

# VICTORIAN VETERAN GOLFERS' ASSOCIATION Inc.

Reg No A0023016N



[vvga.org.au](http://vvga.org.au)

## PROCEDURES AND FORMATS FOR TWO-DAY State Championship

***To enter this VVGA event members, both men and women, must be financial within their VVGA District, played 1 game in the previous 12 month of the event, and have a current Golf Australia Handicap.***

Document modified 11<sup>th</sup> December 2025

## VVGA TWO-DAY CHAMPIONSHIP PROCEDURES

### Introduction

- 1 The procedures detailed in this document are designed to ensure that Tournaments are conducted in a consistent and efficient manner which will be of benefit to all veteran golfers who are members of a VVGA registered District.
- 2 Players must play off a Golf Australia Handicap and have proof of their handicap. The maximum GA handicap for men is 36. The maximum GA handicap for women is 45.
- 3 Players must be a financial member of a VVGA District and played a minimum of 1 game within the previous 12 months within that district. **Interstate visitors are welcome to enter but will be ineligible to win the VVGA State Championship.**
- 4 Host Districts should ensure that suitable advertising for Parmaker, and other sponsors, are included on the entry form.

- 5 All VVGA Tournaments are to incorporate a shotgun start

### **Allocation of two-day Tournaments**

- 6 Applications by golf clubs to host two-day tournaments are to be submitted on the application form (appendix B) through their District. Should the District support the application, the District's Zone Councillor is then required to make a recommendation and submit the application to the VVGA for their acceptance.
- 7 Districts will be notified of the VVGA's decision as soon as practicable.

### **Financial Matters**

- 8 The Organising Committee in consultation with the appropriate Zone Councillor is 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. These indicative fees are included in the application form.

### **Pre-Tournament Planning**

- 9 Pre-Tournament Planning (The Match Committee of the VVGA is available for consultation and if required to assist in pre-tournament planning).
- 10 Organising committees are required to follow these procedures and ensure that the conduct of the tournament meets the expectations of the VVGA and the veteran golf community.
- 11 The organising committee is responsible for the following;
- ❖ Arrange sponsorship.
  - ❖ Compile the entry form as a word document and once it has been approved by the VVGA Match Committee, the VVGA Secretary to send it out to all Councillors and District Secretaries and post it on the VVGA's website.
  - ❖ When entries have closed, the draw is to be compiled as a word or pdf document and forwarded to all members of the VVGA Council, District Secretaries, the VVGA's website and those players who have either provided an email address.
  - ❖ Arrange for additional prizes to be made available from sponsorship monies to accompany the VVGA trophies.
  - ❖ Arrange for cards to identify trophies on the trophy table.
  - ❖ Prepare score cards showing names, handicaps, event and tee positions in the field, or provide details to player if using MiScore.
  - ❖ Prepare a clearly visible notice board and include:
    - Draw in tee order
    - Course layout
    - Tournament conditions
    - Nearest the pin holes
    - Tee markers to be used
    - Any local rules
  - ❖ Prepare result sheets for viewing by participants
  - ❖ 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 9.30am to 10.30am for 11.00am start.

Day 2 Registration 8.00am to 8.30am for 9.00am start.

- 12 When compiling the draw it is preferred that players from the same District are not drawn together in single events.

### **Refund Policy**

- 13 When a veteran member, who has nominated for a tournament, notifies the Organising Committee at least 2 weeks before the tournament commences, that he is no longer able to attend, a refund of his entry fee should be made. Entry forms now state "that if a veteran member withdraws from the event after that time i.e. 2 weeks prior to the event" no refund will be made.

### **Tournament Control**

- 14 All VVGA tournaments are to be conducted under the control of the Host District, Host Club and the VVGA Match Committee chaired by the VVGA Captain. All queries are to be referred to this Committee which has 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**

- 15 On arrival at the course players are to be directed to the registration point which should be easily identifiable and where their 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.
- 16 Any sponsor gifts may be issued during registration.

### **Tournament Briefing**

- 17 When all players are accounted for, the Tournament Director calls an 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 any other relevant matters.
- 18 Course Marshals should be appointed by the Organising Committee to direct players to their allocated tees.

### **On Course Assistance**

- 19 Organising Committees may provide spotters, bunker rakers.

### Slow Play

- 20 Slow play will not be tolerated and Host Districts should take adequate steps to alleviate slow play. The appointment of a Course Marshal to monitor play is strongly recommended.

### Close of Play

- 21 (a) At the end of each day's play, completed score cards are sorted into grades and recorded on the score board.  
(b) Where a host club encourages scoring using MiScore, official scorers to give manual scorecards to the host club for processing into competition. Printout from host club to be available for viewing.
- 22 In the case of a tie all Scratch Championship events are to be decided by a sudden death playoff under the direct control of the Event Match Committee.
- 23 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 for verification prior to the trophy presentations.

### Trophies

- 24 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.
- 25 Trophy presentations should be conducted as soon as possible after all score cards are accounted for and the results checked by the Event Match Committee.

### Ball Competition

- 26 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).** No golf balls are to be thrown in the clubhouse. Cost of balls are a host club/district expense.

### Nearest the Pin

- 27 Nearest the pin competitions are to be conducted in association with all VVGA events for all players i.e. no grades apply. NTP trophies are a host club/district expense.

### Results

- 28 It is requested that Organising Committees phone or email the tournament results to their local and state newspapers (i.e. Herald Sun). The VVGA Secretary will make sure results and photos are displayed on the website.
- 29 Host Districts should take every opportunity to enhance Victorian Veterans Golf by maximising the use of local and state media including, print radio, television and electronic media.

### Catering for all State Events

**The entry fee should cover all these items excepting the Monday evening Dinner.**

- 30 **Monday morning** at registration tea/coffee should be available for competitors. Sandwiches or salad roll, a small drink and some fruit are provided for each competitor prior to the commencement of day 1.
- Monday after golf** a light afternoon tea is provided, either individually or in groups at the tables, whilst the first day's play results are finalised.
- Monday Evening** a function should be organised 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 the VVGA President. The cost of this dinner is a separate item on the entry form and numbers attending should be confirmed at registration with any outstanding payments collected and tickets issued. This function may be catered by the organising golf club or organised at an alternative venue. Preference is for an "A La Carte" Menu
- Tuesday morning** at registration tea/coffee should be available for competitors. Egg and Bacon rolls to be provided at time of registration, in line with agreed costing.
- Tuesday afternoon** after play a light luncheon (minimum cold meat and salads) or equivalent is provided where players sit in tee groups at the tables. It is important that late finishing players receive the same lunch as early finishers.

## Appendix A

### VVGA Tournament Format

#### **36 Hole State Championships (Stroke) A Grade, B Grade and C Grade (Stableford)**

The State Championship is the premier event on the VVGA's calendar. This event is open to all financial members of the VVGA.

This event is open to all financial members of the VVGA, having played 1 game within their district within the previous 12 months.

To enable the best experience for all golfers the State Championship will be played as a Stroke Event for all players who record a score for each hole.

A Grade, B Grade and C Grade will all play for grade prizes as Stableford.

#### **Tournament Requirements**

FIELD	Maximum 144 players or less according to course capacity as approved by the VVGA, shotgun start.
TOURNAMENT TIMING	October each year.
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	See template entry form provided, which must be approved by the zone councillor
CATERING	Refer section 30 detailing Catering
GRADING	Grading will be established after entries have been closed to balance numbers in grades as evenly as possible.

#### **Events**

Event 1	Day 1 & 2	<b>36 Hole Championship Gross Stroke</b> Open to all competitors
Event 2	Day 1 & 2	<b>36 Hole A Grade Stableford</b>
Event 3	Day 1 & 2	<b>36 Hole B Grade Championship Stableford</b>
Event 4	Day 1 & 2	<b>36 Hole C Grade Championship Stableford</b> C Grade Daily handicap limit 36 (men) & 45 (women)
Event 5 & 6		<b>All Grades 18 Hole best Stableford on each day</b>

## Trophy Presentations

### Trophies

#### 36-hole State Championships, A, B and C Grade

##### Gross Stroke

State Champion	VVGA Voucher (\$400) Plus, Medallion (\$60)	
Stroke Runner Up	VVGA Voucher (\$100)	Host Voucher/goods to Value (\$100)
A Grade Stableford	VVGA Voucher (\$175)	Plus Host Voucher/goods to Value (\$80)
Runner up	VVGA Voucher (\$75)	Plus Host Voucher/goods to Value (\$40)
Third	VVGA Voucher (\$50)	Plus Host Voucher/goods to Value (\$30)
B Grade Champion	VVGA Voucher (\$175)	Plus Host Voucher/goods to Value (\$80)
Runner up	VVGA Voucher (\$75)	Plus Host Voucher/goods to Value (\$40)
Third	VVGA Voucher (\$50)	Plus Host Voucher/goods to Value (\$30)
C Grade Champion	VVGA Voucher (\$175)	Plus Host Voucher/goods to Value (\$80)
Runner up	VVGA Voucher (\$75)	Plus Host Voucher/goods to Value (\$40)
Third	VVGA Voucher (\$50)	Plus Host Voucher/goods to Value (\$30)
Best Stableford score Day 1		Host Voucher/goods to Value (\$60)
Best Stableford Score Day 2		Host Voucher/goods to Value (\$60)
Nearest the Pin		Host Trophy /goods to Value (\$25 Each)
Ball Run		Host Trophy (25% of field)

##### Special Notes

1. State Champion is eliminated from Stableford event.
2. All trophy and voucher values shown are a guide only and should be considered the minimum value for trophies from sponsors or host.
3. Presentations for daily best scores, Nearest the Pins and the ball run are made at the end of play on days 1 & 2.

## Appendix B

The Victorian Veteran Golfers' Association Inc.

Application to host VVGA State Championship

Dates: \_\_\_\_\_

District: \_\_\_\_\_

Golf Course: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number/email: \_\_\_\_\_

Tournament Director: \_\_\_\_\_

Phone Number/email: \_\_\_\_\_

Tournament Director please indicate that the VVGA Tournament Procedure has been read in conjunction with your Zone Councillor and fully understood.

Signature: \_\_\_\_\_

### Course Details

Suitable for Shotgun: \_\_\_\_\_

Catering Capacity Number: \_\_\_\_\_

Available for Sunday Afternoon Play: \_\_\_\_\_



## Costings

Day	Cost	Start Time
Sunday Golf	\$ _____	Afternoon
Monday Golf	\$ _____	11.00am
Evening Dinner if applicable	\$ _____	6.30 for 7.00pm
Tuesday Golf	\$ _____	9.00am
Tuesday morning Egg & Bacon Roll	\$ _____	Registration

Venue for Monday's Dinner: \_\_\_\_\_

Comments:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Golf Club)

District Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Zone Councillor: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended by VVGA: \_\_\_\_\_ Date: \_\_\_\_\_  
Captain

Approved by Council: \_\_\_\_\_ Date: \_\_\_\_\_

Date Council Decision Conveyed to District: \_\_\_\_\_

Return completed application to:

VVGA Secretary  
Ann Dickinson  
13 Patrick St  
Portland, 3305

Email: [vgasecretary@gmail.com](mailto:vgasecretary@gmail.com)