

VICTORIAN VETERAN GOLFERS' ASSOCIATION Inc.

Reg No A0023016N



vvga.org.au

PROCEDURES AND FORMATS FOR District Teams 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 revised 5th August 2026

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.
- 4 The **VVGA Annual General Meeting** is held in the clubhouse of the club hosting the Teams Championship. The meeting commences at 9.00am 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.

- 5 Host Districts should ensure that suitable advertising for Parmaker, and other sponsors, are included on the entry form.
- 6 All VVGA Tournaments are to incorporate a shotgun start

Allocation of two-day Tournaments

- 7 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.
- 8 Districts will be notified of the VVGA's decision as soon as practicable.

Financial Matters

- 9 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 fees are included in the application form.

Pre-Tournament Planning

- 10 Pre-Tournament Planning (The Match Committee of the VVGA is available for consultation and if required to assist in pre-tournament planning).
- 11 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.
- 12 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 alphabetical and 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.

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

Refund Policy

- 14 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

- 15 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

- 16 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.
- 17 Any sponsor gifts may be issued during registration.

Tournament Briefing

- 18 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.
- 19 Course Marshals should be appointed by the Organising Committee to direct players to their allocated tees.

On Course Assistance

- 20 Organising Committees may provide spotters and bunker rakers.

Slow Play

- 21 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

- 22 (a) At the end of each day's play, completed score cards are sorted into teams 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.
- 23 In the case of a tie between District Teams, the combined 3 scores over the final 18 holes to determine the countback winners. If still tied then the final combined 6 holes of the 3 scores, etc as per standard Golf Australia countback system. Countback decisions are under the direct control of the Event Match Committee.
- 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 for verification prior to the trophy presentations.

Trophies

- 25 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.
- 26 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

- 27 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

- 28 Nearest the pin competitions on all Par 3's 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

- 29 It is requested that Organising Committees phone or email the tournament results to their local and state newspapers (i.e. Herald Sun). The VVGA Webmaster will make sure results and photos are displayed on the website.
- 30 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 VVGA Events

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

- 31 **Monday morning** at registration tea/coffee should be available for competitors. Sandwiches or salad roll, a small drink and some fruits 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 District Teams Championships (Stableford)

The District Teams Championship is the opportunity for golfers from all districts to compete for the Team Championship. It is open to any financial members from within the VVGA district.

Each District may enter 3 teams of 3 players, of which the 3 scores combined make up the District Team Score.

Tournament Requirements

FIELD	Capacity dependent on Shotgun Start capabilities. Maximum 132 players. All districts may enter 3 teams along with 3 VVGA councillor and executive teams. Maximum Capacity is on a first entered basis
TOURNAMENT TIMING	September 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 before distributing to District Secretaries
CATERING	Refer section 31 detailing Catering.

Events

Event 1	Day 1 & 2	36 Hole District Teams Championship Stableford Team of 3 (men, women or combination)
Event 2	Day 1 & 2	Best 36 Hole Individual Stableford
Event 3	Day 1	Best 18 Hole Individual Stableford
Event 4	Day 2	Best 18 Hole Individual Stableford

Trophy Presentations

Trophies

36-hole District Teams Championship

District Team Champions	VVGA Perpetual Trophy	
Team Members	VVGA Voucher (\$200 x 3)	Plus Host Voucher/Value (\$150 x 3)
	3 Engraved medallions (\$180)	
Runner Up Team	VVGA Voucher (\$100 x 3)	Plus Host Voucher/Value (\$80 x 3)
Individual 36 Hole winner	VVGA Voucher (\$100)	Plus Host Voucher/Value (\$80)
Individual 36 Hole runner-up	VVGA Voucher (\$75)	Plus Host Voucher/Value (\$60)
18 Hole Individual Stableford Day 1		
	VVGA Voucher (\$75)	Plus Host Voucher/Value (\$50)
18 Hole Individual Stableford Day 2		
	VVGA Voucher (\$75)	Plus Host Voucher/Value (\$50)
Nearest the Pin		Host Trophy / goods to Value (\$25 each)
Ball Run		Host Trophy (25% of field)

Special Notes

1. Medallions are provided by VVGA for the winning team members.
2. Players can only win one trophy. i.e. members of the winning and runner up team cannot win the individual trophies.
3. All trophy, voucher and goods values shown are a guide only and should be considered the minimum value for trophies from sponsors or host.
4. 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 Teams 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 including lunch	\$ _____	11.00am
Evening Dinner if applicable	\$ _____	6.30 for 7.00pm
Tuesday Golf including lunch	\$ _____	9.00am
Tuesday morning Egg & Bacon Roll	\$ _____	Registration
Total Event costing	\$ _____	

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