

MEG NUNN SALVER & JUNIOR JUG
QUEENSLAND INTER-DISTRICT
MATCH
PLAY TOURNAMENTS

PROTOCOL DOCUMENT

April 9 2022

Contents

<u>INTRODUCTION</u>	4
<u>ROLES & RESPONSIBILITIES</u>	4
<u>ELIGIBILITY</u>	4
Meg Nunn SALVER	4
JUNIOR JUG	5
<u>OPERATION OF THE TOURNAMENTS</u>	5
Golf	6
Hospitality	6
Welcoming & Presentation Functions	7
Administration	7
<u>CONDITIONS OF PLAY</u>	8
APPENDIX 1	11
APPENDIX 2	13

INTRODUCTION

The Meg Nunn Salver is a Queensland, annual statewide match play event for low marker women. District teams consist of 6 players with 5 playing in each round. The winning District is presented with the Meg Nunn salver at the conclusion of the tournament and they take possession of it for the year.

The Junior Jug Tournament is a Queensland, annual statewide match play event for low marker female juniors. District teams consist of 3 players with 2 playing in each round. The winning District is presented with the Junior Jug at the conclusion of the tournament and they take possession of it for the year.

This protocol covers the management and operation of both tournaments. The tournaments are generally conducted along similar lines, but there are some exceptions that are clearly outlined in this protocol.

ROLES & RESPONSIBILITIES

All Districts must have a Child Protection Policy that is up to date, and in line with Golf Queensland requirements. Host District for Junior Jug must complete an Event Risk Assessment Plan (See Appendix 1) and circulate to all presidents prior to event for endorsement.

The **Presidents** of the women's and amalgamated Districts, or their delegated representatives, are responsible for the overall management of the Meg Nunn and Junior Jug tournaments including:

- reviewing the protocols as outlined in this document including the Conditions of Play;
- supporting the participation of all Queensland Districts in these tournaments;
- monitoring the costs of the tournaments to ensure their ongoing viability.

Golf Queensland distributes modest funding for both events to the Districts, taking account of cost challenges such as distance to travel and hosting.

Seven Districts currently participate in both tournaments. As well, the Committee remains open to the inclusion of Wide Bay District into either or both tournaments and will invite their participation. Districts host the tournaments on a rotational basis. The roster for the two tournaments, 2017-2023, is at APPENDIX 1.

From 2017, a District may choose to withdraw their participation in either tournament in that particular year and rejoin in following (or subsequent) years. A District is required to give notice to the host District as soon as this decision is made, or no later than 3 months prior to the tournament/s when the host District issues a COMMITMENT TO PARTICIPATE form to all Districts (see *Administration* section).

If the District is the rostered host, a minimum of 18 months notice to all Presidents is required in order for the next rostered host District to be able to step in. Should a District withdraw from hosting, they will not be eligible again until their next rotation date.

ELIGIBILITY

MEG NUNN SALVER

1. Handicap range – the maximum handicap is a GA Handicap of 16.0 for Meg Nunn Salver at the time of nomination. If the GA Handicap of a nominated player increases, her handicaps will be frozen at GA 16.0 for the tournament. This will start Meg Nunn 2022.
2. 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.

3. State Open Players and QAS students are ineligible for selection until two years have elapsed from that experience.
4. Age is limited to 18 years and over.
5. Players must be Australian citizens or have lodged citizenship application papers. Copies of the documents as submitted must be made available to the Tournament Director on request.

JUNIOR JUG

From 2021 the Junior Jug will be played in conjunction with the Katherine Kirk Classic. It will continue to be a team event but no longer played as matchplay.

1. Handicap range – the maximum handicap is a GA Handicap of 27.0 for Junior Jug at the time of nomination. If the GA Handicap of a nominated player increases, her handicap is frozen at GA 27.0 for the tournament.
2. Players must be under 18 years of age on the first day of play.
3. Should a player be selected by Golf Queensland for their High Performance teams ie. QAS Squad, State team, & Junior State Team she is ineligible for selection for Junior Jug. However a girl selected in the High Performance Junior Development Squad is eligible for selection.
4. Players must play for the District where the player is handicapped, except if attending school outside their District, in which case they can play for their District of origin.
5. Players must be Australian citizens or have lodged citizenship application papers. Copies of the documents as submitted must be made available to the Tournament Director on request.
6. A team of 3 girls to be selected. Team members may not qualify for the Katherine Kirk Classic but will be eligible to be in the Junior Jug team.
7. The best 2 nett scores from each days play to be those that contribute to the aggregate nett scores over 3 days.
8. The team with the best overall nett score to be the winners of the Junior Jug and to be presented with the Junior Jug and the Junior Jug badges.

OPERATION OF THE TOURNAMENTS

The rostered host District is responsible for the organisation and effective operation of the tournament. An Organisational Kit is maintained by the host District and, if necessary, refreshed by a meeting of Presidents or their delegated representatives. It is passed at the conclusion of the tournament to the next host District. The Kit contains:

- USB Stick with all pertinent forms and other information relating to the organisation of the event;
- One set of caddy, captain & starter bibs which are used at Meg Nunn Salver and Junior Jug;
- Queensland State Map (Meg Nunn Salver only);
- File containing the Protocol Document which is updated as necessary at the District Presidents' and Representatives' meeting. Changes are minuted, the document modified, and files saved to the USB stick accordingly.

The winning team takes the trophy for the year then carries it to the next host venue. The prospective host District receives the Organisational Kit at the end of, or soon after, the tournament in order to maximize the efficiency, transparency and cost effectiveness of subsequent tournaments.

In seeking a course on which to host the event, the prospective host District should consider a number of factors:

- * the club must have a current Certificate of Public Liability
- * cost of traveling to the location for other Districts;
- * time to travel to the location for other Districts;
- * proximity of suitable accommodation;
- * whether it is necessary to have a full or half lay day to comply with the host club's members' competitions;
- * availability of volunteers;
- * condition of the golf course; and
- * green fee regime.

At the Presentation ceremony, the President of the prospective host District invites all Districts to participate in the next Meg Nunn Salver/Junior Jug tournament, and announces the venue and dates. At that time, a presentation folder is handed to all District Presidents (or their delegates). The folder might include information about the host venue golf course, including score cards, accommodation suggestions, and current tourist information.

Decisions dealing with course conditions (rain, wind, storms etc) are made by the Host District in consultation with the host club.

The **host District** is responsible for the following:

GOLF

1. Appointment of a match committee – it is a good idea to include the ladies' captain at the host club.
2. The cost of one practice round for the players from each team. The host District is to make a booking with the pro shop for each District for the Sunday (or whenever the practice round is scheduled)
3. Push buggies for each player where needed. It is 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 colour. 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 scheduled.
5. For Meg Nunn Salver, a caddy master is required whose job is to allocate caddies on the day, as well as distribute and collect the caddy bibs. When a visiting District asks for a set number of caddies and those caddies are provided by the host District, then the visiting District, as a courtesy, uses those caddies on all occasions.
6. A starter on the first tee for both morning and afternoon matches. The District which has the honour is called first. For Meg Nunn Salver, the Number 5 players hit off first, followed by the Number 4 players and so on until the Number 1 players are on the tee. The starter should announce the teams (District versus District), then 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 practice balls available for all team members.
8. Liaising with club management 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 expense.

HOSPITALITY

1. The welcoming and presentation functions for players and two District personnel (suggest a BBQ, carvery or buffet) are complementary. All other individuals are at their District's expense (or their own).

The welcoming function is more casual to encourage mixing between participants. The presentation function should be a sit down meal.

2. 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 that players don't finish in the dark. To save time, teams pre-order lunch.
3. Have complimentary fruit on hand at the tee (either in eskies or out of the sun), at the 1st & 10th tees

WELCOMING & PRESENTATION FUNCTIONS

1. The host club (either President or Captain) welcomes players and officials to the club and announces any special arrangements (e.g. practice facilities, caddy check-in points, dress regulations for course and clubhouse) and any other housekeeping matters. The host District President is introduced to open the proceedings.
2. For Meg Nunn Salver, the host District President opens proceedings and acknowledges the late Meg Nunn, introduces the team of officials and any GQ personnel (if present, he/she is asked to address the gathering).
3. The host District President then introduces each District President (or in the President's absence, the team captain, who will in turn introduce their team members – captain, manager, players. The order of District introduction is the previous host District first, home District last and the others in alphabetical order. Any changes to nominated teams and handicaps are announced. At this time, it should be reinforced that **ONLY** the individual wearing the Captain's bib is entitled to give advice to players during play, other than a player's own caddy.
4. When the team captain has finished introducing her team members, the captain ceremoniously passes their District mascot to the host District President. The host District is the keeper of all District mascots for the duration of the tournament and may display the mascots in an appropriate place (for example, with the trophies).
5. The District President announces special details regarding play, transport and any planned group social activities.
6. The final Presentation function, usually a seated luncheon, is to be presided over by the host District President.

The GQ representative invites the winning team to receive a badge/medal if they have not won a badge/medal previously. NB Except in the case of the Junior Jug, a player can win more than one medal.
7. The winning team captain then responds.
8. The host District President ceremoniously returns the District mascots to the team captains.
9. The President of the next host District then invites teams to participate in the subsequent tournament, announces the venue and dates, and presents each President with a folder of relevant information.

ADMINISTRATION

1. Twelve weeks prior: Determining which Districts will participate in the tournament in that year. The host District issues a COMMITMENT TO PARTICIPATE form requesting confirmation from each District as to their participation.
2. Six weeks prior: Sending a NOMINATION form to Districts, requesting payment of the nomination fee together with a request for the names of team members, team captain, team manager and District President. An email address contact for each District is also requested on the Nomination Form.

- 3 Collecting the nomination fee from each District. The cost to Districts for the Meg Nunn Salver/ Junior Jug tournaments will be increased by CPI each year and approved at a District Presidents' and Representatives' Meeting.

This fee is GST exclusive. Therefore GST registered District will add the GST (10%) to the nomination fee.
- 4 Preparing the tournament booklet which is distributed at the welcoming function, nine (Meg Nunn Salver) ie one for each captain, manager, player as well as the President (or delegated representative).
- 5 Preparing results slips for each match. These slips are handed to each player of the team which has the honour. The loser of each match completes the slip, has it signed by the winner and then returns it to the tournament match committee as soon as possible.
- 6 Preparing team slips for use by captains when submitting team names for each match. These are submitted in triplicate: one for the starter, one for the scorer & one for the opposing team captain.
- 7 Providing blank score cards in an area easily accessible by the team captains.
- 8 Providing a half time score board and someone to write it up. The board is positioned near the 10th tee or halfway point and can be either a blackboard or typewritten sheets.
- 9 Preparing a computerised score sheet at the end of each day's play. One copy is posted on a board and one copy is given to each District captain. The results are emailed every day to all District Secretaries & Golf Queensland.
- 10 Sending media releases to the local media and to appropriate newspapers for each District.
- 11 Ensuring photograph albums, map and trophy are on display during the tournament. It is the responsibility of each host District to safeguard the albums for posterity. The host District has the responsibility of updating the albums with relevant photos, press clippings, etc. pertaining to the current year.
- 12 Ensuring that Meg Nunn Salver badges and Junior Jug medals are on hand for the presentation ceremony. Note that no player is entitled to win more than one badge/medal. If a player has previously won a badge/medal, they may not accept a second badge/medal. Badges/medals are kept by GQ and there is a spreadsheet (on the Meg Nunn Salver/Junior Jug USB stick) with all previous winners' names to ensure no one receives a badge twice.

NB Except in the case of the Junior Jug, a player can win more than one medal.
- 13 Taking a large group photograph of all teams, captains and District Presidents.
- 14 Organising a meeting of District Presidents' (or their delegated representatives) - usually held on Sunday (or whenever the practice round is scheduled) prior to the Welcoming function. Motions can be made and moved at the District Presidents' meeting and the motions do not have to be taken back to District Committees for ratification.
- 15 Inviting a representative from GQ to the presentation ceremony to present the badges/medals and also to the Presidents' and Representatives' meeting

CONDITIONS OF PLAY

1. Each Meg Nunn Salver team shall consist of 6 players with 5 to play in each round. Junior Jug teams shall consist of 3 players with 2 to play in each round. Changes to the nominated team must be advised the day before the tournament 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 determine, with advice from the Tournament Director. 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 Daily Handicap with the highest markers to tee off first. Should two or more players in a team have the same Daily Handicap, their District may decide on their playing order.
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 daily handicaps.
6. The Rules of Golf and the local rules of the host club are to apply.
7. Proof of Golf Australia handicap must be produced on request.
8. **Mobile phones** are prohibited on the golf course (except in the case of a medical emergency and use as a distance measuring device). On the course, mobile phones must be switched off or turned to silent mode and to do otherwise is a serious breach of etiquette (Rule 4.3b) for which the penalty is disqualification.
9. **DISTANCE MEASURING DEVICES:** These devices are permitted in Junior Jug and Meg Nunn Salver tournaments. In these competitions, a player may obtain distance information using a device that measures distance ONLY. However, if during a stipulated round, a player uses a distance measuring device that is designed to gauge or measure other conditions that might affect her play (e.g. gradient, wind speed, temperature etc.) the player is in breach of Rule 4.3b for which the penalty is disqualification.
10. If a match is cancelled due to wet weather, the match will be scored with each team awarded 1 point and 2.5 games. If a District has a bye, then the bye District will not be awarded any points.
11. In the event of a tie, a count back will be done on the total number of individual matches won by each of the tied teams. If still tied, account is taken of the matches won when each of the tied teams played each other. If still tied, a count back will be done on players' individual scores starting with the Number 1 players, if still tied, on the Number 2 players' individual scores and so on until a resolution is achieved.
12. All protests must be lodged with the match committee in writing within 10 minutes of the completion of play. The match committee's decision is final.
13. A professional golfer may **not** be appointed as team personnel, including caddies. Penalty – disqualification.
14. For Meg Nunn Salver, 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.
15. **Giving of Advice:** Refer to Rule of Golf 24.4. The committee may, in the conditions of a team competition, permit each team to appoint one person who may give advice to members of that team during play. The Committee may establish conditions relating to the appointment and conduct of that person, who must be identified to the Tournament Director.
16. **Ball Lost or Out of Bounds** In the event of a ball being lost or out of bounds the player may return to the spot where the ball was last played in a motorised buggy if one is available.
17. Points are allocated as follows:

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

APPENDIX 1

Template Risk Management Plan for High Risk Activity

In addition to occupational health and safety concerns, a child and youth risk management strategy should analyse the risk of 'harm' to children and young people. The template below provides the steps involved, and the example below is from the 2018 Brisbane & n District Junior Jug Tournament

When reproducing this Strategy document, it may be realigned into landscape orientation for ease of presentation

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	
Describe the activity <i>Identify all elements of the event from beginning to end</i>	Identify Risks <i>Something that could happen that results in harm to a child or young person</i>	Analyse the Risk Likelihood/Consequences	Evaluate the Risk <i>The level of risk</i>	Manage the Risk <i>Assess the options</i>	Review <i>Nominate who will review after the event/activity</i>	
Junior girls golf event at Virginia Golf Club 7-11 July 2018, 6 teams with a total of around 17 female players, and it is expected that other young people will attend as supporters and spectators.	<i>The golf club is open so that the general public can attend as supporters and spectators.</i> <i>At the 2017 event in Cairns a 70 year old spectator approached a number of players individually in the clubhouse and on the course, to talk about his days as a junior golfer.</i>	<i>The players and other young people may be approached by a member of the general public, for the purposes of grooming them.</i>	<i>A naive young person could be lulled into a false sense of security as the initial conversation is conducted in a public area, with other adults in the general vicinity.</i>	<i>Team officials, host club officials & volunteers to wear clearly identifiable shirts, so that young people are able to identify them from the general public. This will also allow the officials and volunteers to monitor the interaction of young people with the general public. Players to be made aware of the need to immediately report any suspicious activity to team officials.</i>	<i>Host club officials and District Team Officials.</i>	

APPENDIX 2

MEG NUNN SALVER & JUNIOR JUG HOST

ROSTERS 2019-2025*

▲ Meg Nunn Salver

2019 Gold Coast

2020 Cancelled

2021 Cancelled

2022 Downs & South West District

2023 Far North Queensland

2024 Sunshine Coast & Burnett District

2025 Brisbane District Ladies Golf Association

▲ Junior Jug

2020 Cancelled

2021 Cancelled

2022 In conjunction with Katherine Kirik
Classic

2023 Ditto

2024 Ditto

2025 Ditto

* Should Wide Bay indicate that they wish to rejoin either or both tournaments, some adjustment to the roster needs to occur in consultation with all Districts.