



Caribbean Golf Association

CARIBBEAN AMATEUR GOLF CHAMPIONSHIPS

Rules, Standards & Protocol

**Caribbean Golf Association
Rules, Protocol and Standards
For the Caribbean Amateur Golf Championships**

RULES

Annual Competition

The competition shall be played for annually in one of the member countries during the first complete week in August or other such date approved by the CGA council on a rotation basis determined in advance by the CGA council. The host country must advise the member Countries at the CGA AGM prior to the year of the competition of the date, golf course, hotel and all other matters pertaining to the event.

Trophies have been presented for competition between teams from member countries known as The Hoerman Cup, The Ramon Baez Trophy, The Francis and Steele Perkins Cup, The Higgs & Higgs Trophy, The George Teale Trophy and the Arthur Ziadie Trophy.

Eligibility:

The trophies shall be played for by teams of amateur golfers selected by the National governing body of golf in the CGA member. The best amateur golfers are expected to be chosen to represent the member providing they meet any one or more of the following criteria:

1. Persons born in the territory of the member.
2. Persons not born in that territory but who have been residing there for one full year prior to the Championships. Persons under the age of twenty-one (or over the age of twenty-one but still in full time education) are entitled to claim the residence of their parents provided that at least one of the parents has been resident in the territory for one full year prior to the Championships.
3. Persons who are citizens of that member. **Exception:** Citizens of the United States of America are only eligible to represent Puerto Rico or the United States Virgin Islands if they also fulfil the residency requirement in paragraph 2 above.
4. Persons who, by reason of their special connection with the member, are approved by the Committee of the Caribbean Golf Association as suitable to represent that member.

N.B. Any player who attempts to qualify for selection for one member will not be permitted to play for any other member in that year.

Format:

Hoerman Cup - Teams of five amateur golfers selected by the national golf organization of the member country. The competition is individual stroke play with the best four scores to count each day.

Ramon Baez Trophy - Teams of two amateur golfers selected by the national golf organization of the member country and who have attained the age of thirty-five or will have their thirty-fifth birthday in the calendar year of the championships. The competition is four ball stroke play.

Francis/Steele-Perkins Cup - Teams of two amateur golfers selected by the national golf organization of the member country and who have attained the age of fifty or will have their fiftieth birthday in the calendar year of the championships. The competition is four ball stroke play.

Higgs & Higgs Trophy - Teams of two amateur golfers selected by the national golf organization who are members of the CGA and who have attained the age of sixty or will have their sixtieth birthday in the calendar year of the championships. The competition is four ball stroke play.

The George Teale Cup - Teams of three amateur golfers who were female at birth selected by the national golf organization of the member country. The competition is individual stroke play with the best two scores to count each day.

The Arthur Ziadie Trophy - awarded to the country which has performed the best in the other championships overall. In each of the championships, the team will be awarded points based upon the final ranking of its aggregate counting scores, as follows:

- 1st - Points equal to the number of teams competing plus one.
- 2nd - Two points less than the winner.
- 3rd - Three points less than the winner.
- 4th - Four points less than the winner

and so on, until the last competing team which will be awarded 1 point. The team with the most points in aggregate will win the trophy.

Substitution - Player substitution can only be made for any team up to the first starting time of the first round only.

Ties - In the event of a tie for any trophy it shall be held equally.

Rounds - The championships shall be conducted over 72 holes (4 rounds); however, should circumstances make it impossible to complete 72 holes the championships may be determined by the results of 54 holes but on no account less.

Tees - The tees for the Hoerman Cup and the Ramon Baez Trophy competitions should be set at the most challenging position for the competitors. In general the tees for the Francis and Steele-Perkins Cup competition should be set in the same location as those for the Hoerman Cup but need not always be so, particularly if the carry or the length of hole is considered excessive for senior golfers. The tees for the Higgs and Higgs Trophy competition should be set at the normal position for ordinary play by club members. The tees for the George Teale Trophy should be set at the most challenging position for the competitors.

Walking – Players in the Hoerman Cup and the George Teale Trophy must walk at all times, unless an exception is authorized by the Tournament Committee. If caddies are available, they will be assigned by the Tournament Committee.

Trophies - The country winning any trophy shall have custody and responsibility for it until the next championship is played. That country shall have it suitably engraved.

Replicas - The players of each winning team will be presented with an engraved replica of the trophy he/she competed for. In the event of a tie, additional replicas will be acquired as necessary.

Rules of Golf - The championships shall be governed by the rules of golf as laid down by the Royal and Ancient Golf Club of St Andrews or the United States Golf Association (dependent on applicable rules where the championship takes place) together with such local rules as may be agreed by the Rules Committee.

Entry Date - A country intending to compete in the Championships must submit to the CGA an application completed in the prescribed form, not later than 45 days prior to the commencement of the Championships, accompanied by payment in full of the Entry Fee. If an entry application or payment is received incomplete or late, participation of that country shall be at the discretion of the Host Country. The Entry Fee is non-refundable if a team withdraws prior to the Championships.

Entry Fee - The CGA shall charge an Entry Fee to countries competing in each of the Championships in the following amounts.

Hoerman Cup	\$3,750.00
Ramon Baez Trophy	\$1,500.00
Francis & Steele-Perkins Trophy	\$1,500.00
Higgs & Higgs Trophy	\$1,500.00
George Teale Trophy	\$2,250.00

These may be varied from time to time by the CGA in general meeting. Any change in the amount of the Entry Fee shall be communicated to member countries at least three months before the Championships. Ten per cent of the Entry Fees paid shall be retained by the CGA to be applied to the costs incurred by it in connection with the Championships. The balance shall be paid by the CGA to the Host Country to assist it in defraying the costs incurred by it in hosting the Championships. Any member country not having paid the entry fee in full before the first day of the Championships will not be allowed to compete.

Spectators - Spectators should remain on cart paths or in the rough and approximately 30 yards from the players. There shall be no communication between players and spectators that could be deemed advice of any nature for the duration of the player's stipulated round. If any such communication takes place, it shall be prima facie evidence of a breach of Rule 8 by the player. All persons other than the person designated to give advice are considered to be spectators.

Rule Changes - Any proposal to change the rules of the Championships must be presented to the CGA Council in writing via the Secretary of the CGA who shall distribute copies to the member countries. These proposals must be received by the CGA Secretary ninety days prior to a CGA Council Meeting. The proposal(s) would then be acted on by the Council after discussion and possible amendment by majority vote.

STANDARDS AND PROTOCOL

The Caribbean Amateur Golf Championships (CAGC) shall be held at a venue in one of the member countries of the Caribbean Golf Association (CGA). The host country shall be determined by the CGA Council and countries advised three years prior to the event.

Host Country Responsibilities - The Host Country shall be responsible for:

- X The "MAP" accommodation of the players competing in the Championships for seven nights at the host hotel.
- X "MAP" accommodation for seven nights at the host hotel for the Chief Rules Official, eight nights for the President and the Secretary and nine nights for the TCO.
- X Transportation for players, CGA Officials and Camp Followers from the airport to the host hotel on arrival and from the hotel to the airport on departure.
- X Transportation between the host hotel and the golf course on practice and competition days.
- X The golf course and suitable golf and practice facilities for the Championships.
- X The Opening Ceremony and President's Cocktail Party.
- X The Awards Presentation.
- X A Hospitality Suite for participants in the Championships.
- X Meeting Room facilities for the CGA Council meetings, the Annual General Meeting of the CGA, the Tournament Meeting and such other meetings as may be required during the week of the Championships.
- X Office facilities and equipment to enable the tournament to be efficiently conducted.

Committees - It is recommended that the following committees shall be organised to properly manage and co-ordinate CAGC.

1. Tournament Committee
2. Rules Committee
3. Opening Ceremony Committee
4. Awards Presentation Committee
5. Hotel and Transportation Committee.
6. Hospitality, Entertainment, Camp Followers Committee.

The above Committees shall be responsible and report to the Tournament Director who in turn shall be responsible and report to the Tournament Co-ordinator.

Tournament Committee -

The Tournament Committee shall be responsible for the organization and playing of the CAGC. The Tournament Committee shall be organized as follows:

1. Tournament Chairman (TC) CGA President
2. Tournament Co-ordinator (TCO) Tournament Co-ordinator of the CGA
3. Tournament Director (TD) Appointed by Host Country
4. Tournament Secretary (TS) Secretary of the CGA
5. Chief Rules Official (RO) Appointed by the Host Country in consultation with 1, 2 and 3 above.

Tournament Chairman

He shall chair all meetings of the Tournament Committee during tournament week or when specially called and report from time to time to the CGA Council all matters concerning the conduct of the CAGC.

Tournament Co-ordinator - He shall act for the CGA Council and ensure that these Rules Standards and Protocol are understood and maintained by the host country. He shall not be a player, team manager or team coach. Duties of the TCO, among others, are as follows:

1. Keep the CGA council through the TC advised of the progress of the organization and arrangements for and the running of the CAGC.
2. Visit the tournament venue at least one year prior to the date of the event and review status of the following with the Tournament Director.
 - a. Tournament Checklist (see Standard)
 - b. Visit golf course venue and confirm the following:
 1. 18 hole golf course is in proper condition.
 2. Availability of a driving range and practice balls.
 3. Availability of drinking water and bathrooms throughout the golf course.
 4. Determine if golf course is within walking distance of hotel, if not, determine and/or advise type and schedule of transportation to and from golf course.
 5. Determine availability and cost of golf carts and/or caddies for players and ensure that host country advises member countries at mid-year CGA council meeting.
 6. Determine availability of golf carts for the following:
 - a. Member countries (2 per country, i.e. 1 manager and one Coach)
 - b. Tournament Chairman - 1 cart
 - c. Tournament Co-ordinator - 1 cart
 - d. Tournament Secretary - 1 cart
 - e. Rules Officials - 1 cart each
 - f. Sponsor(s) - 1 cart
 - g. Media-1 cart
 - h. CGA Officers - 1 cartAll carts should be complimentary, if possible; otherwise, at lowest possible cost.
7. Review flag raising and award presentation procedures and facilities with TD and appropriate committee chairmen.
8. Maintain communication with TD and his committee throughout the year in order to monitor progress of tournament organization.
9. Travel to tournament site at least two days prior to team arrivals and assume on site responsibility of TCO including but not limited to the following:
 - a. Review Tournament Checklist with TD
 - b. Ensure qualified Chief Rules Official is in place
 - c. Organize tournament pairings and starting times.

- d. Purchase replicas and awards ensuring that they, the anthems and country flags are on hand and in good condition.
 - e. Upon arrival of TC report to him on the status of the event organization.
 - f. Ensure facilities are available and time scheduled for CGA annual meeting and Tournament Meeting and notify CGA officers, country representatives, TD and Chief Rules Official of same.
10. Prepare written report including an expense report at the end of the tournament and submit same to the CGA Secretary for attention of the CGA Council.

Tournament Director -

The TD is responsible for the organization of all matters pertaining to CAGC in the host country and should report to the host country's golf association President and to the CGA TCO from time to time on the progress of the organization activities.

Tournament Secretary -

The Tournament Secretary shall attend CAGC and act as recording secretary for the CGA AGM as well as Tournament Meetings and any other CGA Sub-Committee meetings called or authorized by the Council or the President during the Championship week. Written minutes of same shall be prepared and distributed to appropriate persons.

Chief Rules Official -

The Chief Rules Official shall be an experienced, qualified individual appointed by the Host Country and approved by the Tournament Committee. His expenses will be the responsibility of the Host Country.

Rules Committee -

The Tournament Committee may appoint a number of Rules Officials to assist the Chief Rules Official and together the TC, the TCO and all Rules Officials shall constitute the Rules Committee. No member of the Rules Committee should be a player, team manager or team coach. The TC shall appoint a replacement to the Rules Committee should a vacancy occur. The Rules Committee shall approve a Local Rules Sheet and act on any appeal from a decision of a Rules Official on a Rule of Golf. Each Rules Official shall act on any breach of a rule of golf which he observes or is reported to him.

Opening Ceremony Committee -

An Opening Ceremony shall be held at all CGA championships and shall be considered an Official CGA Ceremony and be conducted as follows:

1. The Opening Ceremony shall be held as near as possible to the golf course or place where the participants are being housed.
2. Member country teams and officials should assemble in dress uniform at least thirty minutes prior to the scheduled start of the ceremony.

3. Country flags shall be placed in alphabetical order with host country flag last and CGA flag first. All flags should be the same size (3' x 5').
4. The TCO shall be responsible for raising the CGA flag at least thirty minutes prior to the scheduled start of the Opening Ceremony.
5. The TD or his designee shall act as Master of Ceremonies and Flag Raising Co-ordinator.
6. Members of the official Opening Ceremony party shall be as follows:
 - a. TC (CGA President)
 - b. CGA officers (VPs, Secretary, Treasurer, TCO and Immediate Past President)
 - c. TD
 - d. Host country Golf Association President.
 - e. Host country Government representative(s)
 - f. Major sponsor representative(s)
7. Speeches should be limited to three (3).
 - a. Welcome by MC or Host Country President (2 minutes)
 - b. Welcome by CGA President (2 minutes)
 - c. Remarks by major sponsor (5 minutes)
 - d. Official tournament opening by Government Official (5 minutes)
8. A President's (CGA) cocktail party should be arranged to immediately follow the Opening Ceremony.
9. Seating arrangements should be made available for players and space reserved for Presidents and Spouses of member associations and Spouses of CGA Officers.
10. The MC shall call the countries to raise their flags as follows:
 - a. Countries in alphabetical order with host country last.
 - b. Call country's teams as follows:
 1. Hoerman Cup
 2. Ramon Baez Trophy
 3. Francis and Steele-Perkins Cup
 4. Higgs & Higgs Trophy
 5. George Teale Trophy
 - * Players names should be called in the order given by the Team Captain or Manager to MC at least thirty minutes prior to Opening Ceremony.
11. A program of events and names of team officials and players in the order of the walk in could be handed out to audience for information purposes.

The Opening Ceremony should take place on the Tuesday of tournament week at approximately 5:00 pm. A suggested schedule of events should be as follows:

- | | |
|---------|--|
| 3:30 pm | Team picture taking. |
| 4:30 pm | FR co-ordinator should be on site. CGA Flag should be raised. |
| 4:45 pm | Teams and Tournament Committee arrive |
| 5:15 pm | Opening Ceremony begins and MC introduces the Official Opening Ceremony party. |
| 5:25 pm | MC introduces teams and flags raised. |
| 6:10 pm | MC invites teams to sit and introduces the speakers. |
| 6:30 pm | Opening Ceremony ends and MC invites all to Presidents cocktail party. |

Awards Presentation Committee:

The host country shall conduct an Awards Presentation at or near the 18th green on Saturday following the final round.

Other Presentations

Presentation of players gifts.	Suggestion:	Upon arrival.
Special Recognition by CGA of contributions by individuals or organizations.	Suggestion	Opening Ceremony/ Special dinner
Presentation of Country Flags		18th green final day.

Hotel and Transportation Committee - This committee should be responsible for all matters relating to the hotel and participant transportation including the following:

1. Wherever possible all players, officials and camp followers should be housed under the same roof.
2. Transportation must be provided to all countries (car rentals or bus).
3. Bus schedules should be posted well in advance of events.
4. Arrival and departure to and from the airport of participants including camp followers and officials should be co-ordinated to minimise problems.
5. Host Country can only be held responsible for those persons whose names have been sent to the TD or Association prior to arrival.

Hospitality, Entertainment and Camp Followers Committee -

The hospitality suite should be a center of social and information activity for the week. A schedule of events for the week could be as follows:

Sunday	Day 1	6:00 pm - midnight	information, snacks, drinks, TV, music
Monday	Day 2	6:00 pm - 8:00 pm	information, snacks, drinks, TV, music.
		8:00 pm - 10:00 pm	Entertainment by host country
		10:00 pm - midnight	information, snacks, drinks, TV, music.
Tuesday	Day 3	8:00 pm to midnight	information, snacks, drinks, TV, music.
Wednesday	Day 4	6:00 pm - 8:00 pm	information, snacks, drinks, TV, music.
		8:00 pm- 10:00 pm	Entertainment by a visiting country.
		10:00 pm - midnight	information, snacks, drinks, TV, music.
Thursday	Day 5	6:00 pm - midnight	same as Day 4, different country
Friday	Day 6	6:00 pm - midnight	same as Day 5, different country
Saturday	Day 7	6:00 pm - midnight	information, snacks, drinks, TV, music and farewells.

Efforts should be made to make the hospitality suite a central area for player, officials and camp followers. Host country should set up a manned information desk for daily results, next days pairings, airline and hotel information, weeks activities schedules and other pertinent information. Outside affairs could be organized by the host country, however, attendance should be optional and attachés asked to co-ordinate attendance by visitors.

Attachés

The host country should select individuals who have some familiarity with visiting countries as attachés. The attachés should be available for but not limited to the following duties:

1. Meet team manager at airport upon arrival and assist as much as possible with immigration, customs, luggage and transportation to hotel.
2. Be familiar with host countries plans for the week and make sure team managers are properly informed and advised.
3. Maintain contact with team manager throughout the week and in case of emergencies etc.
4. On departure day assist team with transportation from hotel to airport, emigration if necessary and anything else to assist in a smooth departure.

Team Pictures -

The host country should make every effort to have team pictures taken to be given to each team member, captain, coach and official. The expense should be for the host country's account; however, should this expense be one that the host country is unable to cover the other countries should be advised at the mid year council meeting and they should decide if they would like to underwrite the cost individually.

Individual Players Gift -

A tradition of presenting each player, manager, coach and country official a gift commemorating that years championship is well established. The host country should make every effort to honour this tradition and should budget restrictions cause a country not to adhere to this tradition the member countries should be advised at the mid-year CGA council meeting.

Uniforms -

Countries participating in the CGA Championships must be in uniform and meet the following standards:

Travel to and from host country	-	Officials and team members should be dressed uniformly.
Men's Dress Uniform	-	Should consist of a jacket, tie, shirt, pants, socks, and shoes matched to the standards of each individual country.
Playing Uniform	-	Should consist of a golf shirt, skirt, pants or shorts matched to the standard of each individual country.
Ladies Uniforms	-	Should conform in quality of material and color with appropriate substitutions of skirts, blouses etc. as may be determined by individual countries.

CGA Standard

- Uniforms must be from the same manufacturer and of the same style. Shorts are optional and if worn, should be knee length and available from the manufacturer in the same material, color and style as the pants.

The Tournament Committee reserves the right to disallow a team from participating in the competition not conforming to the dress code as stated above.