



## TEAM PLAY

LOWCOUNTRY ASSOCIATION

# Team Roster Submission Instructions

Two documents are to be submitted to properly set your players for Lowcountry Team Play Association (LCT): a Team Roster and an Official GHIN report.

### Team Roster:

All players must be listed on the Team Roster. One roster is to be submitted per club regardless of the number of teams from the club.

See Standing Rules for number of players, eligibility and exceptions on the [Lowcountryteam.Org](http://Lowcountryteam.Org) website.

Download the Team Roster Form from the website [Lowcountryteam.org](http://Lowcountryteam.org), Captain Forms.

Complete the top portion of the form entering all Teams at your club at the appropriate division. Enter names (Last name, then First name) and indexes in handicap order from low to high. **The form works best in Word.**

Title the document to include LCT year, club name, e.g. LCT25 Belfair Roster and save as a Word document file.

### GHIN Report:

Ask your golf shop for a printout of a Handicap Index & Course/Playing Handicap Report. It should be of the specified revision date and display the following fields: GHIN #, Golfer Name (Last, First) and Index. The report should be sorted in lowest to highest index.

The last step is to email, as an attachment, both the Team Roster (.doc) and GHIN Report (scan preferred or legible photo if necessary) to the relevant Division Chair(s) and the General Chair.

As Team Captain, you are responsible for the accuracy and timeliness of the information. Additionally, you are responsible for verifying the eligibility of your team members. By submitting the Team Roster, you acknowledge you have read the Bylaws and Standing Rules and agree to abide by them as stated therein.

Thank you for your cooperation and looking forward to a successful season.

*Clubs of the Lowcountry Team Play Association: Belfair, Berkeley Hall, Callawassie, Colleton River, Country Club of HH, Dataw, Dolphin Head, Haig Point, Hampton Hall, Long Cove, May River, Moss Creek, Palmetto Hall, Port Royal, Sea Pines, Spring Island, Sun City, The Golf Club, Wexford*