

PROTOCOL DOCUMENT FOR THE ORGANISATION

OF THE

QUEENSLAND INTER-DISTRICT MATCH PLAY TOURNAMENT

PLAYING FOR THE

MEG NUNN SALVER

**Updated after the District Presidents' Meeting
on
11th September 2011 and agreed to by the Districts**

This Protocol Document should be updated after every District Presidents' Meeting and a copy of the minutes of the meeting filed in the folder enclosed with the Organisational Kit

Note: All paperwork will be on a computerised disk and passed from one district to the next. This is very important as it saves time and keeps everything consistent.

Reminders:-

1. Host District to take or forward to next host district the Organisational Kit containing
 - * CD with relevant forms and other information pertinent to the organization
 - * Caddie & Starter Bibs
 - * Queensland State Map
 - * File containing minutes from which the protocol has been updated.
2. The winning team is to take the salver to the next host club.
3. The team presented the wooden spoon is to take that to the next host club.

PROTOCOL

1. The host district should consider a number of factors in selecting a course for the Meg Nunn, such as:
 - The cost of travelling to the location for the other districts
 - The time to travel
 - Proximity of suitable accommodation
 - Whether it is necessary to have a rest day or half day to comply with the host club's members' competitions
 - The availability of volunteers
 - The condition of the golf course

2. At the presentation ceremony in the year immediately preceding your district's turn to host the event, your president speaks and invites teams to participate the following year, announces the venue and dates. A presentation folder is handed to all districts and it is a good idea to include in this folder, information about the host golf course (including score cards), accommodation suggestions, etc.

3. **Host district is responsible for the following:**

Golf

1. Appointment of a match committee – good idea to include ladies captain at the host club.
2. The cost of one practice round for 6 players from each team. The host district is to make a booking with the pro shop for each district for the Sunday.
3. Push buggies for each player where needed. Recommended that these be ready for allocation at the practice round and that buggies which are set aside for each district be identified with ribbons matching the respective district's colours. These buggies are then retained by the district for the remainder of the tournament.
4. Locked storage area for clubs and buggies (if possible) – to be ready for use on Sunday afternoon – or whenever the practice round is.
5. A caddy master. Someone whose job it is to allocate caddies on the day, as well as distribute and collection of the cloth caddy numbers. It is to be noted that effective 2006, district presidents agreed at their meeting that when a visiting district asks for a set number of caddies and those caddies are provided by the host district, then the visiting district concerned MUST use those caddies on all occasions.
6. A starter on the first tee for both morning and afternoon matches. The district which has the honor is called first. The starter must be informed that the highest marker must hit-off first. The starter should announce the teams (district vs district), the player number for each individual match, and their handicap - (e.g. "The next round is between Brisbane and the Gold Coast. Could I have to the tee please the number five player for Brisbane, Mary Smith, on a handicap of 9 and for the Gold Coast, the number five player, June Bell, also on a handicap of 9"). It is the starter's responsibility to ensure the morning and afternoon games are started on time.
7. Ensuring there are some practice balls available for each district.
8. Liaising with club professionals for a reduced rate for motorized buggy hire (if possible) and trying to ensure that there is one motorized buggy available for each district, each day, at their own expense.

Hospitality

1. The welcome and presentation functions for 6 players and 2 district personnel (suggest BBQ, carvery or buffet). Presentation function to be a sit down meal. Welcome function can be more casual to encourage mixing between participants.
2. A welcome basket for each district. It is suggested that, as well as goodies, the baskets contain some useful items, such as washing powder, tea/coffee, sugar, etc to save the visiting districts the expense of buying same. – **maybe keep small - 2011**
3. The duration of the lunch break is up to the host district to decide, bearing in mind that sufficient time is to be allocated for the afternoon games (particularly in the southern districts) to ensure players don't finish in the dark. To save time, it is suggested that teams pre-order lunch.
4. Have complimentary fruit on hand at the tee (either in eskies or out of the sun), at the 1st & 10th tees.

Administration

1. Collecting the nomination fee from each district. This is currently set at \$660.00 (includes GST) per district however is subject to increase if deemed necessary by the host district.
2. A request for payment of the nomination fee is normally sent 6 – 8 weeks prior to the event, together with the nomination form requesting names of team members, team captain and district president. An email address contact should be requested on the nomination form.
3. Preparing the Meg Nunn booklet which is handed out at the Welcome function, **eight** copies per district. **Up dated 2011**
4. Prepare results slips for each match. These slips are handed to each player of the team which has the honour. The loser of each match should complete the slip, have it signed by the winner and then return it to the tournament match committee as soon as possible.
5. Preparing team slips (for use by captains when submitting team names). These are to be submitted in triplicate. One for the starter, one for the scorer & one for the opposing team captain.
6. A half time score board & someone allocated to write it up. This can either be a blackboard or typewritten sheets. This should be positioned near the 10th tee or halfway point.
7. Preparing Computerised Score Sheets at the end of each day's play. One copy to be posted on a board, a copy given each District Captain. E-mail the daily results to all District Secretaries & Golf Queensland. **Up dated 2011**
8. Send media releases daily to the local media and to appropriate newspapers for each District.
9. Provision of blank score cards in an area easily accessible by team captains.
10. Ensuring photo albums, map & salver are on display during the tournament. It is the responsibility of each host district to safeguard the photo albums for posterity. The host district has the responsibility of updating the albums with relevant photos, press clippings, etc. pertaining to the current year & sending them to GQ for safe keeping. GQ to acknowledge receipt of the albums
11. Making sure Meg Nunn badges are on hand for the presentation ceremony (note: No player is entitled to win more than one Meg Nunn badge. If a player has previously won a badge, they may not accept a second badge).
12. Arranging a large group photograph to be taken with all teams, captains and district presidents.
13. Organise a District Presidents' meeting. Agreed at District Presidents Meeting 2008 that this is to be held on Sunday prior to the Welcoming Dinner.

14. Inviting a representative from GQ to the presentation ceremony to present the badges and also to the presidents' meeting. Badges are kept by GQ and there is a spreadsheet (*on the Meg Nunn computerized disc*) with all previous winners' names to ensure no one receives a badge twice.

PROCEDURE TO BE ADOPTED FOR THE WELCOMING AND PRESENTATION FUNCTIONS

1. Host Club (either President or Captain) welcomes players and officials to the club and announces any special arrangements (e.g. practice facilities, caddie check-in points, dress regulations for course and clubhouse) and any other housekeeping type matters. Introduces host District President to open the proceedings.
2. Host District President opens proceedings and acknowledges the late Meg Nunn, introduces her team of officials, any GQ personnel (and if present, asks them to address the gathering).
3. Host District President to introduce each District President and Team Captain, who will in turn introduce their team members. The order of district introduction to be the previous host first, home district last and others in alphabetical order. Any changes to nominated teams and handicaps would be announced plus **advise the personnel who is allowed to give advice to the players. – up dated 2011**
4. District President will announce any special details regarding play, transport and any planned group social activities.
5. The final presentation - usually a seated luncheon - is to be presided over by the Host District President.
6. GQ Representative invites the winning team to the stage and presents a badge to those members of the winning team who have not won a badge previously.
7. Winning Team Captain then responds.
8. All other team captains are invited to the stage to thank the host club and the host district - order to be last team first, 2nd last team next, and so on.
9. President of the next host district is to speak, invite teams to participate, announce the venue and dates and present each president with a folder of relevant information.

MEG NUNN SALVER – ELIGIBILITY & CONDITIONS OF PLAY.

Eligibility:

1. Handicap range – 18 and under (full difference to apply).
3. A player's eligibility to compete for a district is determined by the district where the player is handicapped – includes border clubs affiliated with Queensland.
4. State **Open** Players and QAS students are ineligible for selection until two years have elapsed from that experience. -- **Updated 2011**
5. Age is limited to 18 years and over
6. Players must be Australian citizens or have lodged citizenship application papers.

Conditions of Play

1. Teams shall consist of 6 players with 5 to play in the round. Changes to the nominated team, must be advised the day before play commences.
2. The indexing of the golf course (whether the balanced index – as per the WGA handbook - or some other index) is up to the host district to decide. Should a district deem that some matches are to commence on the 10th tee, those matches will be deemed to have commenced on the 1st for the purpose of applying the index.
3. Teams shall play in order of handicap with the highest markers to tee off first.
4. No match shall proceed past the 18th hole.
5. Team lists must be handed to the Scorer, Starter and opposing Captain, fifteen (15) minutes before play begins. Team lists must include handicaps.
6. The Rules of Golf and the local rules of the host club are to apply.
7. Proof of handicap must be produced on request.
8. Measuring Devices / GPS - for distance **ONLY** – are allowed from 2011 – **up dated 2010**
9. The use of mobile phones is prohibited. The use of a mobile phone on the golf course (except in the case of a medical emergency) is a serious breach of etiquette (Rule 33-7). Penalty – disqualification. Except for use as a distance measuring device **only. Updated 2011**
10. In the event of a tie, a count back will be taken over matches won.
11. All protests must be lodged with the match committee in writing within 30 minutes of the completion of play. The match committee's decision is final.
12. A professional golfer may **not** be appointed as a team personnel or caddie. Penalty – disqualification. – **up dated 2011**
13. Players over 65 years of age or with a doctor's certificate may ride in a motorized cart as per GA Guidelines. The doctor's certificate should be dated and issued within three months of the closing date for nominations and be valid until after the close of the tournament.
14. Giving of Advice: Refer to Rule of Golf 33-1. The committee may, in the conditions of a team competition, permit each team to appoint one person who may give advice (~~including pointing out a line for putting~~) to members of that team. The Committee may establish conditions relating to the appointment and conduct of that person, who must be identified to the Committee before giving advice. **Up dated 2011—(crossed out) was deleted.**
15. Points will be allocated as follows:

Individual win	1 point
Individual square	½ point
Winning team	2 points
Team square	1 point

DISTRICT MASCOTS

Districts should emphasise to their teams that care must be taken with all district mascots as these are often difficult to replace. While stealing district mascots has become a fun tradition of this event, all mascots must be returned to the host district on the eve of the final day of competition. This allows the host district time to display the mascots, in whatever way they deem appropriate, on the final day.

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