



CHICAGO WOMEN'S DISTRICT GOLF ASSOCIATION

October 17, 2012

TO TEAM CAPTAINS:

This year we are initiating a new online registration process. Teams will be entered directly online and a worksheet will be mailed as a backup.

To be eligible, players must have USGA Handicap Indexes of 28.0 or lower at their home club on the handicap revision of October 15th, 2012. Remember that a registered team player must be able to play three of the five dates in order for the team to be eligible for prizes. A bye is not part of the three scheduled play days. You should have three reliable substitutes. At least one regular team member must be present at each play date.

You may submit up to three teams. If necessary, 2nd teams will be chosen by lottery and clubs will be advised of a 2nd team once all team entry forms are received. If you lost your 2nd team in a lottery last year, you are guaranteed two teams this year. If there are still openings, 3rd teams will be taken and a lottery will apply if needed. **To encourage clubs to return their entry forms by the deadline date, lotteries will include only those clubs whose entry forms are in on time.** A refund will be issued if either a 2nd or 3rd team from your club is not chosen.

Here is the procedure for registration:

1. Obtain a registration worksheet online at www.CWDGA.org under the Four-Ball tab.
2. Complete one form for all teams.
3. Print two copies of the worksheet.
4. Register online by logging on to www.CWDGA.org and accessing the Four-Ball Registration page. Follow the instructions on the website to enter your team information. You must have your completed worksheet available to assist you in this timed procedure.
5. You may choose to pay online during the online process. The fee is \$160 per team.
6. Mail one copy of the worksheet to the Team Chair. Be sure to enclose a check for \$160 per team if you did not pay online. Registrations must be received by **November 14, 2012**. Mail to the team chair at the address below.
7. Registration is not complete until payment is received and the Team Match Chair has approved the submission. The Team Match Chair will notify each Team Captain by email when their submission is completed.

If your team roster changes, please contact me immediately. Every effort will be made to assist you. The **permanent replacement deadline is March 31st**. The form is available on the website. Teams will be assigned to Divisions on April 1st and matches will be available online in April.

There is more information about team play available online. See www.CWDGA.org under the Four-Ball tab for all of the documents attached to this letter: 2013 Schedule, Four-Ball Sections, Team Captains' Responsibilities, the Permanent Replacement Form and the Registration Worksheet. There will be a meeting with all Team Captains in the spring.

Thank you for your cooperation and please contact me if you have any questions.

Ginny Greer, Team Match Chair
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