



VVGGA

PROCEDURE AND FORMAT

TWO DAY TOURNAMENTS

State

Country

Four Ball

Sandscape

Teams

PLEASE NOTE

At the AGM conducted at Hamilton in 1998 the following motion was approved. (extract from minutes)

“To enter an official VVGGA event meaning, State, Country, Teams, Sandscape, and Four Ball Championships Members as well as being affiliated with the VVGGA must have played at least two rounds of competition golf with the District they are members of in the previous twelve months” and must be a member of a Golf Club affiliated with the VVGGA or VGL.

For the enjoyment of all Veteran Golfers

The VVGGA is grateful to Jim Hislop for the layout of this document.

THIS DOCUMENT HAS BEEN UPGRADED AS AT

11-2-2008

PLEASE DESTROY OLD COPIES

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Distribution

VVGA Council
District Secretaries

VVGA TWO DAY CHAMPIONSHIP PROCEDURE

Introduction

1 The procedures detailed in this document are designed to ensure that Tournaments are conducted in a consistent and efficiency manner, which will be of benefit to all veteran golfers. No other events are to be played in conjunction with authorised VVGA tournaments including best nine holes and Pro ball competitions. **Players must play of an Australian Handicap and have proof of handicap.**

2 The VVGA conduct five two-day tournaments that are hosted by Districts and are allocated under a 5 year plan and a 3 year plan for Sandscrape tournaments.

VVGA AGM

3 The VVGA Annual General Meeting is held in the clubhouse of the club conducting the State Championships. The meeting commences at 10am on the Monday of the tournament and the Host District is required to provide a suitable room with seating for 30 persons and an executive table for 4.

Major Sponsor

4 Parmaker Products are major sponsors of the VVGA and Host Districts should ensure that suitable advertising for Parmaker is included on all entry forms.

Tournaments

5 The following two-day tournaments are conducted on an annual basis. VVGA State Championship refer Annex A
VVGA Country Championship refer Annex B
VVGA Fourball Championship refer AnexC
VVGA Sandscrape Championship refer Annex D
VVGA Teams Championship refer to Annex E

6 **All VVGA events are to incorporate a shot gun start**

Allocation of Two Day Tournaments

7 Applications by clubs to conduct two-day tournaments are to be submitted on the application form attached as annex F through their District. Should the District support the application the Zone Councillor is then required to make a recommendation and submit the application to the VVGA for decision .

8 Districts will be notified of the VVGA decision as soon as practicable.

Financial Matters

9 The Organising Committee in consultation with the appropriate Zone Councillor are responsible for the establishment of tournament fees, which should be kept as low as possible but set at a level that will ensure the conduct of the tournament is financially viable.

10 Organising Committees are to include in their tournament budget the VVGA levy, which is applied as follows:

- **State Championship** **\$3 per player**
- **Country Championship** **\$2 per player**
- **Fourball Championship** **\$2 per player**
- **Teams Championship** **Nil**
- **Sandscape Championship** **\$2 per player**

Pre Tournament Planning

1 Organising committees are required to follow these procedures and ensure that conduct of the tournament meets the expectations of the VVGA and the veteran golf community

The Match Committee of the VVGA is available for consultation and if required to assist in pre tournament planning.

12 The organising committee are responsible for the following;

- Compile and despatch entry forms to all Councillors and Districts.
- Arrange sponsorship.
- When entries have closed the draw is to be compiled and forwarded to all members of the VVGA Council, District Secretaries and those players who have either provided an Email address or a stamped self addressed envelope.
- Allocate the trophies according to the trophy list contained in the specific tournament details.
- Arrange for trophy cards to identify trophies on the trophy table.
- Prepare score cards showing names handicaps, event and position in the field eg 11A.
- Colour code cards to clearly identify the competition being played.
- Numbering of score cards.
- Prepare a clearly visible noticeboard and include
 - Draw in alphabetical and tee order
 - Course layout
 - Tournament conditions
 - Nearest the pin holes
 - Tee markers to be used etc
- Prepare scoreboard ensuring card numbers correspond with numbers on the board

- Ensure tee markers and cups are in reasonable positions to ensure maximum enjoyment by all players.
- Prior to play check that Hazard and GUR markers are in place and discuss any contentious issues with the VVGA Match Committee.

Observe the following times

Day 1 Registration 10am -11 am **Start 11.30 am**

Day 2 Registration 8am-8.30 am **Start 9am**

Draw

13 When compiling the draw it is preferred that players from the same District are not drawn together in single events and where possible have different playing partners each day.

Refund policy

14 Where a Veteran member who has nominated for a Tournament notifies the Organising Committee that he is no longer able to attend, a refund of his entry fees should be made. However when a late notification is received the Organising Committee may well have made financial commitments and only a partial refund may be possible. As a general guideline the VVGA encourages a full refund if circumstances permit.

Tournament Control

15 All VVGA tournaments are to be conducted under the control of the VVGA Match Committee chaired by the VVGA Captain. All queries are to be referred to this Committee who have the authority to deal with and determine suitable action. The relevant Zone Councillor will be co-opted to the Match Committee for the tournament and is required to liaise with the Host District Organising Committee.

Registration

16 On arrival at the course players are to be directed to the registration point, which, is to be easily identifiable, and where attendance is recorded on an alphabetical listing showing allocated tees. Advice on the time and location of the tournament briefing is to be provided to every player.

17 Any sponsor gifts may be issued during registration.

Tournament briefing

18 When all players are accounted for the Tournament Director calls assembly and announces any local rules, scoring procedures, the method of sounding the start of play, the location for the return of score cards and other relevant matters.

19 The Tournament Director must ensure that players do not move to their allocated tees until all 4 players are together to receive their cards and ensure they understand that players marked “A” hit off before “B” when allocated the same tee.

20 Course Marshall’s should be appointed by the Organising Committee to direct players to the allocated tees.

On course assistance

21 Organising Committees may use spotters, bunker rakers and in the case of sand scrape events green rakers.

Slow Play

22 Slow play will not be tolerated and penalties will be applied. Host Districts should take adequate steps to alleviate slow play.

Close of play

23 Completed cards are to be returned to the official scorers and sorted in to event category eg Championship, Stableford or Fourball. Cards are then filed in number order in each category of event and recorded on relevant score sheets and the score board. Please ensure cards are correctly signed.

24 The scores Supervisor compiles the trophy list checking cards, score sheet and score board. When satisfied with the correctness the list is handed to the **VVGA Captain or local captain as appropriate for verification and trophy presentation.**

Ties

25 In the case of a tie all Scratch Championship events are to be decided by a sudden death play off under the direct control of the VVGA Match Committee.

Running sheets

26 The host District along VVGA guidelines as shown in Annex H must prepare a running sheet setting out the presentation program

Trophies

27 Trophies are to be displayed on a trophy table and be clearly labelled to alleviate any confusion during the presentations. Costs listed are to be used as a guideline only.

28 Trophy presentations should be conducted as soon as practicable after all cards are accounted for and it is essential that the VVGA Match Committee supervise final results to alleviate any mistakes.

29 Competitors may only receive one trophy per day for the tournaments in which a Four Ball precedes a Stableford event (**except the Alf Jones trophy at the Sandscrapes**) Trophy winners are eliminated from the ball competition. Refer Teams event page 21 for trophy procedure at this event.

Ball Competition

30 Ball competitions are to be conducted in association with Tournaments. *It is recommended that the number of balls issued covers at least 25% of the field. (no count back for balls).* It is requested that golf balls are not thrown in the clubhouse.. Cost of balls except at the Teams event to local host account

Nearest the pin

31 Nearest the pin competitions are to be conducted in association with all VVGA events for all players ie no grades to apply Organising Committees should consider awarding the NTP trophies for the best ball on or off the scrapes in the Sandscrape Championship. Cost of nearest the pin trophies to host account..

Results

32 It is requested the Organising Committees phone the tournament results to AAP so that scores may be recorded in Daily newspapers. The procedure is to phone **1800 251 293** and report scores as follows:

- List under Victorian Veterans
- Nominate event eg State Championship
- CCR
- Winners name, handicap, score and home club.

33 Host Districts should take every opportunity to enhance Victorian Veterans Golf by maximising the use of the media including print, radio and television and our Web Site parmaker.com.au (vvga link)

34 Catering for all State Events

At registration on the Monday morning, morning tea/coffee should be available for competitors and their spouses/partners. Sandwiches or roll, a small drink and some fruit are provided to all entrants. *On Tuesday morning* coffee/tea should be available for players and Ladies whilst waiting for the bus trip.

After golf on Monday

A light afternoon tea is provided, either individually or in groups at the tables whilst the first day's play results are finalized.

After golf on Tuesday

A light luncheon or equivalent is provided after the round of golf where players sit in tee groups at the tables. It is important that late players receive the same lunch as the early finishers.

On both days, the tee numbers should be on the tables to assist the fellowship of golfers

The entry fee should cover all these items

A function should be arranged for Monday evening and be set up with proper table settings and if possible table decorations. It is recommended that the participants are welcomed by the local hosts and responded to by either the VVGA President, Captain or Councillor

35 Ladies component

It is recommended that a lady from the host club or host District be appointed as the liaison person to provide a link between the organising Committee of the event and the spouses/partners.

The person would be responsible for the organisation of Ladies Golf on the Monday and act as the tour guide on the bus tour on Tuesday

The VVGA are keen to develop the attendance of ladies at VVGA Tournaments and wish to create opportunities to maximise their enjoyment. This factor will be taken into consideration in the selection of venues for VVGA events.

Activities that have been established are

- Ladies and Mens golf on the Sunday prior to the Tournament at a reasonable cost.
- Ladies competition at a course in close proximity of the men's venue. (usually on Monday)
- ***Where possible according to field numbers it may be possible to include the ladies on the same course as the men***
- Tour of the local area (usually on Tuesday)
- An itinerary of the intended tour should be promulgated on the Entry Form to encourage Ladies to attend.
- Dinner on Sunday and Monday evenings in association with the Tournament.

36 The cost and timing of these activities must be listed on the Entry Form. It is recommended that pre payments are not required as this can cause confusion however an indication of attendance is required to assist tour bookings and catering arrangements. It is suggested that Monday dinner arrangements are confirmed at registration by collecting the cost of the meal. and issuing tickets.

37 The tour costs should include morning tea, bus fare and entry to local attractions (lunch is optional). The cost of the tour should be moderate. The tour should be timed to leave the golf club at a similar time to the men's starting time and

return in time to enable people to make a prompt departure. Timings should be depart around 9am and return around 2.00pm. If the tour leaves later than 9am morning tea should be available for the participants.

38 Engraver Perry Fletcher

The official VVGA Engraver Perry Fletcher attends the State Championship to engrave the winners trophies after golf on Tuesday. It is necessary to provide a room in close proximity of the presentation area which affords him quiet to enable him to concentrate on his work.

Amendments

39 The Council of the VVGA may amend these procedures at any time. Amendments will be issued by number as page amendments with the month and year of the amendment enfaced on the bottom right corner of the page. For example Amdt 1-10/04

Annex A

VVGA Championship Procedure STATE CHAMPIONSHIP

The State Championship is the premier event on the VVGA calendar and requires meticulous planning to ensure a professionally presented tournament is conducted.

When compiling the planning budget Host Districts must take into consideration the cost of trophies that are the Districts responsibility and the VVGA levy of \$3 per player.

The VVGA provide the winners trophies and a bag tag for each player, the VVGA official engraver attends these events and engraves the winner's trophies prior to presentation. **A private area must be set aside to allow the engraver to work without interruption.**

Tournament requirements

FIELD	Maximum of 144 players or less according to course capacity as approved by the VVGA, shotgun start
TOURNAMENT TIMING	Refer 5 year plan
COURSE	Available for 2 days and can cater for shotgun starts, with a club house suitable for social events.
VENUE	Suitable accommodation available within close proximity
ENTRY FORM	The entry form is to be approved by the Zone Councillor prior to printing.
LADIES	Alternative course available for ladies golf on day 1 and a tour on day 2. Refer 35

VVGA LEVY	\$3 per player paid during the tournament
CATERING	Refer 34

Events

Event 1 Day 1 & 2 36 Hole gross stroke Championship, handicap limit 0 to 16

Event 2 Day 1 & 2 36 Hole nett stroke, handicap 0 to 16

Event 3 Day 1 4 BBB Stableford

Event 4 Day 2 18 Hole Stableford Div 1

Event 5 Day 2 18 Hole Stableford Div 2

This format is designed to provide flexibility for players, eg if a player wishes to play 4 BBB on day 1 he would be eligible to play in event 4 or 5 on day 2. Players may not play 4 Ball and also enter in the 36 hole stroke event.

Trophy presentations

At the conclusion of day 1 4BBB trophies, nearest the pin and a ball run down are presented. (refer 30) Leading scores in the Championship and nett stroke scores should be announced to maximise interest in the tournament. **At the conclusion of Day 2 all other trophies are presented**

Trophies

Trophies to be presented as follows

Day 1- 4 Ball Best Ball Stableford

Winners	Host Trophy	Approx \$60 ea	Total \$120
Runners up	Host Trophy	Approx \$30 ea	Total \$60
Third	Host Trophy	Approx \$20 ea	Optional Total \$40
Nearest the pin Refer 31	Host Trophy		
Ball run down Refer 30	Host Trophy		
Ball run down Event 2			Total cost \$220

Day 2 - 36 hole State Championship & 18 hole Stableford

Gross stroke			
Champion	VVGA medal & plate	Cost \$300	
Runner up	Host Trophy	Approx \$100	Total \$100
Nett Stroke			
Winner	VVGA		
Runner up	Host Trophy	Approx \$50	Total \$50
Stableford Division 1			
Winner	VVGA		
Runner up	Host Trophy	Approx \$50	Total \$50
Stableford Division 2			
Winner	VVGA		
Runner up	Host Trophy	Approx \$50	Total \$50
Nearest the pin Refer 31	Host Trophy		
Ball run down Refer 30	Host Trophy		
Ball run down Event 2			Total \$250

- Note 1** Gross winners are eliminated from nett events.
- 2** Ball run down for each 18 hole nett stroke players and 18 hole Stableford players are presented together with day 2 nearest the pin trophies
- 3** Ball run down and NTP events are to be within given parameters (refer 30 and 31)
- 4** The size of divisions are to be as near as practicable to the same size

Ensure a room is set aside for the VVGA engraver after play

Annex B

VVGA Championship Procedure

Country Championship

The Country Championship is open to players who are financial members of Districts affiliated with the VVGA and reside outside of the Melbourne metropolitan area. Players from the metropolitan area may play in the 4BBB on day 1 and the 18 hole Stableford on day 2

Tournament requirements

FIELD	Maximum of 144 players or less according to course capacity as approved by the VVGA, shotgun start
TOURNAMENT TIMING	Refer 5 year plan
COURSE	Available for 2 days and can cater for shotgun starts, with a club house suitable for social events
VENUE	Suitable accommodation available within close proximity
ENTRY FORM	The entry form is to be approved by the Zone Councillor prior to printing
LADIES	Alternative course available for ladies golf on day 1 and a tour on day 2 refer 35
VVGA LEVY	\$2 per player payable at Tournament
CATERING	Refer 34

Events

Event 1	Day 1 & 2	36 hole Gross Country
Championship		
Event 2	Day 1 & 2	36 hole nett stroke
Event 3	Day 1	18 hole 4BBB Stableford
Event 4	Day 2	18 hole Stableford Div 1
Event 5	Day 2	18 hole Stableford Div 2

Trophy presentations

At the conclusion of play on Day 1 4BBB trophies, nearest the pin and a ball run down are presented (refer 30 31). Leading scores in the Championship are announced to maximise interest in the tournament. **Ball run down for Nett Stroke players Day 1**

At the conclusion of play on day 2 all other trophies are presented.

Trophies

Trophies to be presented as follows

36 Hole Country Championship

Gross stroke			
Winner, receives VVGA Medal and holds Perpetual Trophy for 12 months.	VVGA From 2009 a VVGA trophy will relace Medal	Value \$300	
Runner Up	Host Trophy	Approx \$100	Total \$100
Nett Stroke			
Div 1 Winner	Host Trophy	Approx \$75	Total \$75
Div 1 Runner Up	Host Trophy	Approx \$50	Total \$50
Div 2 Winner	Host Trophy	Approx \$75	Total; \$75
Div 2 Runner	Host Trophy	Approx \$50	Total \$50

Up			
4 BBB Stableford			
Winners	Host Trophy	Approx \$50	Total \$100
Runners Up	Host Trophy	Approx \$40	Total \$80
Third	Host Trophy	Approx \$30	Total \$60 Optional
Stableford 18 hole			
Div 1 Winner	Host Trophy	Approx \$75	Total \$75
Div 1 Runner Up	Host Trophy	Approx \$50	Total \$50
Div 2 Winner	Host Trophy	Approx \$75	Total \$75
Div 2 Runner up	Host Trophy	Approx \$50	Total \$50
Nearest the pin Refer 31	Host Trophy		
Ball run down Refer 30	Host Trophy		
			Total \$ 840

Note 1 *Gross winners are eliminated from nett events*

- 2 Ball run down for nett stroke players Day 2 18 holes and Stableford players are presented together with Day 2 nearest the pin trophies (refer 30 31)
- 3 *The value of the Gross Runner Up trophy is to exceed the value of the nett winners trophies*

The size of divisions are to be as near as practicable to the same size

ANNEX C
VVGA Tournament Procedure

Four Ball Best Ball Championship

This event is open to all players registered with the VVGA.

Tournament requirements

FIELD	Maximum of 144 players or less according to course capacity as approved by the VVGA, shotgun start
TOURNAMENT TIMING	Refer 5 year plan
COURSE	Available for 2 days and can cater for shotgun starts, with a club house suitable for social events
VENUE	Suitable accommodation available within close proximity
ENTRY FORM	The entry form is to be approved by the Zone Councillor prior to printing
LADIES	Alternate course available for ladies golf on day 1 and a tour on day 2. Refer 35
VVGA LEVY	\$2 per player payable at the Tournament
CATERING	Refer 34

Events

- Event 1 Day 1 & 2 36 hole gross Championship.
- Event 2 Day 1 & 2 36 hole nett

Trophy presentation

At the conclusion of day 1 the ball run down and nearest the pin trophies are presented.(refer 30 31) Leading scores in all events are to be announced.

Trophies

Trophies to be presented are as follows

Day 1

Nearest the pin Refer 31	Host Trophy		
Ball run down Refer 30	Host Trophy		

Day 2 - 4 BBB 36 hole Championship

Gross score			
Winner, Championship trophy and Perpetual Plate	Host	Approx \$75	\$150
Runners Up	Host Trophy	Approx \$60	\$120
Nett score			
Div 1 Winner	Host Trophy	Approx \$50	Total \$100
Div 1 Runners Up	Host Trophy	Approx \$40	Total \$80
Div 2 Winner	Host Trophy	Approx \$50	Total \$100
Div 2 Runners Up	Host Trophy	Approx \$ 40	Total \$ 80
Nearest the pin Refer 31	Host Trophy		
Ball run down Refer 30	Host Trophy		
			Total \$ 630

Note 1 Eliminate the gross event winners from the nett event.

2 *Gross runner up trophy to be superior to nett trophies*

3 **The best nett score for the tournament receives the Perpetual Plate**

4 The divisions are to be as near as practicable to the same size

VVGA will provide score cards specially designed to record both Gross and nett scores. Refer annex H for example

Annex D

VVGA Tournament Procedure

SANDSCRAPE CHAMPIONSHIP

This Event is open to all players registered with the VVGA

Tournament requirement

FIELD	Maximum of 132 players or higher according to course capacity
TOURNAMENT TIMING	Refer to 3 year plan
COURSE	Available for 2 days and can cater for shotgun starts, with a club house suitable for social events
VENUE	Suitable accommodation available within close proximity
ENTRY FORM	The entry form is to be approved by the Zone Councillor prior to printing
LADIES	Alternate course available for ladies golf on day 1. Should numbers permit Ladies could play on the same course. A tour of the local area on day 2 Refer 35
VVGA LEVY	\$2 per player payable at the tournament
CATERING	Refer 34

Events

Event 1	Day 1	18 hole 4BBB Stableford
Event 2	Day 2	18 hole gross stroke
Event 3	Day 2	18 hole nett stroke (3 Divisions)

Trophy presentations

At the conclusion of day 1, 4BBB, nearest the pin and ball run down trophies are presented.(refer 30 31) At the conclusion of day2 all other trophies are presented.

Trophies

Trophies to be presented are as follows

Day 1 - 4BBB Stableford

Winner	Host Trophy	Approx \$50 each	Total \$100
Runners Up	Host Trophy	Approx \$40 each	Total \$80
Third	Host Trophy	Approx \$30 each	Total \$ 60 Optional
Nearest the pin Refer 31	Host Trophy		
Ball run down Refer 30	Host Trophy		
			Total \$240

Day 2 18 Hole Sandscrape Championship

Best Gross score Sandscrape Champion	Host Trophy	Approx \$100	Total \$100
Runner up	Host Trophy	Approx \$75	Total \$75
Nett Events			
Div 1 Winner	Host Trophy	Approx \$50	Total \$50
Div 1 Runner up	Host Trophy	Approx \$30	Total \$30
Div 2 Winner	Host Trophy	Approx \$50	Total \$50

Div 2 Runner Up	Host Trophy	Approx \$30	Total \$30
Div 3 Winner	Host Trophy	Approx \$50	Total \$50
Div 3 Runner Up	Host Trophy	Approx \$30	Total \$30
Best nett score of tournament	Alfred Jones Memorial Trophy	VVGA	
Ball run down Refer 30	Host Trophy		
Nearest the Pin Refer 31	Host Trophy		
			Total \$415

- Note 1** Gross winners are eliminated from nett events
- 2** *Ensure gross runner up trophy is more valuable than nett winners.*
- 3** The size of divisions are to be as near as practicable to the same size.
- 4** **The best nett score for 70 and over players on Day 2 receives the Alfred Jones Memorial Trophy donated by the VVGA. The winner may also receive one of the other trophies**

Annex E

VVGA Tournament Procedure

VVGA Teams Championship

Host District is to advise the VVGA Secretary of the costing structure to conduct the tournament which includes Club Fees, catering and other itemised costs so that the cost per player can be established.

When arrangements and costing are agreed between VVGA Secretary and the Host District, the VVGA Secretary establishes the cost per team and sends entry forms and notices to Districts.

On receipt of entry forms the VVGA Secretary forwards the entries to the Host District to organise the draw. The draw must be so arranged so that players are drawn with golfers from other districts and do not play together on successive days.

Tournament requirements

FIELD	Maximum of 132 players if all Districts enter two Teams of 3 plus the VVGA teams of 6 players, shot gun start
TOURNAMENT TIMING	Refer 5 year plan
COURSE	Available for 2 days and can

	cater for shotgun starts, with a club house suitable for social events
VENUE	Suitable accommodation within close proximity
ENTRY FORM	The entry form is to be prepared and distributed by VVGA Secretary
LADIES	Alternative course available for ladies golf on day 1 and a tour of the local area on day 2 Refer 35
VVGA LEVY	Nil
CATERING	Refer 34

Events

Event	1	Day 1 & 2	36 holes Teams Championship
	2	Day 1	18 holes Stableford
	3	Day 2	18 hole Stableford

Trophy presentations

At the conclusion of play on day 1 a ball run down and nearest the pin trophies are awarded according to 30 and 31. All Team Scores are announced so as to maximise interest in the tournament.

Trophies

Trophies to be presented are as follows.

Day 1 -18 Hole Stableford

Nearest the pin Refer 31			
Ball run down Refer 30			
			Total

Day 2 -36 Hole Teams championship

Champion team	VVGA	Perpetual trophy	
Team members	VVGA	1 trophy each	
36 hole winner	VVGA		
18 Hole Day 1	VVGA		
18 hole day 2	VVGA		
Nearest the pin Refer 31	HOST		
Ball run down Refer 30	VVGA		
			Total

Note 1 **Trophies are provided by the VVGA and are allocated to the best 36 hole scorer and then to the best score on Day 1 and Day 2 (One trophy per player)**

Isolate the player with the best 36 hole score. This player is then eliminated from daily trophies to ensure only one trophy per player .

For example one player could have the best score on Day 1 and Day2. After elimination the next best score wins the daily trophy

2 The VVGA provide 6 dozen balls for distribution. The host club provides nearest the pin trophies

Miscellaneous

When planning for this event Host Districts should arrange for visiting golfers to have the opportunity to play in the Host Clubs Sunday domestic competition. Plus the availability of an

evening meal at the club on the Sunday and Monday. Costs for these activities should be forwarded to the VVGA Secretary prior to the printing of the entry form and notices.

It is also necessary to provide itinerary and costs in regard to Ladies golf and tours so this can be recorded on the Entry Form

ANNEX F

VVGA Tournament Procedure

Running Sheet

Day 1

Day 1 is conducted by the Host District and includes the introduction of local personnel including Club officials and relevant sponsors.

Local President

- Welcome to players
- General comments
- Introduce local Captain

Local Captain

- Thanks helpers
- Presents trophies
- Explains Day 2 procedure

Note. These are guidelines and host districts have the autonomy to include their own particular culture.

Day 2

Day 2 is conducted by the VVGA.

Local Captain

- Introduces VVGA President

VVGA President

- Thanks sponsors
- Thanks players
- Local organization and personnel
- Host Golf Club
- Announces the venue for the next years event
- General
 - If the Sponsor is present the VVGA President introduces and invites the Sponsor to speak
 - The President introduces the Captain (President and Sponsor remain at Trophy Table)

VVGA Captain

- Supports Presidents comments
- Announces the Trophy winners (President and Sponsor present the trophies)
- Closes the Tournament and announces the next VVGA event

**THE VICTORIAN VETERAN GOLFERS ASSOCIATION INC
APPLICATION FOR VVGA TOURNAMENT**

EVENT -----

DAY	DATE	COMMENCEMENT TIME
MONDAY		11. 30 AM
TUESDAY		9.00 AM

DISTRICT

GOLF COURSE	
ADDRESS	
PRO PHONE NUMBER	
TOURNAMENT DIRECTOR	
PHONE CONTACT	

Please indicate that the VVGA Tournament Procedure has been read in conjunction with Zone Councillor and fully understood.	Signature -----
---	---------------------------

SUITABLE FOR SHOT GUN START	
CATERING CAPACITY NUMBER	
APPROX COST OF ENTRY	
ACCOMODATION LIST ATTACHED	

LADIES

PERSON NOMINATED AS LADIES TOURNAMENT GUIDE FOR GOLF AND TRIP ETC	
CONTACT NUMBER	
ARRANGEMENT FOR LADIES GOLF (1) LOCATION OF COURSE (2) TIME (3) LUNCH ARRANGEMENT COST	
COST OF GREEN FEES	

LADIES BUS TRIP	
ITINERARY ATTACHED (INC) COST OF TRIP LUNCH ARRANGEMENTS AND COST	
SUNDAY PLAY	
COURSE AND TIME EVENT	
COST	
EVENING ARRANGEMENTS	
COST	

MONDAY DINNER

VENUE	
COST	

COMMENTS

--

SIGNED**DATE**

SIGNATURE OF APPLICANT		
DISTRICT SECRETARY		
COUNCILLOR		
RECOMMENDED BY VVGA CAPTAIN		
APPROVED BY COUNCIL		

DATE COUNCIL DECISION CONVEYED TO DISTRICT -----