the match, with approval of the club, **before** they leave the course. Matches shall be played prior to March 1.

After play is suspended, the teams shall re-form identically as they were assembled for the match prior to the suspension of play. (Whether the same day, or when rescheduled). If Captains are unable to field the exact players, a substitute MAY NOT be utilized and the team shall play short a member(s).

Play may be suspended ONLY if it is determined that a dangerous condition exists.

Note: While a round may be posted when playing at least 13 holes, WDTP, after a vote of a quorum of Captains (voting members) require matches to be played to their completion. The discussion for this vote is based on calculation of 18 points each for gross and net matches; therefore, play may be suspended and resumed at a later date, but in no instance shall points be split between teams, nor will points be forfeited.

ESTABLISHING DIVISIONS

As of the Fall meeting in 2006, WDTP division competition was established through a random draw. The random draw was presented to the membership and voted into use by a quorum of the member clubs during the Spring 2010 meeting.

The Random draw shall be completed no later than June 15th by a quorum of board members, to establish the upcoming season divisions and to allow Captains to set dates with their Pro and fellow Captains as early as possible. The date of the draw will be provided to each member club captain, and may be attended by any eligible member or Auxiliary president as listed on page 5 of the WDTP Team Manual. Each member club name shall be written on like scraps of paper, folded and placed in an opaque vessel (envelope). Each board member shall blind draw a member club name, one at a time, with the first name assigned to Division 1, the second to Division 2, etc., continuing until all teams have been drawn.

Divisions shall be formed equally. The total number of teams shall be divided by a number that allows an equal distribution. At the discretion of the Board, a division may play short a team provided that the effected division plays at least 8 matches. In the event of an uneven number of teams, the short division will be the last division (3 or 4). Alternatives may include additional matches played using the playoff or tied methods on pages 14 and 17.

Exceptions:

1. Teams from the same club shall not compete against one another. When a team is selected from a club submitting two teams, the additional team will automatically be placed in the next Division.
Example: Citrus team 2 is drawn for Division 2; Citrus team 1 will automatically be placed in Division 3.

FORMAT OF PLAY

The format will be **Four-Ball Match Play (Better 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.

1. Primary matches will be played on a home and home basis.
2. All matches shall be 4-ball match play with the corresponding sides from each club competing against each other. USGA Rule 30 (three-ball, best-ball and four-ball match play.)
3. One-hundred percent (100%) difference in handicap will be given by the low-handicap player in each foursome, who will then play from scratch. Strokes will be taken as they fall on the scorecard.
4. A team match consists of six (6) two-woman teams. Team players will be paired in order of their handicaps from low to high. Players with the same handicap, as determined by the slope rating of the host club, may be played in any order.
5. A team may not forfeit a side.
6. If a team must play short, it may be any of the six sides.
7. Visiting team shall have honors on the first tee.
8. If teams tie a hole, Honors on the tee is given to the team with the greater total of points by adding gross and net on that hole.
9. Playing format shall be maintained for a minimum of two years and may then be reviewed. A request for change of format shall be submitted in writing to the WDTP Chair. The request shall include: (1) Reasons for requesting a change. (2) A complete and thorough explanation of proposed change. (3) The goal of the proposed change. (4) Details on how the change will be implemented.

REGULAR SEASON SCORING

To be considered a completed round, all matches shall 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 eighteen (18) Gross and eighteen (18) Net points. Total points in a match between two (2) clubs of six (6) teams per club will total 108 Gross and 108 Net.

Two cards shall be scored during a match. One shall be given to the Captain, and one shall be kept as a master for posting purposes.

Players shall turn scorecards into Captain immediately upon completion of play and post their individual scores on the local computer (Or as instructed by their captain). Each Captain shall retain the master cards collected from her players until the end of the regular season. Each Team Captain is responsible for insuring that each team member has posted her team scores onto the WSCGA system. Scores shall be posted as non-tournament scores.

The point sheets must be filled out and signed by both Captains and faxed to the WDTP Scoring Chairman within twenty four (24) hours of completion of the match.

Exception: If a claim 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 won will determine first gross and first net winners in that division.

Cumulative scores will be forwarded to WSCGA weekly. Captains may access the website to see weekly standings.

REGULAR SEASON TIES

In the event of a tie at the end of a season, a play-off will be held between the tied teams on a home-and-home basis. The team with the greater number of total points accumulated in regular season play will be considered the 'home team'. The Home team will play its 1,3,5 sides at home and its 2,4,6 sides away. The visiting team shall play 1,3,5 sides away and 2,4,6 sides at home.

Captains shall arrange dates and times among themselves, and shall not delay in establishing tee times. Each team's line-up shall be based on the handicap at their home course; however, handicaps shall be converted based on the handicap of the actual course played. The current month's handicap shall be used.

If teams remain tied at the end of 18 holes, a sudden death playoff will be initiated as follows:

Sudden death play will be as follows:

1. Side 1 and Side 2 each return to their Hole No. 1 tee.
2. Ties will be played off in 3-hole increments with the winner being the side with the most accumulated hole points. (Total of side 1 and side 2 3-hole points)
3. Play will continue in 3-hole increments until a winner is determined.

Captains should explain sudden death to their players prior to assigning positions in the playoffs.

AWARDS

A club is only eligible to win one place in its division. If a team is eligible for both gross and net, a team shall be awarded gross over net. A \$40 dollar credit will be awarded to 18 players of each winning team. (1st gross and 1st net in each division) This credit may be used toward the purchase of a WDTP disc, diamond, stone or bezel. WDTP members may purchase a WDTP disc on their own.

If a team has more than eighteen (18) players who are eligible for an award, the team may purchase additional WDTP discs or diamonds through the WDTP Trophy Chairman. The Trophy Chairman will advise the captain of the cost of additional discs or diamonds. The Trophy Chairman must be informed of such purchases in writing, and all such purchases must be paid for at the time the order is placed. (See "Winning Team Captain's Responsibilities".)

AWARDS CEREMONY

It has been a tradition for an Awards Ceremony (and dinner) to take place at the end of each season. The Award Ceremony should take place between April 1 and May 1. A typical format would include:

1. Low cost
2. 5 – 5:30 PM times
3. Cash payment
4. Pros and Auxiliary Presidents invited
6. Announcement and acknowledgement of Division winners
7. Announcement and acknowledgement of Overall Gross and Net winners
8. General announcements
9. Acknowledgement of WDTP Board
10. Acknowledgement of Team Captains and their teams

WINNING TEAM CAPTAIN'S RESPONSIBILITIES

1. Complete the "List for WDTP Awards" (must be typed or computer generated) and mail or Fax to the Trophy Chair within one (1) week following the final division matches.
2. This list shall be used for the purchase of disc's, diamonds, stones and bezels. If more than eighteen (18) players competed, the team may purchase extra discs/diamonds at their own cost. The Trophy Chair will collect additional monies prior to placing the order.
3. All players must submit their discs to be altered to their Captain no later than March 31st.
4. Captains will deliver the discs to the Trophy Chairman promptly and will pick up their team's disc/diamonds from the specified jeweler by the date determined by the jeweler but no later than May 1.

DIVISION PLAYOFFS

Division Playoffs will be played between March 1st and March 31st.

Playoffs will be held between the gross winner of Division 1 and Division 2, and the gross winner of Division 3 and Division 4, and between the net winner of Division 1 and Division 2, and the net winner of Division 3 and Division 4.

The gross winner of Division 1 and Division 2 shall play off the gross winner of Division 3 and Division 4. The net winner of Division 1 and Division 2 shall play off the net winner of Division 3 and Division 4.

If there only 3 Divisions, the Playoffs will be held as follows:

Division 1 Gross winner will play Division 2 Gross winner

Division 1 Gross winner will play Division 3 Gross winner

Division 2 Gross winner will play Division 3 Gross winner

The team with the greater number of total points will be the Overall Gross Winner.

The same format applies to Division Net winners.

The overall gross and net winners will compete in the WSCGA Team Challenge.

Playoffs shall be comprised of three home and three away teams giving equal home team advantage. Sides 1,3,5 play at home, 2,4,6 shall play away. 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.

The visiting team will have honors on the first tee.

If a club should win both net and gross in its division, that team shall be awarded the gross win and shall compete in the playoffs with the other divisions for overall gross winner.

Home Team Designation and Sudden Death Tie Breaker

The team with the greater number of total points accumulated in regular Division play will be considered the 'home team'. In the event there are an uneven number of teams in each Division, the Home team will be decided by taking each club's Total points and dividing by the number of matches played. The club with the highest number of points will then be considered the Home team for the playoffs. The Home team will play its 1,3,5 sides at home and its 2,4,6 sides away. The visiting team shall play 1,3,5 sides away and 2,4,6 sides at home.

Division winning Captains shall arrange dates and times among themselves. Captains should assume that two matches will be played and shall not delay in establishing tee times with other Captains. Each team's line-up shall be based on the handicap at their home course; however, handicaps shall be converted based on the handicap of the

DIVISION PLAYOFFS, cont.

actual course played. Current month's handicap shall be used.

If teams are tied at the end of 18 holes, a sudden death playoff will be initiated as follows:

- a. Side 1 and Side 2 each return to their Hole No. 1 tee.
- b. Ties will be played off in 3-hole increments with the winner being the side with the most accumulated hole points. (Total of side 1 and side 2 3-hole points)
- c. Play will continue in 3-hole increments until a winner is determined.

Note: If a player is under time constraints, her partner may play alone; however, a substitution may not be made.

Playoff Tie Breaker between 4 Divisions: If teams are tied at the end of 18 holes, the above sudden death playoff procedure will be used.

Playoff Tie Breaker between 3 Divisions: In case of a tie between two teams after all matches have been played, the sudden death 3-hole playoff will be between sides 1 and sides 2. The winner will be the team with the most accumulated points. Play will continue in 3-hole increments until a winner is determined. The playoff will be held at a neutral site which will be the course of the third team in the playoff not involved in the tie breaker. The playoff shall be completed by April 1.

TEAM CAPTAIN'S RESPONSIBILITIES

The Team Captain may be a player or a non-player but must meet the Player Eligibility requirements as listed on page #5.

The Team Captain's responsibilities include:

1. Communicating with the WDTP Board. The Captain is the official representative of, and is responsible for, her team.
2. Appointing a Co-Captain. She can be either a player or non-player, but shall meet the Player Eligibility requirements listed on page #5, and shall have equal responsibility in the absence of the team Captain.
3. Meeting (in person, by phone or e mail) with each Team Captain in her assigned division and coordinate a playing schedule for matches.
4. Confirming with her Golf Professional, **prior** to the Fall Meeting, calendar dates available, scheduled match dates and course conditions (note cart path only, dates of aeration, dressing of greens, etc.).
5. Verify the eligibility of all players on the roster using the October 1st indices and prior to October 15th.
6. Attend Spring and Fall Meetings (Co-Captains and Auxiliary Chair are invited to attend), and Special Meetings as called by the WDTP Chair.
7. Return a completed Questionnaire to the WDTP board by the date stipulated. **A questionnaire is required to be submitted by every team Captain, each year.**
8. Each Team Captain shall be responsible for creating a password and entering team member's information on the WSCGA website. See Team Rosters, page 6.
9. Each Captain will obtain from the WSCGA website, www.womensgolf.org/wscga
 - a. A monthly roster of member clubs in her Division
 - b. Handicap conversion sheets for her team and for each team in her division.
 - c. WDTP Manual and By-Laws.
10. Schedule team meetings for the purpose of reviewing the rules of match play and scoring procedures of WDTP team play and,
 - a. Remind all players to review and carry the USGA Rules of Golf.
 - b. Provide a Rules Sheet for each player. (See Hosting Captain page 19.)
 - c. Review procedures for making a claim (USGA Rule 2-5)
11. Instruct players to arrive at the host course at least 45 minutes prior to the tee time. All players will be ready to drive to her assigned tee 15 minutes prior to her tee time.

TEAM CAPTAIN'S RESPONSIBILITIES, cont.

12. A Visiting Captain shall 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 WSCGA to use a Medial Flag for WSCGA competitions.
13. Two days prior to the scheduled matches a completed team roster **shall** be e-mailed or faxed to the opposing Team Captain and shall include:
 - a. The handicap for each player converted to the Host course slope
 - b. Each player's membership number billing purposes. (Unless cash payment is made)
14. On each play day \$2 per player shall be collected as a gratuity for the bag room. It shall be the responsibility of the Host club Team Captain to collect and distribute the funds.
15. Valet parking fees and tips are the responsibility of each player.
16. Keep your club and your Ladies Auxiliary apprised of your team performance.
17. Confer with opposing Captain and Advise Team members of appropriate action to take for a claim.

HOSTING CAPTAIN'S RESPONSIBILITIES

The Host Team Captain has total discretion in choosing her lineup, but the sides must be paired in handicap order.

If a side must play short, it may be any of the six sides.

1. Two days before match, confirm with your Golf Professional:
 - a. Date and time of hosting
 - b. Gate entry for all participants
 - c. Insure the Visiting team's clubs will be placed on carts
 - d. All ground under repair is marked with white paint.
 - e. Out of bounds areas are defined.
 - f. Players are sent to their tees 15 minutes prior to starting time
 - g. Copies of local rules defined and pertinent information shall be distributed to each 2-woman team and shall include:
 1. A copy of the line-up
 2. Tees to be played
 3. Starting time
 4. Starting tee
 5. Extra card
2. Collect \$2.00 per player from the opposing Team Captain for gratuities.
3. Identify the Rules Committee members and notify the visiting Team Captain (before teeing off) of the procedure for deciding claims and Hazardous Conditions.
4. Provide the Pro Shop with a list of the players and their side numbers.
5. When the match is concluded:
 - a. The Team Captain and/or a Team Representative from each team shall meet and agree on the point results.
 - b. The point result sheet will be filled out and signed by both captains.
 - c. The completed sheet will then be faxed, or e-mailed to the WDTP Scoring Chair.

VISITING TEAM CAPTAIN RESPONSIBILITIES

The Visiting Team Captain has total discretion in choosing her line-up, but the sides must be paired in handicap order.

If a side must play short, it may be any of the six sides.

1. Determine your line-up based on the slope/index of the host club.
2. Compare line-up with the Host Captain.
3. Handicap conversions are available on the WSCGA website. Errors in index conversion to course handicap should be reported to the host Team Captain prior to teeing off on the first hole to be played.
4. It is ultimately the **responsibility of each player to correctly convert her current month's index** to the correct course handicap.
5. Provide \$2.00 per player for gratuities.
6. Collect team scorecards (if necessary), and copies of the local rules from the Host Captain. Captains shall compare scorecards; verify handicaps, players, tee assignments and times.
7. Remind players that scorecards are to be returned to the Captain immediately following play.
8. The Team Captain and/or Team Representative for each team will meet and agree on the point results. The point result sheet will be filled out and signed by both Captains. The completed sheet should then be faxed, or results e-mailed to the WDTP scoring Chair.

CAPTAIN'S MEETINGS

Spring Meeting:

The Spring meeting will occur after March 31 and prior to May 30.

1. 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 3 weeks prior to the Spring meeting.
2. The Treasurer's report is given and is included in the packet with her recommendation for the upcoming season.
3. Annual dues will be discussed and altered by a vote of the membership as required.
4. A review of the season's events and an opportunity to update the WDTP Team Manual and By-Laws.

Suggested changes must be voted on at the Spring Meeting, changes will be reflected no later than November 1 of Fall Season. This requires the board to update manual, provide a copy to all Captains and post on the WSCGA website.

Fall Meeting:

The Fall Meeting will occur after November 1 and prior to November 15

1. 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.
2. Captains will come prepared with tentative dates for the spring meeting and the Award ceremony.
3. Each Captain will receive a packet including:
 - a. Executive Board List
 - b. Team Roster Form
 - c. Sample scorecards
 - d. Match Play Point Tally Sheets
 - e. Other forms as required.
4. It is recommended that each Captain bring 40 scorecards to distribute to opposing Captains to expedite scorecard information.

TEAM PLAY RULES AND REGULATIONS

Dress code for team golf is in accordance with the dress code rules of the course you are playing. If there are any questions about what team members plan to wear, the captain's job is to check with the home course for the dress code. If a member is out of compliance, she may not play that course.

Matches will be played under the **USGA Rules of Golf**.

Distance Range finders will be allowed. Summer rules (playing the ball as it lies) prevail unless otherwise stipulated by the host club. Local rules must conform to the USGA Rules.

Claims: All players should know the procedure for making a claim in the case of a dispute (USGA Rule of Golf 2-5). In the event of a claim or dispute, the Team Captains will contact the WDTP Rules Chairman for resolution. **Do not consult with the club's head professional regarding claims or rules.**

Cell phone use is prohibited during all WDTP matches, including use as a distance-measuring device. In all cases, ringers and vibrators must be turned off. Captains will check players before each match as part of conditions of play. If a cell phone goes off once during play, the offending side will lose the hole. This is the warning. If the cell phone goes off again during that day's play, the offending side will be disqualified at the point of infraction with all remaining points going to the opposing side in that match.

Slow Play Procedures (Rule 6-7): 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 down by the Committee.

A 'CONDITION OF COMPETITION' paper will be given to **each** team player before the start of **every** WDTP match. It shall include the Local Rules and the Pace of Play guidelines showing their estimated times for: 1st tee, after 5th hole, after 9th hole, after 13th hole and after 18th hole per USGA recommendations. If a player or a side or a foursome is believed to be 'out of position' a claim must be made. Both Team Captains and the Rules Chair will meet to resolve the issue.

1st Breach = WARNING

2nd Breach = REMOVAL FROM LINEUP FOR THE NEXT MATCH

3rd Breach = REMOVAL FROM THE WDTP ROSTER FOR THE SEASON

Definition of OUT OF POSITION:

First match: "The first match to start will be considered 'out of position', if, at any time during the round, the group is behind the prescribed schedule on the Pace of Play Time Chart."

Following matches: "Any following match will be considered 'out of position' if it (a) is taking more than the allotted time to play AND (b) REACHES THE TEE OF A PAR-3 HOLE AND THE PRECEDING GROUP HAS CLEARED THE NEXT TEE; REACHES THE TEE OF A PAR-4 HOLE AND THE PUTTING GREEN IS CLEAR; or REACHES THE TEE OF A PAR-5 HOLE WHEN THE PRECEDING GROUP IS ON THE PUTTING GREEN.

BOTH (a) and (b) MUST APPLY FOR A GROUP TO BE 'OUT OF POSITION'.

WSCGA Time Guidelines:

Par 313 minutes

Par 4.....15 minutes

Par 5.....17 minutes

Each player is expected to play any stroke within 40 seconds after timing of the stroke begins.

If a player is late to the first starting tee, her partner must tee off alone and be joined by her between holes, but not during play of a hole (partner joins on the next tee, not in the middle of a hole).

If the 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 33-7, THE PENALTY FOR FAILURE TO START ON TIME IS LOSS OF THE FIRST HOLE TO BE PLAYED IN MATCH PLAY. PENALTY FOR LATENESS BEYOND FIVE MINUTES IS DISQUALIFICATION OF THE SIDE.

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 according to Equitable Stroke Control. There is no limit to the number of incomplete holes allowed. If a player does not play a hole, for whatever reason, she will record a score based on net par. Under no circumstances will Equitable Stroke Control 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.

Personal issues: FRIENDLY COMPETITION IS JUST THAT. IF WE CANNOT MEET OUR ONLY GOAL, THEN WE FAIL AS MENTORS OF THE GAME. Any WDTP member who observes actions of a WDTP member to be counterproductive to the spirit of the game shall report these actions to her Team Captain. Counterproductive actions would include, but not be limited to, handicap manipulation or aggressive behavior toward WDTP members or club personnel. It is the Captain's responsibility to meet with the opposing Team Captain for resolution. If the captains are unable to agree, the Rules Chair shall be contacted and the three of them will become the "Rules Committee". The "Rules Committee" shall be responsible for handling issues at the ground level, and they are encouraged to find a resolution through apology and explanation and, if necessary, by declaring the player ineligible for play for a specific number of matches. Written documentation of any and ALL situations involving WDTP members where the Captains or the "Rules Committee" are asked to find a resolution shall be submitted to the WDTP Chair. Documentation shall include an outline of the facts, the agreed upon resolution and copies of all pertinent correspondence. All documentation will be kept by the WDTP Chair for a period of 3 years.

In the event the "Rules Committee" is unable to reach a resolution, either a Captain or the Rules Chair may submit a written explanation 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:

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

Advise by Captains or Anyone: Caddies, coaches, galleries* or guests are NOT permitted on the golf course during any WDTP event (*see exception below). Non-playing Captains and personnel duly authorized by course management or the WSCGA are an exception. Please note that if a non-playing Captain is on the course she may not distract players, interfere with play or give advice. *A gallery will 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.

Each team player must wear uniforms representing their club. Appropriate Country Club attire shall be selected, and all skirts or shorts shall be no shorter than five (5) inches from the middle back of the knee.

It is the responsibility of the individual player to begin their golf round with the proper equipment. **Soft spikes** will be worn at all courses.

DROP ZONES WILL NOT BE USED DURING ANY WDTP MATCH.

It is the **RESPONSIBILITY OF EACH PLAYER** to know the Rules of Golf and to know if her equipment is/is not conforming to the USGA specifications. It is the opponent's responsibility to make a claim if they question the equipment/tee her opponent uses. The Rules Committee will determine the conformity of the equipment/tee in question and their decision will be final. If the equipment/tee is determined to be non-conforming, the SIDE will be DISQUALIFIED. Rule 14-3 and Rule 30-3/e

Women's Desert Team Play By-Laws

Article I

Name: The organization shall be called "Women's Desert Team Play".

Article II

Purpose: The purpose of this organization is to foster interest in amateur golf and to encourage friendly competition in a sportsperson like manner by providing a schedule of team events in accordance with the rules as recommended by the USGA Rules of Golf and the rules set forth by the Women's Desert Team Play.

Article III

Section I

Membership: Membership shall consist of those clubs presently participating.

Participating clubs must be members of the Women's Southern California Golf Association, and each team player must have an established WSCGA handicap index at her desert home club.

On their hosting dates, each club must provide a regulation 18-hole golf course for the use of Women's Desert Team Play as described on page 9, "Golf Course Set up" in the Women's Desert Team Manual. If a club fails to do so, the team may be subject to suspension from Women's Desert Team Play the following year.

Other clubs located in the desert area desiring to field a team may petition the Executive Board for membership in Women's Desert Team Play. Applications must be submitted to the Women's Desert Team Play Executive Board in a written form prior to the Random Draw. Acceptance of a new club to Women's Desert Team Play will be based on a first-opening availability basis and by a majority vote of the Executive Board. All new clubs will be subject to a first-year probation period.

Section II

Dues: The amount of annual dues for membership in Women's Desert Team Play shall be determined by the Executive Board with a majority approval of the Board of Directors and shall be due and payable at the Fall Meeting.

Article IV

Officers: The elective officers of this organization shall be, Chair, Vice Chair, Secretary, Scoring Chair, Treasurer, Rules Chair, and Trophy Chair, and shall constitute the Executive Board. Members of the participating clubs are eligible to serve on the Executive Board, but only one member from any one club shall be eligible to serve during any given term.

No team captain can serve concurrently on the Executive Board.

Officers shall be elected for a term of one year. No elected officer shall hold the same office for more than two consecutive years.

Any vacancy occurring during a term of one year shall be filled by appointment made by the Executive Board.

The nomination and election of the Executive Board shall take place at the annual Spring Meeting of the Board of Directors. These newly elected officers shall take office immediately.

Article V

Executive Board and Duties:

Section I

The control and management of the affairs and funds of this organization shall be vested in the Executive Board.

Section II

The Executive Board shall consist of Chair, Vice Chair, Secretary, Scoring Chair, Treasurer, Rules Chair, and Trophy Chair and the immediate past Chair who may act as Advisor without voting rights.

The Chair shall have general supervision, direction and control of the business and affairs of the Women's Desert Team Play. The Chair shall preside at all meetings of the Board of Directors and be an ex-officio member of all committees, except the Nominating Committee, and shall appoint other committees as necessary with the approval of the Executive Board.

The Vice Chair shall, in the absence or disability of the Chair, act with the full power of the Chair. She shall assist the Chair in all her duties and be responsible for updating the Team Manual and By-Laws. She shall maintain an original copy, be

responsible for distribution to Captains/Co-Captains and coordinate with the Board and WSCGA in maintaining consistency with the online Manual..

The Secretary shall keep records of all meetings of the Women's Desert Team Play. She shall be responsible for written and oral notices pertaining to the Women's Desert

Team Play in conference with the Chair and shall assist, within her capacity, officer(s) of the Executive Board as warranted. She shall distribute minutes to the Chair and Vice-Chair within 2 weeks for approval of all Board meetings, Spring and Fall meetings and Committee meetings. She shall distribute the minutes to appropriate attendees at the discretion of the Chair.

The Treasurer shall receive and deposit all funds in the Women's Desert Team Play bank account. She shall keep accurate accounts of receipts and disbursements in books to be kept for that purpose. Checks shall require the signature of the Chair or the Treasurer. A written and oral report of the finances shall be made at each Team Captain meeting of the Women's Desert Team Play in the Spring and Fall.

The Rules Chair shall be responsible for keeping Women's Desert Team Play members informed of all current USGA rules and regulations and any changes that may occur. She shall coordinate with the Chair on the distribution of information to Team Captains and Executive Board members.

The Trophy Chair shall be responsible for verification of all the winning team players' names and for ordering the award and engraved plaques. She shall coordinate with the winning team captains in the process and obtain accurate accounts of such awards, which will then be reported to the Treasurer. The Trophy Chair shall be responsible for maintaining the history and photo album(s) and for coordinating with the Chair and the WSCGA for posting photos on the website.

The Scoring Chair shall receive and distribute all scores during the regular season and playoff season. She shall contact WSCGA as soon as dates are set between each Division after the Fall meeting and have these dates posted in the established playing grid. She will receive faxes from Team Captains at the end of each match, confirm identical results and forward information for posting to the WSCGA website weekly. She shall, at her discretion, update Captains and the WDTP via email with results based on the timeliness of updates posted on the WSCGA website. She shall confirm results of the regular season, be apprised of playoff dates and post playoff scores either to the website or directly to all Team Captains and the WDTP Board. The Scoring Chair and Trophy Chair shall maintain communication for coordination of Division Winner and Overall Winner results.

Article VI

Board of Directors:

Section I

There shall be a Board of Directors consisting of the Executive Board and Team Captains. Co-captains and Auxiliary Chair's of member clubs shall be ex-officio members.

Section II

The Team Captain appointed or elected by each member club shall comply with the format and procedures of Women's Desert Team Play, shall be bound by the Standing rules as set forth by the Executive Board, and shall attend all meetings at the call of the Chair.

Article VII

Meetings and Quorum: There shall be at least two meetings of the Board of Directors each year: annual Spring and Fall meetings. The Executive Board shall determine the time and place of these meetings.

A quorum shall consist of the majority of the membership. Each member team is entitled to one vote.

Special Meetings: A Special Meeting is defined as any meeting called by the Chair of the WDTP for the consideration of changes to the Manual or By-Laws of Women's Desert Team Play. Changes will not be voted on until the next regular meeting of Team Captains in the Spring or Fall. A Special Meeting may be requested at any time; however, as noted, no changes will be voted on until the next regular meeting.

Article VIII

Nominations and Elections: The Executive Board shall appoint five (5) members to serve on the Nominating Committee. This Committee shall consist of two (2) members from the Executive Board and three (3) members from the participating clubs. No more than one (1) representative from a club shall serve.

The Committee shall meet and elect a Chair. They shall discuss and decide upon the selection of one candidate for each elective office. Before finalizing the proposed slate, they must verify the willingness of each candidate to serve.

The Chair of the Nominating Committee shall file a copy of the proposed slate for the ensuing year with the Secretary. The Secretary shall then send a copy of the proposed

slate to all Team Captains for posting at their respective clubs three (3) weeks before the annual Spring Meeting.

Any member may also make nominations by petition, signed by five (5) additional members of the participating clubs and with the consent of the nominee. Such petitions shall be presented to the Secretary fifteen (15) days prior to the annual Spring meeting.

The Chair of the Nominating Committee at the annual Spring meeting shall present the proposed slate of officers. Election shall be by roll call.

Article IX

Parliamentary Authority: Roberts's Rules of Order, Newly Revised, shall govern the proceeding of this organization in all cases not provided for in these By-Laws.

Article X

Amendments: the By-Laws of this organization may be amended at a regular or special meeting to be called by the Chair, provided that a previous notice has been given and a copy of the revision(s) has been posted by the Team Captains at their clubs for at least three (3) weeks before coming to a vote.

Adoption of amendments shall be by roll call and a majority vote.