

EAST BAY TEAM PLAY – PAPERWORK PROCESS AND FLOW

- I. **Letter of Invitation** – Essential Elements – Send 30 Days Prior to Match (Host Club)
 - Date, Location, Check-in Time and Time of Event (8:30 SG)
 - Cost – no more than \$65.00 per player (covers mandatory carts and meals)
 - Payee for check payment (Golf Group or Club)
 - Slope Rating, Course Rating, Par and Tees (color or marker designation)
 - Date of Handicap Index Report (1st of the month, unless within 1st ten days, then 15th)
 - Deadline for Line-Up Submission (7 to 10 days before match)
 - Meals (i.e., Breakfast (hot or continental/cold) and Lunch)
 - Practice Area availability
 - Captain's Flight availability
 - Attach **Course Handicap (CH) Table** for assigned tees
- II. **Line-Up Submission** - electronically 7 to 10 days before Match (Team Play Captain)
 - A Players – indexes **+5.0** to 19.0
 - B Players – indexes 15.0 to 26.0
 - C Players – indexes 21.0 to a maximum of a 36 handicap
 - Determine Course Handicap per player (see CH Table or usga/CH Calculator)
 - Players are ordered based upon index – lowest (A), middle (B), and highest (C)
 - Identify any player outside of established index range per flight
 - Submit **Line-Up Sheet** + correctly dated, highlighted **Handicap Index Report**
- III. **Producing Scorecards** (Host Club)
 - Review EBTP scorecard requirements with Pro Shop (sample on EBTP website)
 - Verify each Line-Up, ensuring correct Indexes and Handicap, based upon CH Table
 - Validate that players are ordered appropriately – lowest (A) to highest (C)
 - Verify player's index is within the range per flight (or notate any exception)
 - Ensure that no player has a course handicap over 36
 - Provide your Pro Shop CORRECT, VALIDATED INFORMATION
 - Do not rely on your Pro Shop to do "your homework"
 - Pick up your Pro Shop scorecards before your event and audit for accuracy
 - Organize paperwork for each match – Line-ups and Scorecards
 - If requested, send Line-Ups electronically to the League Director
- IV. **Check-In at Event** (Team Play Captain)
 - **NOTIFY HOST CLUB CAPTAIN BEFORE THE EVENT IF CHANGES TO LINE-UP!!**
Confirm via Text or Voice to ensure receipt of change.
 - Bring **two** (2) copies of Line-Up Sheet: Give one copy of your Line-Up to the Host Club; after verification, this is given to your Opponent; Retain one Copy for yourself
 - Present **Check** (\$\$) for all players (and Captain's Flight, if available)
 - Verify that the Scorecard reflects the correct number of "pops" for each match
 - Delays in player arrival or no show, partner will play alone until teammate arrives
- V. **Captains Scoring Sheet** - After Match (Team Play Captain)
 - Make sure your players sign their scorecards and opponents attest the results
 - Educate your "Captain of the Day" on how to complete the Scoring Sheet
 - Ensure Scoring Sheet totals 18 points for both teams and total Gross Scores recorded
 - Ensure Scoring Sheet is signed by your designated Captain and Opponent's Captain
 - Turn in to Host Club Captain asap. Do NOT leave event before turning in this document
- VI. **Match Points Scoring Sheet** - Host Club Captain sends photo of Captain's Scoring Sheet for each pairing to the Data Recorder.
- VII. **Posting Scores & Charge Participant's Account** (Team Play Captain)
 - Post your player's score on same day as match as Away (A) scores; record scores on Line-Up Sheet. Post multiple scores via USGA admin portal.
 - Send player names to appropriate department to charge team play fee to their account