Responsibilities of Team Play Captains

Pre-Season

1. Create a pool of available players for the season.
   - Refer players to review the EBTP Website: Team Player Responsibilities and Scorecard Sample, Match Play Rules & Concerns, Conditions of Competition.
2. Plan a Team Play Practice Game
3. Choose your Club's teams for each match:
   - Two (2) A players
   - Two (2) B players
   - Two (2) C players

   Aim to partner new team play players with seasoned players.
4. Share EBTP Match Schedule and coordinate Check Payments with the appropriate Club department/Treasurer.

One Month Prior to Match

1. Review **Letter of Invitation (LOI)** from the Host Club and their **Course Handicap Table**
2. Prepare **Line-Up Sheet**
   - Information for the top section is included in the LOI and Team Pairings list (on website)
   - Enter Player Name/ GHIN#/ Handicap Index/ Course Handicap (To convert player's index, use **Host Club's Course Handicap Table** or USGA Course Handicap Calculator
   - Leave "Score" blank until after match played
   - Player's index should fall into the brackets as defined:
     - +5.0 to 19.0 (A Team)
     - 15.0 to 26.0 (B Team)
     - 21.0 to a maximum of 36 converted handicap (C Team)
   - If a player's index does not fall into the brackets as defined, players can play up but never down. When moving up, a player must play to the highest index allowed by the team/flight on which she is going to play. (See EBTP Conditions of Competition for details) Notate any exceptions on the Line-Up Sheet.
   - Players must be placed in order of USGA/ GHIN index, based upon the designated date of the "Handicap Index (H.I.) Report". Host Captain must state which index date is being used in their LOI. Use the 1st of the month Index Report unless the match is played within the first 10 days of the month; then use the 15th of the previous month's Index Report.
     NOTE: For players with a Plus (+) Playing Handicap, they will play off zero strokes. See EBTP website for scorecard: Rules, Handicapping and Concerns.
   - If the Team Play Captain is not available on a play day, she must choose an acting Captain or "Captain of the Day" and instruct her as to the duties required on that day.
   - If applicable, enter Captain and/or Co-Captain's name.
3. **Request a check** from your Club's appropriate Department/ Treasurer (for 6 players + Captain's Flight, if applicable)

7-10 days Prior to Match
1. **Submit Line-Up Sheet and GHIN/ Handicap Index (H.I.) Report** electronically to the Host Club. Highlight or underline players on the GHIN/H.I. Report.
2. Remind your players of the following:
- **Bag Tags** Required: Each bag must be tagged with the name of player's club and the team they are playing: A, B, or C team
- **Responsibilities as Team Players**, including correct entering of scores, Gross and Net points, pace of play, uniform requirements and general EBTP Rules etc. (share www.eastbayteamplay.com for additional information)

For Last Minute Changes to the Line Up
Notify Host Club Captain via text and voice message PLUS confirm receipt of the change to lineup BEFORE the EVENT.

On the Day of the Event
Bring the following to the Host Club/ Check-In area:
- Present **one check** to cover fees for food and carts and Captain's Flight, if applicable
- **Two (2) copies** of your team's **Line-Up Sheet** for the match:
  - One copy for the Host Club; after verification, this copy will be given to the Opponent's Captain with scorecards
  - One copy retained by your Team Captain.
- Two (2) blank copies of **Captain's Scoring Sheet** (see below)

Once the Host Captain gives the Team Play Captain her Team's Scorecards and the Opponent's Line-Up Sheets, the Team Play Captain will verify that the scorecards for both their own team and their opponent's team are correctly popped before sharing with their own players.

Immediately After the Matches are Played
- Obtain your team scorecards for each flight as soon as players return to the clubhouse.
- For holes not played, player will record "par + pops" (See EBTP Rules & Concerns/ Handicapping, Rule 3.2)
- Ensure individual player scores and Gross and Net points are clearly recorded, totaled.
- Verify scorecards are signed and opponents attested the results.
- For any rules disputes, refer to Rule 20.1b and report to the Host Club Captain.

Complete Two (2) Copies of **Captain's Scoring Sheet**
- Fill in Gross and Net Points for Team A, B, C on the Captain's Scoring Sheet
- Verify Total Gross Points = 18 points (Club 1 + Club 2)
- Verify Total Net Points = 18 points (Club 1 + Club 2)
- Compare with Opponent's Captain's Scoring Sheet; attest Gross and Net points AND sign your copy and Opponent's copy of the Captain's Scoring Sheet

BEFORE LEAVING the SITE
- Give one copy of signed Captain's Scoring Sheet to **Host Club Captain** or Assistant.
- One copy retained by your Team Captain.

<u>After Match is Final</u>
- Record each player's Gross score on the original Line-Up Sheet. (this serves as quick reference when posting as the player's GHIN # is readily available).
- Post your player's score as <u>Away (A) scores</u> on the same day as the match, ensuring the integrity of the match and the player.
- Use the USGA Admin Portal to Handicap Reports to post multiple scores.
- Keep Scorecards with the Line-Up Sheet until the end of the season.
- Notify the appropriate Department/ Treasurer to charge participating player accounts for their team play fee.

* Refer to "Paperwork Process and Flow" document for additional information.

April 19, 2024