



Waikato District Veteran Golfer's Association Inc.

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SUGGESTED GUIDELINES FOR CLUBS RUNNING **WAIKATO 1 DAY EVENTS**

1. The starting time as indicated on the Waikato official programme is 9 am or 9.30am. The Survey indicated a preference for possibly shotgun or multi tee start at 10.00am.
2. As soon as players arrive for the 9 am start they should register, have their 'cuppa' and be ready to play. The clubs should make the 4's up as soon as players register, mix up players i.e. different clubs, allow the players a short time to have their 'cuppa', then send them off. Players sharing carts will be an exception to this.
3. Clubs wishing to change the starting time, i.e. 10 am, with a shotgun start, should advise the Secretary in advance so the change can be put into the new Programme or advised in weekly updates or Newsletters.
4. The well-established entry fee for one day tournaments is \$10.00, the Survey indicated players will now accept \$15.00 but that is up to clubs and clubs are encouraged to advise the Secretary if charging \$15.00 so players can be advised through weekly updates and Newsletters.
5. The raffle sheet should be ready and out to catch all players as they arrive, advising players how many draws and what the prizes are. Players also need to be advised if the 2's are part of the overall cost or a separate charge and there should be a sheet set aside near the raffles if the 2's are separate.
6. If all raffle tickets are sold, then a good time to draw the raffle is while the cards are coming in.
7. Writing the board up is great if someone is collating the cards at the same time. This process needs to be as efficient as possible, not a long drawn out length of time. Another way to reduce time is not to write the board up at all and take the scores straight off the cards. Whichever option the club chooses to use it is to be done as quickly as possible.
8. If clubs have a microphone, please use it as it tends to keep the players quiet which makes for a better presentation.
9. Speeches from the Waikato Rep and Club Rep.
10. The prize table is to be set up, making sure enough prizes are available.
 - How many prizes and how many players get a prize is up to the club, but a common guideline used is 60% of Entry Fees is paid out to a minimum of 50% of the players a minimum of 50% of players getting a prize is considered important to get players back.
11. It is up to the host club how they do their prizes.
 - How many divisions for men, women in a separate division, or all in together.
 - We encourage clubs to provide a Gross Prize.
 - The Survey indicated most players are happy with Meat Packs, but you may consider Fuel or Supermarket vouchers.
12. Helpers need to be at hand when prize giving commences to give the prize to the winners, this speeds up the process. When it is 'pick of the table' give the recipients enough time to get to the prize table before calling out the next person.
13. The raffle can be done prior to or after the prize giving.
14. Don't forget the 2's, nearest the pin and longest putt if applicable.
15. If every club endeavour to keep as close to these guidelines as possible then it will make for a better day.
16. Many holds ups on tees could be avoided if players teed off then marked their cards while others tee off.
17. Remember, if you do not please the players they will not come back. Your day becomes a black mark on their calendar.
18. **At the completion of your tournament capitations fees of 50 cents per player is due to be paid to the Association**