



# Veteran Women Golfers' Association of NSW Inc.

## Two-day country tournament guidelines

The Veteran Women Golfers' Association of NSW (VWGA) has great pleasure in informing you that your application to hold a two-day tournament in the year 201..... has been successful.

The allocated dates for your tournament are: .....

Please note that the delegate, (in conjunction with your Ladies' Committee), is responsible for the organisation of the entire tournament. The VWGA office is here to assist you with pre-tournament advice and provide support during the tournament if required. We recommend that no tournament should proceed with fewer than 50 players per day or the VWGA sponsorship may be withdrawn. The program must state that the event is sponsored by the Veteran Women Golfers' Association of NSW Inc.

Listed below are guidelines to assist you in the planning of your event.

### GUIDELINES

1. Your proposed program, (including entry forms) should be forwarded to the VWGA office for approval.

Entry form should include following information:

- Golf Link Number and GA handicap
  - VWGA Logo (top left corner) and your club logo (top right). The VWGA logo will be emailed to you with confirmation of your approved tournament.
  - Type of event being played on each day
  - Entry costs i.e. daily fee or a combination fee for golf and other activities
  - Closing date for entries
  - Payment information i.e. cheque or eft details
  - Contact details
  - A statement that 'the tournament is open to all financial members of the VWGA or affiliated associations'.
  - Pro Shop contact details and a statement that 'it is the player's own responsibility to book carts directly with the Pro Shop'. This is only required if electronic carts are available and if there is limited availability it should be noted
2. Once approved, the VWGA office will provide labels or email addresses for both country and metropolitan areas. These will be forwarded prior to the event.
  3. It is the club's responsibility for circulation of the program and entry forms to delegates in both Country and Metropolitan NSW. It does not have to be mailed to all delegates but we recommend circulation to all metropolitan clubs and country clubs within your region and nearby areas.

4. When mailing this material, please endeavour to enclose a list of available accommodation in your area. The local Tourist Information Centre may provide brochures and any other relevant material and may also assist you with the cost of postage.
5. An electronic copy of the final program should be forwarded as soon as possible to the VWGA office for advertising on the VWGA website and also to enable the downloading of entry forms for clubs that did not receive a hard copy in the mail out.
6. To commemorate the Diamond Jubilee of the VWGA in 2010, a silver plate was provided to be presented to the nett winners of the team event played at every two-day sponsored country tournament each year. The winners names will be engraved on the plate but the plate will be retained by the VWGA.

## RECOMMENDATIONS

1. Consideration should be given to having an event on the first day which would enable the players to meet those attending from other clubs.
  - Day 1: 4BBB Stableford (no individual) – In Divisions
  - Day 2: Individual Stableford (single) – In Divisions.
2. It is advisable **not** to state the **Handicap Divisions** on the Entry Form. When all entries are received, the divisions should be decided with an equal number of players represented in each division.
3. It is recommended that the 'ball run down' exclude all the winners with the exception of Nearest the Pin (NTP) and Long or Accuracy Drive.
4. Nearest the pins (on day 1) – In Divisions
5. Nearest the pins and or long drives/ accuracy drives (on day 2) – In Divisions
6. Two tee start from 8.30am (both days)
7. Ensure players from same club are not drawn together, except if requested or if two players from the same club are sharing a motorised cart.
8. The VWGA would prefer that only one trophy is awarded per player (except for NTP or long/accuracy drive).
9. Presentation can be arranged following play on each day or at the dinner. This can be determined by the organising committee.
10. It is recommended that VWGA representative be welcomed by the Ladies President or delegate and be invited to present trophies on day one (1). The delegate should present the trophies on day two (2).

## WET WEATHER CONDITIONS

In case of inclement weather, the delegate, and the match committee in conjunction with the VWGA representative should make any recommendation with player safety foremost in that decision. This decision can be made at any time, even if play has started, as long as all competitors, on and off the course, are informed. The decision could be a reduction of holes to be played, no carts to be used, etc.

## SUGGESTIONS

1. Prior to commencement of the tournament, provide a **Welcome Registration Gathering** e.g. afternoon tea, cocktail party, nibbles & drinks, etc to allow players to circulate with other players and the VWGA committee members attending. It is recommended that name badges be worn.
2. The organising club should arrange a **dinner on either the first or second evening of the tournament** to allow the ladies to socialise and they will of course spend money in the club. This dinner should be **optional** and the cost should be included in the entry fee indicated on the entry form. It is recommended to hold on the evening on day one (1) as many ladies return home directly after play on day two (2).
3. A shot gun start is recommended if you prefer to hold a luncheon on one or both days.
4. To promote the tournament in your local area, **contact newspaper/s and your TV station** to see if they are interested in promoting your event and/or provide follow-up by interviewing the VWGA representative and perhaps photograph or film some of the ladies on the course.
5. We recommend Gift Cards to be used as trophies. These need only be awarded to the winners of the main events. However, this is left to your discretion as we recognise that you may have acquired various sponsorship agreements.
6. Consider running a raffle over the two days to be drawn prior to the presentations on the second day. Proceeds could either go to a charity or to the Lady Members' Committee so they may help defray any extra expenses incurred as a result of running the tournament or help support one of your committees initiatives, for example junior girls, new membership drive, disabled golfers, etc.

## SPONSORSHIP

1. The VWGA will provide initial sponsorship of \$500.00 - approximately six (6) months prior to the tournament. A further payment up to a maximum of \$1,500.00 will be made when the draw has been finalised. (See attached schedule)
2. You must notify the VWGA representative of the final number of players per day (as soon as possible) so that any further sponsorship can be authorised.
3. The final draw must also be sent to the VWGA representative.
4. Provide a list of clubs with participating club delegates noted.

5. We would prefer to authorise any sponsorship payments electronically. Ensure we have your EFT or BPAY details if this is your preferred payment method. However, if you prefer a cheque please supply payee details.

**The VWGA representative will bring:**

- Teardrop banners for display on the tees and at presentation
- VWGA tablecloth for presentation table
- Merchandise for sale – a small table should be available to display the goods.

## **POST TOURNAMENT**

At the completion of the tournament, please provide electronic copies of the:

1. Daily result sheets for our website
2. Photographs of winners
3. An Income & Expenditure schedule in relation to the two-day tournament for our accounting purposes in relation to our sponsorship.

The VWGA endorses and fully supports your tournament to be held at:

.....in .....

Please do not hesitate to contact us on 92992250 or email to: [tournaments.vwga@bigpond.com](mailto:tournaments.vwga@bigpond.com) if you require any further information. We are here to help you provide a successful and fun tournament for our VWGA members.

Congratulations,

Jacky Parsons  
Head, Tournaments