



Encourage Shield Responsibilities of the Host Club

1. DOCUMENT PURPOSE

- a. The instructions in this document are intended to guide clubs who are entering Teams in the Encourage Shield and who will, therefore, be required to host Rounds.
- b. The Conditions of Competition of the Encourage Shield should be read in conjunction with this document.
- c. If the information in this document is inconsistent with, or appears to contradict, the Conditions of Competition, the information in the Conditions of Competition takes precedence.
- d. The Encourage Shield is governed by the Encourage Shield affiliated clubs and the Encourage Shield Conditions of Competition. Changes to the Encourage Shield Conditions of Competition must be ratified at the Annual General Meeting (AGM) of the Encourage Shield affiliated clubs.

2. ANNUAL GENERAL MEETING

- a. Clubs who have entered, or intend to enter, Teams in the Encourage Shield should endeavour to send a delegate to the Encourage Shield (AGM).
- b. Clubs may send multiple delegates but only one delegate may vote on resolutions posed at the AGM.
- c. The Encourage Shield AGM is held on the first Monday of July each year at North Ryde Golf Club.

3. ENTRY FORMS AND ENTRY FEES

- a. The Convening Club will distribute Entry Forms to all affiliated clubs by the 1st June. This distribution may be via mail, email or web site.
- b. The Entry Fee will be that determined by the previous AGM.
- c. Entries close on the 30th August. The Committee of the Convening Club may accept late entries at its discretion.
- d. For each Team entered in the Encourage Shield, a Club must host one Round for the Division in which Teams are allocated.
 - i. **Exception:** If a Division comprises six Teams, one Club will not be required to Host a Round since there are five Division Rounds. The Club not hosting a Round should be decided by lot by the Convening Club.
- e. On the Entry Form, the Club must nominate which dates are available for hosting Encourage Shield Rounds. Clubs are encouraged to be flexible and nominate multiple dates.
- f. The Host Club must assign an adult to act as Team Manager for each their entered Teams. The Team Manager is accountable and responsible for the conduct of the Team. Note that the exception to Rule 8 (of the Rules of Golf) does not apply to the Team Manager.

4. DATES AND TIMES OF PLAY

- a. The Competition will start on the Sunday following the Labour Day Public Holiday Weekend in NSW.
- b. The draw will be published on the Encourage Shield web site and distributed to clubs via email two weeks before the first Division Round.
- c. The Host Club will schedule a block of tee times starting between 7:00 am and 1:00 pm. Three tee time lines are required for each Contest. Rounds may comprise one,



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two or three Contests. It is recommended that the Host Club allow at least a 30 minute buffer after the Encourage Shield times.

- d. Contests must be played on the dates and at the times specified in the draw. The Host Club may alter the tee times up to 5 days before the Round and must notify participating Clubs.
- e. Any Team failing to be available to play at the time specified by the Host Club will forfeit the Game to their opponent 5½ to 0.

5. MATCH COMMITTEE

- a. The Host Club should establish a 'Match Committee' to represent the Committee of the Convening Club at Division, Elimination Final, Quarter Final and Semi Final Rounds. The Match Committee should comprise at least the Captain of the Host Club, or their delegate.
- b. Members of the Match Committee should not be Managers or Players participating at the Host Club.
- c. The Match Committee should be available at least 30 minutes prior to start of the Matches.
- d. The Match Committee is responsible for ensuring that the names of each Team's Players and their correct Handicaps are recorded on the Results Form at least 10 minutes prior to the scheduled start of the first Match.
- e. The Match Committee should provide each Team Manager with a photocopy of the Results Form containing the names of each Team's Players and their Handicaps at least five minutes prior to the scheduled start of the first match.
- f. The Match Committee should be familiar with the content of the R&A's document titled "Guidance on Running a Competition". An extract from Guidance on Running a Competition, Chapter 7 – Duties of a Rules Official is located in Appendix 1.

6. LOCAL RULES

- a. Each Player and Team Manager should be provided with a copy of the Host Club's Local Rules.
- b. The Local Rules should be consistent with the Rules of Golf (2008 – 2011) and follow the guidelines contained in Appendix 1 Parts A & B.
- c. If the Host Club requires assistance in drafting their Local Rules, the NSW Golf Association is able to assist at no cost. Please contact the NSW Golf Association for more details.

7. OTHER ADMINISTRATIVE DUTIES

- a. The Host Club must provide each Player and Team Manager a drink (Gatorade or water) and a sandwich or wrap at no cost.
- b. Post Game catering may be provided at the discretion of the Host Club.
- c. At the conclusion of the Matches, the Match Committee should complete the Results Form and have it signed by the respective Team Captains.
- d. The completed Results Form should be faxed to JNJGF and the results 'phoned through to AAP.
- e. A copy of the Results Form can be downloaded from the Encourage Shield Web Site.



8. APPENDIX 1: Duties of a Rules Official

- a. The following is an extract from the R&A's document titled "Guidance on Running a Competition, Chapter 7 – Duties of a Rules Official, Section 4. Committee Members"

When Committee members are watching play either by chance or through having been assigned to a particular place on the course, their duties are different from those of a referee. In match play without a referee, the players involved in a particular match are there to protect their own interests and there is no reason for a Committee member to take any notice of a breach of the Rules that he may observe, unless he is satisfied that the opponent is not in a position to observe the breach. If the opponent was not in a position to observe the breach, the Committee member should bring the player's breach to the attention of the opponent. It is then a matter for the opponent to decide if he wishes to make a claim (see Decision 2-5/1). Otherwise, the Committee member's presence on the course is solely to assist players in the event of a claim – see Rule 2-5. His handling of the situation will depend on whether the Committee has granted individual members unlimited authority to represent the Committee and make final decisions. This is an issue that the Committee should clarify in advance. However, deferring a decision should be resorted to only in exceptional circumstances since it is a principle of match play that each side is entitled to know the state of the match at all times.

