

GUIDELINES

For

HOSTING

THE QUEEN SIRIKIT CUP ASIA – PACIFIC AMATEUR LADIES GOLF TEAM CHAMPIONSHIP

“Where Legends Are Born”

Prepared by

The Queen Sirikit Cup Secretariat

c/o

THAILAND LADIES GOLF ASSOCIATION

(Updated February 2024)

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QUEEN SIRIKIT CUP SECRETARIAT

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Guidelines for hosting country and participating countries

1) PREPARATION PROCEDURE

A. FOR THE HOST:

1. The Host association is to confirm the dates & venue at the Captains' Meeting one year in advance.
2. Place the order for the replica of the Queen Sirikit Cup with the Secretariat. (The present cost of a replica is Baht 40,800.- or approx. US\$1,200.-) The original Queen Sirikit Cup is to be kept with the Secretariat.
3. Send out invitation letter and various forms with deadline to member countries at least 4 months in advance. The preliminary acceptance form is to be returned 3 months earlier to confirm team's participation to the host country, so that preliminary arrangements can be made.
(See sample forms in Appendix)
4. The following general information should be sent out 2 months ahead to all member associations/unions:
 - 4.1 Timetable of events & Dress code
 - 4.2 Accommodation and transport facilities for overseas supporters. Invitation to participate in the functions is to be extended to 2 delegates from each country as guests. Additional supporters should be welcome to join in by subsidizing their own costs.
 - 4.3 Climate conditions - Time zone difference
 - 4.4 Meals and payment facilities at the golf club
 - 4.5 Complimentary city sightseeing arrangement (if any)
 - 4.6 Currency exchange rate, airport tax rate
 - 4.7 Special custom import restrictions (if any)
 - 4.8 Type of electrical outlet/current
5. Special tournament logo should be created and used with the championship's slogan, "Where Legends Are Born". The Asia-Pacific Golf Confederation (APGC)'s logo is also to be displayed along with the Championship's logo, to signify the Queen Sirikit Cup's affiliation since 2016 in Korea.
6. The following items are to be included in the official souvenir book and items 6.1-6.7 can be obtained through the Secretariat:

- 6.1 H.M. Queen Sirikit's photo to be put up before other welcoming messages to comply with the royal protocol.
 - 6.2 Photo of the Cup
 - 6.3 Rules & Conditions of the Championship
 - 6.4 Theme song of the "The Women's Spirit" & Acknowledgement for composer
 - 6.5 Updated Article on the Championship
 - 6.6 Photos from last Championship and past hosting by the Association
 - 6.7 Record of tournament results
 - 6.8 Teams and players' biodata
 - 6.9 Hole-by-hole layout of the golf course
 - 6.10 Acknowledgement page for the R&A, the APGC and others supporters.
7. The official slogan for the Championship "**Where Legends Are Born**"
 8. Entry form is to be completed and returned 6 weeks before tournament dates, together with biodata of players, team captain and their photographs.
 9. Travelling information form to be returned at least 2 weeks before tournament dates.
 10. The Ambassadors of all participating teams can be invited to the Opening Ceremony or related functions. **Invitation to the Ambassador of Thailand is recommended for the Opening Ceremony.**
 11. Send out the List of Participating Teams and Players to **the Secretariat, at least 2 weeks before the tournament, for circulation to all members.**
 12. The requests to the R&A and the APGC for **subsidy can be sent through the APGC.**
 13. Invitations **should be** extended to the R&A and APGC to attend the Championship. The delegates will cover their own accommodation expenses. Host association should provide whatever possible local assistance.

B. FOR PARTICIPATING COUNTRIES:

1. Agenda for the Captains' Meeting is to be sent out 3-4 weeks in advance by the Secretariat. Additional topics can be submitted by the members or the host association.
2. Participating teams that find it difficult to meet the entry's deadline in submitting their players' biodata may send the photos of their potential players ahead and inform the host of the final players' selection when known.
3. Players should be prepared to bring small souvenir or pin for exchange with fellow players.
4. Teams are to present a team show at the Farewell Dinner.
5. Team's memento is to be presented to the host association at the Farewell Dinner.
6. Team Captains should bring the annual subscription fee of US\$250 in cash to the meeting for payment to the Secretariat, in order to save the US\$20 transfer charge when the fee is sent through the bank. Official receipt will be issued upon payment.

2) **TOURNAMENT ORGANIZATION**

1. Make arrangements for the following:
 - 1.1 Provide practice balls and facilities to all teams. Set up practice schedule, if there is limited practice area.
 - 1.2 Set starting times for practice rounds.
 - 1.3 Storage of golf clubs to be arranged.
 - 1.4 Caddie assignment and caddie vests with the name of the team and player's name or code number on the vests.
 - 1.5 Lockers to be assigned and player's name put up for identification
2. The length for the course should be between 6,200-6,400 yards long with the minimum course rating at 72, or slope rating of 120.
3. Pin positions sheet to be provided each day.
4. Sand bunkers around the greens should be attended to or rakes provided throughout the course.
5. Results after 9 holes to be posted.
6. Daily results sheet shall be distributed.
7. Final results shall be prepared and distributed to all teams.
8. Mobile hand boards are to be provided for the leading 3 groups on the final round.
9. The main scoreboard should follow the sample format with the necessary headings.
10. Rules committee & marshals are to be stationed during play at certain spots on the course.
11. Crowd control measure should be planned if a large turnout is expected.
12. Official photographer is to be arranged to take group photo and action photos for future use.
13. Draws on the first 2 days are to be mixed among teams. Draws for the final 2 rounds are to follow the Rules and Conditions of the Championship. *(See draw list sample in Appendix)*
14. Player's code is to be put in front of the name. The score is to be put after the name in the draw sheet.
15. Course markings and Local Rules to be clearly made.
16. The Starter should announce the player's name and her country to introduce golfers at the 1st Tee.
17. Board displays at the 1st and 10th Tees **should display logo from the R&A and the APGC.**
18. Full results of the Championship are to be sent to The R&A for inclusion in the Womens' Amateur Golf Ranking. Individual winner's photo is to be sent as well.

3) **PRIZES** - to be arranged for the Team and Individual events.

1. Replica cup for the team winner plus 3 prizes for the players in the winning team.
2. Symbolic prize for the 1st team plus 3 prizes for the players.
3. Symbolic prize for the 2nd team plus 3 prizes for the players.
4. Individual prizes to include:
 - 4.1 Winner
 - 4.2 1st Runner-up
 - 4.3 2nd Runner-up
5. Daily prize for each round, preferably 3 different prizes in case the same player wins more than one prize.
6. Hole-in-One prize to be prepared for possible winner.

7. Memento of the Championship is to be given to all players and team captains. In case the souvenir pin is made, invited delegates should receive one as a memento.

Note: Organizer should avoid giving prizes in large and heavy size to avoid unnecessary burden to overseas winners on their luggage weight limit.

4) ACCOMMODATION AND TRANSPORTATION

1. Hospitality committee members should be assigned to look after the teams.
2. Players' information package, transport schedules, accommodation facilities, dress code, invitation to social functions and/or sightseeing, name tag, etc., are to be given to participants upon arrival.
3. Information on accommodation, transport and other facilities should be made known to overseas delegates as well as information for applicable costs for guest to join.
4. Complimentary airport transfer is to be provided only for 1 trip for each team of maximum 6 persons (3 players + captain + 2 delegates). Additional requirement for transfer arrangement is to be at the team's expense, so that the burden is not placed on the host country.

5) CEREMONIES AND FUNCTIONS

1. Team Captains' Meeting - to be arranged on the 1st day in the afternoon after the official practice round. Table flags and name plates of all member countries are to be put up at the table. The Secretariat will provide copies of last year's Minutes and the Agenda, update the Mailing addresses and compile the Financial statement of the Secretariat Fund to be presented at the meeting, as well as collect the Annual fee and issue the receipt after the meeting.
2. A Team Captains' luncheon or dinner - is to be hosted before or after the meeting.
3. Rehearsal for the Opening Ceremony - is to be conducted after the Captains' Meeting. Flags and anthems to be checked to ensure correctness.
4. Opening Ceremony - is to be conducted in the following order:
 - 4.1 Individual Team photo is to be taken before the Opening ceremony. Group photo is to be taken after the Opening ceremony when all flags have been raised.
 - 4.2 Teams to line up behind their country signboards.
 - 4.3 The theme song, "Women's Spirit" is to be played while the teams march in.
 - 4.4 M.C. to announce the team, captain's and players' names.
 - 4.5 Flag raising to the national anthems in alphabetical order with host country's last.
 - 4.6 Raising of the Queen Sirikit Cup, the APGC and The R&A flags by the Tournament Director and the concerned officials to the theme song of "The Womens' Spirit".
 - 4.7 Welcome speech by the Chairman of the Organizing Committee.
 - 4.8 The handover of the original Queen Sirikit Cup by the foregoing year's host.
 - 4.9 The Guest of Honour to declare opened the Championship and meet the teams, together with the invited delegates (*The theme song is to be played*).
 - 4.10 If a special show or exhibition is arranged, it can be presented before the teams march out.
 - 4.11 Teams to march out to the music, "The Womens' Spirit"
 - 4.12 Group photo is to be taken in front of the flag poles after the opening ceremony is over.

5. Welcome Function - to be arranged after the Opening Ceremony (*Cocktails or Dinner*).
6. Prize Presentation and Closing Ceremony - to follow the following format:
 - 6.1 Teams to march in with their signboards and in team uniform.
 - 6.2 Prize presentation to the winners (Daily, Individual winners and Teams)
 - 6.3 Speech by the Champion Team Captain.
 - 6.4 The next year's host is to make a thank-you speech on behalf of all teams and extend the invitation to the next tournament.
 - 6.5 All flags except the winning country to be lowered together to the theme song.
 - 6.6 The winner's flag, the APGC and The R&A flags are to be lowered with the winner's national anthem by the Captain of the winning team and the respective delegates.
 - 6.7 The Queen Sirikit Cup flag is to be lowered with the theme song (*with singing*) by the Host Chairman and handed over to the Team Captain/President of the next host venue.
 - 6.8 Tournament to be declared closed.
 - 6.9 Teams to march out.
7. Farewell Dinner – should be held at the hotel where players are accommodated and include the following functions:
 - 7.1 Presentation of souvenirs to the host from the Team Captains
 - 7.2 Team performances and/or entertainment
 - 7.3 Group singing of the theme song by all players. Lyrics of the "The Women's Spirit" to be handed out.
 - 7.4 Dress code should be informal for the players.

6) Other Points of Interest

1. Suggestion on tipping of caddie to be made known at the Captains' meeting, or also in the Advance information sheet.
2. Arrangement for First-Aid emergency
3. Publicities to be made through:
 - 3.1 Poster, banner, backdrop or board display to include the R&A's and APGC's logos
 - 3.2 The logo of the Championship
 - 3.2 Tournament souvenir program and scorecard
4. A group photograph of each team is to be taken before the Opening Ceremony.
5. National anthems of all participating countries to be checked for correctness.
6. National flags should be of the same size. Extra set to be arranged for the Team captain's buggy. Supply available from the Secretariat, if needed.
7. Conditions of Play for the Captains and Delegates' Competition should be clearly made out. Invitation to state the number of guests allowed. The cost for extra supporters is to be made known.
8. Team captains must be Amateurs and are allowed to give advice to players during the round, but must identify themselves before each round and wear the Captain's armband.
9. Name tags are to be prepared for participants to wear at functions.
10. Golf buggies are to be provided to all Team Captains during tournament days with the country marking on the window, or national flag display.

7) LIST OF ITEMS TO BE OBTAINED FROM THE SECRETARIAT

1. Replica of the Queen Sirikit Cup
2. H.M. Queen Sirikit's photo
3. Rules and Conditions of the Championship (*updated version*)
4. Photo of the Cup
5. Photos of past Championship
6. Record of past tournament results
7. Lyrics of the theme song "Women's Spirit" and music
8. Article on the history of the Cup
9. The Queen Sirikit Cup – tournament flag
10. The table flags & name plates
11. The national flags
12. Sample national anthems
13. Agenda for Team Captains' Meeting and Minutes

8) CHECK LIST FOR ORGANIZING COMMITTEE

1. Confirm dates & venue to the Secretariat
2. Place the order for the replica cup
3. Send out invitation letter & entry forms
4. Send out Advance Information
5. Preparation of the official souvenir book
6. Request the photo from the Secretariat
7. Send out the list of teams & players to the Secretariat
8. Prepare for extra copies of the past Minutes & Agenda for the Team Captains' Meeting
9. Check on the table flags, name plates & national flags to be used
10. Check on the national anthems and/or band rehearsal
11. Prizes & memento preparation
12. Check on the Queen Sirikit Cup flag
13. Check on the theme song, "The Women's Spirit"
14. Send out Timetable of Events
15. First-Aid arrangement
16. Arrange official photographer
17. Assign Team Hospitality Committee
18. Check on arrival details to meet teams
19. Prepare name tags for committee and players
20. Invitations to embassies / consulars
21. Invitation to the R&A and APGC

Sample of Advance Information Topics

Theth Queen Sirikit Cup
Asia-Pacific Amateur Ladies Golf Team Championship
(Tournament dates and Venue)

Advance Information

The following information to be included:

1. Entry Visa requirement (if known)
2. Climate
3. Accommodation and Electrical outlet type
4. Transportation
5. Caddies, tipping and Practice Facilities
6. Dress code
7. Airport Tax, Currency exchange facilities
8. Hotel's facilities and location
9. Sightseeing, details of restaurants, shopping and interesting places to visit

SAMPLE OF ACCEPTANCE FORM

**The ____th Queen Sirikit Cup
Asia-Pacific Amateur Ladies Golf Team Championship
(Tournament Dates)
(Venue)**

ACCEPTANCE FORM

To be returned by(deadline date).....

The Tournament Director,

(Address of tournament office in the host country):

.....

Telephone:

Email:

Name of the Association / Union:

shall/shall not send a team to participate in theth Queen Sirikit Cup – Asia-Pacific Amateur Ladies
Golf Team Championship at(venue)..... during(tournament dates).....

The Team Entry Form will be returned in due course.

Date:

Signature:

Title:

SAMPLE OF TEAM ENTRY FORM

The ___th Queen Sirikit Cup
Asia-Pacific Amateur Ladies Golf Team Championship
(Tournament Dates)
(Venue)

TEAM ENTRY FORM

Name of the Association / Union:

Contact Address:

Telephone:

E-mail:

Contact Official:

Title:

Team Captain: H'cap:

Team Members:

	<u>Name</u>	<u>Present Handicap</u>
1.
2.
3.

We hereby certify that the players are amateur golfers under the Rules of Amateur Status of the Royal & Ancient Golf Club of St. Andrews.

Date : Signature:

The Entry Form is to be sent by(deadline date)..... at the latest with Players' Biodata Forms and photographs to ensure inclusion in the official souvenir book.

Return to: (Tournament office of the host association):

Email:

SAMPLE OF PLAYER’S BIODATA FORM

**The ___th Queen Sirikit Cup
Asia-Pacific Amateur Ladies Golf Team Championship
(Tournament Dates – Venue)**

PLAYER’S BIODATA FORM

To be returned with the Team Entry Form by(deadline date)..... to:

The Tournament Director,
(Address of tournament office in the host country):
.....

Telephone:

Email:

Player Name:

Handicap:

Date of birth:

Golf Club / Association / Union:

Team represented:

No. of years playing golf:

List of past performances & participation:

<u>Event Name & Year</u>	<u>Placing</u>
1.
2.
3.
4.



Signature:

Date:

SAMPLE OF TEAM CAPTAIN’S BIODATA FORM

**The ___th Queen Sirikit Cup
Asia-Pacific Amateur Ladies Golf Team Championship
(Tournament Dates-Venue)**

TEAM CAPTAIN’S BIODATA FORM

To be returned with the Team Entry Form by_.....(deadline date)..... to:

The Tournament Director,
(Address of tournament office in the host country):

Telephone:

Email:

Team Captain’s Name:

Handicap:

Position:

E-mail:

Telephone:

Team represented:



Signature:

Date:

SAMPLE OF TRAVEL INFORMATION FORM

The ___th Queen Sirikit Cup
Asia-Pacific Amateur Ladies Golf Team Championship
 (Tournament dates & venue)

TRAVEL INFORMATION FORM

To be returned by(deadline date).....

The Tournament Director,

(Address of tournament office in the host country):

Telephone: Email:

Name of Team:

No. of persons:

Arrival date: Flight: Time:

Departure date : Flight: Time:

Team members are requested to wear their uniform for identification purpose. The teams will be met and transport provided to the Official Hotel.

Name:

Title:

Telephone:

Email:

.....

Date

.....

Signature

EXTRA DELEGATE & SUPPORTER OF THE QUEEN SIRIKIT CUP JOINING FORM

Association / Union:

Name:

Position:

Contact Address:

E-mail:

Telephone:

Joining Fee: (Function Only)

I enclose my payment for:

ACCOMMODATION REQUIREMENT

Please reserve for my own account Single / Twin room(s)

For and

For Night (s) from to

TRAVEL DETAILS

Arrival date: Flight: Time:

Departure date: Flight: Time:

Name of Hotel:

Contact address:

Telephone: Email:

Single room rate: Twin room rate:

.....

Date

.....

Signature

To be sent to: The Organizing Committee,
.....
.....

SAMPLE LETTER TO THE EMBASSIES

H.E. the Ambassador of
.....
.....
.....
.....

Your Excellency,

Re: Invitation to theth Queen Sirikit Cup – Asia-Pacific Amateur Ladies Golf Team Championship at

The is hosting the ...th Queen Sirikit Cup - Asia-Pacific Amateur Golf Team Championship at during

This Asia-Pacific Golf Team Championship is held annually on a rotation basis among 15 member countries. This event will be the occasion that plays host to the Championship. The participating countries include national teams from Australia, China, Hong Kong-China, Chinese Taipei, India, Indonesia, Japan, Korea, Malaysia, Myanmar, New Zealand, Philippines, Singapore, Thailand and Vietnam. The Championship was originated in Thailand in 1979 and H.M. Queen Sirikit graciously donated the challenge Cup in Her name for the champion team.

On behalf of the Organizing Committee I would like to invite you to join us at the various functions attached herewith. Your presence will help boost your national team’s spirit and give us a great honour to welcome you.

Yours sincerely,

.....
President/Chairman

SAMPLE OF THE DRAW SHEET FORMAT FOR THE FIRST 2 DAYS

1st Day	2nd Day
New Zealand	Korea
Hong Kong - China	Chinese Taipei
Vietnam	India
China	Australia
Malaysia	Singapore
Myanmar	Myanmar
Korea	China
Philippines	Thailand
India	Indonesia
Japan	Philippines
Thailand	Japan
Singapore	Hong Kong - China
Australia	New Zealand
Chinese Taipei	Malaysia
Indonesia	Vietnam

SAMPLE OF SCOREBOARD FORMAT



Asia Pacific Amateur Ladies Golf Team Championship

Where Legends are Born

INDIVIDUAL SCORE					TEAM SCORE				
NATION	NAME	1R	2R	3R	TOTAL	1R	2R	3R	TOTAL
AUSTRALIA	Robbyn Choi	63	70	69	202	150	141	142	433
	Karin Davidson	77	71	73	221				
	Jeanne Green	73	72	73	218				

LEADERS

- TEAM -			- INDIVIDUAL -		
RANK	NATION	TOTAL	RANK	PLAYER	TOTAL
1	KOREA	-22	1	Hyun-kyung Park	-8
2	AUSTRALIA	+1	2	Hye-jin Choi	-7
3	PHILIPPINES	+1	3	Ga-young Lee	-6
4	CHINESE TAIPEI	+2	4	Ching-Tzu Chen	-2
5	THAILAND	+5	5	Ashley Lau Jen Wen	+1
7	MALAYSIA	+5	7	Yuka E. Saso	+1
8	CHINA	+6	8	Princess Mary Supet	+2
10	NEW ZEALAND	+10	10	Hannah Green	+2
10	INDIA	+15	10	Amanda TAN	+3
11	HONG KONG CHINA	+21		Inghegiem Sutarat	+3
12	SINGAPORE	+23			
13	INDONESIA	+33			
14	MYANMAR	+34			

INDIVIDUAL SCORE					TEAM SCORE				
NATION	NAME	1R	2R	3R	TOTAL	1R	2R	3R	TOTAL
USA	Nar Duriyah Bt Damari	79	71	70	220	153	142	142	437
	Ashley Lau Jen Wen	73	71	72	216				
	Narda Anis Bt Asa'Peer	86	73	79	238				

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