

## **High Sierra Team Play (HSTP) - Captain/Co-Captain Guidelines**

### **Start of Season:**

Attend the Fall and Spring HSTP meetings.

Make sure your club pays the HSTP Club dues (the dues are determined by the Board at the Fall Meeting). HSTP Board will email an invoice for the dues to the Captain by January or February. The Club dues must be received by the HSTP Treasurer by March 1.

If it is your year to Host a Team Play tournament, the HSTP Board authorizes the Captain to sign your Club's contract on behalf of the HSTP Board.

Work with your club's president or tournament chair to determine monthly qualifying dates. Your team and alternate names and GHIN numbers must be submitted to HSTP Board seven (7) days prior to each monthly HSTP tournament. If this time frame is not met your Club's Team will be reduced by 10 points. So, this means you need to make sure your qualifying days are far enough in advance to send your team list within the seven day time frame.

### **Each Month (May through October):**

Make sure a Team Play Qualifying sign-up sheet is available on your qualifying days. There is a template uploaded to the HSTP page on the [NNWGA.org](http://NNWGA.org) site that you can use. Players wishing to qualify **MUST** sign up to qualify **BEFORE** playing their round. If you have women who join more than one Women's Club then they must choose only **ONE** club to represent for the entire HSTP season. They are not allowed to play for one club one month and then another club the next month.

There are different qualifying methods your club may use. You may use a Point qualifying system based on the HSTP format or use stroke play.

For the point qualifying system, you subtract the player's course handicap from 46 to determine the number of points the player needs in order to start making points. After play, the 6 players with the highest point totals are your team plus you want at least 2 alternates.

HSTP uses this point system:

- Double Bogey = 1 point
- Bogey = 2 points
- Par = 4 points
- Birdie = 6 points
- Eagle = 8 points
- Double Eagle = 10 points

You can also use stroke play and pick the 3 lowest gross players and 3 lowest net players plus at least two alternates from the qualifying day.

NOTE: the Team Play Captain is automatically qualified on the team but may elect to play with the field.

Once you have determined the 6 players and alternates, email them to confirm they can still play on the HSTP play day. Sometimes things come up or players aren't paying attention to the dates and find out when they get home they have a conflict on the play day. The email should include the play date, start time, cost, and course. Let them know to make their check out to you, the team captain, so you can provide the check-in table only ONE check for your team. Also, let them know you, the Captain, will give them their scorecard. It is also a good idea to let them know that HSTP has a code of conduct policy and about when to pick up their ball and what score to put down so if they are out of the hole their score is out of the points too.

After your team is verified, email the HSTP Board and the hosting captain your team member's monthly team members and alternates names and GHIN numbers. PLEASE NOTE: Scorecards will be printed 48 hours before the start of each tournament. Any changes after that the player will be using a hand written scorecard, and will play in the foursome the original player was playing in.

## **Hosting a HSTP Tournament:**

These are some of the things you need to coordinate with your golf course and communicate to the other Team captains/co-captains if applicable: are there lunch specials (are you using lunch tickets?) and cost, is there a beverage cart, is the course offering practice rounds and price, will there be bottles of water on carts, are there coolers on the carts, the cost for practice balls on the range, snacks on carts, cart people to put golf bags on carts, and someone from the pro shop to make a few announcements.

After the Clubs send their teams to the HSTP Board, HSTP then prepares the scorecards, cart signs, and tournament scoreboard sheets (by teams) for the entire field. HSTP will also have extra blank scorecards for last minute changes. A master scorecard will be provided but doesn't need to be turned in as it is used to double check single scores.

The Club hosting HSTP will be given a storage bin containing the HSTP tee markers and directional arrows. HSTP is requesting that the Captain and Co-Captain put these tee markers and arrows out on the course (The tees must be the ones set on the scorecards). Place arrows if there is a confusing crossroads between greens and tees. Please place the HSTP markers right next to the tee markers the players will be using, not just on the teeing ground.

Provide a Local Rules Sheet for each Cart. Designate any Drop Areas. Stress Pace of Play on the sheet. Remind players to pick up the ball, if no points can be earned, put the score you most likely would have gotten on your card and note with an "X" on the card.

Provide 2 or 3 people to work the registration table. HSTP Board has the team scorecard holders for you to use.

Bring a box/bag to put money and checks in.

Display cart assignment sheet (provided by HSTP Board) in a convenient place so players know their hole assignments.

Balance the checks/cash after everyone has checked in and turn into the Golf Shop.

If public is playing with the tournament, (because the field wasn't full), PLEASE let Board know so hole assignments can be reconfigured.

Provide at least 2 or 3 players to help check scorecards after play. Collect HSTP tee markers and arrows when play is finished.